

2022

ANNUAL REPORT

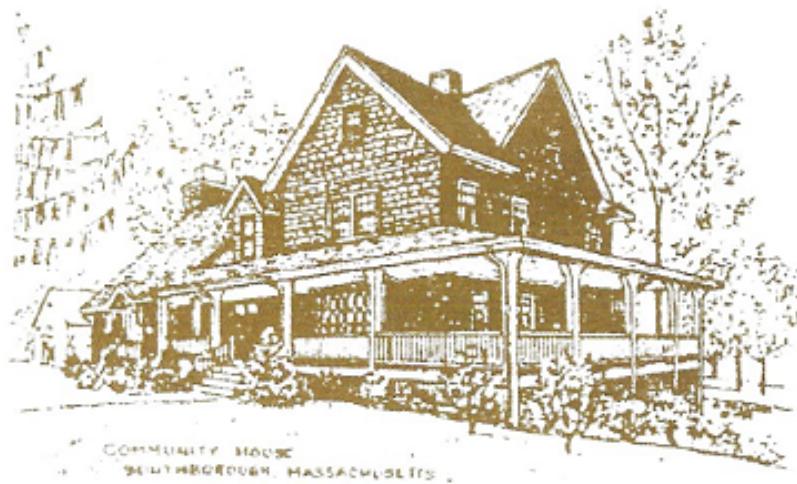


SOUTHBOROUGH
COMMUNITY HOUSE
- 100 YEARS -

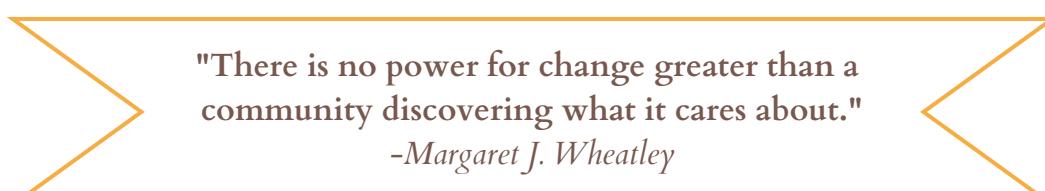
TOWN OF SOUTHBOROUGH



On The Cover



The Southborough Community House celebrated its 100th anniversary in 2022



"There is no power for change greater than a community discovering what it cares about."
-Margaret J. Wheatley

Many thanks to all Departments, Boards, Committees, and Commissions for their insightful reports.

Dedication Contribution: Vanessa Hale
Report compiled and formatted by: Melanie Otsuka
Front Cover: Melanie Otsuka

*Front cover photo courtesy of Susan Fitzgerald
Inside cover image courtesy of Southborough Village Society*

One Hundred Forty-Ninth
Annual Report
of the
Town of Southborough
Massachusetts



For the Year Ending
December 31, 2022

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Town of Southborough 2022 Annual Report

~DEDICATION~

On October 10, 2022, Southborough celebrated the centennial of the Community House, formally known as the William A. White House. In 1921, the house was acquired by White's friend, Charles F. Choate, who donated it to the Southborough Village Society, which was established in 1922. Mr. Choate, a longtime Southborough resident, donated the Community House to the people of the town in 1922. Coincidentally, he once served as a Selectman and was known by many as a major community benefactor, as well as the son-in-law of Joseph Burnett. His ties to Southborough run deep and philanthropic; the original property once encompassed the land for Choate Field and Woodward School.

The founder's charter provided that it be a venue for community members to gather for any number of social needs - from holiday or retirement parties to baby showers or mercy meals. The original mission could not be more accurate in 2022—it's bustling with activity, but no more so than on Heritage Day itself.

When he gave the house to the Society, Mr. Choate stipulated that it be shared with the Leo L. Bagley Post of the American Legion. Choate hired renowned architect Charles M. Baker to design a one-and-a-half story east wing to serve as the Post's headquarters. Local Veterans have been the beneficiary of this enclave for decades and deeply honor this mission.

Longtime residents will recall fond memories of the tall spruce Christmas tree that used to stand in front of the Community House. It was planted in 1922 and lit up this borough joyfully every holiday season. The Community House even once held a bowling alley!

A monument in front of the property marks where General Henry Knox passed by in the winter of 1776 to deliver to General George Washington the artillery from Fort Ticonderoga, used to force the British Army out of Boston. Thus, this property has its own storied connections to American history.

This august institution and property continue to thrive, 100 years later. Gone are the days when the first proprietors, the Toombs family, served tea every afternoon at 4:30. However, its walls could tell many stories. Celebrations still abound in the Fall, just prior to an annual visit from Santa to Easter Egg hunts that usher in Spring. The wraparound porch itself has borne witness to a plethora of happy occasions and has been a witness to a kaleidoscope of historic and social events over the past century.



Photo: Jonathan Ratner

Indeed, we must also pay homage to Bea Ginga, the Conservator and Event Planner who has lovingly looked after this gem of Southborough for more than 5 decades. Bea's dedication and loyalty to this humble abode is the essence of "Community" which has flourished under her tenure. Bravo Bea!

Town of Southborough 2022 Annual Report
~DEDICATION~

In March, we bid a fond farewell to Russell Millholland. Russ will be remembered for his quiet and thoughtful leadership, as well as serving on more committees than any other resident that comes to mind. Folks often remarked he would have made a tremendous Selectman, which is the only board he didn't serve on! He lent his energies, knowledge and enthusiasm to the Advisory Committee, Cable Committee, Council on Aging, Industrial Development Committee, Planning Board and most notably, the Personnel Board on which he served since 1996.

Perhaps his most noble achievement in Southborough was leading countless search committees for Building Commissioner, Facilities Manager, Fire and Police chiefs, Recreation Director, Town Administrator, Town Planner and Town Accountant. He was, unequivocally, a master at digging into an individual's work ethic and commitment to public service.

A career in finance and then human resources allowed him to offer many lessons to town department heads over the years.

He was an individual that was sought out and provided sincere counsel in all workplace matters. This Coach that loved helping others become a better version of themselves often quoted President Lincoln and noted "If we could first know where we are, and where we are going, we could better judge what to do and how to do it." Colleague and friend Jon Wortmann recalls that there are very few leaders in the HR community who are functional experts, people leaders, and strategic thinkers. Russ was one of them and he brought that rich insight to his work in Southborough.

"We were not only graced by his wisdom, but also by his deep caring for our staff and for the residents our professional team serves every day." As a Veteran that always valued service among the highest of characteristics, Russ often ended a call, chat, or e-mail with "Now, what can I do for you?"

Let's usher that spirit in all our conversations a bit more in his honor.

"Russ was the epitome of civic volunteering. A man, who was tremendously accomplished, and willingly coached the development of personnel and touched every department at some point over those decades. Mr. Millholland offered consultative assistance in a myriad of ways and worked with agencies to develop job descriptions and policies for evaluating staff. He is deeply missed!" -Dr. Steve Morreale, former Town Moderator, [Former] Chair, Personnel Board



Photo: Janice Millholland

Town of Southborough 2022 Annual Report

~DEDICATION~

As the seasons turned to Spring, we were terribly saddened to learn of the death of Probationary Firefighter Lisa Thompson who passed away unexpectedly while off duty. She was a member of the department for just over five months. Fire Chief Achilles noted “In that short time, she demonstrated a sincere passion and commitment in her fellow firefighters, the department, and to those we serve.” Lisa was an active proud firefighter for the Town of Southborough and served as a call-firefighter for the Towns of Medway and Sherborn previously. She continued her life of service through the gift of organ donation. She is very much missed by all who knew and cared for her.



Photo: Steven Achilles



Photo: Roger Challen

In August, Southborough resident Kim Hibbard Tolander passed away unexpectedly. In addition to being a wife and mother, Tolander was a member of the Southborough School Committee, Vice Chair of NSPAC (the Northborough-Southborough Special Education Parent Advisory Council), and actively involved in supporting the community.

Kim had been an active member of our school community for many years and was a tremendous advocate for all students. If she saw a way to help others, she was involved somehow – if there was something that needed to be done, Kim was always the first to do it. The entire school community continues to care for and support her memory and her family.

“Kim Tolander was only just beginning her second year serving on the School Committee, but her impact was inspirational. She had a passion and advocacy for education, especially in the area of Special Education, yet the amazing breadth of her contributions to the people of Southborough reached so much further than that. She encouraged all of us to step outside of our comfort zone, and volunteer to do something we have not done before, to help make things better.” –Roger Challen, Chair, Southborough School Committee

In Memoriam

<i>BERNARD BRADSTREET</i>	<i>01/02/2022</i>
<i>STEPHANIE MCMAHON</i>	<i>01/07/2022</i>
<i>VINCENT ACAMPORA</i>	<i>01/19/2022</i>
<i>JOHN DRACHMAN</i>	<i>01/20/2022</i>
<i>JOSEPH MAIORANA</i>	<i>01/22/2022</i>
<i>MELANIE STRICKLAND</i>	<i>01/31/2022</i>
<i>CAROL BAILEY</i>	<i>02/07/2022</i>
<i>GEORGINA WEBER</i>	<i>02/20/2022</i>
<i>MARILYN MESERVE</i>	<i>02/28/2022</i>
<i>LEONARD DALTON</i>	<i>03/05/2022</i>
<i>JOHN TROGOLO</i>	<i>03/10/2022</i>
<i>JEAN FELDHOUSE</i>	<i>03/27/2022</i>
<i>MICHAEL COSTELLO</i>	<i>03/30/2022</i>
<i>VALERIE CORDERMAN</i>	<i>04/15/2022</i>
<i>JOSEPH GREEN</i>	<i>04/30/2022</i>
<i>DORIS HEATH</i>	<i>05/02/2022</i>
<i>HENRY LARGE</i>	<i>05/10/2022</i>
<i>DEBORAH CAREY</i>	<i>05/31/2022</i>
<i>DONALD PETERS</i>	<i>05/31/2022</i>
<i>JUDITH GLECKEL</i>	<i>06/05/2022</i>
<i>CATHERINE FRANK</i>	<i>06/20/2022</i>
<i>LISA FIELDS</i>	<i>07/04/2022</i>
<i>RONALD DEHART</i>	<i>07/09/2022</i>
<i>MARIE KENSINGER</i>	<i>07/11/2022</i>
<i>KARE JOHANSEN</i>	<i>07/14/2022</i>
<i>RAY HULING</i>	<i>07/17/2022</i>
<i>LEO BARTOLINI</i>	<i>07/21/2022</i>
<i>KIMBERLY TOLANDER</i>	<i>08/03/2022</i>
<i>TOGO PALAZZI</i>	<i>08/12/2022</i>
<i>MICHAEL DALTON</i>	<i>09/17/2022</i>
<i>URSULA LANGWAY</i>	<i>09/25/2022</i>
<i>ROBERT HENDERSON</i>	<i>10/01/2022</i>
<i>RICHARD BELL</i>	<i>10/06/2022</i>
<i>RHONDA BARTOLINI</i>	<i>10/06/2022</i>
<i>MARGARET YOUNG</i>	<i>10/29/2022</i>
<i>PAUL BECK</i>	<i>10/31/2022</i>
<i>ARNOLD FERRARI</i>	<i>11/16/2022</i>
<i>THERESA KIRALLY</i>	<i>11/17/2022</i>
<i>MARIA BROWN</i>	<i>11/18/2022</i>
<i>RONALD OTT</i>	<i>11/24/2022</i>
<i>JOHN HERMANS</i>	<i>11/26/2022</i>
<i>RODICA EMANUEL</i>	<i>11/29/2022</i>
<i>WILLIAM MUISE</i>	<i>12/10/2022</i>
<i>JEREMIAH MCGILLCUDDY</i>	<i>12/14/2022</i>
<i>GLORIA ASPESI</i>	<i>12/23/2022</i>
<i>EMILY MORRISON</i>	<i>12/27/2022</i>

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]

DID YOU KNOW?

- The Boston Terrier dog breed had its origins in Southborough. Circa 1870, Southborough's Edward Burnett owned a white female English Terrier which was crossed with an English bulldog owned by Robert C. Hooper of Boston; and so the Boston terrier was born!
- Joseph Burnett also created the first liquid vanilla extract commercially produced and sold in the United States.
- The four stars on the Town flag represent the four villages of Southborough [Southborough, Fayville, Cordaville, and Southville]

Town House: 17 Common Street

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

Public Library: 25 Main Street

Monday, Friday, Saturday 10am-5pm; Tuesday-Thursday 10am-9pm; closed Sunday

Public Safety: 32 Cordaville Road

Police Dept.

Fire Dept. /Emergency Ambulance

Department of Public Works: 147 Cordaville Road

Monday-Friday 8am-4pm

Recreation: South Union Building, 21 Highland Street

Monday-Thursday 9am-4pm; Friday 9am-12pm

Cordaville Hall: 9 Cordaville Road

Board of Health Monday-Thursday 8am-12:30pm; Friday 8am-12pm

Building Dept./Zoning Dept./Conservation Dept.

Monday-Thursday 7am-4pm; Friday 8am-12pm

Council on Aging/Senior Center

Monday-Friday 8:30am-3pm; Saturday 9am-12pm

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

SOUTHBOROUGH AT A GLANCE

(continued)

Southborough, MA Worcester County

Area: 13.79 square miles
68.12 miles of Town roads
10.72 miles of State roads

Population*:
10,088

Tax Rate:
14.76

Form of Government:
Open Town Meeting; Select Board

*based on Town Clerk's most recent census data

How Do I?

License My Dog:
(508) 485-0710 ext. 3006 or
townclerk@southboroughma.com

Register to Vote:
<https://www.sec.state.ma.us/ovr/>

Pay My Bills:
(508) 485-0710 ext. 3010 or
southboroughtown.com/treasurercollector

Real Estate/Excise Tax Questions:
(508) 485-0710 ext. 3010 (Treasurer)
(508) 532-0710 ext. 3016/3017 (Assessors)

Transfer Station Information: (508) 485-1210

Elementary Schools:

Albert S. Woodward Memorial School; 28 Cordaville Road

Margaret A. Neary School; 53 Parkerville Road

Mary E. Finn School 60 Richards 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:

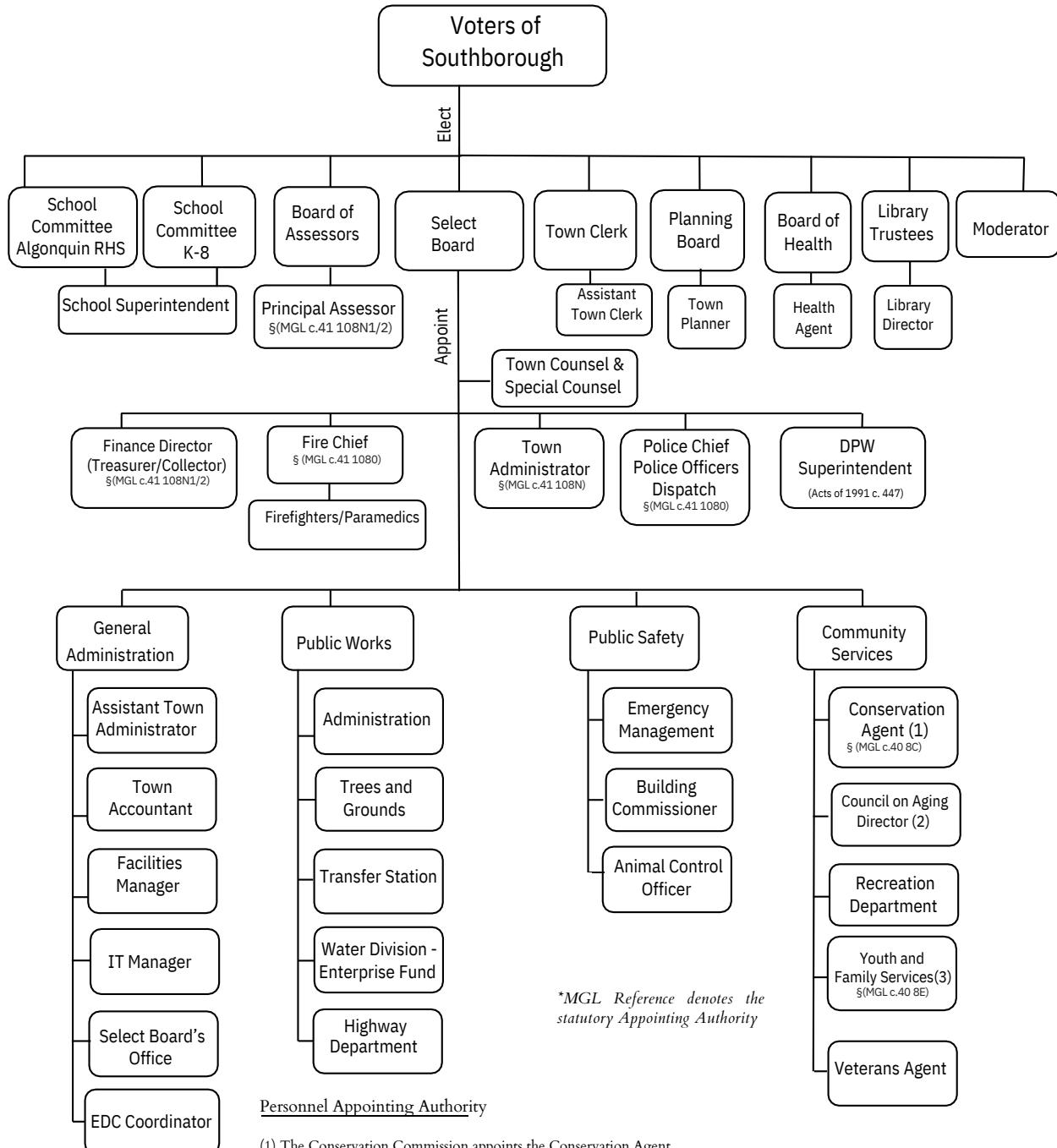
Fay School; 48 Main Street

St. Mark's School; 25 Marlboro Road

The New England Center for Children; 33 Turnpike Road

SOUTHBOROUGH AT A GLANCE

(continued)



Town of Southborough Organizational Chart

OFFICERS OF THE UNITED STATES OF AMERICA

As of December 31, 2022

President.....Joseph R. Biden, Jr.
VicePresident.....Kamala Harris
U.S. Senators in Congress.....Edward J. Markey and Elizabeth A. Warren
U.S. Representative in Congress, Fifth District.....Katherine 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 Eldridge
State Representative, 8th Middlesex District.....Carolyn C. Dykema

COUNTY AND DISTRICT OFFICIALS

District Attorney.....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.....Susan Braniecki

TOWN OFFICERS

(as of December 31, 2022)

ELECTED OFFICIALS

ASSABET VALLEY REGIONAL SCHOOL DISTRICT COMMITTEE- 4 years
Mark E. Pietrewicz (2023)

BOARD OF ASSESSORS-3 years
Jeffrey W. Klein (2025)
Tammi A. Rice (2023)
Heath S. Widdiss (2024)

BOARD OF COMMISSIONERS OF TRUST FUNDS- 3 years
William J. Boland (2023)

BOARD OF HEALTH- 3 years
Chelsea M. Malinowski (2024)
Safdar Medina (2025)
Nancy A. Sacco (2023)

SELECT BOARD- 3 years
Lisa M. Braccio (2023)
Kathryn M. Cook (2025)
Andrew R. Dennington (2024)
Chelsea M. Malinowski (2023)
Sam Stivers (2025)

BOARD OF TRUSTEES
SOUTHBOROUGH LIBRARY- 3 years
Jane C. Davis (2023)
David C. Ekberg
Marguerite H. Landry (2025)
Janet M. Maney (2025)
Kimberly L. Regan (2024)
Amy S. Yazdani (2023)

MODERATOR- 1 year
Paul M. Cimino (2023)

NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT COMMITTEE- 3 years
Southborough
Paul H. Desmond (2023)
Kathleen A. Harragan (2024)
Cathy A. Kea (2024)
Matthew J. Spencer (2025)
Northborough
Karen Ares (2024)
Christopher D. Covino (2023)
Joan G. Frank (2025)
Kathleen M. Howland (2024)
Sean P. O'Shea (2023)

PLANNING BOARD- 5 years
Deborah DeMuria (2028)
Marnie L. Hoolahan (2024)
Meme Lutrell (2026)
Andrew S. Mills (2023)
Jesse T. Stein (2025)

SCHOOL COMMITTEE- 3 years
Roger W. Challen (2025)
Jessica A. Devine (2023)
Keturah Martin (2023)
Kamali Aieka O'Meally (2023)
Jennifer Lane Primack (2024)

SOUTHBOROUGH HOUSING AUTHORITY- 5 years
Robert John Braccio (2026)
Bertha T. Ginga (State Appointee)(unlimited)
Alexander S. Frisch (2023)
Nancy G. Morris (2024)
John M. Wood (2025)

TOWN CLERK - 3 years
James F. Hegarty (2023)

APPOINTED OFFICIALS - by Moderator

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

ADVISORY COMMITTEE- 3 years
Eric J. Fernandez (2023)
Timothy W. Martel (2025)
Adam Nodiff (2025)
Andrew T. Pfaff (2023)
Howard Rose (2025)
Marci Jones Salow (2024)

PERSONNEL BOARD - 3 years
Doriann Jasinski (2024)
Michelle Jones-Johnson (2025)
Jason W. Malinowski (2025)
Barry J. Rubenstein (2023)
John E. Thorburn (2025)

PUBLIC WORKS PLANNING BOARD - 3 years
APPOINTED BY MODERATOR
Mark S. Bertonazzi (2023)
William J. Boland (2024)
James A. Harding (2025)
APPOINTED BY PLANNING BOARD
Deborah DeMuria (2025)
Sam Stivers (2023)

TOWN OFFICERS

(continued)

APPOINTED OFFICIALS - By Select Board

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

AFFORDABLE HOUSING TRUST FUND

COMMITTEE- 2 years

William J. Boland (2023)

Lisa M. Braccio (2023)

Kathryn M. Cook (2023)

Andrew R. Dennington, II (2023)

Doriann M. Jasinski (2023)

Chelsea M. Malinowski (2023)

Sam Stivers (2023)

AMERICANS WITH DISABILITIES ACT (ADA)

COORDINATOR- 1 year

Mark J. Purple (2023)

ANIMAL CONTROL OFFICER/

ANIMAL INSPECTOR - 1 year

Jennifer A. Condon (2023)

ASST. TOWN ACCOUNTANT - 1 year

Heidi Lindsey (2023)

ASST. TOWN ADMINISTRATOR- 1 year

Vanessa D. Hale (2023)

ASST. TREASURER/COLLECTOR - 1 year

David J. Birri (2023)

BUILDING DEPARTMENT

INSPECTOR OF BUILDINGS- 3 years

Laurie Livoli (2025)

ALTERNATE BUILDING INSPECTORS - 1 year

Patrick E. Sands (2023)

Peter Tartakoff (2023)

ELECTRICAL INSPECTOR - 1 year

James Colleary (2023)

ASSISTANT ELECTRICAL INSPECTOR - 1 year

(APPOINTED BY INSPECTOR OF BUILDINGS)

PLUMBING/GAS INSPECTOR - 1 year

Austin P. Belliveau (2023)

ASSISTANT PLUMBING/GAS INSPECTOR - 1 year

CENTRAL MASS. RESOURCE RECOVERY

COMMITTEE

Karen Galligan - No Expiration Date

COMMUNITY PRESERVATION COMMITTEE - 3 years

David M. Joyner (2023)- Citizen-At-Large

Kristin L. LaVault (2024)- Recreation Comm. Rep.

Andrew S. Mills (2023)- Planning Board Rep.

Mark W. Murphy (2023)- Citizen-At-Large

Anne M. Pfaff (2025)- Historical Comm. Rep.

Benjamin B. Smith (2024)- Conservation Comm. Rep.

VACANCY (2023)- Housing Authority Rep.

VACANCY (2023)- SHOPC Rep.

VACANCY (2025)- Open Space Preservation Comm. Rep.

CONSTABLE- 1 year

Jonjy Ananth (2023)

Rajoo Ananth (2023)

COUNCIL ON AGING - 3 years

Mary Ann Anderson (2024)

Michael L. Backer (2025)

Gerald V. Capra (2025)

William H. Harrington (2024)

Sandra L. Kiess (2025)

Joyce Macknauskas (2024)

Douglas C. Peck (2023)

P. Brent Trottier (2025)

Carol A. Yozzo (2025)

ALTERNATE MEMBERS- 1 year

VACANCY (2023)

VACANCY (2023)

DIRECTOR OF FACILITIES- 1 year

John A. Parent (2023)

ECONOMIC DEVELOPMENT COMMITTEE

Robert S. Anderson (2024)

Karen Anglim (2023)

Alan Belniak (2023)

Matthew Berger (2024)

Julie W. Connally (2023)

Michael D. Moorehead (2024)

John M. Wood (2023)

VACANCY (2025)

VACANCY (2025)

ECONOMIC DEVELOPMENT COORDINATOR - 1 year

VACANCY (2023)

ETHICS COMMISSION LIAISON- 1 year

James F. Hegarty (2023)

FINANCE DIRECTOR/TREASURER/COLLECTOR- 3 years

Brian P. Ballantine (2025)

FIRE CHIEF- 3 years

Steven E. Achilles (2024)

FIRE WARDEN - 1 year

Steven E. Achilles (2023)

GRANT COORDINATOR - 1 year

Carla McAuliffe (2023)

HIPAA PRIVACY OFFICER- 1 year

Vanessa D. Hale (2023)

TOWN OFFICERS

(continued)

HISTORICAL COMMISSION- 3 years

Kathleen S. Battles (2025)
James Blaschke (2025)
Grant Farrington (2023)
Kevin D. Miller (2025)
Anne M. Pfaff (2025)
VACANCY (2024)
VACANCY (2024)

METROPOLITAN AREA PLANNING COUNCIL- 3 years

Deb Demuria (2025)
VACANCY (2025)

METROWEST REGIONAL COLLABORATIVE- 1 year

Meme Luttrell (2023)
VACANCY- (2023) *Select Board Rep.*

METROWEST REGIONAL TRANSIT

AUTHORITY- 1 year
VACANCY (2023)

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

Steven E. Achilles (2023)

MUNICIPAL HEARING OFFICER- 1 year

John E. Thorburn (2023)

MUNICIPAL TECHNOLOGY COMMITTEE- 3 years

Ryan Donovan (Ex-Officio)(no expiration)
Jason Montijo (Ex-Officio) (no expiration)
Ryan O'Leary (Ex-Officio)(no expiration)

SELECT BOARD APPOINTEES

Larry S. Samberg (2025)
Angela K. Varner (2025)

LIBRARY TRUSTEES APPOINTEE

Matthew Jared Probst (2024)

SCHOOL COMMITTEE APPOINTEES

Joseph Z. Provo (2025)
William B. Warren (202

OPEN SPACE PRESERVATION COMMISSION- 5 years

Karen Cvitkovich (2025)
Frederica Gillespie (2026)
Sarah R. Rositano (2023)
Christopher Tully (2024)
VACANCY (2024)

PARKING CLERK- 1 year

Brian P. Ballantine (2023)

PHASE II STORMWATER COMMITTEE (AD HOC)-

1 year
Karen M. Galligan (2023)
VACANCY (Administrative Rep.) (2023)
VACANCY (Conservation Comm. Rep. (2023)
VACANCY (Board of Health Rep. (2023)
VACANCY (2023)

POLICE DEPARTMENT

Chief of Police- 3 years
Ryan M. Newell (2025)
Constable - 1 year
Ryan M. Newell (2023)
Jail Keeper - 1 year
Ryan M. Newell (2023)
Lieutenant - 1 year

Detective - 1 year
Stephen Neivert (2023)

Sergeants - 2 years
James V. Deluca (2024)
Sean P. McCarthy (2024)
Timothy J. Slatkavitz (2024)
Michael T. Whelan (2024)
Heath S. Widdiss (2024)

Officers- 2 years
Riley Brown
Austin Chapski
Cameron Chapski
Julia Fontana
James Gallagher
Kevin Landry
Tyler Lu
Keith Nichols
Jeffrey Norton
Thomas Rock
Luke Soccors
W. John Woodford III

Police Business Administrator - 1 year
Cynthia McLeod (2023)

Communications Officers- 1 year
Full-time

Nadia Badenhausen (2023)
Kyle Devincent (2023)
Stephanie Fontaine (2023)
David Maida (2023)

Part-time
Charles Goodwin (2023)
Nancy Dauteuil (2023)

TOWN OFFICERS

(continued)

POLICE DEPARTMENT (cont.)

Special Officers- 1 year
David Hagen

Student Officer- 1 year
Owen O'Brien

Chaplain - 1 year
Rev. James B. Flynn (2023)

PROCUREMENT OFFICER, CHIEF-1 year

Mark J. Purple (2023)

PUBLIC ACCESSIBILITY COMMITTEE - 1 year

Marguerite Landry (2023)
Bonnie J. Phaneuf (2023)
William W. Sines (2023)
William B. Warren (2024)
Laurie A. Livoli (Ex-Officio) (no expiration)
Mark J. Purple (Ex-Officio) (no expiration)
VACANCY (2024)

RECREATION COMMISSION - 3 years

Donald P. Dumont (2023)
Jennifer P. Hansen (2024)
Kristen LaVault (2023)
Rachael E. O'Day (2023)
VACANCY (2024)

REGISTRAR OF VOTERS - 3 years

Keith Ackley (2023)
Tomasz Kierul (2025)
Tracey D. Navaroli (2024)
James F. Hegarty (Ex-Officio)(no expiration)

SEXUAL HARASSMENT OFFICER- 1 year

Gregory Manousos (2023)

SOUTHBOROUGH CULTURAL ARTS COUNCIL-

2 calendar years

Steven Achilles (1/7/2024)
Kimberly D. Galbraith (10/2/2023)
Jen Hansen (10/2/2023)
Elizabeth Kesselman (10/2/2023)
Catherine M. Weber (10/2/2023)

SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE (SEPC) (AD HOC)- unlimited

Steven Achilles
Dana Amendola
Neal P. Aspesi (Chair)
Lisa M. Braccio
Matthew F. Braccio
Annette Casco
Sarah A. Casell
Leslie R. Chamberlin
Melissa Danza
Charles R. Dilts
Karen M. Galligan
Robert C. Lagasse
Sherri A. Lajeunesse
Pamela M. LeFrancois
Laurie A. Livoli
Sharon M. Lorince
Gregory Martineau
Jason Montijo
Scott E. Navaroli
John A. Parent
Alicia R. Porter
Mark J. Purple
Karina G. Quinn
Dana E. Sgroso
Mark A. Spruill
John P. Tommaney
Taylor West
Katelyn S. Willis
Carol A. Willoughby
7 VACANCIES

SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE - 3 years

Thomas Bhisikul (2025)
Andrew R. Dennington, II (2023)
Alexander S. Frisch (2023)
Doriann Jasinski (2024)
Douglas Manz (2025)
Jesse T. Stein (2024)
John M. Wood (2024)

SOUTHBOROUGH SCHOLARSHIP ADVISORY COMMITTEE - 3 years

Maureen Bensily (2023)
Kathleen Kuklewicz (2023)
Alexandra S. Mills (2025)
Isabelle Q. Murphy (2025)
VACANCY
VACANCY
VACANCY

TOWN OFFICERS

(continued)

SOUTHBOROUGH STEWARDSHIP COMMITTEE-

1 year

Kevin Farrington [Conservation Commission Rep.](2023)
Frederica J. Gillespie [Open Space Commission Rep.] (2023)
Joyce M. Greenleaf (2023)
Kathryn McKee (2023)
Leslie Naditch (2023)
Brett Peters (2023)
VACANCY

SPECIAL LEGAL COUNSEL- 1 year

Mead, Talerman, and Costa (2023)

SUPERINTENDENT OF PUBLIC WORKS- 3 years

Karen M. Galligan (2025)

TAXATION AID COMMITTEE (AD HOC)- 1 year

Maryann Anderson (2023)
Brian P. Ballantine [Treasurer/Collector; Ex-Officio](2023)
Elizabeth S. Kesselman (2023)
Harold Kiess (2023)
Jeffrey W. Klein [Board of Assessors Chair] (2023)

TOWN ACCOUNTANT- 3 years

Carla McAuliffe (2023)

TOWN ADMINISTRATOR- 3 years

Mark J. Purple (2024)

TOWN COUNSEL- 1 year

Mead, Talerman, and Costa (2023)

TREE WARDEN- 1 year

VETERANS' AGENT AND BURIAL AGENT- 1 year

Brian Stearns (2023)

VETERANS' GRAVE OFFICER- 1 year

Stephen W. Whynot (2023)

YOUTH COMMISSION- 3 years

Karen Anglim (2025)
Susan J. Beyer (2024)
David M. Joyner (2024)
Marguerite H. Landry (2025)
Sara B. Michas (2023)
Lauren J. Richey (2023)
Nancy Sutton (2025)

ZONING BOARD OF APPEALS- 5 years

Doris M. Cahill (2027)
Paul N. Drepanos (2025)
Jamie Mieth (2023)
Craig W. Nicholson (2026)
Michael A. Robinson (2024)
David C. Williams (2027)
VACANCY

APPOINTED OFFICIALS- By Board of Assessors

PRINCIPAL ASSESSOR/APPRASIER - 3 years
Paul T. Cibelli (2025)

APPOINTED OFFICIALS- By Board of Health

PUBLIC HEALTH DIRECTOR
Heather Alker, MD, MPH
BURIAL AGENT
James F. Hegarty

APPOINTED OFFICIALS - By Council on Aging

SENIOR CENTER DIRECTOR
Pam LeFrancois

APPOINTED OFFICIALS -By Town Bylaw

SOUTHBOROUGH TRAILS COMMITTEE
Isabella B. Bogdanski (2023)
Thomas Marcoulier (2024)
Kathryn McKee (2024)
Satyendra Sharma (2024)
William Warren (2023)

APPOINTED OFFICIALS - By Town Clerk

ASSISTANT TOWN CLERK- 3 years
Amy Berry (2025)

APPOINTED OFFICIALS - By Youth Commission

YOUTH AND FAMILY SERVICES DIRECTOR
Sarah Cassell

SELECT BOARD

Stemming from the Massachusetts General Laws, the five-member elected Select Board prepares town meeting warrants, makes appointments to town boards and offices, appoints and/or employs professional staff and town counsel, and grants licenses and permits. Apart from specifically enumerated statutory responsibilities, the Select Board sets policy and strategic direction, coordinates, through the Town Administrator and his/her staff, the activities of other appointed boards, and addresses issues that have not previously been settled.

Names and Faces

As 2022 came to an end, we reflect on migrating to updated protocols after the peak of the pandemic. It is another opportunity to extol the greatest appreciation to our dynamic public safety departments, as well as the Southborough Board of Health, who continue to manage boosters, inquiries, ever-changing quarantine guidance, and missives from the Commonwealth of Massachusetts.

In the Fall, we bid adieu to Marijke Munsiff-Vegting who relocated to Japan with her family. She worked tirelessly as the Town's Economic Development Coordinator. Marijke's local knowledge, as a resident, was an excellent asset for this department. We deeply appreciate her skills and abilities in community relations, grant writing, and sourcing dollar after dollar to support and champion Southborough businesses and residents.

It is nearly impossible to describe the impact Karen Galligan had on this community during her 22-year tenure. As 2022 ended, Karen was preparing for a big career change and wrapping up her time here where she fearlessly supported the crew and wider DPW with devotion and steadfast stewardship. Internally she was known for her institutional knowledge of the community and its projects, sense of humor and a source of support to other department heads and peers. When you drive down the renovated Main Street, stroll through the addition to the Rural Cemetery, admire the grounds of public land during the peak of Fall or Spring or are grateful for the comradery at the Transfer Station, please acknowledge the thousands of hours and the expertise she gave this community. Ciao Karen!

Sadly, we also mourn the following true-blue residents who gave hundreds of hours, in addition to their hearts, to this town. Their jovial demeanor, service to the community, and talents that were so appreciated by town departments will be cherished. We deeply acknowledge their civic contributions.

Vincent Acampora

Dull Men's Club

Leo Bartolini

Zoning Board of Appeals

Joseph Greene

Board of Assessors

Marie Kensinger

Council on Aging

Russell Millholland

Advisory Committee, Cable Committee, IDC, Personnel Board, Planning Board, multiple search committees

Kimberly Tolander

K-8 School Committee

SELECT BOARD

(continued)

If you have done business in the town offices this past year, you've no doubt seen a few new faces, either in person or on Zoom. Working in local government is a call to public service and a dedication to the community. We were pleased to welcome the following individuals on board this year: Lara Davis, Administrative Assistant to the Zoning Board of Appeals and Hassan Hammed, Senior IT Specialist. We also continue to remember and celebrate the dedicated service of Firefighter Lisa Thompson who died quite suddenly in April.

2022 Highlights and Project Updates

The business of government happily returned to a fairly normal schedule during 2022, though many board and committee meetings can still be viewed live via YouTube or Zoom. As long as the legislative approval is still given, most meetings will continue to conduct their business in a hybrid format to allow the greatest amount of participation and transparency.

The Select Board is thankful to have such a dedicated and meticulous team leading many facets of the community, especially those that participated in approximately 135 committee meetings in 2022! Here are a few highlights:

- On May 10, 2022, Kathy M. Cook was elected to the Select Board and on May 17, 2022 she was elected Chair of the Board in her very first meeting. Ms. Cook has undoubtedly had a very busy first year on the board but was up to the task after more than a decade on the Advisory Committee. Her financial acumen and analytical mind are so appreciated, as are the many long hours the Chair must delegate to serving.
- COVID Vaccine roll-out: We are incredibly supportive of our employees and officials on the Board of Health who have worked diligently this past year to continue to deploy boosters and arrange in-person and home-bound vaccines and boosters as the situation dictated.
- Grant Awards: The Town happily received just under \$900,000 in 2022 which funded, in part, Caregiver meals, Holiday Giving program, Outdoor furniture [Senior Center], Strategic Planning consultation, Mental Health referrals, library programming, and an entertaining Summer Concert series.
- ARPA funding: The Select Board has had many meaningful conversations about how to delegate the ARPA funding available to Southborough [approximately \$3 million]. During 2022, we are pleased to have funded the following projects or organizational needs to aid the community: ADA upgrades, mental health clinical hours, new signs to denote the historic district, trail enhancements, culvert repairs, tree maintenance, and clickers for voting at Town Meeting to highlight just a handful. We again applaud the hard work the ARPA ad-hoc committee did over many months reviewing all requests! To date, the Select Board has followed all recommendations made by the ARPA committee other than one.
- On August 30, 2022, Ryan Newell was appointed as Southborough's Police Chief. He succeeded Kenneth Paulhus who left the position in early 2022. Chief Newell has been with the department since 2002 and has had an incredibly smooth transition into his new role. He strongly supports community policing and making the department more visible to all residents.

SELECT BOARD

(continued)

- The Town was notified that two of its cable providers will seek to renew their license, which expires in September 2025. This will necessitate reactivating the Cable Television Committee. Volunteers welcome!
- The Select Board formed an ad hoc Community Center Exploratory Committee to study next steps to possibly developing a Community Center, which is a key priority of the recently completed Master Plan and multiple Capital Planning surveys.

In Closing

As we look toward the new year, we are excitedly preparing for the Tricentennial celebration of the founding of Southborough, which occurs in July 2027. If you have archives, old photos, or documents that you feel would be helpful in this process, please contact the Selectmen's Office.

The Select Board would like to especially thank their staff, Mark Purple, Town Administrator, Vanessa Hale, Assistant Town Administrator, Melanie Otsuka, Executive Assistant to the Select Board and Katie Barry, 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! Finally, the Select Board's Office continues to expand our social media footprint. Find us at www.southboroughtown.com or @17Common.



Photo: Vanessa Hale

The 2022-2023 Select Board

(Right to Left: Lisa Braccio; Chelsea Malinowski, Vice Chair; Kathryn Cook, Chair; Sam Stivers; Andrew Dennington)

"If your actions inspire others to dream more, learn more, do more, and become more, then you are a leader."

John Quincy Adams

BOARD OF ASSESSORS

BOARD OF ASSESSORS

Jeffrey W. Klein, Chair
Tammi A. Rice, Vice-Chair
Heath S. Widdiss, Member

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 \$2.856 billion to \$3.241 billion in FY2023. Analysis of real estate sales and market conditions yielded significantly increased residential assessments in all price ranges, as low interest rates combined with soaring demand and a severe inventory shortage. Commercial assessments experienced a modest increase as vacancy rates in office buildings have turned the corner and are in decline. Assessments of industrial properties continue to rise fueled by strong demand, rising rents, and declining vacancy rates. The average single-family home assessment in Southborough rose from \$690,000 to \$803,500 in FY2023, a 16.45% increase. The FY2023 tax rate decreased sharply from \$16.28 to \$14.76 per thousand, while the average assessed single-family home tax bill increased from \$11,233 to \$11,860, an increase of \$627, or 5.58%. It should be noted, FY2023 assessments reflect the value of real and personal property as of January 1, 2022. Real estate values in all neighborhoods were adjusted based on sales transactions occurring in calendar year 2021. Calendar year 2022 real estate sales and market conditions will not be reflected in taxpayers' assessments until FY2024.

In FY2023, the Assessors calculated \$41.24 million in "new growth", which is value generated from new construction, renovations, and new personal property. This represents \$671,388 in additional revenue for the community, a 6.83% increase from \$628,456 collected in FY2022 which follows two consecutive years of decline. This year's new growth remains below the previous five-year average of \$718,262 as well as the ten-year average of \$705,506. Based on projections, new growth is expected to continue a downward trend over the next year as new property development opportunities decline within the community.

In April of 2022, the department began its single-family measure and list program which is required by the Department of Revenue's Bureau of Local Assessment (BLA). Guidelines set forth by the BLA require all municipalities in the Commonwealth to have a cyclical inspection program in place to inspect all improved real estate parcels once every ten years, at a minimum. To meet these guidelines, the Assessors hired Real Estate Research Company Inc. to assist the staff with this program. The department goal is to complete 2,600 inspections and all associated data entry by the conclusion of calendar year 2025.

The scope of this project includes inspecting and measuring all improvements, photographing the front and rear of each house, as well as conducting an interior inspection. The purpose of this project is to update the physical characteristics of each property in our database which is utilized in determining annual assessments. During 2022, 688 properties were inspected, with interior inspections being conducted on over 37% of those homes. The Board of Assessors would like to express their sincere gratitude to those property owners who provided access to their homes for interior inspections.

The Board has successfully secured funding at the fall 2022 Special Town Meeting for an upgrade to our existing real estate valuation software, called Assess Pro, through Patriot Properties Inc. The existing platform will no longer be supported within the next few years, and we are moving forward with a more efficient, upgraded version that will serve our needs well into the future. The timetable for the transition is estimated for Spring of 2023 and will be utilized in developing the FY24 real estate assessments. The Board would like to thank the residents of Southborough for supporting the necessary funding for this timely upgrade.

BOARD OF ASSESSORS

(continued)

Above and beyond the department's annual workload, the Board would like to thank our staff for their extra effort in handling the additional workload created by the cyclical inspection project. Working together, they have progressed through this project in an organized and professional manner.

We would also like to recognize our Deputy Assessor Lori Esposito for completing four courses towards a Massachusetts Accredited Assessor designation during her first year with our department. Lastly, we want to congratulate our fellow Board member Heath Widdiss for completing the Department of Revenue's Course 101, which is required for all who serve as a member of the Board of Assessors. 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, 2022, for FY2023). Income limits for a single person are \$23,505 or \$35,258 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 \$5,201 for an individual and \$2,601 for a spouse, for a total of \$7,802 per married couple. Asset limits for a single person is \$47,009; \$64,636 for a married couple. 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 base annual reduction of their real estate taxes. Applications for Clause 41C are available at the Assessors' office or on the website: www.southboroughtown.com. Applications must be returned to the Assessors' office within three months after the actual tax bill is mailed.

A second option is the Senior Tax Work-off Program. Individuals 60+ years of age can volunteer to work for a town department for approximately 100 hours per year for which they receive a \$1,500 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, 2022, and 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 \$45,000; there are no estate limits. Unlike a tax exemption, the deferred taxes must eventually be paid. Applications and additional information regarding this program are available at the office of the Assessors' office or on the department's website.

Personal real estate exemptions are also available to qualifying veterans ranging from an annual base of \$400 to a full exemption. Veterans or surviving spouses must meet certain criteria to be eligible. Blind persons are also eligible for a base exemption of \$500, by submitting required documentation from the Massachusetts Commission for the Blind. Additional information regarding these exemptions is available at the Assessors' office or www.southboroughtown.com.

At the Annual Town Meeting held on June 13, 2020, voters passed the Board of Assessors-sponsored article #21, which provides additional exemption amounts up to 100% of the annual base exemption previously allotted. This applies to personal real estate exemptions for eligible blind persons, veterans, surviving spouses and seniors, and became effective in FY21. The additional exemption amount is phased in over a course of years, and may fluctuate, using a formula set forth by Massachusetts General Law. Exemption applications must be submitted to the Office of the Assessors annually by April 1st of the fiscal year.

TOWN MODERATOR

Once again, warm greetings from your Moderator, Paul Cimino. I thank you for your continued support at the 2022 Town election, and as always I look to reward that support as I continue my service to our Town in this role.

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

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 in the spring each year, as well as any Special Town Meeting that may be called at any other time during the year. Second, on behalf of Town Meeting the Moderator appoints members to the Advisory Committee, Personnel Board, and Public Works Planning Board.

Annual Town Meeting

In Massachusetts towns an Annual Town Meeting (ATM) is required by law, and for well over 300 years ATM has been a staple of our New England tradition for maintaining local control through direct citizen-voter 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. In Southborough, our ATM is an "open" Town Meeting (as opposed to a "representative" Town Meeting generally found in larger towns), which means that any registered voter may attend, speak and vote on any matter taken up at the Town Meeting, thereby having a direct voice regarding the operation of our Town. An open Town Meeting is the purest and most democratic form of local self government. The Moderator presides over the meeting, maintaining flow and decorum.

In Southborough our Town Meetings are formally governed by Massachusetts General Law chapter 39 and Southborough Town Code chapter 41. In addition, for purposes of order and procedure, Southborough long ago adopted the reference called "Town Meeting Time: A Handbook of Parliamentary Law" as published by the Massachusetts Moderators Association.

The quorum necessary to convene our Town Meetings is 100 registered voters. The business of Town Meeting is guided by a document called the Warrant, which is published in advance by the Board of Selectman and contains all of the various Articles that Town Meeting will consider. No issue may be taken up at a Town Meeting if it does not first appear on the published Warrant.

Our 2022 ATM marked the last time that the COVID-19 pandemic should impact our ability to bring a large group together, and so we convened in the auditorium of Algonquin Regional High School, but thankfully were able to return to the Trottier auditorium in time for our most recent Special Town Meeting in November 2022. And what a welcome return that was!

As I write this in January 2023, we are set to convene for the 2023 ATM on March 25th at Trottier. As in the past, if all of the business in the Warrant has not been disposed of on the first day, ATM will continue to another session. Note that any Town Meeting must be formally "concluded" after consideration of all of the business contained in the Warrant, before any action of the meeting becomes official.

TOWN MODERATOR

(continued)

Appointments

In Southborough the Moderator appoints members to the Advisory Committee, Personnel Board, and a subset of the Public Works Planning Board. These bodies act independently and publish separate reports elsewhere in this Annual Town Report.

Since our last ATM I have appointed/re-appointed the following current members through the term indicated. Please join me in offering sincere thanks to these volunteers!

To the Advisory Committee: Adam Nodiff (2025)

Howard Rose (2025)

To the Personnel Board: Jason Malinowski (2025)

Michelle Jones-Johnson (2025)

To the Public Works Planning Board: James Harding (2025)

Once again, I am honored to act as your Moderator. For any question or just to discuss a topic of interest, I continually monitor e-mail at moderator@southboroughma.com, so I can be reached there directly at any time. I am always happy to meet in person as well.

See you at Town Meeting!

Best regards,

Paul Cimino
Moderator

PERSONNEL BOARD

The Southborough Personnel Board is an independent citizen board appointed by the Town Moderator to administer the Town's Personnel Bylaw aka "The Salary Administration Plan" or "SAP" (Town Code Ch. 31). Members of the board serve three-year terms. The SAP governs employees who are not covered by a union or employment contract. The Board typically meets once a month on Wednesdays. Its authority and responsibilities are defined by the SAP and include: classifying new positions, reclassifying existing positions, approving salary increases, administering tuition reimbursement and employee training development funds, reviewing salary schedules, and recommending SAP changes to Town Meeting. Members include Doriann Jasinski, Michelle Jones-Johnson, John Thorburn, Jason Malinowski, and Barry Rubenstein (Chair).

We must note, with deep appreciation, the service of David Nixon who recently resigned from the board. Mr. Nixon served for several years and contributed his knowledge and expertise from business, management, recruiting and strategic planning. His commonsense approach and knowledge of local government will be missed. In the Summer of 2022, we were delighted to welcome Michelle Jones-Johnson, who brings us a plethora of experience in human resources, leadership coaching, diversity and inclusion, and organizational effectiveness. John Thorburn happily returned to the board in September after a reprieve. As a retired Fire Chief, his knowledge of municipal organizations has always been helpful and valued.

2022 ACCOMPLISHMENTS

- Initiated compensation and classification study of all positions covered by the SAP. The Board selected the Collins Center for Public Management at the University of Massachusetts as the consultant to conduct a market survey of comparable communities and to recommend a compensation plan with updated salary ranges.
- Recommended a revised SAP to the voters at Annual Town Meeting in May 2022 that included synchronizing salary adjustments to July 1 to match the budgeting cycle of municipal departments.
- Funded an employee training for all staff on post-pandemic stress management.
- Supported the Select Board, Board of Health, and Building Department by reviewing and classifying the new full-time position of Assistant Director/Nurse/Outreach and the part-time position of Local Inspector.
- Developed the draft of an Employee Handbook that assembles town policies and procedures, as well as language related to compensation, job descriptions, paid leave, and other benefits. As of the date of this printing, the Board is still reviewing the contents of this document with the guidance of Labor Counsel.
- Analyzed existing leave policies, in collaboration with a working group of employees, with intention to recommend revisions to SAP that would be both financially beneficial to the Town and equitable to employees.
- Continued to work closely with the Town Administrator, who serves as the Town's Personnel Director under the Town Administrator Bylaw (Town Code, Chapter 27, Article IX).

ACKNOWLEDGEMENTS

It takes a village. We receive a great deal of counsel and assistance from Town employees throughout the year. The Personnel Board thanks:

Mark Purple, Town Administrator/Personnel Director

Brian Ballantine, Finance Director/Treasurer-Collector

Vanessa Hale, Assistant Town Administrator, Staff Liaison to the Personnel Board

Kristen Pasacane, Payroll/Benefits Administrator

Jim Hegarty, Town Clerk

Amy Berry, Assistant Town Clerk

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

TOWN ACCOUNTANT

Town of Southborough

Statement of Activities

June 30, 2022

	Governmental	Enterprise	
	Funds	Funds	Total
Revenues:			
Program Revenues:			
Charges for service	\$ 5,014,732	\$ 2,522,859	\$ 7,537,591
Operating grants and contributions	9,362,395		9,362,395
Capital grants and contributions	899,155		899,155
General Revenues:			
Property taxes	46,724,920		46,724,920
Excise taxes	807,362		807,362
Other	2,491,774	2,302	2,494,076
Total revenues	65,300,338	2,525,161	67,825,499
Expenses			
General government	5,846,666		5,846,666
Public safety	10,286,766		10,286,766
Education	42,530,448		42,530,448
Public works	4,573,751		4,573,751
Health & human services	1,390,606		1,390,606
Culture & recreation	1,884,586		1,884,586
Interest on debt	779,158		779,158
Water activities		2,828,090	2,828,090
Total expenses	67,291,981	2,828,090	70,120,071
Changes in net position before transfers	(1,991,643)	(302,929)	(2,294,572)
Transfers			-
Total change in net position	\$ (1,991,643)	\$ (302,929)	\$ (2,294,572)

TOWN ACCOUNTANT

(continued)

Town of Southborough

Balance Sheet - All Funds

June 30, 2022

	Special	Capital					
General	Revenue	Project	Enterprise	Trust and	Long-term Debt		
Fund	Funds	Funds	Funds	Agency Funds	Account Group		TOTAL
ASSETS							
Cash and cash equivalents	9,794,482	7,212,869	1,273,341	1,114,169	7,517,548		26,912,408
Receivables:							
Septic Bett Int Added to Tax							0
Property Taxes	188,948						188,948
Tax Liens and foreclosures	435,359	1,548		2,492			439,399
Motor vehicle excise	241,887						241,887
Departmental	0	663,556		157,427			820,983
Less: Allowance for abatements	(750,475)						(750,475)
Prepaid Expenses							0
Due from Commonwealth							0
Amounts to be Provided for Ret of Debt						27,877,178	27,877,178
Total Assets	9,910,201	7,877,974	1,273,341	1,274,087	7,517,548	27,877,178	55,730,329
LIABILITIES & FUND BALANCES							
Liabilities:							
Warrants and accounts payable	1,387,826	108,344	0	68,988	9,363		1,574,521
Other accrued liabilities	2,184,498	2,798					2,187,297
Notes payable			1,234,537				1,234,537
Bonds payable						27,877,178	27,877,178
Deferred revenue	115,719	665,105		159,919			940,743
Agency Funds					142,213		142,213
Other liabilities	22,161						22,161
Total Liabilities	3,710,205	776,247	1,234,537	228,906	151,576	27,877,178	33,978,649
Fund Balances:							
Reserved for:							
Encumbrances & continued appropriations	1,523,426	1,376,801		43,188			2,943,415
Petty cash	381						381
Subsequent year expenditures	1,960,962	507,616		325,000			2,793,578
Debt Service	2,013						2,013
Undesignated Fund Balance	2,713,214	5,217,310	38,804		7,365,972		15,335,300
Unreserved Retained Earnings				676,993			676,993
Total Fund Balances	6,199,996	7,101,727	38,804	1,045,181	7,365,972	-	21,751,680
Total Liabilities & Fund Balances	9,910,200	7,877,974	1,273,341	1,274,087	7,517,548	27,877,178	55,730,328

TOWN ACCOUNTANT

(continued)

<i>RESERVE FUND TRANSFERS - FISCAL 2022</i>		
ORIGINAL BALANCE		190,000.00
TRANSFERS OUT:		
DEPARTMENT	PURPOSE OF TRANSFER	AMOUNT APPROVED
220 Fire	Replacement Boat	-17,300.00
131 Advisory	Minute Taker	-575.00
161 Town Clerk	Unbudgeted Expenses Incurred for Early Voting & Vote By Mail, ATM	-5,961.32
159 Facilities	Energy - Due to electricity delivery charge increase	-3,264.97
220 Fire	OT to cover labor shortage	-1,411.00
512 Board of Health	FY22 BOH Nurse, Director, Temp Hours denied by FEMA	-59,077.00
945 Liability Insurance	Premium Increase	-6,392.00
TOTAL REMAINING BALANCE		96,018.71

<i>TOWN REVOLVING FUNDS ACTIVITY - FISCAL 2022</i>				
<u>ACCOUNT</u>	<u>OPENING BALANCE</u> <u>7/1/2021</u>			<u>CLOSING BALANCE</u> <u>6/30/2022</u>
		<u>RECEIPTS</u>	<u>EXPENDITURES</u>	
GRANTS	8,175	1,924,537	821,921	1,110,791
GIFTS	117,414	172,275	99,250	190,439
OTHER REVOLVING FUNDS	564,306	854,629	627,220	791,714
SALE OF CEMETERY LOTS	294,339	28,800	800	322,339
TITLE V SEPTIC BETTERMENTS	218,013	14,721	30,078	202,656
AMBULANCE FUND	535,262	631,843	460,340	706,765
OTHER RECEIPTS RESERVED FOR APPROPRIATION	110,358	5,224	4,595	110,987
COMMUNITY PRESERVATION FUND	2,761,618	140,540	443,235	2,458,923
FY 2022 TOWN REVOLVING FUNDS	<u>4,609,484</u>	<u>3,772,569</u>	<u>2,487,439</u>	<u>5,894,614</u>

TREASURER

Town Treasurer

CASH BALANCES AS OF JUNE 30, 2022

BANK ACCOUNTS:		
Eastern Bank	Lock Box	214,751
Eastern Bank	Investment	3,651,122
Marlboro Savings - Escrow	Planning	70,859
Marlboro Savings - Escrow	Road Openings	2,437
Marlboro Savings	Main Operating Account	8,741,743
Marlboro Savings	Student Activity Account	35,255
Marlboro Savings	School Lunch Receipts	72,725
Mass.Mun.Dep.Trust	Investment	180,852
Mass.Mun.Dep.Trust	Law Enforcement Trust	13,473
Mass.Mun.Dep.Trust	Southwood Eng. B. O. H.	12,360
Mass.Mun.Dep.Trust	Southboro Cultural Arts Council	3,056
Needham Bank	Investment	3,198,310
TD Bank	Ambulance Receipts	60,220
Unibank	Online Payments - School/Town/Permits	190,411
Unibank	Investment & State Payments	1,054,454
Unibank	Payroll	494
Unibank	Accounts Payable	713,645
TRUST FUNDS:		
Bartholomew & Co.	Stabilization Fund	632,666
Bartholomew & Co.	Other post Employment Trust	2,565,167
Bartholomew & Co. & BOA	Town Trust Funds	3,955,545
Bartholomew & Co. & BOA	Community Preservation Account	2,442,901
Cash Balances:		<u>27,812,446</u>

COLLECTOR

Town of Southborough Collections/Activity Detail YEAR TOTALS

TOWN COLLECTOR FY22										
	Opening Balance	Commitment	Reversals and Refunds	Dr adjustment	Payment	Exemptions/ Abatement	Cr adjustment	Lien to Real Estate	Transfer Tax Title	Closing Balance
REAL ESTATE										
FY 2022	0.00	44,882,427.04	85,889.72	42,994.86	44,646,381.50	149,897.62	97,182.38	0.00	56,841.21	161,028.93
FY 2021	154,057.05	0.00	7,445.58	11,680.23	125,218.34	0.00	47,964.52	0.00	0.00	0.00
FY 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FY 2019	4,927.61	0.00	0.00	0.00	2,004.25	0.00	0.00	0.00	0.00	2,923.36
<i>RE Subtotal</i>	158,984.66	44,882,427.04	93,335.30	54,675.09	44,773,584.09	149,897.62	145,146.88	0.00	56,841.21	163,952.29
TAX TITLE	251,955.75	63,930.66	0.00	0.00	122,784.36	0.00	87.23	0.00	0.00	193,014.82
TAX TITLE WTR	1,563.05	575.09	0.00	0.00	598.08	0.00	0.00	0.00	0.00	1,540.06
TAX TITLE SEPTIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAX TITLE SEPT INT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAX TITLE CPA	1,258.63	541.70	0.00	0.00	533.62	0.00	87.17	0.00	0.00	1,179.54
TAX DEFERRAL	64,422.67	20,101.55	0.00	0.00	40,388.43	0.00	2,254.44	0.00	0.00	41,881.35
PERSONAL										
FY 2022	0.00	1,605,569.37	192.12	3.66	1,580,285.51	66.75	437.06	0.00	0.00	24,995.83
FY 2021	17,441.75	0.00	0.00	337.11	3,069.49	0.00	14,709.68	0.00	0.00	-0.29
FY 2020	70.22	0.00	0.00	0.00	0.00	0.00	70.22	0.00	0.00	0.00
<i>PP Subtotal</i>	17,511.97	1,605,569.37	192.12	340.77	1,583,335.00	66.75	15,216.94	0.00	0.00	24,995.54
MOTOR VEHICLE										
2022	0.00	2,147,654.88	16,079.61	6.00	1,939,511.24	27,136.55	220.92	0.00	0.00	196,871.78
2021	178,173.08	291,389.84	30,131.70	254.74	429,580.43	37,666.60	182.74	0.00	0.00	32,539.59
2020	21,075.57	0.00	2,710.93	0.00	10,426.79	883.84	0.00	0.00	0.00	12,475.87
2019	8,982.04	0.00	0.00	186.79	2,286.50	0.00	6,832.33	0.00	0.00	0.00
2018	-239.72	0.00	0.00	239.72	0.00	0.00	0.00	0.00	0.00	0.00
<i>EX Subtotal</i>	207,990.97	2,439,044.72	48,922.24	637.25	2,381,784.96	65,686.99	7,235.99	0.00	0.00	241,887.24
WATER LIENS										
FY 2022	0.00	55,774.07	0.00	0.00	53,835.77	0.00	411.28	0.00	575.09	95193
FY 2021	529.55	0.00	0.00	0.00	529.55	0.00	0.00	0.00	0.00	0.00
<i>WL Subtotal</i>	529.55	55,774.07	0.00	0.00	54,365.32	0.00	411.28	0.00	575.09	95193
SEPTIC BETT										
FY 2022	0.00	4,789.90	0.00	0.00	4,789.90	0.00	0.00	0.00	0.00	0.00
<i>SL Subtotal</i>	0.00	4,789.90	0.00	0.00	4,789.90	0.00	0.00	0.00	0.00	0.00
SEPT BETT INT										
FY 2022	0.00	1,254.94	15.55	0.00	1,251.09	19.40	0.00	0.00	0.00	0.00
<i>SL Subtotal</i>	0.00	1,254.94	15.55	0.00	1,251.09	19.40	0.00	0.00	0.00	0.00
WATER										
Rates	108,265.41	2,233,335.34	2,569.81	2,908.02	2,123,926.90	13,533.30	465.03	52,770.09	0.00	156,383.26
Other Charges	6,275.49	71,250.44	1,600.00	0.00	71,724.16	3,200.00	2,508.26	650.00	0.00	1,043.51
<i>WTR Subtotal</i>	114,540.90	2,304,585.78	4,169.81	2,908.02	2,195,651.08	16,733.30	2,973.29	53,420.09	0.00	157,426.77
TOTAL	818,758.15	51,378,053.12	246,635.02	58,561.13	51,158,532.29	232,404.06	173,326.05	53,420.09	57,416.30	826,829.54
CPA Tax 2022	0.00	392,663.81	744.78	111.40	390,148.29	1,552.88	132.96	0.00	354.06	1,331.80
CPA Tax 2021	1,283.43	0.00	0.00	0.00	990.25	0.00	293.18	0.00	0.00	0.00

BUILDING DEPARTMENT

PERMITS ISSUED BY TYPE OF PERMIT AND FEES COLLECTED

NUMBER	TYPE	FEES COLLECTED
772	Building Permits	\$512,448
516	Wiring Permits	\$137,580
484	Plumbing and Gas Permits	\$56,204
Permits Fees		\$706,232

The total number of Permits issued for calendar year 2022 was 1,772. Building, Mechanical, Demolition, and Sheet Metal Permits totaled 772 permits. Plumbing & Gas totaled 516, Electrical Permits totaled 516. Permit fees collected are shown in the table above.

The Building Department staff consists of one full-time Building Commissioner / Zoning Enforcement Officer, one part-time Local Building inspector, one full-time Principal Assistant to the Building Commissioner, one part-time Principal Assistant to the Zoning Board of Appeals, one part-time Electrical Inspector, and one part-time Plumbing/Gas Inspector. Each is committed to ensuring the safety of all residents and visitors of Southborough by enforcing Building, Electrical, Plumbing and Gas, International Spa and Pool codes as well as energy codes, fire safety, and handicap accessibility. The inspections staff provides technical assistance to property owners, builders/developers, real estate professionals, Town boards and committees, and other Town departments.

The State Building Code (780 CMR) and construction-related information is available online at the Department of Public Safety website 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.southboroughtown.com. By navigating to the Building/Zoning 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. Please check out the "Blog" regarding useful information for permitting and updates on codes. Our office is in the lower level of the Senior Center located at 9 Cordaville Road. Building, Plumbing, Gas and Electrical Permits can be applied for online at the Building department web page www.southboroughtown.com

COMMUNITY PRESERVATION COMMITTEE

2022 was a productive year for the Community Preservation Committee (CPC). The May 2022 Town Meeting voted to accept our recommendations to appropriate from the Community Preservation Act (CPA) funds:

- \$80,473.50 from the CPA Historic Perpetual 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.
- \$70,275.00 to be applied towards the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. \$70,275.00 from the CPA FY22 fund balance.
- \$61,820 from the CPA FY2022 Fund Balance for the rehabilitation and restoration of the Mooney Tennis Courts, for recreation purposes as requested by the Recreation Department. This consists of \$56,200 in project costs and an additional \$5,620 in contingency funding. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. This project is to resurface two courts located at the Mooney Field.

Complex, at or near 60 Richards Road, Southborough MA. In addition to resurfacing both courts, the project will include the installation of new lines for both tennis and pickleball.

The CPC is presently reviewing applications from the Southborough Open Space Preservation and Recreation, as well as a Town House adjustment request for the Southborough Town House Exterior Preservation and Restoration Project. The CPC continues to receive updates on past projects. The Committee would like to share some of these updates:

- 2021 restoration and preservation of the Historic St. Mark's Bell Tower for the purpose of Historic Preservation as requested by the St. Mark's Building Committee. The work began in 2021 and is still ongoing. The completion date is projected to be in 2023.
- 2021 renovation and restoration of Kallander Field as requested by Southborough Recreation Department. This project entailed the installation of a new drainage system to prevent flooding. The work was successfully completed and the field will be ready for use 2023. This project came in under budget with no need to use the contingency funds.
- 2021 Southborough History Museum Condition Assessment for historical purposes as requested by the Southborough Historical Society. The Historical Society will hire a historical architect to conduct a Condition Assessment of the historic 1859 Flagg School. This work has been completed.
- 2019 Southborough Historical Society Collection Preservation and Conservation Project: This year the CPC received the signed affidavit from the SHS to assure the Town always retains ownership of the William Buck flag. As part of this project, a professional archivist was hired to complete conservation and storage of the collection. The CPC looks forward to a report from the SHS on the work performed by the archivist.

This year we said goodbye to Jennifer Hansen who stepped down as representative from Recreation. Thank you, Jennifer, for sharing your time and talent over the last few years. We welcome and look forward to working with Kristin LaVault who will be the representative from Recreation. Also, thank you to Andrew Mills and Benjamin Smith for agreeing to stay on the committee as Chair and Vice-Chair, and to all Committee members and our CPC Consultant for their hard work and dedication to the CPC. The CPC looks forward to another productive year.

CONSERVATION COMMISSION

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

The Commission advises other municipal officials and boards on conservation issues in Town. The Commission manages the Town's conservation properties, Community Garden, and oversees Conservation Restrictions held by the Town which includes the Southborough Golf Course, Chestnut Hill Farm, and Halloran property. The Southborough Stewardship Committee, whose stewardship and management of Breakneck Hill Conservation Land and the Town Forest has been invaluable, reports to the Commission and oversees the maintenance of these lands. The Commission is served by a salaried Conservation Agent and a part-time administrative assistant. One Commission member serves on the Community Preservation Committee, one member on the Stewardship Committee, and the Agent serves on the Southborough Emergency Planning and Management Committee.

In 2022, the Commission closed the year with Mark Possemato as chair, Benjamin Smith as vice-chair, and members Russell Gregory, Elizabeth Zulick, and Kevin Farrington. We want to thank past members Carl Guyer, Judith Watson, Sheri Widdiss, and Jeffrey Peet for dedicating their time.

The Conservation Agent, Melissa Danza, continued her education as a Certified Erosion, Sediment, and Stormwater Inspector (CESSWI) during this period to become better informed of best management practices for active construction sites.

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

CONSERVATION COMMISSION

(continued)

In 2022, the Commission held 28 public hearings for Notices of Intent, Requests for Determination of Applicability, and Abbreviated Notices of Resource Area Delineation and discussed 2 Violations, 3 Permit Extensions, and 1 Amendment Request.

Request for Determination:

1 Brookside Road
1 Willow Street
14 Ledge Hill Road
17 General Henry Knox Road
2 Spring Meadow Drive
63 Deerfoot Road
0 Cordaville Road
125 Parkerville Road
20 Sears Road

Abbreviated Notices of Resource Area

Delineation

8 Schipper Farm Lane
250 Turnpike Road
65C School Street

Enforcement/Violations:

84 Main Street
169 Parkerville Road
31 Presidential Drive

Extensions:

7 Clemmons Street
10 Turnpike Road, SMP
84 Main Street

In 2022, the Commission held 6 Stormwater Management Permit public hearings:

71 Main Street	200 Turnpike Road
7 Sears Road	20 Meadow Lane
1 Sears Road	22 Meadow Lane

In 2022, the Commission considered 14 Requests for Certificate of Compliance:

Stonebrook Court	10 Barn Lane, SMP
11 Prentiss Street	14 Barn Lane, SMP
33 East Main Street, SMP	30 Presidential Drive
53 Boston Road	10 Metcalf Lane
24 Granuaile Road	16-18 Middle Road (SMP & OOC)
William Colleary Lane	353-355 Turnpike Road
12 Barn Lane, SMP	15 Woodland Road

CONSERVATION COMMISSION

(continued)

In FY22, the Commission collected \$2,975 in state regulated wetland filing fees, \$23,232.50 in local filing fees and for necessary peer reviews (unused funds get returned to applicant at the end of the permitting process), and \$1,525 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.



Photo: Beth Dumbacher

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.

Conservation Commission

Mark Possemato	Chair
Benjamin Smith	Vice Chair
Russell Gregory	
Elizabeth Zulick	
Kevin Farrington	

COUNCIL ON AGING/SENIOR CENTER

2020 census numbers show a 76% increase in seniors residing in Southborough over the last 10 years. That number is projected to increase continuously over the next 10 years.



Photo: Southborough Senior Center Facebook

2022 has been another a challenging year for Senior Center and for all of us with Covid, financial challenges, and all of changes that occurred over the last few years. As the years comes to a close the Senior Center programs are back up and running at full capacity. We continue to focus on the needs of homebound seniors and those who are the caregivers to spouses and loved ones. No matter what the circumstances are, the staff is working to provide more programs, services, and activities to enhance the lives of the seniors residing in Southborough.

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. Please contact the MWRTA for details and schedules at 508-820-4650. The Senior Center's regular business hours are 8:30 am to 3:00 pm Monday through Friday.

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 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.

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. Thank you Jimmy Falconi for being the biggest financial supporter of the Friends of the Council on Aging. Many thanks to those who coordinate, participate, and contribute to the fundraising efforts of the Friends of the Council on Aging.

ACTIVITIES AND SERVICES

Since Covid began the programs were adapted offered through zoom i.e. yoga, stretch class, chi gong, strength classes, other interactive group activities. We also offered a number of programs on local cable, many drive through meals themed programs and a winter walking challenge coordinated by volunteer Sandy Kiess which continues today. Please see our website southboroughseniors.com or call us to receive a newsletter with a current schedule.

Now that the building is open, 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. Luncheons, movies, and holiday activities are very popular programs at the center although some still remain as drive through events. Home delivered meals (Meals on Wheels) are provided by Springwell 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 police, fire, and local schools, to offer safety programs as well as intergenerational programs. Two pool tables 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.

COUNCIL ON AGING/SENIOR CENTER

(continued)

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 Fridays 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, distribution of walkers, wheelchairs, shower chairs, and general guidance on medical and social issues.

Support from the Southborough Community Fund

For the 6th year the Southborough Community Fund is supporting 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 7th 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.

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 65 people who participate in some or all of the activities. New participants and ideas are welcome. Please contact the Senior Center or our wonderful volunteer group leader Mary Ann Anderson for more information.

Raised Bed Gardens

Another very successful year for our raised bed gardens located at the back entrance of the building continue to flourish thanks to a wonderful group of dedicated volunteers lead by Joyce Macknauskas. The raised beds were built four years ago as an Eagle Scout project and continue to be a great asset to the seniors who work on them each year and for people as they enter the senior center. The gardens include a variety of vegetables and flowers that are shared with visitors to the center.

Sustainable Gardens

Please note the wonderful gardens that have been planted around the flagpole in the front of the building. Many thanks to Carol Yozzo who planned, planted, and maintains those plants.

Dull Men's Club

Many thanks to Bill Harrington who continues to lead this very successful group of 25 to 30 men who come to the senior center every Friday morning at 10:00 for coffee, donuts, and ever-changing conversations. New members always welcome.

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.

COUNCIL ON AGING/SENIOR CENTER

(continued)

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 100 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 a vital part of the town's work force and are utilized in number of 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 has been pursuing a building renovation plan. A professional design has been created which includes more activity space. We are hopeful that construction will begin in FY2024.

Special thanks to Jimmy Falconi for his ongoing support which has continued after the conclusion of the Falconi Family Memorial Golf Tournament, and to TJ's Spirits of Ashland, 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 My Southborough for helping to promote our services to the community.

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

If you would like to contact the Senior Center please call: 508-229-4453 or e-mail us:

Pam LeFrancois	Director	plefrancois@southboroughma.com
Cindy Beard	Outreach Coordinator	cbeard@southboroughma.com
Peg Leonard	Program Manager	Pleonard@southboroughma.com
Leslie Chamberlin	Nurse	lchamberlin@southboroughma.com
Lorraine Caporale	Administrative Asst.	lcaporale@southboroughma.com
Ellen Miller	Administrative Asst.	emiller@southboroughma.com

DEPARTMENT OF PUBLIC WORKS

In accordance with the Code of the Town of Southborough, the Department of Public Works (DPW) herewith submits its twenty seventh annual report for the year ending December 31, 2022.

THE DEPARTMENT: The DPW continued with 16 positions (total) in 2022. However, the Department was not fully staffed at any point in the year for various reasons.

HIGHWAY:

Roads:

Winter 2021-2022 statistics:

- about 50 inches of precipitation as snow, ice and freezing rain
- 13 events between 12/18/2021 and 3/12/2022
- 5 events dropping over 3" of snow, only 1 of those events dropped over 12" of snow

Maintenance information:

- centerlines and edge-lines were painted by DPW's contractor
- roadside brush-mowing, street sweeping, pot hole filling was done by the Highway crew
- stop line, school zone and crosswalk painting were done by the Highway crew

Paving:

- pavement maintenance and which streets were going to be paved was discussed at Select Board and Capital Committee meetings. A very favorable bid was opened in December 2022.
- The Town awarded a pavement maintenance contract to Beta Group. This software will facilitate allocation/distribution of Town Road Maintenance Funds and Chapter 90 funds in future years.

Transfer Station:

- Household Hazardous Waste Day occurred in October
- about 300 tons of brush and yard waste were recycled again in 2022
- sharps and mercury items were properly disposed of or recycled
- approximately 650 tons of comingled, newsprint and corrugated cardboard were recycled
- around 2,500 tons of refuse will be transported to Wheelabrator and recycled into electricity in CY22
- A new DEP waste ban on mattresses and textiles went into effect on November 1st, 2022
- 4,012 2022-2023 permits were issued at the DPW, online and by mail
- Required Landfill and Transfer Station reporting occurred as required in 2022.

WATER: Water is an enterprise fund

Consumption:

- 2022 usage in Southborough was about 370 Million Gallons (MG) of water, average day's usage was about 1MG. This usage is up from 2021 due to the summer drought.

Rates:

- new water rates were voted by the Select Board and charged on the April (due in May) bill

DEPARTMENT OF PUBLIC WORKS

(continued)

Breaks:

- DPW's leak detection contractor found 1 service leak and 14 hydrant leaks, there were an additional 8 water main breaks and 4 service breaks in 2022

Infrastructure Improvements and Maintenance:

- 22 water services were added to water system
- exercised gate valves, flushed system, painted hydrants, repaired 14 hydrants and replaced 3 hydrants
- sampling and DEP reporting completed

DPW-WIDE PROJECTS:

- Final punch list items and pole removal on the Main Street Project did not occur in 2022.
- The Town's Downtown section of the Town's Various Streets Project was performed in 2022. This work included a new sidewalk and drainage on Newton Street as well as sidewalk, drainage, pavement and water main improvements in the downtown section of Route 30. The remainder of the project, in some form, should be completed in 2023.
- The 10" 1931 cast iron water main in Newton Street was replaced with 12" ductile iron water main. This project included the water main to the Overlook tank.
- The Hopkinton/Southborough water interconnection was introduced and discussed at multiple Select Board meetings, an Advisory meeting, and at a joint Public Works Planning Board and Capital Committee meeting.
- MassDOT determined that the Marlboro Road/Framingham Road Corridor Project is eligible for Federal Funding through the Transportation Improvement Program (TIP).

Storm-water:

- The Annual Spring Clean-up resumed this year, the first time since the pandemic
- Storm water annual reporting was submitted as required
- The Town continues to work to comply with our new storm water permit
- The DPW crew repaired catch basins as necessary in 2022
- The catch basin cleaning contractor cleaned 1,273 catch basins

Cemetery:

- Burial Rights to 23 lots, containing 50 graves, and 1 niche were sold
- There were 44 cremation burials and 29 full body burials at the Rural Cemetery

DEPARTMENT OF PUBLIC WORKS

(continued)

GROUNDS: The DPW Grounds Division oversees 75.5 acres of town grounds, school grounds, recreation facilities and cemeteries.

Maintenance:

- performed standard and preventative maintenance on the Cemetery grounds and all athletic fields, including:
- aerating, fertilizing, over seeding, applying lime, auditing and maintaining irrigation systems
- collecting trash at cemetery, fields, playgrounds
- inspecting, repairing school and recreation playgrounds, maintaining Fibar at all playgrounds
- monitoring the Town's Integrated Pest Management (IPM) Program as required by the Children's Protection Act.
- overseeing the mowing and seasonal maintenance contractor who maintains all Town and school grounds

Trees: The DPW does not have a Tree Division

- The Town's tree contractors removed 1 street tree that was considered an imminent hazard by the designated Tree Warden, Select Board members and Planning Board Members.
- The Select Board (who are the Town's Tree Warden) and the Planning Board held a tree removal hearing for 100 street trees that were requested for removal by residents or on the DPW's tree inventory list and recommended for removal.



Southborough Department of Public Works

ECONOMIC DEVELOPMENT COMMITTEE

OVERVIEW

The Economic Development Committee (EDC) continues to pursue the mission detailed in Article VII of the town code that was voted on at the April 2017 Town Meeting. The EDC is permanently established to expand and strengthen the local economy, promote job retention and creation, and enhance the Town's quality of life through balanced economic development. The goals of the EDC align with many of the same goals outlined in the Town's Master Plan.

The idea of sustainable development through environmental stewardship and maintaining the jobs created through new construction (both residential and commercial) are paramount to the evolution of the community into one where people and businesses want to stay. 2022 was a transitional year for the EDC as the multi-year process of adopting mixed-use zoning in the Downtown occurred in November 2021. While an initiative for downtown development is still in the works – which in 2022 included conversations with some of the property owners – EDC's 2023 focus is shifting toward the Route 9 Corridor.

Recognizing the collaborative efforts with other Boards and Committees for the Downtown Zoning changes to the Downtown in 2021, the EDC strove to continue that outreach in 2022. The EDC realizes that economic development is not a siloed endeavor – without collaboration and support EDC initiatives are difficult to achieve. The EDC was lucky enough for the first half of 2022 to have the services of a part-time Economic Development Coordinator, Marijke Munsiff to work closely with the business community, residents, non-profit organizations, town leaders, and committees to retain and attract businesses that will expand and strengthen our commercial tax base. New construction and job growth will help the Town reduce its reliance on residential taxes and improve the quality of life.

The EDC was extremely pleased with Marijke's efforts, recognizing that she devoted more hours toward economic development and grant applications than she was allocated in the EDC's budget. When she moved, and the part-time position opened, the EDC discovered that there was a significant void in the business outreach, developer coordination, grant identification and application, and the implementation of some of the goals laid out in Southborough's Master Plan. Seeing the possibility of providing an enhanced value to Southborough's other Boards and Committees, the EDC worked to compose a full-time position that would fulfill the economic development needs of the community and provide resources to other groups seeking to identify and apply for grants (federal, state, regional). The EDC believes that there are always opportunities to explore new opportunities and programs during a gubernatorial administration change as this may create a situation where there may be new funds available to address a municipality's needs that have not been in place before.



Photo: Rob Anderson

ECONOMIC DEVELOPMENT COMMITTEE

(continued)

For a community like Southborough, where only 9% of Southborough land use is zoned for commercial or industrial use, it is vital that the Town do as much as possible to encourage new growth and construction in those areas. The EDC has discovered that, of this commercially zoned land, only 4% was available for development in 2021/2022. The EDC believes that a strategic analysis of these areas and the potential minor adjustments to the zoning along Route 9 may relieve pressure on residential taxes. Further, existing commercial zones in Southborough need to be used to their fullest potential.

There are close to 500 businesses in Southborough that collectively employ more than 8,000 people. The town boasts a diverse economy with commercial activity spanning 16 different industry sectors and includes large global companies, small- to mid-sized businesses as well as non-profit organizations (Source: MA DLWD). The EDC recognizes the importance of establishing and maintaining a personal relationship with businesses in town. The committee had to halt in-person meetings due to the pandemic but has begun the process to continue the outreach in a safe and strategic manner. Of particular importance are the many property owners of the multi-tenant buildings on Route 9. These are some of the larger buildings, and through some virtual meeting conversations the EDC found that Southborough was in a competitive disadvantage for certain industries based upon the lack of wastewater available in the corridor. Though Southborough's excellent location and highly skilled talent are the factors for business relocation, the infrastructure challenges for some industries (such as life science and biotech) are somewhat difficult to overcome.

That feedback from the business community, as well as anecdotal feedback from boards and committee members, empowered the EDC to first seek a grant from the Executive Office of Energy and Environmental Affairs for \$50,000 to fund a comprehensive review and update of "Wastewater Disposal Alternatives" for Route 9 sites. That project is still ongoing (to finish up in calendar year 2023); however, it reinforces the benefit that grant applications can help a municipality address issues.

The EDC's activities are varied and are aimed to strengthen Southborough's economic wellbeing and quality of life. The participation in meetings, feedback to committee volunteers, and even joining the EDC are all measures where residents can assist. We look forward to you joining the mission.



FACILITIES MANAGEMENT DEPARTMENT

The department's mission statement reads as follows: *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 FY22 staff is as follows:

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

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 wastewater systems. A substantial portion of work performed requires the ability to read and work from diagrams, sketches, and operating manuals.

FACILITIES MANAGEMENT DEPARTMENT

(continued)

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 quote 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, and maintaining a running account of all department expenditures. 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.

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 some of the projects undertaken by the Facilities Department in 2022. Although most of these projects have been finalized, we will continue to work on completing the remainder in 2023.

Town House

- Renovated the women's restroom located on the first floor. This restroom is now ADA compliant.
- Made repairs to an air conditioning coil unit.
- Replaced a motor on the HVAC system air compressor.
- Installed new tank filter on the heating system.
- Repaired a leak at the liquid live inlet to one of the A/C condenser units and then recharged the unit.
- Replaced a failed A/C compressor.
- Replaced failed smoke detector units and a heat detector.
- Ran new wiring from the building to the existing exterior island lighting.
- Made various alterations aimed at bringing the building into ADA compliance.

Library

- Repainted the circulation and stacks areas on the second floor.
- Repainted the main stairway and foyers.
- Installed new carpeting throughout the second floor.
- Renovated the second floor restroom. This restroom is now ADA compliant.
- Replaced a condenser fan motor, bracket, and blade on the rooftop A/C unit.
- Made repairs to the security alarm system.
- Replaced the side door portico columns.
- Made various alterations aimed at bringing the building into ADA compliance.

FACILITIES MANAGEMENT DEPARTMENT

(continued)

Public Safety Complex

- Replaced a condenser fan assembly on the HVAC roof top unit.
- Repaired a leak in the HVAC roof top unit and recharged the unit.
- Replaced HVAC system related condensation pumps in various rooms.
- Replaced a failed 2" backflow preventer.
- Made repairs to hot water delivery systems in the prisoner cells, per state auditor.
- Replaced a failed smoke head on the fire alarm system.
- Rebuilt a septic system pump.
- Replaced an overhead door module in the sally port.
- Replaced the prefilters on the Airvac system in the apparatus bay.
- Made various alterations aimed at bringing the building into ADA compliance.

D.P.W.

- Made repairs to the metal decking roof surface.
- Made repairs to various pass door looks and closures throughout the main building complex.
- Made various repairs to overhead door units.
- Replaced the fire alarm system batteries.
- Made various alterations aimed at bringing the building into ADA compliance.

Transfer Station

- Removed and replaced various shelving unit components in the swap shop area.

Station II

- Made repairs to the roofing surface and related base flashing detail.

Cordaville Hall

- Installed two new zone actuator valves on the heating system.
- Made various repairs to waste plumbing components.
- Replaced an exterior garden spicket/valve.
- Made various alterations aimed at bringing the building into ADA compliance.

South Union School

- Replaced the complete oil filter assembly and fitting on the boiler system.
- Replaced the burner controller on the boiler system.
- Reconstructed shelving units in the basement pottery room.
- Fabricated a mounting unit for telecom equipment.
- Made various alterations aimed at bringing the building into ADA compliance.

Golf Clubhouse

- Made repairs to the hot water mixing valve.
- Made various alterations aimed at bringing the building into ADA compliance.

OPEN SPACE PRESERVATION COMMISSION

Charge of the Commission:

To Facilitate the Preservation of Open Space in Southborough

As land becomes scarcer and prices higher, the Open Space Preservation Commission (OSPC) has been seeking innovative ways to fulfill the charge of the Commission. Preserving open space within Southborough is accomplished not only by purchasing land or permanently protecting land through legal instruments such as conservation restrictions, but ecological landscape management of unprotected open space is also another form of preservation.

In 2022 we have focused our efforts on

- Education and Outreach
- Shovel in the Ground Projects
- Collaboration

Working and Collaboration within Town Government

- Karen Cvitkovich was the OSPC Representative to the Master Plan Committee which finalized and published the plan this year. Karen was instrumental in process and ensured that open space protection and green initiatives will be well represented in the strategic planning of the town for the next ten years. We thank her for her 3 years of dedication to the project.
- The OSPC reviewed and made recommendations to the Planning Board on numerous projects resulting in significant native plant requirements in the approved permits.
- OSPC Chair Freddie Gillespie was appointed to the St. Marks Road Park Working Group in June

Planet Palooza – A Weeklong Celebration of Earth Day

OSPC created an umbrella event to expand Earth Day activities beyond the Annual Rotary Club sponsored Roadside Clean Up. We collaborated with many organizations to hold activities during the week that focused on Earth Day. Participating organizations included the Library, Conservation Commission, Rotary Club, Stewardship Committee, Southborough Open Land Foundation (SOLF), and Trails Committee. After our successful first program, we look forward to seeing this effort grow as it becomes an annual event

Talks and Presentations

April 15th: Restoring Native Pollination Systems in Southborough, a presentation by OSPC Chair Freddie Gillespie at Taft Hall, St. Marks School hosted by the Rotary Club of Southborough

April 28th: A Guide to Building Backyard Biodiversity Through Pollination Systems, a presentation By Dr. Robert Gegeair at the Southborough Library

June 25th: Garden Tour and Talk at the Pollination Preservation Garden at the Southborough Library

Native Pollinator and Native Plant Initiative

- We continue our work with Dr. Robert Gegeair and collaborate with the Stewardship Committee at Breakneck Hill Conservation Land on cutting edge research and implementation of best management practices to preserve healthy ecosystems and preserve biodiversity. We look forward to publication of 2 years of research on butterflies at Breakneck Hill completed in 2022
- We were rewarded with the highest populations since 2015 of Bombus fervidus and Bombus vegans, two bumblebees of Highest Conservation need in the Commonwealth. The results of our work is now included in the data of Dr. Gegeair's research and will guide projects statewide moving forward.

OPEN SPACE PRESERVATION COMMISSION

Winter Sow

- In January and February our dedicated volunteers cleaned and packaged native plant seeds we had collected from the Beecology Research Garden at Breakneck Hill allowing us to offer 36 varieties.
- We hosted two drive-through seed pick up and over 1,500 seed packets were distributed
- We hosted follow up virtual presentations on how to make the milk jug planters followed by presentations on how to transplant and care for the resulting seedlings
- Then throughout the fall, we collected seeds for our 2023 program, now expanding our collection sites to the new Pollination Preservation Gardens at the Library and Beals Preserve. We will be offering 50 varieties of seeds in 2023

Pollination Preservation Gardens

- Beals Preserve: Working with our dedicated volunteers and in collaboration with the Southborough Open Land Foundation (SOLF), we installed a new Pollination Preservation Garden at SOLF's Beals Preserve. Many of the plants were donated, grown through our Winter Sow Program.
- Southborough Library: We continued to add plants and held weeding workdays as we continue to work on the establishment of the 2021 Pollination Preservation Garden installation at the library
- Breakneck Hill Conservation Land: Working with the Stewardship Committee doubled the size and plantings of the Beecology Research Garden and continued establishment work on the Beecology Research Meadow.

Summary

As we review the overall accomplishments of the Open Space Preservation Commission in 2022, we are we are proud of our achievements and grateful to the many dedicated volunteers that made our Native Pollinator - Native Plant Initiative programs successful, and for their commitment to the protection of our open spaces and natural resources. Together we can work towards a sustainable ecosystem and a healthier environment for all.

Southborough Open Space Preservation Commission
Protecting and Preserving Open Space in Southborough



Photo credit: Freddie Gillespie

RECREATION COMMISSION

Recreation Commission:

Jen Hansen, Chair
Donald Dumont, Vice Chair
Kristin Lavault
Rachael O'Day
Vacancy (1)

Recreation Department

Tim Davis, CPRP, Director
Joe Durant, Program Coordinator

Department Overview:

Southborough Recreation works to serve our community through affordable, accessible, and unique programs and activities. These programs include 100+ after school program offerings, special townwide events such as Southborough Summer Nights, Heritage Day, Gobble Wobble 5k, and the Halloween Trunk or Treat. In addition, the Recreation Department is home to larger programs such as the Trottier cross country team, Trottier Track and Field, Ski and Snowboard programs, and adult league sports including softball, basketball, pickleball, and ice hockey. The department is advised by a Recreation Commission composed of five (5) appointed residents of the town. The commission meets monthly to assist in the operations of the department, offer input and feedback on current situations and programs, and recommends action on pressing issues or priorities in town. Additionally, the department is supported by the “Friends of Southborough Recreation” which consists of residents who work with the department on fundraising opportunities for assistance with capital projects, program scholarships, and program support.

The Recreation Department works closely with and thanks the Southborough Public School Department, Department of Public Works, Southborough Youth and Family Services, Southborough Public Library, Council on Aging, and all other town departments. The department owes much of their success to the support received from these partnerships.

Department Programming Overview:

2022 saw a dramatic increase in program output, registrations, and attendance from the general public. Our after school programs suite – RAP – saw a resurgence in both quantity and registration numbers, our Summer Camp program sold out in less than 48 hours, and our auxiliary programming and community programs were plentiful. In the calendar year we saw 3,490 registrations processed through the department's online system and 316 activities were planned and implemented across all areas of programming mentioned. Of all programming offered – the department saw a 94% rate of programs running vs being cancelled due to low enrollment.

Our FREE community programs including Southborough Summer Nights, Recreation Summer Concert Series, Heritage Day, and Halloween trunk or treat saw record numbers this year. The number of participants and attendees has now grown consistently over the last three (3) years. The department continues to plan on improving these offerings while concurrently planning for new events in the future.

Recreation Capital Improvements – 2022

The Recreation Department saw tremendous success in 2022 as it relates to capital improvements to public spaces. In 2022 we were able to complete the remainder of our capital plan, ahead of schedule, and start planning for future facility improvements in response to department goals and master plan guidance.

RECREATION COMMISSION

(continued)

Mooney Field and Richardson Tennis Court Lighting

Both the Mooney Baseball and Richardson/Neary tennis court lighting projects have been installed and put into use by players and residents alike. The projects have now given extended use to these facilities utilizing state of the art technology.



Kallander Field

The Kallander Field repair and drainage project has been complete. After almost three (3) years of work, this field will now be reintroduced into the community rotation of youth sports and passive recreation needs in Spring 2023.

Finn Tennis Courts

The department received CPA funds at Spring 2022 Town meeting to refinish the Finn/Mooney tennis courts in response to serious wear on the surfaces, as well as half of the courts being locked due to its past use of a skate park. With some last-minute reconsiderations, the Recreation Department was able to get this project done quickly in the summer of 2022.



While we resurfaced the tennis courts, we reimaged and installed 4 pickleball courts on the skatepark side of the facility. These courts are a welcomed addition in response to the growing popularity of the pickleball sport. This project is complete and open to the public during the Spring, Summer, and Fall months.

Lundblad Field

Plans for the repurposing of Lundblad field are in progress. The department and commission has initiated plans and outreach to create a dog park on the property in response the Southborough Master Plan. We anticipate a CPA register for FY24 for support of this project and grant funding opportunities.

Recreation Department Special Events

Southborough Summer Nights

Summer Nights is an end of season celebration hosted by the Recreation Department and Friends of Southborough Recreation in August 2022. The event featured a wide variety of food trucks, live music, and fireworks display for the community to enjoy. Summer Nights 2023 is scheduled for August 26, 2023.

Photos: Recreation Dept.

RECREATION COMMISSION

(continued)

Heritage Day Parade and Celebration

Heritage Day 2022 was held in October 2022 to celebrate all things Southborough and what makes this town great. The Recreation Department was able to present 60+ local vendors, food trucks, and a community parade. We thank St Marks for their support in allowing us to utilize their field facility. Heritage Day 2023 is scheduled for October 9, 2023

Halloween Trunk or Treat

2022 marked the 2nd year the Recreation Department held their Free Halloween Trunk or Treat in partnership with the Southborough Fire and Police Departments. This year over 600 trick or treaters joined us and the program was a great success. It was accompanied by a food truck and inflatable park for children to enjoy. The event is set to return on October 28, 2023.

Summer Concert Series & Summer Movies in the Park

Free summer concerts and summer movies were offered at Neary School over the eight (8) weeks of summer. All programs were largely attended by residents and non-residents weekly. In 2023 the department will switch to concerts only, providing 6 weeks of musical entertainment starting July 5th, 2023.

Thanksgiving Gobble Wobble 5k Road Race

The Friends of Southborough Recreation saw another successful running of the 16th Annual Thanksgiving Day Gobble Wobble 5k Road race and 2k walk. The event brought in 970 registered runners and walkers and it was a tremendous success. We look forward to the 17th annual race on Thanksgiving Day 2023.

Southborough Fields and Facilities

The Recreation Department is responsible for the scheduling of all town-owned fields. The department facilitates each season with DPW/Grounds workers, Youth Sport boards and groups, coaching staff, custodial staff, and various other individuals that are key to the success of Southborough Youth Sports. In 2022 the department permitted 14,678 hours of field time to local, out of town, and private organizations. All field permit fees go directly to the general fund, while 9/11 turf fees are held by the Recreation Department to use on field maintenance and funding the future replacement.

Below is the inventory of fields and facilities the Recreation Department manages:

- Harold E. Fay Memorial Field/Playground
- Finn School/Mooney Athletic Complex
- Liberty Estates Field
- Kallander Field
- Lundblad Field
- 9-11 Memorial Turf Field
- Choate Field Complex at Woodward School
- Neary School Fields
- Trottier School fields and track
- South Union/Arts Center building and playground
- Town House Playground



TRAILS COMMITTEE

The Southborough Trails Committee (STC) creates, monitors, maintains, connects, and improves trails in Southborough in coordination with municipal, state, public or private entities, and regional organizations.

STC oversees a network of trails and works to create healthy recreational opportunities for people of all ages and abilities to enjoy Southborough's open spaces and conservation land. Southborough's natural resources offer unique opportunities and benefits to the community. We are committed to promoting passive recreation on the trails and educating trail users about the permitted uses that are designed to keep the watershed clean to protect the water quality of the reservoir.

The Committee has had a productive year focused on trail projects to help advance the following objectives:

- Enhance community awareness and engagement through active outreach and trails related programming
- Continue stewardship efforts related to trail construction, accessibility, and ongoing maintenance
- Secure funding to support trail initiatives

The Committee shares trail resources, news, and event announcements with the community on a regular basis. We use Facebook and our website to engage the community and keep folks updated with trails related happenings. In 2022, the Committee significantly increased its Facebook followers and its e-alert email news and announcements distribution list. Connecting and engaging with the community continues to be a top priority for the Committee moving forward.

During 2022, STC successfully completed the following key projects:

- Hosted 4 successful walks (over 90 registrations collectively):
 - Hosted 2 Forest Bathing walks with Erin Flowers in partnership with Southborough Youth and Family Services for mental health awareness month (May 2022)
 - History hike on the newly opened Peninsula Trail led by DCR Ranger, Lt. Andy Leahy on Heritage Day weekend (October 2022)
 - Hosted a Forest Bathing walk, funded by the 2022 Choate Fund grant (November 2022)
- Participated in an effective Dog Waste Education Campaign through a partnership with the Stewardship Committee (March-April 2022)
- Engaged 27 volunteers on Earth Day to do spring cleanup on the trails. Partnered with the MA Chinese Gospel Church and Verity Opportunities – teaching our youth about trail stewardship (April 2022)
- Awarded a \$2,400 Choate Fund Grant, "Exploring Nature Your Own Way" to host a series of nature walks, install interpretive signage and other trail enhancements (May 2022)
- Transitioned from ad hoc to a standing committee – voted forward by residents at Town Meeting (May 2022)
- Opened the Pine Hill Road section of Aqueduct Trail, intersecting with the Bay Circuit Trail. Nick McEvoy's Eagle Scout project started in 2021 and opened in 2022 (Troop 92) (June 2022)

TRAILS COMMITTEE

(continued)

- DCR signs the Public Access Plan that enabled the opening of the Peninsula Trail – a section of Boroughs Loop and Aqueduct Trail (June 2022)
- Awarded a \$50,000 MassTrails Grant, “Peninsula Trail: Constructing Accessible Connections” and secured ARPA funds that will enable STC to finish this trail project in the next few years (June 2022)
- Significantly boosted social media reach by partnering with local businesses to sponsor a Heritage Day Giveaway (Oct 2022)

We want to thank all those who help STC accomplish its goals and objectives. We would not be able to do what we do without all of you: Recreation Department, Select Board, Town Employees, DPW, Conservation Commission, Stewardship, other Committees/Commissions/Boards/Departments, SOLF, Scouts, Scout leadership and parents, volunteers, local organizations and businesses, surrounding communities, and state entities. We look forward to continuing to build, enhance, connect, and maintain beautiful trails in Southborough.



"Do not go where the path may lead, go instead where there is no path and leave a trail." — Ralph Waldo Emerson



Photos: Kathryn McKee

SOUTHBOROUGH LIBRARY

Mission Statement

The Southborough Library is an innovative, inspirational, and dynamic center dedicated to lifelong learning and interests. The library provides services, programs, collections, and technology to the local community. The building serves as a welcoming environment, facilitates equal access, and provides collaborative space to the public.

General Overview of Library 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 iPads for the catalog, 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 upstairs. Visit the Southborough Library website at: www.southboroughlib.org to search the catalog and request items, download electronic books and audiobooks, live chat with staff, or to access online electronic resources. New e-resources added in 2022 include AtoZ Food America and AtoZ World Food. Staff routinely provide Reader's Advisory service, suggesting books for library users to read. Library card holders also have access to downloadable e-books and electronic audiobooks on their personal e-readers, smart phones, and tablets via the C/W MARS Overdrive service at: <https://cwmars.overdrive.com>.

Thanks in large part to The Friends of the Southborough Library, the library offers reduced price passes to many cultural museums and educational attractions across Massachusetts. The Southborough Library offers a circulating telescope for patron checkout, as well as an expanded collection of circulating puzzles and board games. Thanks to grant support from the Southborough Education Foundation and Southborough Community Fund, the library offers 12 circulating ukuleles in the Teen Room. Thanks to state grant funding, the library has 2 circulating gardening kits that include tools for the novice and experienced horticulturalist. The successful Library Seed Exchange also continued for the 3rd year with an outdoor in-person launch event. The library's outdoor Story Walk continues to attract new outdoor users and enhance youth literacy. Approximately 6,569 residents of Southborough have active library cards.

Delivery and Interlibrary Loan

Southborough is a member of the Central/Western Massachusetts Automated Resource Sharing (C/W MARS) network. Through the consortium's interlibrary loan service, card holders can request materials that Southborough does not directly own but still has access to via a statewide delivery service. Unless there is a pending wait list, books and materials are typically received in just a few days. Users are notified by e-mail, phone, or text when the material arrives. To search the full C/WMARS catalog and place holds, visit <http://bark.cwmars.org>. Users may also access books outside the C/W MARS network via the statewide Commonwealth Catalog at: <https://commonwealthcatalog.org>.



Photos: Library Director

Board of Trustees

The Library Board of Trustees consists of Marguerite Landry (Chair), Jane Davis (Vice Chair), David C. Ekberg, Janet Maney, Kim Regan, and Amy Yazdani. 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 library policy and long-term strategic planning efforts. The board meets at least once a month, typically on the third Friday of each month. For the majority of 2022, the Library Trustees held meetings virtually on Zoom due to the continued concerns regarding the COVID-19 pandemic.

SOUTHBOROUGH LIBRARY

(continued)

Library Staff

Besides providing direct public service to patrons, staff activities include purchasing and processing books, planning programs, deaccessioning material collections, creating booklists and displays, process curbside service requests, working with and learning from our regional library consortium, promoting existing electronic resources, updating records in the automated catalog, and offering computer and e-reader help. Staff also seek out and write grants; in 2022, the library received multiple grant awards from the Southborough Cultural Arts Council, the Choate Recreation Fund, and the Southborough Community Fund. The library applied for and was awarded a \$10,000 "At the Kitchen" grant from the Library Services & Technology Act distributed by the Massachusetts Board of Library Commissioners. This grant will support cooking and nutrition-based information programs and services at the library.



Library Programs

This year the library hosted a variety of ongoing programs both in-person and virtual. They included a monthly virtual book club, story times for children, Baby & Toddler Time, Tuesday Tech Time, Write Now! creative writing for adults, Crafternoons for middle and high school students, a Creative Club for youth, a Better World Book Club, and a Teen Book Club. Special highlighted events included a Crystal Alchemy Box craft program, a lecture program on Alzheimer's disease awareness, and the annual Candidates' Night program. Resident Jill Vroman continued series of virtual wellness programs. Southborough Rotary Club, the Genealogy Club, and the Southborough Poetry Workshops continued as monthly evening events in-person.

Southborough Recreation continued to help maintain online and in-person registrations in partnership with the library. As weather allowed, the library held several successful outdoor programs for children including regular weekly preschool story times, baby yoga sessions, and a new popular Wednesday sing along series called Kids Jam.

In 2022, the library hosted a successful Summer Reading program, running nine weeks from the end of June until the middle of August. 36 in-house programs were held, and 1,610 people participated in Summer Reading events. The library also partnered with the Recreation Department to provide weekly story times for the Recreation camps, both at the library and at the camp. This year the children tracked how many minutes they read, with a goal of 90,000 minutes read by all participants. The total number of minutes read by children 11 and under far surpassed that, coming in at 117,756 minutes spent reading. New initiatives from the Youth Services Librarian Marianna Sorensen to enhance young adult outreach and community partnerships have been successful. These activities include an Assabet Valley Regional Technical High School art exhibit in the Teen Room, Algonquin Regional High School visits to distribute library cards, and the holiday card creation with Trottier Middle School's Youth Council. Patron youth engagement was a priority for the library staff in 2022.

Southborough Library Fund

In 2011, members of the Library Board of Trustees helped to establish the Southborough Library Fund, a 501(c) (3) tax-exempt fund under the umbrella of the Community Foundation of North Central Massachusetts. As the library prepares to undertake the planning and design of a new or renovated space, the Fund can help to supplement the costs of this effort through individual giving. Donations can be mailed to: Southborough Library Fund, P.O. Box 141, Southborough MA 01772 or made online at: <https://cfncm.org/donate-now/southborough-library-fund> and providing your information.

SOUTHBOROUGH LIBRARY

(continued)

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 nonprofit status. The library would like to acknowledge and thank the Friends' leadership for their service: President Beth Melo, Vice-President Kathy Gittins, Secretary Mary Tinti, Treasurer Prudence Webster, and Book Sale Chair Diana Tremblay. Want to help support the Southborough Library? Join the Friends. They meet monthly on a Wednesday evening at 7:30 PM. Meetings are now on Zoom. For more information, e-mail friendsofsouthboroughlib@gmail.com.

Library Diversity Statement

The Southborough Library strongly supports the Massachusetts Board of Library Commissioners statement on diversity, inclusion, and racial justice. The Massachusetts Board of Library Commissioners stands with all who condemn racism and work for racial justice. We believe that Black lives matter.

Libraries are civic anchors, committed to access for all and strengthening bonds within and across communities. We stand firmly with all who battle the inequality, brutality, and failures of justice that have been laid upon Black Americans for centuries. We stand unequivocally for equity, justice, and opportunity. That said, libraries cannot stand solely on ideals. Libraries must find ways to encourage more diversity in our profession and recognize privilege in our everyday lives. We must listen to the communities that we serve and create opportunities for learning and action. The United States of America can be the land of opportunity only when there is opportunity and justice for every member of society.

We must speak out when there is injustice, but our words will mean little if they are not followed by action. The Massachusetts Board of Library Commissioners pledges to make racial and social justice integral and ongoing in our services and programs. The Southborough Library also supports #LibrariesRespond and #BlackLivesMatters vis-à-vis the American Library Association (ALA).

View the library's full 5-year long range Strategic Plan here: <http://www.southboroughlib.org/about.asp>

Contact Information

Phone: 508-485-5031

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

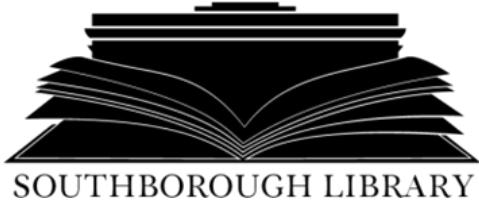
Twitter: @SouthboroughLib

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

Library Closed Saturdays in July and August



Staff Acknowledgements

Ryan Donovan, Kim Ivers, Marianna Sorensen, Leah Selleck, Carol Logan, Libby Goodreau, Amy Townsley, Val De Angelis, Anna Goering, Amy Kaufman, Kathy Kolenda, Kathy Schoener, Kelly Winand, Alicia Winske, Marjory O'Neill, Claudia Roche, Mia Boloz, Jade Shemligian, Madrid Elena Cunningham, Maggie Fitzgerald, Maggie Mercadante, Jackson Harris, Maya Regan, & Autumn Stewart.



	FY19*	FY20^	FY21^	FY22
Total material holdings	149,824	199,903	237,253	253,055
Direct circulation (not including inter-library loans)	109,622	114,976	97,347	141,894
Inter-library loans processed through Southborough (sending and receiving)	29,720 (12,945 received, 16,775 provided)	21,848 (8,834 received, 13,014 provided)	28,755 (12,817 received, 15,938 provided)	25,928 (11,775 received, 14,153 provided)
e-book circulation	6,924	10,524	14,542	13,475
Total attendance at adult/young adult programs	2,508	1,538	786	1,541
Total attendance at children's programs	8,324	4,720	2,096	2,381
Fines & fees collected and turned back to the town^	\$1,567.47	\$885.00	\$25.00	\$296.00

*FY19 Statistics were adversely affected by the flood remediation from September 2018 to March 2019.

^FY20/FY21 Statistics were adversely affected by the COVID-19 pandemic & subsequent building closure.

SOUTHBOROUGH PUBLIC ACCESSIBILITY COMMITTEE

In 2022, under the Chairmanship of Bonnie Phaneuf and Bill Sines, the Southborough Public Accessibility Committee (SPAC) achieved a number of key milestones toward continuously improving the accessibility of Southborough to citizens of all levels of ability.

The SPAC worked with Town officers and departments to identify community needs under the Americans with Disabilities Act (ADA) law. The mission of the SPAC was to offer all Town citizens with permanent or temporary disabilities an equal opportunity in accessing: (i) Town government offices; (ii) public and commercial buildings; (iii) programs; (iv) goods & services; (v) transportation, telecommunications via the internet; and (vi) recreational opportunities. In collaboration with Town officials, other Town committees, and the Southborough community, the SPAC activities included informing Town citizens and officials about the Town's needs regarding ADA matters; providing a referral database of area resources, services, and community programs for Citizens; and advocating for safe accessibility for all Citizens.

Toward these goals the SPAC executed the following activities in 2022, focused on acting on the results of the ADA Self-Assessment:

- Met with Town Department Heads and other Town Committees to review progress toward remediating the ADA issues identified in the Town's ADA Self-Assessment and to formulate strategies for obtaining the required funding.
- Reviewed plans presented to the Town's Planning Board for ADA compliance.
- Using the SPAC's 2021-2022 budget, funded an add-on called "ReachDeck Toolbar" to the Town's website to improve its accessibility for the visually impaired.
- Reviewed the Town's parking code to formulate changes toward reducing the incidents of sidewalks being frequently blocked by parked vehicles.
- Reviewed the Town's pole permitting process with the goal of improving permits for new utility poles that will avoid pole placements that would interfere with the accessibility of current and future sidewalks for those with movement limitations.

SOUTHBOROUGH YOUTH AND FAMILY SERVICES

Mission Statement

The mission of Southborough Youth and Family Services is to provide compassionate and equitable behavioral health and social services to Southborough residents of all ages.

Overview of Services

Mental Health Support Services

SYFS provides short-term or interim mental health support to Southborough residents of all ages. Services vary in intensity and are designed to be accessible and highly responsive. SYFS mental health support services include:

- **Referral Support**

SYFS assists individuals and families with finding a community mental health provider through INTERFACE Referral Service through William James College and Behavioral Health Partners of Metrowest (BHP). INTERFACE Referral Service is a confidential mental health and wellness referral helpline available Monday through Friday, 9 am-5 pm, at 888-244-6843 (toll free). BHP assists callers from MetroWest communities with accessing behavioral health, primary care, substance use services, and social service providers. Callers can utilize their free Service Navigation Line Monday through Friday at 844-528-6800.

- **Clinical Consultations**

Southborough residents wishing to consult a mental health professional for guidance without delay and without commitment to counseling services, are welcome to request a confidential Clinical Consultation with one of our staff. Consultations may be scheduled by in-person appointment or be conducted over the phone.

- **Assessments**

In situations where more information is needed to clarify a presenting problem, SYFS's clinical staff can offer a confidential 6-8 session assessment. During this time frame, clinicians meet with the individual, consult with collateral contacts, review existing reports, and collect additional information needed to provide a comprehensive assessment and make clinical recommendations.

- **Short-term Counseling**

Southborough residents of any age may see one of our clinicians for short-term confidential counseling services. Short-term counseling services may be offered under these circumstances:

- As a “bridge service” for residents with time-sensitive or urgent needs waiting to get an appointment with a community behavioral health provider.
- For residents with clear short-term goals.
- In circumstances where there are a number of significant barriers that prohibit an individual from accessing the support he/she needs.

- **Skills Trainings**

SYFS offers Skills Trainings as an alternative to outpatient counseling. Skills trainings are confidential short-term, one-on-one support, focused on providing brief assessment and development of skills in specific areas.

- **Therapeutic Groups**

SYFS offers confidential therapeutic groups as needed, based on level of interest and the availability of staff. Previous therapeutic group offerings include a DBT informed social emotional skills workshops, parent support, social pragmatics groups, and executive functioning skills groups.

- **Substance Use Diversion Program**

This confidential program is for Southborough youth age 14-18 years old with emerging drug and alcohol concerns. The goal of this program is to offer support and treatment to alter the course of future health concerns, prosecution, addiction or disciplinary action. Youth may be referred to this program through their school, doctor, mental health provider, or by the Southborough Police. SYFS did not have any referrals to this program in 2022 and hopes to do more advertising of the program in 2023.

SOUTHBOROUGH YOUTH AND FAMILY SERVICES

(continued)

Service	# Residents served in 2022
Consultations and Referral Support	47
Assessment and Short-term Counseling	74
Skills Training	5
Therapeutic Groups	4

Need-Based Services

SYFS offers a number of programs to residents experiencing financial hardship. Some of these programs are unique to Southborough while others are state funded public benefits that SYFS acts as an intake site for. In 2022, SYFS offered the following need-based services:

- **Southborough Emergency Fund**

With financial support from Friends of the Southborough Youth Commission, the Southborough Community Fund, and the Southborough Trust Fund; SYFS, the Southborough Senior Center, and Southborough Food Pantry, have been able to provide occasional emergency financial assistance to families experiencing financial hardship.

- **Fuel Assistance**

SYFS is an intake site for South Middlesex Opportunity Council's (SMOC) Fuel Assistance Program. Residents can schedule an appointment with our staff to get assistance with the application process.

- **Camp Scholarship Program**

SYFS coordinates and distributes camperships to children who would not otherwise have been able to attend summer camp. Camp scholarships are possible through funds from the Friends of the Southborough Youth Commission (FSYC), generous donations from organizations, individuals, and families, and free and reduced rates offered from local camps.

- **Winter Wishes (formerly Holiday Giving Program)**

In cooperation with the Southborough schools and Friends of the Southborough Youth Commission, SYFS has acted as a clearinghouse for donations by identifying and distributing gift cards to Southborough families in need. Thank you to all of our donors for their generosity in assisting families during the holiday season and throughout the year.

- **Case Management**

In recent years, SYFS has seen an uptick in residents with multisystem stressors needing help with basic needs such as housing, health insurance, and food insecurity. As a result, SYFS started offering navigation support for residents applying to these public assistance benefits through case management services.

Service	# Residents served in 2022
Southborough Emergency Fund	25 requests
Fuel Assistance	3
Camp Scholarship Program	24 kids/77 weeks
Winter Wishes	26 families/102 individuals
Case Management	6

SOUTHBOROUGH YOUTH AND FAMILY SERVICES

(continued)

Prevention Programs

An important goal for SYFS is to support individuals, families, and the community ahead of challenges by investing in prevention programming. In 2022 SYFS offered the three new workshops:

- **QPR Gatekeeper Suicide Prevention trainings**- began offering in late December 2021

Much like CPR, QPR seeks to provide anyone and everyone with the skills to recognize signs of emotional distress and suicidality, the capacity to have a conversation with someone they suspect may be experiencing suicidal ideation, and the knowledge of how to support that person and connect them with professional help. These trainings have been offered routinely to community members as well as town employees.

- **Listen With L.O.V.E. (LWL)**- began offering in March 2022

LWL expands on the listening skills emphasized in QPR by providing participants with information on how to listen in a way that encourages a person to continue talking, how to respond in a way that is truly supportive, and communication patterns to avoid.

- **Say It With L.O.V.E. (SWL)**- began offering in November 2022

SWL is a compliment to LWL. This is a workshop on how to communicate your own needs to someone else while maintaining your values and self-respect, preserving the relationship, and reviewing communication strategies that increase relationship and personal goals.

Service	# participants in 2022
QPR Suicide Prevention training	62
Listen With L.O.V.E. workshop	21
Say It With L.O.V.E. workshop	8

As in previous years, SYFS offered these additional prevention programs:

- Observance of National Day of Unplugging- March 2022
- Celebration of Mental Health Awareness Month – May 2022
 - Substance Misuse Prevention
 - Positive Youth Development- Youth Council



**SOUTHBOROUGH YOUTH
AND FAMILY SERVICES**

STRENGTHENING OUR COMMUNITY BY SUPPORTING ITS FAMILIES

STEWARDSHIP COMMITTEE

Mission: To provide conservation-based stewardship of the Breakneck Hill Conservation Land and Town Forest, balancing multiple conservation and passive recreation uses.

We are pleased to share the following highlights from 2022:

- Documented an increase in the population of kestrels at Breakneck Hill. Specifically, the Stewards were excited to see a half dozen kestrels after having our first one documented several years ago; the population has grown from just that one to two and now many.
- Continued collaborating with Dr. Robert Gegear, a professor at the University of Massachusetts. He adopted Breakneck Hill in 2015 as his first research site for at-risk pollinators. In 2022, Dr. Gegear and three of his graduate students engaged in research that included weekly visits to survey pollinators. This year they added butterflies to the species surveyed. We are looking forward to sharing the results of those studies.
- Expanded the garden beds at Beecology Research Garden, which features plants identified by Dr. Robert Gegear to support at-risk pollinators.
- Provided outreach, training, and workdays as part of a Citizen Science and Volunteer Development Program. We not only worked with volunteers to document species, but also planted, mulched, weeded, and watered the pollinator gardens to keep them robust.
- Documented the largest population of *Bombus fervidus* (an at-risk native bumblebee) at Breakneck Hill. This is good news and a result of our management efforts to improve habitat and our partnership with Dr. Gegear. *Bombus fervidus* is designated a Massachusetts Species of Greatest Conservation Need in the State Wildlife Action Plan.
- Supported a walk for the Massachusetts Butterfly Club that was led by Dawn Vesey, its former Vice President, and a Breakneck Hill volunteer. During the walk, participants saw 22 butterfly species, and some species had numbers so high they could not count them all.
- Embarked on Phase II of our program to prune remaining live apple trees to increase their vigor and extend their lives.
- Continued to manage invasive species with a focus on bittersweet, purple loosestrife, and autumn olive.
- Invited community input on trail names at the Town Forest and installed signage reflecting the newly named trails.
- Hosted an Earth Day walk in the Town Forest with a naturalist and outdoor educator.
- Launched, alongside the Trails Committee, the Scoop the Poop campaign to educate the community on the harms associated with dog waste and protect Southborough's conservation lands, trails, wildlife habitat, water.
- Collaborated with the community gardeners to provide plots for dozens of gardeners at the Breakneck Hill Conservation Land.
- Improved the parking lots at Breakneck Hill, which addressed drainage problems and included resurfacing. The big puddles that visitors had to maneuver around are gone!
- Managed an extensive trail system at both the Town Forest and Breakneck Hill Conservation Land.
- Provided grassland habitat for ground-nesting birds, which are species of highest conservation need. We do this through management practices that sustain grasses.

STEWARDSHIP COMMITTEE

(continued)

The Stewards have been rewarded with great results from our efforts both with improved biodiversity and positive visitor experiences. We note the high numbers of visitors who enjoy trail walking, nature watching, photography, and dog walking. Our efforts have created a photography hot spot for both professional and hobbyist photographers, a year-round destination for family portraits and nature photography.

We also recognize the continued challenges we face. These include identifying and managing invasive species as well as addressing unauthorized mowing, which constitutes encroachment. Regarding the latter, we continue to work with the Southborough Police to address the situation.

Finally, we will have new opportunities (and new work) in the new year. These will emerge as we continue our efforts to enhance the roadside meadow and also as the Town remediates the farm dump on Breakneck Hill Conservation Land.

We look forward to what 2023 will bring and are ready for new challenges.



*Beecology Research Garden at Breakneck Hill Conservation Land;
photo by Beth Dumbacher*

TECHNOLOGY DEPARTMENT

The Technology Department has been busy this year and with the addition of a new employee, we can finally focus on the vision at hand. We welcomed Hassan Hammed to the Technology Department as our new Sr. IT Specialist. He has taken on many responsibilities in the department which has given the IT Manager the ability to focus on the bigger picture.

In his first 6 months with the town, Hassan has accomplished his first technology certification with Comptia and now manages Zoom meetings with the Owl for committee members. He has been a great addition to the town!

The newly purchased replacement servers have finally arrived after many months of shipping delays. They are now implemented and fully functional. We have migrated our current VM's (virtual machines) from our existing system to our new server cluster. We are at the most current version of VMWare, with a quarterly patch schedule in place.

We have completed a NIST Cybersecurity risk assessment of the town's technology uses. This assessment gives us a baseline on what policies and procedures that we, as a town, may be lacking in our department and how we can improve on these processes. We have also completed our now annual pen-test of our network and devices. While there are some items that need to be refined, you will be glad to know that our in-place security devices did their jobs.



Photo: Canva

Finally, we were recently accepted for a grant from MIIA for cyber risk prevention, which we utilized immediately. We have updated our current anti-virus system with an MDR/EDR (managed detection and response/endpoint detection and response) which provides us with 24/7 monitoring and support for all our endpoint devices. Another step in the right direction to fight the daily battle of cybersecurity.

VETERANS' SERVICES



Photo: Veterans Service Officer

Mission Statement: The principal mission of the Veterans' Services Officer (VSO) is to ensure that every eligible Southborough Veteran receives all Federal, State and Local veterans benefits available to them.

The VSO for Southborough is Brian Stearns. The office is located in the administrative building in the rear of the Rural Cemetery on Cordaville Road. The VSO may be reached by calling 508-229-2172 at any time. Regularly scheduled office hours are on Monday from 3:30 PM to 5:30 PM. Veterans are urged to contact the VSO concerning benefits eligibility, discharge documents, burial information and any related questions. This year the office has continued to work in office and by appointment.

The VSO'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 (VA), the Commonwealth of Massachusetts Veterans Services and the Town of Southborough Office of Veterans' Services. Additionally, the VSO 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.

Many State 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, monthly financial support, veterans' job training and employment placement. Every municipality in Massachusetts employs a Veterans' Services Officer who is state certified to assist veterans and their dependents.

In addition to the local veterans' services office, the Federal Veterans Administration office at Government Center in Boston is 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. The Veterans Office provided 6 rides to Veterans for appointments at no cost to the veterans.

VETERANS' SERVICES

(continued)

Eligibility of veteran benefits requires that the veteran or his/her dependents be able to provide proof of service via 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 times can take several months depending on the complexity of the disabilities.

Some other examples of veteran and dependent benefits include:

Financial assistance – Chapter 115

Medical, RX, eyeglasses, and hearing aids

Outreach and counseling

Researching records

Medical clinics, hospitals, and soldiers' homes

Burial markers for deceased veterans

Southborough currently has over 300 veterans. In 2022, the VSO processed 12 Federal veterans' benefits claim applications through the Department of Veterans Affairs and 2 recurring (monthly) State benefits under MGL Chapter 115 for Southborough Veterans and family members.

TAPS to the 14 Veterans who passed away in 2022 and are interred in their final resting place in Rural Cemetery. You are gone but never forgotten

Glenn T. Williams * David C. Weeks * Alfred G. Garavente * Donald A. Buzzell * John A. Trogolo * Russell B. Millholland * Sherman H. Ball * John B. Gunning * John F. Kelley Jr.
* Joseph E. Green * Adelmo R. Pontremoli * Robert A. Cibelli Sr. * George B. Cunningham
* Donald E. Hallisey

Sincerely,
Brian Stearns, Veterans Service Officer
Southborough Massachusetts

PLANNING BOARD

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 proceeded with deliberating nineteen (19) applications and sponsored four (4) warrant articles, during its twenty-one (21) regularly scheduled meetings and eight (8) additional meetings in 2022.

In May, we said farewell to long time Board Chair, Don Morris. Mr. Morris served on the Planning Board for over 42 years, and he will be deeply missed. Ms. Debbie DeMuria was successful in her campaign for the open seat vacated by Mr. Morris and Ms. Meme Luttrell was elected by the Board to serve as Chair. Ms. Luttrell continues to serve on the Planning Board with Andrew Mills, Jesse Stein, Marnie Hoolahan, and now Debbie DeMuria. The Planning Department continued its operations with Karina Quinn, Town Planner, and a new Business Administrator I, Colleen Stansfield.

ANR's (Approval Not Required)

In 2022, the Planning Board endorsed eight (8) ANR plans, creating eight (8) additional building lots, one (1) non-buildable lot, and combining two lots into one for a loss of one (1) lot.

- 17 Granuaile Rd. – ANR approval creating 2 lots out of 1
- 44 Oregon Rd. – ANR approval creating 2 lots out of 1
- 26 Meadow Lane – ANR approval creating 2 lots out of 1 with minor changes to 18 and 22 Meadow Lane
- 26 Meadow Lane – ANR approval creating 4 lots, 3-5 and E a non-buildable
- 26 Meadow Lane – ANR approval reconfigured 4 lots, 2B, 3A, 4A, 5A, and E a non-buildable
- 250 Turnpike Rd. – ANR approval creating 2 lots from 1
- 259 Turnpike Rd. – ANR approval creating 2 lots from 1
- 241-245 Turnpike Rd. – ANR approval combining 2 lots to create 1 larger lot

Subdivisions – NONE

Scenic Road Stonewall and Tree Removal

- **Intersection of Deerfoot Road & Flagg Road** – The Planning Board did not approve the DPW's request to remove two trees for the proposed alteration of the intersection.
- **DPW 2022 List of Trees (Arborist Tree List & Resident Call List)** – The Planning Board, as part of a consolidated public hearing with the Tree Warden (Select Board), approved the removal of 45 trees of the 63 trees listed on the Arborist Tree List, as well as approved the removal of 29 trees of the 30 trees listed on the Resident Call List.

Site Plan Review and Special Permits

- **1 Pinehill Drive** – The Planning Board finished deliberations and granted the Major Site Plan Approval and Special Permit for Lower Impact development (LID) for the proposed Harvard University Collections Storage Building comprised of an existing 7,200 sf storage shed, a new 17,500 sf pre-engineered warehouse, connected with a 2,500-sf addition.

PLANNING BOARD

(continued)

- **6-8 Turnpike Road** – The Planning Board completed deliberations and approved a Modification to Major Site Plan Approval for conversion to an underground detention basin and expanded parking (16 spaces) at the existing Auto Repair Facility.
- **154-156 Northborough Road** – The Planning Board deliberated the application for Modification to a Major Site Plan Approval for the Contractor Bays project that was eventually withdrawn without prejudice by applicant.
- **200 Turnpike Road** – The Planning Board began deliberations for Major Site Plan Approval and Special Permit for Lower Impact development (LID) for the conversion of office condos to a proposed contractor's storage yard for a snow removal business; the applicant withdrew his applications without prejudice to address timeline and site configuration.
- **325 Turnpike Road** – The Planning Board completed deliberations and granted the Major Site Plan Approval and Special Permit for Lower Impact Development (LID) for a proposed 62,500 square foot building expansion on the east side of the existing Ken's Foods facility.
- **250 Turnpike Road** – The Planning Board completed deliberations and granted Major Site Plan Approval to convert the existing vacant office building into a self-storage facility.
- **1 Boston Road (aka 3 East Main Street)** – The Planning Board approved the Minor Site Plan for the change in use from office space to Root to Rise, a Pilates Studio.

Ongoing Development

The Town Planner monitored projects that moved into or continued in the construction phase including the UHaul Storage Facility at 0 Firmin Ave, parking and drainage improvements at 325 Turnpike Road (Ken's Foods) as well as a building expansion on the east side, Contractor Bays at 154-156 Northboro Road, the All American Self Storage Facility at 10 Turnpike Road, the new St. Mark's Dormitory at 25 Marlborough Road, Chestnut Hill Farm Barn, the Harvard University Collections Storage Building at 1 Pine Hill Drive, drainage and parking modifications at 6-8 Turnpike Road, Chestnut Meadow Subdivision, Cain's Crossing (Over 55 Development) at 141 Southville Road, Stonebrook Village off Oregon Road, and Ila Bella Flexible Subdivision off Mount Vickery Road to ensure that conditions stipulated in the respective Planning Board decisions are met.

Warrant Articles

The Planning Board held public hearings to deliberate the following ATM (May 4, 2022) and STM (October 13, 2022) Warrant Articles:

- **ATM Article 27**– Sponsored by the Planning Board, to amend Chapter 153, entitled Trees, of the Town's General Bylaws by adding a new section 153-5 Tree Protection Bylaw. Article 27 was Indefinitely Postponed.
- **ATM Article 28**– Sponsored by the Planning Board, to designate Town roads not currently designated as “scenic roads”, other than those specifically excluded by State Statute, as “scenic roads” under the provisions of M.G.L. Chapter 40 Section 15C. Article 28 was Indefinitely Postponed.
- **STM Article 1**– Sponsored by the Planning Board, to amend Chapter 153, entitled Trees, of the Town's General Bylaws by adding a new section 153-5 Tree Protection Bylaw. Article 1 Failed.
- **STM Article 2**– Sponsored by the Planning Board, to designate Town roads not currently designated as “scenic roads”, other than those specifically excluded by State Statute, as “scenic roads” under the provisions of M.G.L. Chapter 40 Section 15C. Article 2 was Indefinitely Postponed

PLANNING BOARD

(continued)

Action Items

- **Master Plan Update (Completed)** - In 2008, the Town of Southborough Master Plan was published. The Plan provided guidance to local officials in their decisions regarding zoning, budgets, and capital improvements. In 2019, the Master Plan Committee (MPC) began to update the Master Plan for the coming decade. In 2021, the MPC contracted with Community Opportunities Group to complete necessary data updates. Chapters were completed by the MPC Members at no cost to the Town and the final document has been printed and distributed to Town Departments and other Boards and Committees. Under the preview of the Planning Board, a Master Plan Implementation Committee (MPIC) was formed to promulgate the 2021 Master Plan goals.

- **Open Space** - The Planning Board, in conjunction with the Open Space Preservation Commission (OSPC), contracted with Lucas Environmental consultant to continue efforts for open space monitoring. Lucas Environmental completed a field report on seven (7) open space areas. The report was submitted to the Planning Department in June 2022, the findings were discussed at the December 12, 2022, Planning Board meeting. These inspections were performed utilizing the updated data collection form including an “Action Items” section. Planning’s goal is to continue and improve this program.
- **Tree City USA** – To maintain the recognition as a Tree City USA community, the program requires annual recertification by year end. Southborough’s 2022 Tree City application was sent in for the fourth year in a row, continuing the community’s Tree City USA status through the Arbor Day Foundation. A new plaque insignia for year three was received. The current plaque will hold the insignias for the next 5 years of certification. Tree City USA designation enriches the environment, increases property values, enhances the economic vitality of business areas, beautifies the community, and provides opportunities for grant funding.
- **Improved Efficiencies** – Throughout 2022, the Planning Department continued its efforts in creating a comprehensive digital archive and database of current and historic plans and documents, while also creating new solutions for the retention of paper plans and documents. These improved document management systems will continue to reduce paper, streamline office functions, and make records more easily accessible to the public.

The Planning Department website is continually updated to provide easier access to project information, applications, rules and procedures, approved minutes and supporting documentation for Planning Board meetings. We are back to in-person meetings after the Pandemic protocols; however meetings are utilizing a hybrid approach and can still be attended via Zoom with recordings located on YouTube.

TOWN OF SOUTHBOROUGH

2021 MASTER PLAN



June 14, 2022



ZONING BOARD OF APPEALS

The following cases were heard by the Board in 2022:

1. 3/16/22 17 Main Street – St. Mark's School – Special Permit

The petitioner(s) is seeking a Special Permit to renovate an existing storage structure into an accessory apartment in the Residential A district. Relief is requested under Sections 174-8.2 (B), 174-9 (B) and 174-19.

Application filed January 28, 2022 and withdrawn March 16, 2022.

2. 7/20/22 154 Turnpike Road – The Vin Bin/The Donut Stand – Special Permit

The petitioner(s) is seeking a Special Permit to add secondary signage to the existing building in the Business Highway District. Relief is requested under Section 174-11(E) 1.

Application filed May 30, 2022 and approved July 20, 2022.

3. 8/17/22 359 Turnpike Road/68 Flagg Road – John Bartolini – Special Permit & Variance

The petitioner(s) is seeking a Special Permit & Variance to modify an existing off-premises sign facing Route 9 providing direction to the business located at 359 Turnpike Road and to modify and rectify the language regarding the original approval. Properties are located in the Industrial District. Relief is requested under Section 174-4.11 (15) (E).

Application filed July 6, 2022 and approved August 17, 2022.

4. 8/17/22 250 Turnpike Road – FD 250 Turnpike LLC – Special Permit

The petitioner(s) is seeking a Special Permit to convert the existing site from office space to self-storage in the Industrial and Residence A Districts. Relief is requested under Section 174.8.7 (C) 9.

Application filed July 6, 2022 and approved August 17, 2022.

5. 9/21/22 241-245 Turnpike Road – Special Permit & Variance

The petitioner(s) is seeking a Special Permit to allow for indoor recreational use with an accessory use of a private garage for more than three cars, and a Variance for the proposed building to encroach the 75-foot front setback to construct a two-story membership club for car enthusiasts. The Property is located in the Business Highway and Resident A Districts. Relief is requested under Sections 174-8.5 (C) 11; 174-8.5 (E) 3 (a); 174-25 (A) (2); and 174-25 (A) 3). Application August 1, 2022 and approved September 21, 2022.

Summary of 2020 Board Decisions (Approved; Denied; Withdrawn; Pending):

5 Special Permit Applications – 1 Withdrawn; 4 Approved.

2 Variance Applications – 2 approved

0 Appeal Applications.

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

January 19, 2021, May 18, 2022, June 15, 2022, July 28, 2022, September 14, 2022, November 16, 2022

Meetings and hearings were held through a virtual Zoom meeting due to the ongoing COVID-19 pandemic.

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

To the Honorable Select Board members, residents, community members, colleagues, neighbors, and friends; It is my pleasure to present you with the Southborough Police Department's FY2022 Annual Report.

The Southborough Police Department is staffed by a dedicated group of Officers led by Chief Ryan M. Newell; a (currently unfilled) Lieutenant position, and five Sergeants- who make up the Command Staff. The department's current sergeants include Sgt. Tim Slatkavitz, Sgt. James DeLuca, Sgt. Heath Widdiss, Sgt. Sean McCarthy, and Sgt. Michael Whelan.

The Department Dispatch Log included 13,976 entries this year. In addition, the department logged 89 in-custody arrests and applied for 223 Criminal Applications through the Westborough District Court. Officers also completed 882 Incident Reports.

The Department continued its use of our department website, Facebook, and Twitter pages as a means of distributing information and crime prevention initiatives to the public, including publishing the department's Police Activity Log.

The department underwent some staffing changes in 2022. Lieutenant Ryan M. Newell was promoted to Chief of Police in October, after the departure of the department's previous Chief Ken Paulhus. Officer Riley Brown started his first shift as a full-time police officer with the department in May, while Student Officer Owen O'Brien was appointed to an open, full-time officer position (after the departure of Off. Brendan Campbell) in July of this year.

Community Policing Initiatives

The Southborough Police Department continues to have a harmonious relationship with the community, largely due to great efforts in Community Policing. This year our department members participated in programs and town events such as D.A.R.E., Coffee with a Cop, Lunch Take-Back, Persons at Risk Program, School Resource Officer, Child Seat Install, Senior Citizen Liaison Officers, Walk to School Day, Community Read Day, Summer Nights, Heritage Day, Get on Board at the Senior Center, Gobble Wobble, Drug Take Back Box, Internet Safety Zone, and Trunk or Treat.



Officer J. Norton



Sgt.S. McCarthy and Officers Fontana, Gallagher, Nievert, Landry, and Norton

Officers continued their charitable efforts throughout the year by participating in the Pink Patch Project, Veterans Patch Fundraiser, Fill-A-Cruiser Food Pantry Collection, No Shave November Veterans Initiative, and the Shop-With-A-Cop Christmas event in Framingham. Community Policing programs remain a high priority for the Southborough Police Department.

POLICE DEPARTMENT

(continued)



Sgt. S. McCarthy and Off. T. Lu

Traffic Enforcement

Under the direction of Sergeant Tim Slatkavitz, areas of traffic enforcement emphasis are noted at roll call on the department's "Request for Traffic Enforcement Board," and through speed monitoring or electronic sign boards. Officers investigated 278 motor vehicle crash reports and issued 3,210 citations this year. Residents with areas of concern are urged to contact the department for stepped-up enforcement initiatives. Detail work continued throughout the year- but was especially high in the downtown area. Officers spent a majority of the summer on Main Street, assisting the DPW with traffic safety around the road improvement work that was being done.

The department's Traffic Constables were also able to assist with filling many, open traffic details.

In addition, four separate Federal Grant programs continued to address Speeding, Impaired Driving, and Distracted Driving. The department was also awarded a Massachusetts Executive Office of Public Safety and Security (EOPSS) OGR Body Worn Camera grant for \$78,547.98, in order to implement and maintain the department's first Body Worn Camera program. The program will begin in the early months of 2023.

Senior Citizen Resource Officers

Officers Jeff Norton and Julia Fontana were assigned as the department's Senior Citizen Liaison Officers for our elder population and Senior Center this year. This was the first time that the department has assigned two officers instead of one, as increased availability to an officer for our senior citizens was considered a high priority. If you have any issues, whether it be safety or other concerns, please feel free to contact them at 508-485-2121 or by e-mail: sclo@southboroughma.com.



Officer J. Norton and Officer J. Fontana

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.

The Detective Division is currently managed by Chief Newell. Detectives conduct follow-up investigations based on information provided by the patrol division. During this past year, Detectives Steve Neivert and Keith Nichols split the assignment, and were assigned to follow up investigations on approximately 129 cases: along with oversight of 202 Criminal Applications in Westborough District Court. Additionally, the firearms licensing unit processed 125 LTC/FID firearm permits this year.

POLICE DEPARTMENT

(continued)

Department Goals

It is the goal of the Southborough Police Department to perpetuate a strong work ethic that fosters pride in ourselves and in our department. We will be a model agency prepared to meet future challenges and will continue to grow and adapt to our ever-changing community by providing the highest level of service and protection to our citizens. We will accomplish this goal by providing our employees with the tools, training, and knowledge to meet and exceed all present and future needs of the Town of Southborough within the scope of law enforcement services. We will continuously work in collaboration with the community to identify and address those areas requiring improvement. We will strive to adapt, which will help to ensure that we continue to provide the level of service deserved by the community we serve.

As part of the Criminal Justice Reform enacted in Chapter 253 of the Acts of 2020, the Massachusetts Peace Officer Standards and Training (POST) Commission was established. The Commission is taking an important step to improve public safety and increase trust between members of law enforcement and the communities they serve. POST is charged with creating a mandatory certification process for police officers, as well as processes for decertification, suspension of certification, or reprimand in the event of certain misconduct. The members of the Southborough Police Department have taken a pro-active approach in meeting the standards established by the POST Commission. This process has been in the works for approximately one year and continues to be fluid as they work on standardizing policies and procedures for police throughout the commonwealth.

We would like to thank the residents, town officials, schools, and business community for their great support and encouragement during this past year. Thank you for the cards, food, and other items you have dropped off at the police department throughout the year. Your expressions of gratitude are greatly appreciated.

On a final note, I want to acknowledge the dedication and professionalism of the men and women of the Southborough Police Department. They have continued to demonstrate tremendous fortitude and professionalism throughout these difficult and tumultuous last few years. They embraced the challenges and changes within this profession with the utmost flexibility and continued the mission of the agency without pause or complaint, providing excellent services to the community. Thank you.

Ryan M. Newell
Chief of Police



Police Chief Ryan Newell

SOUTHBOROUGH POLICE DEPARTMENT
PROTECTING OUR COMMUNITY...TOGETHER

ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR

MONTH	TOTAL # CALLS	COMPLAINT CALLS	LOST DOG	LOST CAT	OTHER CAT RELATED	WILDLIFE	MISC CALLS	PICK UP	HUMAN/ANIMAL ANIMAL BITE	QUARANTINE ORDERS ISSUED / RELEASED	#SUBMITTED TO STATE LAB	BARN KENNELS INSPECTED 2021	DECEASED ANIMALS
January	18					1	4				1	7	5
February	9		1			3	2						3
March	23	3	1			5	6						8
April	11	2	1			4	1		1				2
May	23	5	1		1	7	6		1	1			1
June	19	1	1			10			3				4
July	20	2				10	2						6
August	15	1		3	2	2	2						5
Sept	12	2	4		1	3							2
October	15	2	1	1		1	3						7
November	12	1	2			3	6						
December	25		2			2	6	1				11	3
TOTAL 2022	202	19	14	4	4	51	38	1	5	1	1	18	46
NOTES:													
KENNEL INSPECTIONS COMPLETED			7										
PER DEPT. OF ANIMAL HEALTH ALL BARN INFORMATION IS CONFIDENTIAL ALL REPORTS SUBMITTED TO D.A.H. 12/31/2022													

Leash Law: All dogs in Southborough must be in control at all times. No dogs are allowed on school property. Loose dogs may be picked up by the Animal Control Officer and subject to an initial fine of \$15.00 plus boarding fees.

Loose Dogs: Call the Animal Control Officer, Jennifer Condon at 508-485-7817



			Total #
1	CATTLE		8
2	GOATS		42
3	SHEEP		49
4	SWINE		4
5	LLAMAS/ALPACAS		8
6	EQUINES		13
7	CHICKENS/EMU		225
8	RABBITS		6
9	WATER FOWL		47
10	OTHER/GUINEY HEN/PEACOCK/TURKEY		53
		Totals	455
		Totals	
Barns completed			
Barn Reports submitted to Department of Animal Health 12/31/20			

TOTAL NUMBER CALLS HANDLED	18
# Complaint Calls	
# Lost Dog Calls	
# Lost Cat Calls	
# Other Cat related calls	
# Animal / Wildlife Calls	
# Miscellaneous Calls	
	1
	4
TOTAL # ANIMALS PICKED UP	
Total # dogs not licensed	
Total # dogs not claimed	
# still in dog officer custody	
# surrendered to Humane Shelter	
TOTAL # HUMAN BITE CALLS	
TOTAL # ANIMAL -> ANIMAL BITE	
10 Day Quarantine Order -Human Bite	
10 Day Quarantine Order -Animal Bite	
45 Day/6 Month Quarantine Orders	
TOTAL # CITATIONS ISSUED	
# No license citations	
# Leash Law/Dog not under owner control	
# Other Offense	
# Court summons processed	
# DEAD ANIMALS PICKED UP / DISPOSED BY ACO	5
# ANIMALS SUBMITTED TO STATE LAB FOR RABIES TESTING	1
# ANNUAL KENNEL INSPECTIONS COMPLETED	7

FIRE DEPARTMENT

Mission Statement

We are dedicated to providing quality public safety and risk reduction services to our community.

Overview

The Southborough Fire Department continues to be an all-hazards, full-service fire department providing emergency response and community risk reduction services to the Town of Southborough. The department is made up of 27 men and women, both full-time and on-call, dedicated to serving the community.

The department operates 24-hours a day from the Public Safety Building located at 32 Cordaville Road. The fire station houses the fire chief and administrative offices, the fire prevention officer, on-duty firefighters and paramedics, and all department apparatus and resources.

Community risk reduction and inspection services are the responsibility of the department's fire prevention officer. In 2022 a total of 729 inspections, drills, programs, and plan reviews were conducted. Through these efforts, along with code enforcement, property surveys, investigations, and public education we continue to demonstrate a commitment to reducing the loss of life and the destruction of property from fire and other hazards.

Vision Statement

We will be a progressive, professional, and well-trained fire department, committed to excellence in the delivery of all our services.

Priorities

- Continue to strengthen the reliable delivery of essential emergency and community risk reduction services.
- Maintain department-wide career development and succession planning.
- Provide cost effective and sustainable customer-centered services.

Goals

- Establish an officer development program to prepare all members for advancement and provide contemporary leadership and management skills to current officers.
- Improve and formalize all aspects of department training to ensure fundamental skill competency as well as developing advanced skills and practical knowledge.
- Ensure organizational staffing levels meet day-to-day and peak service demands, published performance objectives, and industry best practices.
- Expand and strengthen community risk reduction efforts to improve prevention, education, and mitigation measures to all age groups.



Officer Fontana, Daisy Girl Scouts, Firefighter Conway

Department Personnel

- 1 Fire Chief
- 1 Administrative Assistant
- 5 Captains
- 3 Lieutenants
- 10 Firefighter / Paramedics
- 3 Firefighter / EMT
- 4 Call Firefighter / EMTs

FIRE DEPARTMENT

(continued)



Firefighters Kendall and Conway

2022 Department Activity

Fires – 53
Medical Emergencies – 906
Hazardous Conditions – 62
Service Calls – 81
Good Intent Calls – 132
False / Accidental Alarms – 205
Weather / Nature – 2
Special Incident – 3

Highlights from 2022

In January the department announced the award of a Department of Fire Services (DFS) Firefighter Safety Equipment Grant in the amount of \$14,832.80. The funds were used to purchase essential rescue and safety equipment for our new engine and our firefighters. The list of equipment purchased included cold water rescue suits, vehicle stabilization struts, wildland firefighting shirts, a rescue saw, and upgraded firefighter rapid intervention team (RIT) air pack and rope systems.

The department also received two grants early in the year. On February 16 we were awarded \$4575 for Student Awareness of Fire Education (SAFE) and \$2855.00 for Senior SAFE grants. In March the department was selected to receive an Automated External Defibrillator (AED) Equipment award for \$2329.59 from the Massachusetts Office of Grants and Research (OGR).

In collaboration with the Southborough Health Department, the department launched a community risk reduction program known as “File of Life”. Launched in April, both departments offered and continue to offer free “File of Life” kits that contain a card that when completed by a resident, provides emergency responders with critical information including the person’s medical history, medications, and emergency contacts. The “File” is maintained in a small magnetic folder that can be placed on the refrigerator for quick access by the fire department.

On May 2, it was with a heavy heart and much difficulty that we announced the Active Duty Death of Probationary Firefighter Lisa Marie Thompson. Firefighter Thompson was a full-time member of our department since November 15, 2021. In that short time, she demonstrated a sincere commitment to her fellow firefighters, the department, and to those we serve.

The department battled a Two Alarm Fire on Sears Road on the afternoon of August 5. The largest fire in over three years, the stubborn blaze was ignited by a lightning strike during a fast-moving thunderstorm that pummeled the area. During the fire, off-duty personnel and mutual aid resources responded to over a dozen other emergencies involving lightning strikes, fallen trees, and downed power lines. A month later, Southborough and Westborough fire officers and firefighters were recognized for demonstrating superior performance while operating at the fire. Southborough members awarded Letters of Merit were Lieutenants Navaroli and Shanahan, and Southborough Firefighters Wills, Pacific, Gaudette, and Gleckel. During the ceremony it was stated that “all demonstrated superior performance, teamwork, and dedication that exemplifies the best of the fire service, the department, and our mutual aid system”.

FIRE DEPARTMENT

(continued)

On December 12, the department was pleased to announce the award of \$9,802.85 from the Executive Office of Public Safety and Security and the Department of Fire Services Firefighter Safety Equipment Grant Program. This was the second grant received by the department during 2022 and will be used to replace and upgrade rescue and patient removal equipment, along with purchasing various hand tools, a portable fan, and a portable fire pump.

The department saw numerous and significant changes within our ranks during 2022.

In February, Firefighter Christopher Shanahan was promoted to the rank of Lieutenant. He filled the officer vacancy left by Lieutenant James Peltier who resigned in September 2020.

In March, Firefighter Thomas Durkin was recognized by Fire Chief Achilles for successfully completing his one-year probationary program. His family was on hand to celebrate and present him with his permanent badge and helmet shield.

The department recognized Captain Mark Sadowski for his 21 years of dedicated service to our community on July 13. Captain Sadowski accepted a leadership position with the West Boylston, MA Fire Department as their Fire Chief. His resignation provided a promotional opportunity for Firefighter Scott Navaroli, who was promoted to the rank of Lieutenant.

On September 6, Call Firefighter / EMT Tabitha Conway was hired as a full-time, probationary member of the department and three days later, the department welcomed Adam Kaminski-Miller to our ranks as a probationary firefighter / EMT. Both were hired to fill vacancies created by the loss of Firefighter Thompson and the departure of Captain Sadowski.



Captain Scott Navaroli

Lastly, the department recognized the promotions of five Captains and three Lieutenants during a ceremony held on November 1. Through collaboration and formal agreement, the town, department, and its members were able to realign and revise the rank structure of the department; recognizing the roles, responsibilities, and high level of accountability required of our supervisors. This opportunity was both unique and unprecedented, as it was the first time the department has elevated the positions of this many members at any one time. Formally sworn in by Town Clerk Jim Hegarty during a ceremony were Captain Christian Dano, Captain Neal Aspesi, Captain Kenneth Franks, III, Captain Christopher Shanahan, Captain Scott Navaroli, Lieutenant Benjamin Wilmot, Lieutenant Dana Amendola, and Lieutenant Jason Roach.

Respectfully Submitted,
Steven E. Achilles, Fire Chief



Photo: Steven Achilles

SOUTHBOROUGH EMERGENCY MANAGEMENT AGENCY & LOCAL EMERGENCY PLANNING COMMITTEE

Steven E. Achilles – Fire Chief / Emergency Management Director
Neal P. Aspesi – SEMA Director of Operations / LEPC Chairperson

“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 major 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 and employees from each town department, town management officials, representatives from all town educational facilities, members of the local business community, and volunteers. Also involved are representatives from the Massachusetts Emergency Management Agency (MEMA) and utility companies. Members are charged with the responsibilities to review and validate various Town emergency preparedness, response & recovery plans, roles, and responsibilities of supporting large-scale incidents and operations of Town's Emergency Operations Center (EOC) through meetings, training, and exercises.

WAYS TO STAY INFORMED

SEMA strongly encourages all citizens and business employees in the Town of Southborough to sign up and connect with the following official communication methods. These are the SEMA and the Town's primary means for distributing emergency information during significant and large-scale emergency events. “Click on the links”

- CodeRED is the Town's emergency notification system, distributing information via cell/land telephone, text, TTY & email.
 - More information can be located on the CodeRed page on the Town's website.
- Facebook:
 - Southborough Emergency Management Agency
 - Southborough Fire Department
 - Southborough Police Department
- Twitter:
 - Town of Southborough: @17common
 - Southborough Emergency Management Agency: @SEMA01772

2022 ENHANCEMENTS

In 2022, SEMA continued to work closely with various Town and State departments and organizations to enhance the preparedness and response capabilities of Southborough.

- In September, the Select Board officially adopted the Town's updated Continuity of Operations Plan (COOP). The COOP provides detailed guidance to ensure the Town as a whole, and departments individually, can maintain essential functions during times of significant interruption and systematically return to normal operations. The COOP was developed as a whole-Town document through a collaborative effort among a wide range of stakeholders, each having input on their specific duties as well as how such fits into the whole. The COOP project was completed in-house with no additional cost to the Town.
- SEMA successfully received three state/federal grant awards in 2022.

**SOUTHBOROUGH EMERGENCY MANAGEMENT AGENCY &
LOCAL EMERGENCY PLANNING COMMITTEE**
(continued)

2022 ACTIVITIES

Most of the SEMA's focus in 2022 continued to be on the COVID-19 Pandemic.

SEMA leadership and partners focused on:

- Strong collaboration with the Board of Health, facilities, and accounting departments
- Continued fact-checking and distribution of information
- Acquisition and tracking of town-wide personal protective equipment (PPE)
- Modification and implementation of COVID-19 specific mitigation and response plans
- Vaccine clinic and distribution planning, logistics, and operations
- Financial reimbursement through state and federal programs

The volunteers of the Southborough Citizen Emergency Response Team (CERT) and Medical Reserve Corps (MRC) continued to support COVID-19 & flu clinics in Northborough and Southborough, often as vaccinators.

SEMA and the Town accounting department continued to commit multiple coordinated hours diligently working to recoup Town funds spent on the pandemic through applications to the Federal Emergency Management Agency (FEMA) Public Assistance (PA) program, and the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Through the submittal of eight (8) FEMA PA applications, the Town has recouped nearly \$600,000. Once the federal government officially closes the COVID disaster act, the Town will be eligible to recuperate all administrative costs, including personnel wages, associated with developing the eight FEMA PA applications.

SEMA would like to recognize Carla McAuliffe, Town Accountant, for her commitment, leadership and enormous efforts associated with FEMA PA & CARES ACT processes. Carla spent countless hours, many nights & weekends at no additional compensation, managing the continuously changing state and federal guidance to ensure the Town recuperated as much as possible while maintaining business ethics to protect the Town against any potential impacts from future audits. This was all accomplished while also completing her normal position duties, which are demanding on their own.

SEMA and the CERT/MRC continued to assist in the planning, logistics, medical, safety, and incident management of Southborough Summer Nights, Gobble Wobble 5k, and the New England Center for Children's (NECC) 5k, all of which returned to full pre-pandemic capacity.

SOUTHBOROUGH CITIZEN EMERGENCY RESPONSE TEAM (CERT) AND MEDICAL RESERVE CORPS (MRC)

The Southborough Citizen Emergency Response Team (CERT) and Medical Reserve Corps (MRC) continues to be an invaluable group of committed volunteers, augmenting the needs of the Town's health and emergency response departments, and spearheading public preparedness initiatives. These members dedicate numerous volunteered hours which include meeting, training, and coordinating with the fire and police departments, SEMA, and the Board of Health and are prepared to assist at a moment's notice.

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 to help the Southborough Emergency Management Agency continue to achieve our mission goals. Please continue to Be Informed, Be Ready, Be Safe.

BOARD OF HEALTH

2022 was a year with numerous accomplishments and advances for the Health Department and Board of Health. We continued with infectious disease surveillance, immunizations, emergency preparedness, food and septic inspections work done in prior years as well as strengthened our resident communication, resident outreach and advancing local health policy regulations.

Our board consisted of Chelsea Malinowski, Chair; Dr. Safdar Medina, Vice Chair and Nancy Sacco, Clerk. We continued with our core staff of Dr. Heather Alker, Health Director; Taylor West RN BSN, Assistant Health Director/Public Health Nurse; Barbara Spiri, Business Administrator, and our sanitary inspector Dennis Costello.

Our regional public health excellence shared service grant, Greater Borough Partnership for Health (Northborough, Boylston, Southborough and Westborough), reached full staffing levels and strengthened public health in our region. Massachusetts Department of Public Health is conducting a capacity assessment of the state's local public health delivery. Our "Greater Boroughs" region will be evaluated and report back is due in early 2023. In addition, our town has entered a Best Practices Program to further evaluate regional public health delivery in this region.

Our regional health agent and food and housing inspector, Michael Seager CP-FS, took over where Diane Legere left off and has kept Southborough on track for routine and complaint food inspections in schools, retail establishments and restaurants. Our Greater Boroughs region received an add-on grant for communicable disease contact tracing last year and we have benefitted from Isabella Caruso MPH, our regional epidemiologist, and her work to enhance public health surveillance and communications locally.

2022 Initiatives

- Expanded partnership with Fire Department and Southborough Emergency Management Agency (SEMA) on emergency preparedness with our public health nurse training for an Associate level Emergency Manager & taking an active role in an emergency operations center (EOC)
- Expanded regional vaccine offerings with Southborough staff through Greater Boroughs Regional Partnership for Health; including vaccinating homebound residents
- Continued working with our 4-town collaborative and participated in state capacity assessment of local and regional public health services.
- Awarded Massachusetts best practices program grant to further look at models, efficiency and effective public health services in our town and surrounding towns.
- Metrowest Health COVID-19 grant recipient which greatly enhanced our capacity for vaccination clinics and COVID-19 employee testing capability.
- Collaborated with Youth and Family Services, Northborough Southborough Public Schools, and Northborough Health Department in our revitalized Northborough Southborough Substance Abuse Prevention Coalition. Ongoing rebranding and working with Bright Solutions Consulting Group to strengthen and grow our coalition.
- COVID-19 and influenza vaccination clinics in Southborough, emphasizing access for seniors, homebound residents, school staff, daycare staff and town employees.
- Updated our town Tobacco Regulations to reflect current state regulations and to ban Smoking Bars and Adult only tobacco retail establishments in Southborough.

BOARD OF HEALTH

(continued)

- Worked with the Noise Committee for input on town noise bylaw and created a summary noise guidance document. Enacted a separate noise policy document endorsing the state policy on industrial/stationary noise.
- Expanded outreach to residents with the Southborough Health Department Facebook page and a new quarterly electronic newsletter via Constant Contact.
- Sponsored & prepared a town Health and Wellness Fair in collaboration with the Senior Center.
- Continued tracking of inspections, consultations, phone calls, food/septic applications (highlights below)
- Enhanced food inspections with FDA grant supporting town work in advancing Food Retail Safety Standards.
- Implemented using risk-based food inspection direction for our restaurants, retailers and school establishments.
- Collaborative work with Ken's Foods for noise mitigation for Southborough residents which included an abutters forum, industry sound testing and sound barrier wall modeling and proposals.
- Continued tracking & investigating communicable diseases and providing support and education to residents based on disease type. (highlights below)

Communicable Disease Surveillance & Investigation

Reported Tick-borne disease illness investigations	Reported Food-borne illness investigations	Communicable Disease Case Investigation (tuberculosis, legionnaires, etc)	Communicable Disease tracking (Influenza, lyme, hepatitis, etc)	Reported COVID-19 Investigations
6	8	8	74	1587

BOARD OF HEALTH

(continued)

Immunizations: The Southborough Health Department hosted & participated in over 25 vaccination clinics for Influenza & COVID-19 in 2022. We were able to target our at-risk populations, including vaccinating over 15 homebound residents for flu & COVID-19.

Regional Vaccine Clinics	Southborough Vaccine Clinics (in addition to regional services)	Flu doses administered	COVID-19 vaccination doses administered
13	14 Homebound days-4	320(Senior Center)+755 (ARHS)	2,485

Inspections

Tobacco and Compliance	Surface and Disposal System (SDS)	Title 5	Soil test	Camp Pool	Housing	Food	Nuisance (Odor, Noise)
36	20-Component 14-New Construction 25-Repair Replace	110 Total 80-Pass 20-Conditional Pass 10-Failure	52	7 camps 2 pool	7	84	14

TOWN CLERK

Births

Of the 96 children born in 2022, there were 50 girls and 46 boys, including 2 sets of twins. The most common girls' names were Nora (3) and Chloe (3). The most common boys' names were Owen (2), Benjamin (2), Jaden (2), Aiden (2).

Deaths

46 Southborough residents passed away in 2022.

Marriages

22 couples filed for marriage licenses in 2022.

Dogs

Of the 1,559 dogs registered in Southborough in 2022, the most common breeds were Labrador Retriever (158), Golden Retriever (109), Mixed Breed (100).

Annual Town Meeting

231 registered voters attended the Annual Town Meeting which, due to COVID spacing concerns, was held for the first time in the auditorium of the Algonquin Regional High School. The meeting began at 6:30PM and was dissolved at 11:30PM.

Special Town Meeting

162 registered voters attended a Special Town Meeting which was held for the first time in the auditorium of the Trottier Middle School. The meeting began at 7:00PM and was dissolved at 11:42PM.

Elections

Newly enacted Early Voting laws required the state to mail postcards to all registered voters allowing them to request a ballot be mailed to them or another family member for either or both the 9/6/22 State Primary and 11/8/22 State Elections. 28.4% of voters who requested a ballot for the 9/6/22 State Primary election did not return their ballot and 13.1% of voters who requested a ballot for the 11/8/22 State Election Primary election did not return their ballot.

Additionally, the Early Voting laws also required the town hold 2 weeks (Monday through Saturday) of in-person Early Voting for both the 9/6/22 State Primary and 11/8/22 State Elections. During these 92-hour periods of in-person Early Voting, 113 people voted in September and 572 voted in November.

The following Analysis of Voter Participation Summary provides additional detail:

TOWN CLERK

Analysis of Voter Participation in Southborough - 2022

Election Date	Town Election 5/10/2022	State Primary 9/6/2022		State Election 11/8/2022	
Voting Method		All Voters		All Voters	All Voters
On Election Day	655	96.6%	672	39.3%	2,308
Voted Early - In Person	n/a	n/a	113	6.6%	571
Voted Early - By Mail	23	3.4%	924	54.1%	1,992
Total Voted	<u>678</u>		<u>1,709</u>		<u>4,871</u>
% of Voter Participation	9.1%		22.9%		64.7%

Absentee and Early Voted Ballots Mailed Summary

Totals	Town Election	State Primary		State Election	
# Ballots Mailed	30		1,518		2,951
Actually Voted	23	76.7%	1,037	68.3%	2,563
Total Rejected	<u>7</u>	23.3%	<u>481</u>	31.7%	<u>388</u>
Reasons for Rejection					
Not Returned	6	20.0%	431	28.4%	234
Voted in person	0	0.0%	14	0.9%	87
Bad address	0	0.0%	3	0.2%	19
Received too late	1	3.3%	18	1.2%	13
All other	0	0.0%	15	1.0%	35
Total Ballots Rejected	<u>7</u>	23.3%	<u>481</u>	31.7%	<u>388</u>
					13.1%

TOWN CLERK

ANNUAL TOWN MEETING MINUTES (MAY 4 and 5, 2022)

The Annual Town Meeting was duly called on Wednesday, May 4, 2022 at 6:30PM and held in the auditorium at Algonquin Regional High School, 79 Bartlett Street, Northborough MA. Town Moderator Paul M. Cimino called the meeting to order at 6:41PM and announced that a quorum was present (100 voters = quorum), 231 voters were present. The following Articles were voted on in a legal manner.

MOTION MADE: To dispense with the reading of the Warrant for the meeting and the officer's return of service and to waive the reading of the separate articles of the Warrant.

MOTION PASSED.

CONSENT LIST

MOTION MADE: That the following articles be combined for one vote and to pass them:

Articles 1, 2, 3, 4, 6, 8, 11, 12, 14, 17, 18, 19, 20, 21, 22, 23 & 30

Article 22 was held.

MOTION TO PASS THE REMAINING CONSENT ARTICLES PASSED UNANIMOUSLY.

These reports were heard: Library by Ryan Donovan, Municipal Technology Committee by Angela Varner, Master Plan Committee by Meme Luttrell, Regional School Committee by Paul Desmond and Kathy Hervol with Gale Associates, Inc. and Advisory Committee by Kathy Cook.

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: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

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

PASSED – CONSENT LIST.

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: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

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

PASSED – CONSENT LIST.

ARTICLE 3: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2022 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

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

PASSED – CONSENT LIST.

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 Select Board 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 Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Board Recommendation: Support (7-0-0)

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

PASSED – CONSENT LIST.

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

PERSONNEL BYLAW

ENTITLED “THE SALARY ADMINISTRATION PLAN”

[Revised at May 4, 2022 Annual Town Meeting]

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

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, performed pursuant to a contract approved by the Town 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.

“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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 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. The annual salary set forth in Schedule A represents a 40 hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated annual salary is pro-rated reflective of the posted salary schedule in Schedule A.
- e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.
- f. On-Call Compensation: 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 for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1st following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.*

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

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

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

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

c. Probationary Employees

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof. During the probationary period, paid leave accruals shall be based on the Start Date.

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, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

b. An employee 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 Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

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

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

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.

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

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 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. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

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

a. Holidays with Pay

Full-Time employees shall receive one day's pay at their regular rate for the following:

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

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

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

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

b. Vacations with Pay

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

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 5	6.666	Two weeks
5+ - 10	10.0	Three weeks
10+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

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

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

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

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

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

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

c. Sick Leave

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

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

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

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

d. Personal Days

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

e. Military Leave

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

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

f. Jury Duty

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

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

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

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

(3) Blood donation authorized by the Department Head.

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

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Part-Time and Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, 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: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

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

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

- a. A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.
- b. Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director and approved by the Personnel Board.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

- a. In the absence or retirement of a Department Head for three consecutive weeks, the Select Board 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 Select Board or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.
- b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

- a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation. For purposes of this section, Election Workers and Wardens shall not be considered "employees of the Town."
- b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

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

SECTION 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. 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.

b. 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 to the Personnel Board and the Personnel Board has the opportunity to act on it. The Board of its own motion 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

POSITION TITLE	PAY GRADE
DEPARTMENT HEADS & MANAGEMENT STAFF	
Superintendent of Public Works*	9
Finance Director/Treasurer-Collector*	
Assistant Town Administrator	8
Director of Facilities	
Library Director	
Building Commissioner	
IT Manager	
Police Lieutenant	
Town Accountant*	
Director, Council on Aging	
Principal Assessor*	
Conservation Agent	7
Director, Youth & Family Services	
Director of Recreation	
Assistant Director/Nurse/Outreach Coordinator	
Town Planner	
Senior IT Specialist	
SUPERVISORS & TECHNICAL STAFF	
Assistant Town Clerk	6
Assistant Director, Youth & Family Services	
Outreach Coordinator	
Assistant Library Director	
Police Business Administrator	
Program Manager, COA	
Business Administrator II	5
Youth Services Librarian	
Staff Engineer	
Executive Assistant to the Select Board	
Program Coordinator	
Deputy Assessor	
Business Administrator I	4
Maintenance Technician	
Assistant Treasurer/Collector	
Assistant Town Accountant	
ADMINISTRATIVE & SUPPORT STAFF	
Administrative Assistant	3
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

*when not under contract

Rates for Full-Time Positions

Grade	Minimum		Midpoint		Maximum	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	40,413	19.43	46,503	22.36	52,595	25.29
2	43,443	20.89	49,960	24.02	56,477	27.15
3	46,701	22.45	53,707	25.82	60,713	29.19
4	51,959	24.98	61,052	29.35	70,146	33.72
5	55,857	26.85	65,631	31.55	75,405	36.25
6	60,046	28.87	70,553	33.92	81,061	38.97
7	72,165	34.69	86,599	41.63	101,032	48.57
8	84,795	40.77	101,754	48.92	118,713	57.07
9	99,633	47.9	119,559	57.48	139,487	67.06

SCHEDULE B: [RESERVED FOR FUTURE USE]

SCHEDULE C: PART-TIME HOURLY GRADED

POSITIONS

Election Worker	1
Library Page	1
Election Warden.....	2
Seasonal Laborer.....	2
Custodian.....	2
Library Technician.....	2
Library Associate	3
Administrative Assistant	3
Police Dispatcher.....	3
Technical Specialist.....	4
Business Assistant	4
Economic Development Coordinator.....	4
Electrician	5
Local Inspector.....	5
Nurse	5
Public Health Director*.....	5

*when not under contract

Rates for Part-Time Positions

Grade	Minimum		Maximum	
	Annual	Hourly	Annual	Hourly
1	24,516	11.79	31,197	15
2	26,743	12.86	37,899	18.22
3	40,126	19.29	55,734	26.8
4	49,032	23.57	69,095	33.22
5	62,415	30.01	93,612	45.01

**This represents the annualized rate if a Part-Time employee worked a 40 hour week; however, under this Bylaw, Part-Time employees work 20 hours or less per week.*

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

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

Probationary EMR, EMT or Basic Firefighter	\$00.00 / hr.
Emergency First Responder (EMR)	\$15.00 / hr.
EMT or Firefighter I	\$19.00 / hr.
Advanced EMT or Firefighter I/II-EMT	\$23.00 / hr.
Paramedic or Firefighter I/II – Advanced EMT	\$25.00 / hr.
Firefighter I/II – Paramedic	\$27.00 / hr.

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
Energy Management Stipend	\$6,000
Registrar of Voters	\$205.66
Tree Warden	\$4,000
Veterans' Agent and Director of Veterans' Services	\$15,000

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Camp Counselor.....	1
Program Aide (1:1 Support)	2
Program Supervisor	2
Camp Supervisor	3
Camp Assistant Supervisor	3
Assistant Coach	3
Head Coach	3
Program Instructor	4

Rates for Recreation Seasonal Personnel

(Same as Schedule C)

Grade	Minimum		Maximum	
	Annual	Hourly	Annual	Hourly
1	24,516	11.79	31,197	15.00
2	26,743	12.86	37,899	18.22
3	40,126	19.29	55,734	26.80
4	49,032	23.57	69,095	33.22
5	62,415	30.01	93,612	45.01

**This represents the annualized rate if a Part-Time employee worked a 40 hour week; however, under this Bylaw, Part-Time employees work 20 hours or less per week.*

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

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 Select Board and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

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

SCHEDULE H: LONGEVITY SCHEDULE:

Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee's Start Date

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

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Select Board Recommendation: At Town Meeting (5-0-0)

Advisory Committee Recommendation: At Town Meeting (7-0-0)

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

MOTION MADE: I move that the town accept Article 5 as printed in the warrant.

MOTION PASSED.

ARTICLE 6: To see if the Town will vote to rescind \$118,500 of authorized, but unissued debt the Town originally appropriated for acquiring real estate from St. Mark's School of Southborough, Inc., and for the construction costs for a public safety facility, approved by a vote of Town Meeting under Article 1 on March 8, 2017, which borrowing authority is no longer required for the purposes for which it was originally approved; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

Summary: The Public Safety Building Committee completed the new Public Safety Facility in the fall of 2019. All punch list items have been closed out and expenditures completed. As those funds have not been permanently borrowed yet, and are not needed to complete the project, the Town is seeking approval to rescind the remaining portion of the borrowing authority approved by Town Meeting under Article 1 on March 8, 2017.

PASSED – CONSENT LIST.

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

Proposed by: SELECT BOARD

Select Board Recommendation: At Town Meeting (5-0-0)

Advisory Committee Recommendation: At Town Meeting (7-0-0)

Summary: This article will fund costs associated with the first year of any contract agreed upon before Town Meeting commences with the DPW, Police, Communication Officers, and/or Fire Union.

MOTION MADE: I move that pursuant to Mass. General Laws Chapter 150E Section 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and AFSCME Council 93 and to raise and appropriate \$21,854, and transfer \$7,113 from the Water Enterprise Fund reserves, for the purpose of funding the collective bargaining agreement; and further, pursuant to Mass. General Laws Chapter 150E Sections 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and Local 167, Massachusetts Coalition of Police and to raise and appropriate \$28,540 for the purpose of funding the collective bargaining agreement; and further, pursuant to Mass. General Laws Chapter 150E Section 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and Local 445, Massachusetts Coalition of Police and to raise and appropriate \$18,703.

MOTION PASSED UNANIMOUSLY.

ARTICLE 8: To see if the Town will transfer the sum of \$583,708 of money out of Water Retained Earnings for use in the FY22 Water budget, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: At Town Meeting (7-0-0)

Summary: This article is intended to supplement the water revenue for the current fiscal year in the Water Enterprise Fund. FY22 has seen lower than expected water usage, and the use of retained earnings will complement the revenue from water rates and provide sufficient support for the Water Enterprise Fund.

PASSED – CONSENT LIST.

ARTICLE 9: 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 2023, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

100-199 GENERAL GOVERNMENT						SB	ADV
BUDGET NAME		FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	RECOMM	RECOMM
114 MODERATOR							
51000-51990 Personal Services		50	50	50		50	50
52000-58990 Other Charges and Expenses			50	50		50	50
MODERATOR TOTAL		50	100	100	0.00%	100	100
BUDGET NAME		FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB	ADV
121 ELECTED SELECT BOARD							
51000-51990 Personal Services		3,200	4,000	4,000		4,000	4,000
ELECTED SELECT BOARD TOTAL		3,200	4,000	4,000	0.00%	4,000	4,000
BUDGET NAME		FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB	ADV
122 SELECT BOARD							
51000-51990 Personal Services		387,949	413,517	408,360		408,360	408,360
52000-58990 Other Charges and Expenses		46,130	46,413	50,947		50,947	50,947
SELECT BOARD TOTAL		434,079	459,930	459,307	-0.14%	459,307	459,307
BUDGET NAME		FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB	ADV
131 ADVISORY COMMITTEE							
52000-58990 Other Charges and Expenses		4,230	3,500	3,500		3,500	3,500
ADVISORY COMMITTEE TOTAL		4,230	3,500	3,500	0.00%	3,500	3,500
BUDGET NAME		FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB	ADV
132 RESERVE FUND							
52000-58990 Other Charges and Expenses		149,502	190,000	180,000		180,000	180,000
RESERVE FUND TOTAL		149,502	190,000	180,000	-5.26%	180,000	180,000
BUDGET NAME		FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB	ADV
135 TOWN ACCOUNTANT							
51000-51990 Personal Services		163,170	157,966	162,354		162,354	162,354
52000-58990 Other Charges and Expenses		1,474	2,820	2,915		2,915	2,915
TOWN ACCOUNTANT TOTAL		164,644	160,786	165,269	2.79%	165,269	165,269
BUDGET NAME		FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB	ADV
136 AUDIT							
52000-58990 Other Charges and Expenses		31,685	52,515	27,000		27,000	27,000
AUDIT TOTAL		31,685	52,515	27,000	-48.59%	27,000	27,000
BUDGET NAME		FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB	ADV
140 ELECTED BOARD OF ASSESSORS							
51000-51990 Personal Services		1,975	2,250	2,250		2,250	2,250
ELECTED BOARD OF ASSESSORS TOTAL		1,975	2,250	2,250	0.00%	2,250	2,250

BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
141 ASSESSORS						
51000-51990 Personal Services	180,734	186,198	197,721		197,721	197,721
52000-58990 Other Charges and Expenses	54,572	56,050	51,475		51,475	51,475
ASSESSORS TOTAL	235,306	242,248	249,196	2.87%	249,196	249,196
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
145 TREASURER/COLLECTOR						
51000-51990 Personal Services	220,584	226,366	232,703		232,703	232,703
52000-58990 Other Charges and Expenses	7,349	8,970	9,520		9,520	9,520
TREASURER/COLLECTOR TOTAL	227,933	235,336	242,223	2.93%	242,223	242,223
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
151 LEGAL						
52000-58990 Other Charges and Expenses	92,623	95,000	90,000		90,000	90,000
LEGAL TOTAL	92,623	95,000	90,000	-5.26%	90,000	90,000
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
152 PERSONNEL BOARD						
51000-51990 Personal Services	0	5,000	5,000		5,000	5,000
52000-58990 Other Charges and Expenses	9,179	8,350	12,350		12,350	12,350
PERSONNEL BOARD TOTAL	9,179	13,350	17,350	29.96%	17,350	17,350
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
153 SPECIAL LEGAL COUNSEL						
52000-58990 Other Charges and Expenses	41,668	50,000	50,000		50,000	50,000
SPECIAL LEGAL COUNSEL TOTAL	41,668	50,000	50,000	0.00%	50,000	50,000
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
154 MUNICIPAL TECHNOLOGY COMMITTEE						
52000-58990 Other Charges and Expenses	384	1,000	1,500		1,500	1,500
MUNI. TECHNOLOGY COMMITTEE TOTAL	384	1,000	1,500	50.00%	1,500	1,500
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
155 TECHNOLOGY						
51000-51990 Personal Services	79,560	196,000	187,884		187,884	187,884
52000-58990 Other Charges and Expenses	228,686	273,285	317,246		317,246	317,246
MANAGEMENT INFORMATION SYSTEMS TOTAL	308,246	469,285	505,130	7.64%	505,130	505,130

		FY2021	FY2022	FY2023	Percent	SB	ADV
BUDGET NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
159 OTHER OPERATION SUPPORT							
52000-58990 Other Charges and Expenses	407,759	416,690	452,182			452,182	452,182
OTHER OPERATION SUPPORT TOTAL	407,759	416,690	452,182	8.52%		452,182	452,182
		FY2021	FY2022	FY2023	Percent	SB	ADV
BUDGET NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
160 ELECTED TOWN CLERK							
51000-51990 Personal Services	87,695	90,151	92,856			92,856	92,856
ELECTED TOWN CLERK TOTAL	87,695	90,151	92,856	3.00%		92,856	92,856
		FY2021	FY2022	FY2023	Percent	SB	ADV
BUDGET NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
161 TOWN CLERK							
51000-51990 Personal Services	140,306	111,465	149,553			149,553	149,553
52000-58990 Other Charges and Expenses	49,184	44,010	60,026			60,026	60,026
TOWN CLERK TOTAL	189,490	155,475	209,579	34.80%		209,579	209,579
		FY2021	FY2022	FY2023	Percent	SB	ADV
BUDGET NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
171 CONSERVATION COMMISSION							
51000-51990 Personal Services	70,320	72,283	89,134			89,134	89,134
52000-58990 Other Charges and Expenses	28,346	36,265	36,265			36,265	36,265
CONSERVATION COMMISSION TOTAL	98,666	108,548	125,399	15.52%		125,399	125,399
		FY2021	FY2022	FY2023	Percent	SB	ADV
BUDGET NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
175 PLANNING BOARD							
51000-51990 Personal Services	143,333	147,744	154,970			154,970	154,970
52000-58990 Other Charges and Expenses	28,020	28,120	27,660			27,660	27,660
PLANNING BOARD TOTAL	171,353	175,864	182,630	3.85%		182,630	182,630
		FY2021	FY2022	FY2023	Percent	SB	ADV
BUDGET NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
176 ZONING BOARD OF APPEALS							
51000-51990 Personal Services	10,410	23,506	9,275			9,275	9,275
52000-58990 Other Charges and Expenses	70	3,200	4,000			4,000	4,000
ZONING BOARD OF APPEALS TOTAL	10,480	26,706	13,275	-50.29%		13,275	13,275
		FY2021	FY2022	FY2023	Percent	SB	ADV
BUDGET NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
177 OPEN SPACE							
52000-58990 Other Charges and Expenses	1,943	2,000	2,000			2,000	2,000
OPEN SPACE TOTAL	1,943	2,000	2,000	0.00%		2,000	2,000

BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
182 ECONOMIC DEVELOPMENT COMMITTEE						
51000-51990 Personal Services	26,776	27,416	28,238		28,238	28,238
52000-58990 Other Charges and Expenses	11,254	14,900	14,700		14,700	14,700
ECONOMIC DEVELOPMENT COMMITTEE TOTAL	38,030	42,316	42,938	1.47%	42,938	42,938
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE						
51000-51990 Personal Services	353,377	377,886	389,369		389,369	389,369
52000-58990 Other Charges and Expenses	177,586	205,550	211,840		211,840	211,840
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	530,963	583,436	601,209	3.05%	601,209	601,209
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
193 PUBLIC ACCESSIBILITY COMMITTEE						
51000-51990 Personal Services	0	0	0		0	0
52000-58990 Other Charges and Expenses	0	2,500	2,500		2,500	2,500
PUBLIC ACCESSIBILITY COMMITTEE TOTAL	0	2,500	2,500	0.00%	2,500	2,500
200-299 PUBLIC SAFETY						
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
210 POLICE DEPARTMENT						
51000-51990 Personal Services	2,154,675	2,335,472	2,402,527		2,402,527	2,402,527
52000-58990 Other Charges and Expenses	149,294	151,124	148,541		148,541	148,541
POLICE DEPARTMENT TOTAL	2,303,969	2,486,596	2,551,068	2.59%	2,551,068	2,551,068
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
220 FIRE DEPARTMENT						
51000-51990 Personal Services	2,069,736	2,126,887	2,146,195		2,146,195	2,146,195
52000-58990 Other Charges and Expenses	202,401	251,136	263,500		263,500	263,500
FIRE DEPARTMENT TOTAL	2,272,136	2,378,023	2,409,695	1.33%	2,409,695	2,409,695
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
241 BUILDING DEPARTMENT						
51000-51990 Personal Services	149,364	153,546	157,759		157,759	157,759
52000-58990 Other Charges and Expenses	3,819	10,925	12,500		12,500	12,500
BUILDING DEPARTMENT TOTAL	153,183	164,471	170,259	3.52%	170,259	170,259
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
291 CIVIL DEFENSE						
51000-51990 Personal Services	2,926	2,926	4,000		4,000	4,000
52000-58990 Other Charges and Expenses	6,993	7,225	7,225		7,225	7,225
CIVIL DEFENSE TOTAL	9,919	10,151	11,225	10.58%	11,225	11,225

BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR						
52000-58990 Other Charges and Expenses						
ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL	27,594	28,490	29,052		29,052	29,052
400-499 PUBLIC WORKS & FACILITIES						
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
400, 420 DEPT. OF PUBLIC WORKS						
(Highway, Cemetery, Tree)						
51000-51990 Personal Services	916,795	1,019,717	1,026,352		1,026,352	1,026,352
52000-58990 Other Charges and Expenses	1,471,979	1,472,750	1,514,550		1,514,550	1,514,550
DEPT. OF PUBLIC WORKS TOTAL	2,388,774	2,492,467	2,540,902	1.94%	2,540,902	2,540,902
500-599 HUMAN SERVICES						
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
510 ELECTED BOARD OF HEALTH						
51000-51990 Personal Services	0	450	450		450	450
ELECTED BOARD OF HEALTH TOTAL	0	450	450	0.00%	450	450
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
512 BOARD OF HEALTH						
51000-51990 Personal Services	122,195	132,068	190,028		190,028	136,028
52000-58990 Other Charges and Expenses	56,138	70,624	70,624		70,624	70,624
BOARD OF HEALTH TOTAL	178,333	202,692	260,652	28.60%	260,652	206,652
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
541 COUNCIL ON AGING						
51000-51990 Personal Services	263,105	288,027	294,950		294,950	294,950
52000-58990 Other Charges and Expenses	52,746	59,815	60,475		60,475	60,475
COUNCIL ON AGING TOTAL	315,851	347,842	355,425	2.18%	355,425	355,425
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
542 YOUTH COMMISSION						
51000-51990 Personal Services	208,950	237,498	244,063		244,063	244,063
52000-58990 Other Charges and Expenses	10,917	12,500	18,000		18,000	18,000
YOUTH COMMISSION TOTAL	219,867	249,998	262,063	4.83%	262,063	262,063
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
543 VETERANS' SERVICES						
51000-51990 Personal Services	15,000	15,000	15,000		15,000	15,000
52000-58990 Other Charges and Expenses	11,903	20,845	20,735		20,735	20,735
VETERANS' SERVICES TOTAL	26,903	35,845	35,735	-0.31%	35,735	35,735

600-699 CULTURE & RECREATION							
		FY2021	FY2022	FY2023	Percent	SB	ADV
BUDGET NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
610 LIBRARY							
51000-51990 Personal Services		395,855	437,098	445,043		445,043	445,043
52000-58990 Other Charges and Expenses		131,284	136,231	142,645		142,645	142,645
LIBRARY TOTAL		527,139	573,329	587,688	2.50%	587,688	587,688
		FY2021	FY2022	FY2023	Percent	SB	ADV
BUDGET NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
630 RECREATION COMMISSION							
51000-51990 Personal Services		133,047	143,280	145,259		145,259	145,259
52000-58990 Other Charges and Expenses		9,900	10,258	14,069		14,069	14,069
RECREATION COMMISSION TOTAL		142,947	153,538	159,328	3.77%	159,328	159,328
		FY2021	FY2022	FY2023	Percent	SB	ADV
BUDGET NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
691 HISTORICAL COMMISSION							
52000-58990 Other Charges and Expenses		2,467	3,362	1,000		1,000	1,000
HISTORICAL COMMISSION TOTAL		2,467	3,362	1,000	-70.26%	1,000	1,000
		FY2021	FY2022	FY2023	Percent	SB	ADV
BUDGET NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
692 MEMORIAL DAY							
52000-58990 Other Charges and Expenses		2,997	3,150	3,350		3,350	3,350
MEMORIAL DAY TOTAL		2,997	3,150	3,350	6.35%	3,350	3,350
700-799 DEBT SERVICE							
		FY2021	FY2022	FY2023	Percent	SB	ADV
BUDGET NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
DEBT PRINCIPAL AND DEBT INTEREST							
0100-710-59100 Principal General Fund		2,324,506	2,391,470	2,230,097		2,230,097	2,230,097
0100-751-59150 Interest General Fund		1,031,858	933,652	851,376		851,376	851,376
0100-751-57880 Bond Disclosure				2,500		2,500	2,500
DEBT PRINCIPAL AND DEBT INTEREST TOTAL		3,356,364	3,325,122	3,083,973	-7.25%	3,083,973	3,083,973
900-999 UNCLASSIFIED							
		FY2021	FY2022	FY2023	Percent	SB	ADV
BUDGET NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
910 EMPLOYEE BENEFITS							
51700 Police/Fire Accident and Workers' Comp.		237,493	249,368	302,585		302,585	302,585
51710 Unemployment Payments		27,899	30,000	30,000		30,000	30,000
51720 Health Insurance		5,126,927	5,283,905	5,306,355		5,306,355	5,306,355
51730 Retirement Fund		2,170,625	2,321,536	2,558,310		2,558,310	2,558,310
51740 Life Insurance		5,183	5,215	5,220		5,220	5,220
51750 Flexible Spending Account		6,609	7,250	7,250		7,250	7,250
51770 Medicare		390,109	378,579	396,962		396,962	396,962
51780 Dental Insurance		249,354	248,964	246,303		246,303	246,303
51785 Medicare B Penalty		16,533	17,040	16,500		16,500	16,500
59660 Transfer to OPEB Trust		250,000	0	0		0	0
EMPLOYEE BENEFITS TOTAL		8,480,731	8,541,857	8,869,485	3.84%	8,869,485	8,869,485

BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
930 BUDGET CAPITAL						
POLICE: TASER PROGRAM	49,508	0				
BUDGET CAPITAL TOTAL	49,508	0	0	0.00%	0	0
941 COURT JUDGMENTS						
57600 Court Judgments	227,586	229,900	232,500		232,500	232,500
COURT JUDGMENTS TOTAL	227,586	229,900	232,500	1.13%	232,500	232,500
945 LIABILITY INSURANCE						
52000-58990 Other Charges and Expenses	279,973	297,402	334,734		334,734	334,734
LIABILITY INSURANCE TOTAL	279,973	297,402	334,734	12.55%	334,734	334,734
300-399 EDUCATION						
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
300 ELECTED SCHOOL COMMITTEE						
51000-51990 Personal Services	100	500	500		500	500
ELECTED SCHOOL COMMITTEE TOTAL	100	500	500	0.00%	500	500
301 SOUTHBOROUGH SCHOOLS						
REGULAR DAY PROGRAMS						
Administration	722,802	719,453	638,555		638,555	638,555
Instruction	11,376,696	11,987,962	12,223,764		12,223,764	12,223,764
Other Student Services	794,727	868,543	884,217		884,217	884,217
Operation and Maintenance Buildings	1,756,050	1,692,794	1,904,485		1,904,485	1,904,485
Fixed Charges	1,724	2,150	300		300	300
Contractual Obligation	0	0	0		0	0
REGULAR DAY PROGRAMS TOTAL	14,651,999	15,270,902	15,651,321		15,651,321	15,651,321
SPECIAL EDUCATION PROGRAMS						
Administration	7,008	18,500	19,000		19,000	19,000
Instruction	4,802,780	5,028,610	5,556,661		5,556,661	5,556,661
Other Student Services	405,415	506,000	508,223		508,223	508,223
Operation and Maintenance Buildings	737	4,000	4,000		4,000	4,000
Fixed Charges	2,480	0	2,775		2,775	2,775
Programs, Other Systems in Massachusetts	1,277,865	818,362	467,630		467,630	467,630
Programs, Member of Collaborative	88,192	88,060	73,833		73,833	73,833
SPECIAL EDUCATION TOTAL	6,584,476	6,463,532	6,632,122		6,632,122	6,632,122
GRAND TOTAL OPERATING BUDGET	21,236,475	21,734,434	22,283,443	2.53%	22,283,443	22,283,443

BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
302 ALGONQUIN REGIONAL HIGH SCHOOL						
REGULAR DAY PROGRAMS						
Administration	758,090	788,415	712,689		712,689	712,689
Instruction	11,497,540	11,871,456	12,174,498		12,174,498	12,174,498
Other Student Services	1,883,345	2,034,337	2,187,175		2,187,175	2,187,175
Operation and Maintenance Buildings	1,812,556	1,814,368	1,988,471		1,988,471	1,988,471
Fixed Charges	4,132,275	4,274,119	4,367,478		4,367,478	4,367,478
New Equipment	2,500	0	0		0	0
Tuition, Other Public Schools	246,891	240,000	200,000		200,000	200,000
Contractual Obligation	0	0	0		0	0
REGULAR DAY PROGRAMS TOTAL	20,333,196	21,022,695	21,630,311		21,630,311	21,630,311
SPECIAL EDUCATION PROGRAMS						
Administration	10,148	18,600	19,000		19,000	19,000
Instruction	2,683,122	2,852,854	2,968,858		2,968,858	2,968,858
Other Student Services	74,406	260,280	334,767		334,767	334,767
Operation and Maintenance Buildings	675	2,000	2,100		2,100	2,100
Fixed Charges	1,562	1,595	1,595		1,595	1,595
Programs, Other Systems in Massachusetts	634,772	813,679	485,237		485,237	485,237
Programs, Member of Collaborative	9,202	5,000	285,213		285,213	285,213
SPECIAL EDUCATION TOTAL	3,413,888	3,954,008	4,096,770		4,096,770	4,096,770
GRAND TOTAL OPERATING BUDGET	23,747,084	24,976,703	25,727,081	3.00%	25,727,081	25,727,081
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
FY 2022 SOUTHBOROUGH ASSESSMENT						
304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL						
Southborough Operating Assessment	349,405	400,969	386,629		386,629	386,629
Renovation Project - Capital Assessment	36,393	35,381	34,369		34,369	34,369
SOUTHBOROUGH ASSESSMENT	385,798	436,350	420,998	-3.52%	420,998	420,998
BUDGET NAME	FY2021 ACTUAL	FY2022 BUDGET	FY2023 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL						
Tuition/Transportation Assessment	34,297	44,634	44,875		44,875	44,875
NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL	34,297	44,634	44,875	0.54%	44,875	44,875

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

Summary: The article includes recommendations from both the Select Board and the Advisory Committee for the FY23 budget. Funding recommendations are noted in the individual recommendation columns for each department. At the time of printing, the only variance between Select Board and Advisory Committee recommendations was Budget 512 – Board of Health.

MOTION MADE: I move that the Town vote to raise and appropriate and transfer the of \$56,983,269 as may be necessary to fund the Town's operating budget and that the balance of \$54,258,267 be raised and appropriated for the Town's use, and make appropriations of the same.

- o Transfer from the Cemetery Perpetual care of \$25,000.00
- o Transfer from Free Cash of \$1,633,791.00
- o Transfer from Capital Articles to Close \$131,466.00
 - 0100-6-192-001-68542 TOWN HOUSE ADA A8 4-9-18 \$16,036.17
 - 0100-6-192-000-52550 MAINT. OF EQUIPMENT \$284.58
 - 0100-6-192-006-68540 DPW AIR COMPRESSOR A8 4-9-18 \$2,560.00
 - 0100-6-192-011-68571 CORDAVILLE HALL RENO A9 6-13-20 \$18,046.81
 - 0100-6-215-000-68562 PS RADIO SYSTEM UPGRADES A13 3-23-19 \$59.03
 - 0100-6-215-000-68566 PS RADIO REPEATER A9 6-13-20 \$302.83
 - 0100-6-220-000-68565 LUCAS DEVICE A9 6-13-20 \$1,515.00
 - 0100-6-400-422-68200 ROAD-SIDEWALK IMPROVE A-4801 \$48,778.58
 - 0100-6-400-425-68401 CHIPPER ATM 5-22-21 \$30,000.00
 - 0100-6-400-421-68545 DPW RADIO SYSTEM A8 4-9-18 \$13,883.00
- o Transfer from Overlay Reserve of \$279,201.00
- o Transfer from Ambulance Fund, Receipts Reserved of \$407,300.00
- o Transfer from Septic Betterment Fund of \$30,097.00
- o Transfer from Reserve SBAB Fund Balance of \$2,014.00
- o Transfer from Water Enterprise Fund of \$216,133.00

MOTION MADE: To pass all non-held budgets as printed in the warrant.

THESE BUDGETS WERE HELD: 210 Police Department, 512 Board of Health and 301 Southborough Schools.

MOTION TO AMEND THE PRIMARY MOTION AND PASS ALL NON-HELD BUDGETS PASSED UNANIMOUSLY.

MOTION MADE: To pass budget 210 Police Department as printed in the warrant.

MOTION PASSED.

AMENDMENT 9-I MADE: To amend the main motion by reducing the budget for Department #512 Board of Health by \$54,000 to \$206,652 from the amount printed in the warrant of \$260,652.

AMENDMENT 9-I FAILED BY COUNTED VOTE: YEA - 99, NAY - 100

MOTION MADE: To pass budget 512 Board of Health as printed in the warrant.

MOTION PASSED.

AMENDMENT 9-II MADE: To amend the main motion by striking the amount '\$22,283,443' for Budget #301 Southborough Schools and by substituting the amount of \$22,195,443.

AMENDMENT 9-II FAILED.

MOTION MADE: To pass budget 301 Southborough Schools as printed in the warrant.

MOTION PASSED.

ARTICLE 10: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2023, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

BUDGET NAME	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 BUDGET	FY 2023 REQUEST	PERCENT (+) or (-)
WATER - PUBLIC WORKS					
51000-51990 Total Personal Services	352,225	353,353	368,506	380,023	
52000-58990 Other Charge & Expense	1,307,495	1,308,525	1,705,950	1,425,664	
59100 Principal Long Term Debt Water	410,000	350,000	344,408	345,000	
59150 Interest Long Term Debt Water	135,978	117,385	111,526	97,890	
59250 Interest on Notes	0	6,625	0	10,027	
59510 Indirect Costs	131,239	160,847	204,695	216,133	
CAPITAL EQUIPMENT - LEASE					
DPW DIESEL YEAR 2 OF 7	0	0	10,697	10,708	
DPW HOOK TRUCK YEAR 2 OF 7	0	0	9,169	9,178	
CAPITAL EQUIPMENT					
MINI EXCAVATOR WATER PORTION	0	0	0	20,000	
TOTAL WATER FUND	2,336,937	2,296,735	2,754,951	2,514,623	-8.72%

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

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

MOTION MADE: I move Article 10 as printed in the warrant.

MOTION PASSED.

**MOTION TO RECONSIDER ARTICLE 10 PASSED BY MODERATOR DECLARED 2/3 MAJORITY.
[THIS ARTICLE WAS RECONSIDERED AT THE MAY 5, 2022, RECONVENED SESSION.]**

MOTION MADE: I move that \$2,298,490 be appropriated for the Water Enterprise Fund and that \$216,133 be included in appropriations from the general fund for indirect costs and be allocated to the Water Enterprise Fund, and that \$2,514,623 be raised as follows:

FY23 Enterprise Revenue: \$2,189,623

FY22 Retained Earnings: \$ 325,000

MOTION PASSED.

ARTICLE 11: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

Summary: This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article. The funding amount has been the same each year since 2015, and is not changing for FY23.

PASSED – CONSENT LIST.

ARTICLE 12: To see if the Town will vote to transfer from Free Cash the sum of \$47,970 for the purposes of sidewalk maintenance and improvements, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

Summary: The Town received mitigation funds from the Stonebrook Village (\$12,970) and Legacy Farms (\$35,000) projects, to be used for sidewalk maintenance and improvements. The funds needed to close out at the end of the fiscal year to Free Cash, and then be appropriated by Town Meeting before they were available for use.

PASSED – CONSENT LIST.

ARTICLE 13: 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	Receipts Reserved Ambulance
A.	Facilities – Fire Alarm upgrade (Senior Center)	\$25,000	\$25,000	
B.	Facilities – DPW Floor coverings	\$15,500	\$15,500	
C.	Facilities – Town Hall Restroom Renovations	\$40,000	\$40,000	
D.	Facilities – Repainting/Repairs (Cordaville Hall)	\$25,000	\$25,000	
E.	Fire – Pick Up Truck	\$60,000		\$60,000
F.	Fire – Knox Box for Vehicle	\$10,000	\$10,000	
G.	Fire – Portable Radios (SEMA/EOC)	\$14,000	\$14,000	
H.	Fire – Rescue Tools	\$40,000	\$40,000	
I.	Fire - PPE	\$20,000	\$20,000	
J.	DPW – Utility Dump Highway	\$95,000	\$95,000	
K.	DPW – Mini Excavator	\$95,000	\$95,000	
L.	DPW – Road Maintenance	\$400,000	\$400,000	
M.	DPW – Northboro Road Culvert	\$38,000	\$38,000	
N.	Police – Cruiser	\$60,000	\$60,000	

, or do or act anything in relation thereto.

A. – Funding of this project would allow for the updating of various components that make up the fire alarm system located at Cordaville Hall. The current fire alarm system is controlled by multiple panels tied together in order to operate as one system; generally, fire alarm systems are controlled by one master panel. Although functional, the current system design is not ideal and should be updated.

B. New Office Floor Coverings at the D.P.W. Office – Funding of this project would allow for the replacement of the carpets located in the D.P.W. office areas with either new carpeting or another suitable flooring surface.

C. Funding of this project would allow for the renovation of the women's restroom located on the first floor of the Town House. Elements of renovation work will include tile replacement, installation of new privacy components, and plumbing upgrades in the subject restroom, which has not had any major betterments for over 40 years. This is the second phase of a two year project.

D. Funding of this project would allow for necessary repairs to the various elements that make up the exterior building envelope of Cordaville Hall, as well as the repainting of the main building structure of Cordaville Hall.

E. This is the scheduled replacement of the 2008 Ford F-350 4x4 pick-up truck as part of the department's rolling stock inventory. The vehicle is used for emergency response and support, the towing of department and SEMA trailers, and department business. The project will look to purchase and appropriately equip a 2021 or newer Chevrolet or Ford 4x4 pick-up truck that has seating for a minimum of 4 adults and appropriate towing capabilities.

F. This is for the purchase of Knox Box Control Units for all apparatus and department vehicles. Knox Keys are used by the department to access Knox Boxes on properties throughout the community. These keys are required to be secured, monitored, and accounted for at all times. The project will fund the purchase of 8 to 10 Knox Box Key Secure 5 units, along with mounting brackets and KnoxConnect Cloud 1 yr. license(s).

G. This is for the scheduled replacement of six (6) portable two-way radios. This project will fund the purchase of six (6) APX 8000 All Band portable radio with related equipment. These radios are used by SEMA, CERT and MRC for event and incident response. This project will ensure emergency communication and interoperable capabilities throughout the town between all emergency and state agencies.

H. This is the replacement of the department's 1998 and 2002 gas-powered hydraulic rescue tool sets with a single NFPA 1936 compliant battery-powered set. The 1998 rescue tool set is non-compliant and out of service. The 2002 set is four standards out of date and requires replacement. This project will be removed if the department is successful in an FY21 AFG award. Estimated date of notification by June 30, 2022.

I. This is the on-going, scheduled replacement and upgrade of our structural firefighting ensemble inventory in accordance with required National Fire Protection Association (NFPA) Standards. This is year two of a phased replacement program.

J. This will replace an F550 dual rear wheeled dump truck for the DPW. Generally called a 1 ton, it is used to carry small loads of materials, stone, patch, sand, that will be shoveled from the bed, or materials, brick, block, cement bags, that need to be lifted off the truck bed.

K. This will replace the DPW's second/back-up (1988) backhoe with a mini excavator. This piece of equipment is more versatile than a backhoe. There are attachments for the minis that are universal, from mowing heads to hydraulic hammers. Minis are more maneuverable, take up less space at a work site, and can load trucks regardless of where the truck is located in relation to the front of the machines. A portion of this is also proposed to be funded by the water fund in Article 11.

L. These funds are for public roadway, sidewalks and walkway maintenance, repair and construction throughout town. These are expended in conjunction with Chapter 90 roadway improvement funding from the Commonwealth. Prior to committing any FY23 Road Maintenance Funds, a formal plan for the anticipated use of these funds shall be presented to the Capital Planning Committee in a posted public meeting. The Capital Planning Committee should then send any final recommendations or comments related to the Select Board for their final vote and appropriation.

M. Replace a rotted culvert in Northborough Road. The culvert has deteriorated over a number of years and now is classified as unusable to vehicles. An additional \$75,000 has already been received by the state to support the cost of this project.

N. This proposed cruiser will be a Ford Police Interceptor Utility AWD Hybrid Engine for use by the Lieutenant who is not currently assigned a vehicle. The existing fleet past the six front line patrol cars are not suitable for use in this function due to age and mileage. This vehicle will also be a backup for the Chief and Detective if their vehicles are down for repair or maintenance. It should be noted that this is not adding an additional cruiser to the fleet, as more cruisers were retired in FY22 than were placed in service, therefore, it restores the existing number of vehicles that were in service at the beginning in FY22.

MOTION MADE: I move Article 13 as printed in the warrant.

AMENDMENT 13-I MADE: To amend the main motion by striking the words 'Item M [Northboro Rd culvert]'.

AMENDMENT 13-I FAILED.

AMENDMENT 13-II MADE: To amend the main motion by striking the words 'Item E [Fire Pickup truck] and G [Fire portable radios]', and reduce Item F [Fire Knox Box] from \$10, 000 to \$6,000. Additionally, we want to amend the funding source for Item N [Police cruiser] from Levy to Receipts/Reserved Ambulance.

MOTION TO INDEFINELTY POSTPONE THE AMENDMENT FAILED.

AMENDMENT 13-II PASSED.

AMDNEMENT 13-III MADE: To amend the main motion by striking the words “\$15,500 [Item B DPW floor covering” in Article 13 chart.]

AMDEMENT 13-III FAILED.

MOTION TO APPROVE ARTICLE 13 AS AMENDED PASSED.

The result of Article 13, as amended and approved by the voters is shown below:

	Description	Request	Levy	Receipts Reserved Ambulance
A.	Facilities – Fire Alarm upgrade (Senior Center)	\$ 25,000	\$ 25,000	
B.	Facilities – DPW Floor coverings	\$ 15,500	\$ 15,500	
C.	Facilities – Town Hall Restroom Renovations	\$ 40,000	\$ 40,000	
D.	Facilities – Repainting/Repairs (Cordaville Hall)	\$ 25,000	\$ 25,000	
E.	Fire Pick Up Truck	\$ 60,000		\$ 60,000
F.	Fire – Knox Box for Vehicle	\$ 6,000	\$ 6,000	
G.	Fire Portable Radios (SEMA/EOC)	\$ 14,000	\$ 14,000	
H.	Fire – Rescue Tools	\$ 40,000	\$ 40,000	
I.	Fire - PPE	\$ 20,000	\$ 20,000	
J.	DPW – Utility Dump Highway	\$ 95,000	\$ 95,000	
K.	DPW – Mini Excavator	\$ 95,000	\$ 95,000	
L.	DPW – Road Maintenance	\$400,000	\$400,000	
M.	DPW – <u>Northboro</u> Road Culvert	\$ 38,000	\$ 38,000	
N.	Police – Cruiser	\$ 60,000		\$ 60,000

ARTICLE 14: To see if the Town will vote to appropriate a sum of money for the payments of the capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY23 Amount
A.	1 - Horton Type Ambulance	Fire Department	FY23 Capital Budget - Ambulance Fund	\$57,190
B.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY23 Capital Budget - General Fund	\$25,240
C.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY23 Capital Budget - General Fund	\$10,708
D.	1 - Fire Dept Chief Vehicle	Fire Department	FY23 Capital Budget - General Fund	\$9,178

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

Summary: The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the second year of the lease payments. With the exception of the Fire Ambulance (5-year lease), all of the leases are for 7 years.

PASSED – CONSENT LIST.

ARTICLE 15: To see if the Town will appropriate \$2,663,700 or any other amount, to pay costs of replacing water lines and making water delivery improvements to Newton Street and Main Street; to determine whether this amount shall be raised by transfer from available funds, borrowing or otherwise provided, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

Summary: This project replaces the 1931 cast iron water mains in Newton Street and a small part of Main Street. The replacement will result in improved water flow and, therefore, water quality in the area. Part of the funding for the project is being repurposed from a prior water project that had available residual funds.

MOTION MADE: That the Town appropriates \$2,000,000 to pay costs of replacing water lines and making water delivery improvements to Newton Street, East Main Street and Main Street and that to meet this appropriation, (i) \$51,136 shall be transferred from borrowed funds remaining after the completion of the water improvements authorized under Article 4 of the Warrant at the 2009 Annual Town Meeting, (ii) \$925,458 shall be transferred from borrowed funds remaining after the completion of the water improvements authorized under Article 9 of the Warrant at the 2014 Annual Town Meeting, and (iii) the Treasurer, with the approval of the Select Board, is authorized to borrow \$1,023,406 under and pursuant to G.L. c. 44, §7(1) or §8(5), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

MOTION PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

ARTICLE 16: To see if the Town of Southborough will vote to appropriate the amount of Nine Hundred Fifty Thousand (\$950,000) Dollars for the purpose of paying costs of a feasibility study for the Margaret A. Neary School located at 53 Parkerville Street, Southborough, MA, including the payment of all costs incidental or related thereto, and for which the Town of Southborough may be eligible for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the Neary School Building Committee. To meet this appropriation the Town Treasurer, with the approval of the Select Board is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town of Southborough acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town of Southborough incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town of Southborough, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the Town of Southborough and the MSBA; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: At Town Meeting (7-0-0)

Summary: As a result of almost two years of work of various Committees, this article will allow for the proper feasibility study (both OPM and design fees) to determine the appropriate additions, renovations or new construction that is required for the Neary School. This project was recently accepted into the eligibility period by the Massachusetts School Building Authority. Funding of this article will achieve one of the necessary steps of the eligibility period. The amount appropriated will be overseen by the Neary School Building Committee in coordination with any necessary policies set forth by the MSBA if the project is to proceed to the next phase.

MOTION MADE: To move the article as printed in the warrant.

Presentation by Jason Malinowski, Neary School Building Committee representative.

MOTION TO MOVE THE QUESTION PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

MOTION PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

MOTION TO ADJOURN THE MAY 4, 2022, ANNUAL TOWN MEETING AND RECONVENE ON MAY 5, 2022 AT 6:30 PM PASSED AT 11:12 PM.

The reconvened session of the Annual Town Meeting was duly called on Thursday, May 5, 2022 at 6:30PM and held in the auditorium at Algonquin Regional High School, 79 Bartlett Street, Northborough MA. Town Moderator Paul M. Cimino called the meeting to order at 6:45PM and announced that a quorum was present (100 voters = quorum), 166 voters were present. The following Articles were voted on in a legal manner.

ARTICLE 17: To see if the Town will vote to raise and appropriate the sum of \$5,000 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: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

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

PASSED – CONSENT LIST.

ARTICLE 18: To see if the Town will vote to raise and appropriate or transfer from any available funds the sum of \$50,000 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: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

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

PASSED – CONSENT LIST.

ARTICLE 19: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \$100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

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

PASSED – CONSENT LIST.

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 2023:

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; \$500,000.
9. Tobacco Control Program; \$4,000.
10. Golf Course maintenance; \$75,000.

, or do or act anything in relation thereto.

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

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

Advisory Committee Recommendation: At Town Meeting (7-0-0)

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

PASSED – CONSENT LIST.

ARTICLE 21: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2023 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)	\$ 394,606
State Match (projected FY2023 State Match)	\$ 133,700
FY22 State Match Adjustment	\$ 88,505
Total Projected Revenue.....	\$ 616,811

Set Aside- Open Space

\$61,681 to be set aside, held in the Community Preservation Fund, and spent in FY2023 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

\$61,681 to be set aside, held in the Community Preservation Fund, and spent in FY2023 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing

\$61,681 to be set aside, held in the Community Preservation Fund, and spent in FY2023 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

\$30,840 to defray the administrative and operating expenses of the Community Preservation Committee in FY2023 for the Community Preservation Fund

Set Aside - Budgeted Reserve/Discretionary

\$ 400,928 Reserved for FY23 CPF (Budgeted Reserve/Discretionary)

, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

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

Advisory Committee Recommendation: Support (7-0-0)

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

PASSED – CONSENT LIST.

ARTICLE 22: To see if the Town will vote to appropriate \$ 80,473.50 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. \$61,681.00 from the CPA Historic Preservation Reserve Fund FY2023 and \$18,792.50 from the CPA FY2022 Fund Balance. 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

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

Advisory Committee Recommendation: Support (7-0-0)

Summary: This article is the Community Preservation Fund payment towards the FY2023 debt funding for the Preservation Restriction of 84 Main Street as approved at the 2016 Annual Town Meeting.

MOTION MADE: To move the article as printed in the warrant.

MOTION PASSED UNANIMOULSY.

ARTICLE 23: To see if the Town will vote to appropriate a total of \$ 70,275.00 to be applied towards the bond for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. \$70,275.00 from the CPA FY2022 Fund Balance. 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

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

Advisory Committee Recommendation: Support (7-0-0)

Summary: This article is the Community Preservation Fund payment toward the debt funding for the renovation and restoration of the Historic Southborough Library as approved at the 2019 Annual Town Meeting.

PASSED – CONSENT LIST.

ARTICLE 24: To see if the Town will vote to appropriate \$61,820 from the CPA FY2022 Fund Balance for the rehabilitation and restoration of the Mooney Tennis Courts, for recreation purposes as requested by the Recreation Department. This consists of \$56,200 in project costs and an additional \$5,620 in contingency funding. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. This project is to resurface two courts located at the Mooney Field Complex, at or near 60 Richards Road, Southborough MA. In addition to resurfacing both courts, the project will include the installation of new lines for both tennis and pickleball. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. 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

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

Advisory Committee Recommendation: At Town Meeting (7-0-0)

Summary: Under the direction of the Recreation Director Tim Davis and the Southborough Recreation Department, said funds will be used to rehabilitate and restore two tennis court surfaces located at Mooney Field Complex. These facilities are widely used by the schools, by the Recreation Department for programs, and by residents. The courts have deteriorated to the point where it affects their ability to be used properly and safely. In addition to resurfacing, the courts will be painted to allow pickleball to be played as well as tennis.

MOTION MADE: To move the article as printed in the warrant

MOTION PASSED UNANIMOUSLY.

ARTICLE 25: To see if the Town will vote to allow the Select Board to both accept an easement of land from The Trustees and St. Marks School of Southborough, Inc. and grant an easement to the same, said easements to facilitate the reorientation of St. Marks Street as well as the development of park and parking facilities related thereto, all as shown on plans on file with the Town Clerk, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (5-2-0)

Summary: This article replaces the current license with an easement related to the St. Mark's Street project.

MOTION MADE BY SELECT BOARD MEMBER HEALEY TO INDEFINELTY POSTPONE THE ARTICLE FAILED.

[THE SELECT BOARD THEN DECLINED TO MAKE A MOTION TO MOVE ARTICLE 25.]

MOTION MADE: [By Resident Michael Weishan] To see if the Town will vote to allow the Select Board to both accept an easement of land from The Trustees and St. Marks School of Southborough, Inc. and grant an easement to the same, said easements to facilitate the reorientation of St. Marks Street as well as the development of park and parking facilities related thereto, all as shown on plans on file with the Town Clerk, or do or act anything in relation thereto.

[Pursuant to a request from the hall a video produced by resident Michael Weishan was displayed.]

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

ARTICLE 26: To see if the Town will vote to amend its general bylaws by inserting a new provision entitled “Noise” as Chapter XX thereof, as follows:

XX. NOISE

SECTION 1: SCOPE

The citizens of Southborough have a right to and should be ensured an environment free from excessive noise. This bylaw is enacted to minimize excessive noise which may jeopardize the health and welfare of its citizens or degrade their quality of life.

SECTION 2: DEFINITIONS

Contracted Work: Businesses or other entities that are retained to do work on property and which generates noise, including but not limited to: renovation, landscaping, property maintenance, construction, demolition, deliveries.

Demolition Permit: A permit for the removal of any structure or part thereof on any lot.

Distinctly Audible: Any sound that can be understood by a person using his or her unaided hearing faculties. For example, if music is playing, the words or instrumentation is discernable; or if a conversation is occurring, the words and context of a conversation can be understood.

Enforcement Official: A duly designated police officer shall be an “Enforcement Official”.

Holidays: New Year's Day (January 1); Memorial Day (last Monday in May); Independence Day (July 4); Labor Day (first Monday in September); Thanksgiving Day (fourth Thursday in November); and Christmas Day (December 25).

Homeowners: work performed by an owner or occupant of a residential property which generates noise, including but not limited to: renovation, construction, landscaping, property maintenance.

New Construction Permit: A permit for new residential or commercial construction on any lot, whether or not Planning Board approval is required, excluding both renovations and additions.

SECTION 3: STANDARDS

Exterior Noise Standards

Unless further defined by standards within this bylaw, it shall be unlawful for any person at any location within the area of the Town to create any loud noise, or to allow the creation of any loud noise, on property owned, leased, occupied or otherwise controlled by such person, which causes an unreasonable disturbance beyond the property line that disturbs the peace.

Homeowner Work Noise Standards

Noise associated with Homeowner work is allowed between 7:00 AM and 8:00 PM on weekdays, 8:00 AM and 9:00 PM on Saturdays, Sundays and Holidays.

Contracted Work Noise Standards

1. Noise associated with Contracted Work is allowed between 7:00 AM and 7:00 PM on weekdays and 8:00 AM and 6:00 PM Saturdays. Contracted Work shall not be allowed on Sundays or Holidays.

2. Any work that generates an unreasonable noise disturbance beyond the property line with a New Construction Permit or Demolition Permit is only allowed between 7:00 AM and 6:00 PM on weekdays and 8:00 AM and 2:00 PM Saturdays. This activity shall not be allowed on Sundays or Holidays.

SECTION 4: PROHIBITED ACTIVITIES

The following activities are prohibited if they generate an unreasonable disturbance:

1. Yelling, shouting, whistling, singing, playing music or the making of any loud noises so as to annoy or disturb the reasonable quiet, comfort or repose of identified persons is prohibited between the hours of 11:00 p.m. and 7:00 a.m.

2. Noise from truck idling- No person shall operate an engine of any standing motor vehicle with a weight in excess of ten thousand (10,000) pounds GVW (gross vehicle weight) for a period in excess of ten (10) minutes when such vehicle is parked on a residential property or on a street or way abutting a residential property, except where such vehicle is standing within a completely enclosed structure. This section shall not apply to delivery or pickup vehicles that require the operation of the engine to unload or load their cargo or equipment.

3. Motor vehicles operating within the town of Southborough in violation of MGL c. 90, § 16 which addresses harsh, objectionable or unreasonable noises.

4. Noise that is audible beyond the property line while loading or unloading trucks between the hours of 9 P.M. and 7 A.M. unless otherwise permitted.

5. No trash collection or dumpster collection shall take place in any area designated as, or directly abutting a residential zone between the hours of 9 P.M. and 7 A.M.
6. Any establishment granted a license for entertainment that is amplified by microphone, amplifier, or the like will be subject to this Bylaw. The entertainment should not be distinctly audible beyond the property boundaries of the establishment.
7. No establishment granted a liquor license shall permit noise to be distinctly audible beyond the premises between the hours of 9:00 P.M. and 7 A.M.
8. Unreasonably loud and disruptive noise emitted by a domesticated animal for a duration of more than 20 minutes intermittently, defined as an average of two vocalizations or more per minute in that period. A domesticated animal includes any animal that a person owns, controls or otherwise cares for.

SECTION 5: EXEMPTIONS

Noise limits in this regulation shall not apply to noise emitted by or related to any of the following:

1. The emission of sound for the purpose of alerting persons to the existence of an emergency or the emission of sound in the performance of emergency work or in training exercises related to emergency activities, specifically including, but not limited to any vehicle, device or equipment in the performance of emergency work.
2. Emergency activities including but not limited to: storm cleanup, power outages, snow removal, and use of generators provided that, to the extent practical or feasible, such equipment be operated with a working muffler and/or a sound reduction device while in use.
3. Non-commercial speech as guaranteed by, and subject to the limitations of, State and Federal constitutions.
4. Any bell or chime from any school or church, and any device used in conjunction with places of religious worship.
5. Parades, public gatherings, or events for which appropriate permits or licenses have been issued or which are constitutionally protected.
6. Necessary work on bridges, streets, or highways, or any public utility installation by or on behalf of the Town, or any public utility or any agency of the Commonwealth of Massachusetts.
7. Farming equipment or farming activity as defined by MGL c. 128, § 1A.
8. Any activity to the extent the regulation thereof has been preempted by State or Federal laws or regulations.

SECTION 6: VIOLATIONS AND PENALTIES

Any person or business who violates any provision of this bylaw, if found responsible, may be fined as follows:

A warning for the first offense;

\$50 for the second offense within 180 days of first offense;

\$100 for the third offense within 180 days of second offense;

\$300 for each succeeding offense within 180 days of the preceding offense;

provided that an Enforcement Official shall have the option to issue a warning instead of a fine for violations if, in the Enforcement Official's reasonable judgment and sole discretion, a warning is appropriate under the circumstances. Each day of violation of any provision of this chapter, whether such violation is continuous or intermittent, shall be construed as a separate and succeeding offense.

Fines may be administered by the Enforcement Official in accordance with MGL c. 40, §21D.

SECTION 7: ENFORCEMENT

1. The Police Department shall be charged with the enforcement of the provisions of this bylaw.
2. All Town departments and agencies shall, to the fullest extent consistent with other laws, carry out their programs in such a manner as to further the policy of this bylaw.
3. All Town departments and agencies shall comply with Federal, State and local laws and regulations and the provisions and intent of this bylaw respecting the control and abatement of noise to the same extent that any person is subject to such laws and regulations.
4. Temporary exceptions (no more than 3 days) to this bylaw may be granted by the Select Board. The Select Board shall establish appropriate procedures for processing applications, including such hearing(s) as the Select Board deems appropriate. The Select Board may require notification of the activity to all abutters within three hundred (300) feet of the exception location.

SECTION 8: SEVERABILITY

If any provision or portion of a provision of this chapter is held to be unconstitutional, preempted by Federal or State law, or otherwise invalid by any court of competent jurisdiction, the remaining provisions of the chapter shall not be invalidated.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: At Town Meeting (7-0-0)

Summary: As a result of the 2021 Town meeting, an ad hoc committee was formed to create this proposed noise bylaw. Many, but not all, residents have their tranquility and health threatened by noise near their homes. This proposed noise bylaw implements a simple date and time approach to noise regulation in which homeowners are still in control of their property and paid contractors have to act neighborly while doing their work. Noise enforcement is not possible without a bylaw on the books.

MOTION MADE: I move the article as printed in the warrant, and to allow the Town Clerk to modify town code numbering if necessary.

AMENDMENT 26-I MADE: I move to amend the main motion by striking the words '8:00 PM' [homeowner work noise standards] also strike: 'weekdays' and by substituting the words '9:00 PM' and insert 'Everyday'

AMENDMENT 26-I FAILED.

AMENDMENT 26-II was submitted by resident Peter LaPine.

MOTION TO SPLIT THE AMENDMENT INTO 2 PARTS PASSED.

Amendment 26-IIA MADE: I move to amend by striking the words found in section 6: 'Violations and Penalties' after the heading, that's all the words, and by substituting the words 'both the homeowner and the operator may be fined up to \$50 for the first violation, \$100 for the second violation and \$200 for each subsequent violation.' These penalties are consistent with other Massachusetts town bylaws.

AMENDMENT 26-IIA FAILED.

AMENDMENT 26-IIB MADE: I move to amend by adding the following words, 'gas powered leaf blower use by any user is limited to the following spring and fall cleanup periods; Spring: March 15 to May 1, Fall: October 15 to December 15.' After the words listed in number eight (8) found in Section 4: Prohibited Activities.

AMENDMENT 26-IIB FAILED.

AMENDMENT 26-III MADE: I move to amend the main motion by striking the words in section 4.8

AMENDMENT 26-III FAILED.

AMENDMENT 26-IV MADE: I move to amend the main motion by striking the words in Section 3, subsection 1: Work Standards: strike '7:00 AM-7:00 PM on weekdays' strike '8:00 AM-6:00 PM'. Subsection 2: strike '7:00 AM' and by substituting the words 8:00 AM-6:00 PM on weekdays; insert 9:00 AM—5:00 PM on Saturdays, Subsection 2: insert 8:00AM on weekdays. [Moderator clarified the intent of Amendment 26-IV for the hall]

AMENDMENT 26-IV FAILED.

MAIN MOTION PASSED BY A COUNTED VOTE YEA – 89 NAY – 61

Approved by the Attorney General on August 26, 2022.

ARTICLE 27: To see if the Town will vote to amend Chapter 153, entitled Trees, of the Town bylaws by adding § 153-5, Tree Protection Bylaw, as follows:

§ 153-5. TREE PROTECTION BYLAW

(1) The Town of Southborough ("Town") is a designated Tree City. The residents of the Town recognize that the preservation of existing trees and the promotion of new tree planting is a public purpose that protects the public health, welfare, environment, and aesthetics of the Town and its citizens. Trees serve a wide variety of functions, which promote the health, safety, and welfare of residents. These functions include:

- (a) Conserving energy, by providing shade and evaporative cooling through transpiration;
- (b) Improving local and global air quality by absorbing carbon dioxide and ozone, absorbing particulate matter, and producing oxygen;
- (c) Reducing wind speed and directing air flow;
- (d) Reducing noise pollution;
- (e) Preserving ecosystems by providing habitat for birds, small mammals, insects and other wildlife;
- (f) Filtering and screening glare on roadways and increasing pavement life;
- (g) Reducing storm runoff and the potential for soil erosion;
- (h) Increasing real property values; and
- (i) Enhancing visual and aesthetic qualities that attract visitors and businesses.

(2) The purpose of this bylaw is to preserve and protect the Town's public shade trees in accordance with the provisions of Massachusetts General Law (MGL) Chapter 87 and Chapter 40, Section 15C. It is also intended to encourage the planting of more public shade trees than are removed to compensate for tree losses and the length of time required for a tree to reach maturity.

B. DEFINITIONS.

DBH (Diameter at Breast Height) is the diameter of the trunk of a tree 4 ½ feet above the average existing grade at the base of the tree.

Drip line means a vertical line running through the outermost portion of the crown (i.e., the outer branch tips) of a tree and extending to the ground.

Excessive pruning means the removal of more than one-third of the tree canopy or cutting back the limbs to a point that prevents the natural growth of the tree.

Imminent hazard means the existence of a condition that presents a substantial likelihood that death, serious illness, severe personal injury, or a substantial endangerment to health, property, or the environment is likely to occur before a notice and hearing to abate the risk of harm can be completed.

Public shade tree is: (a) any tree within or on the boundaries of a public right-of-way, including scenic roads, except for a state highway; or (b) a tree that is not within or on the boundaries of a public right-of-way, but planted by the Tree Warden upon adjoining land at a distance not exceeding 20 feet from the layout of such public way with the written consent of the owner of such adjoining land in accordance with the provisions of MGL c. 87, §7.

If the highway boundaries are unclear because the boundaries between public and private land cannot be made certain by land records or monuments, the tree is presumed to be a public shade tree according to MGL c. 87, §1.

Public right of way is the portion of land controlled or owned by the Town within which an accepted public street or road lies. Typically, the public right-of-way is wider than the road surface and often includes curbs, sidewalks, utilities, public shade trees and grass strips.

Southborough Tree Fund is a revolving fund, established by Article 27 at the 2022 Annual Town Meeting, used exclusively for the purchase and planting of public shade trees, and related expenses.

Topping means the severe cutting back of limbs to stubs within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

Tree City the Tree City USA program was founded in 1976 to celebrate towns and cities committed to growing their urban canopy. Led by the Arbor Day Foundation, with partners at USDA Forest Service and National Association of State Foresters, it provides the foundational framework necessary for communities to manage and expand their tree cover.

Tree removal means the cutting down of any public shade tree and/or any other act that will likely cause such a tree to die within a three-year period, including but not limited to improper or excessive pruning and construction, demolition, and excavation activities.

Utility shall mean a company engaging in the distribution of electricity or owning, operating or controlling distribution facilities; provided, however, that a distribution company shall not include any entity which owns or operates a plant or equipment used to produce electricity, steam and chilled water, or an affiliate engaged solely in the provision of such electricity, steam and chilled water, where the electricity produced by such entity or its affiliate is primarily for the benefit of hospitals and nonprofit educational institutions, and where such plant or equipment was in operation before January 1, 1986.

C. TREE WARDEN.

(1) The Tree Warden shall be the agent of the Town having primary enforcement responsibilities under this chapter and MGL c.87. The Tree Warden is called upon to balance the needs between protection of public trees and protection of the public from hazardous or obstructive trees. The Select Board shall have the right to review the conduct, acts and decisions of the Tree Warden.

(2) Pursuant to MGL c.41 §106, the Tree Warden shall be appointed by the Select Board and shall hold at least an Associate of Science Degree in Arboriculture / Urban Forestry or a related degree or demonstrated equivalent knowledge and experience; and although not required it is preferred that the Tree Warden also hold a current arborist certification from either the Massachusetts Arborist Association or the International Association of Arboriculture; and have at least three (3) years supervisory experience in commercial or municipal tree care; and shall obtain a Massachusetts Pesticide License within 90 days of employment.

(3) The Select Board may appoint a Deputy Tree Warden to perform the roles and responsibilities of the Tree Warden during vacation, sick time, and any paid or unpaid leave of absence. The deputy must have substantial experience and qualifications and shall comply with all rules and obligations of this bylaw.

(4) The duties or responsibilities of the Tree Warden shall conform to the MGL c. 87 and shall include, but not be limited to the following:

- (a) Planting new public shade trees;
- (b) Pruning of public shade trees for safety and health;
- (c) Removal of public shade trees that are dead and dying;
- (d) Maintaining a Public Shade Tree Inventory and Public Shade Tree Management Plan;
- (e) Assessment of public shade trees for potential hazard;
- (f) Oversight of utility arboriculture operations and of all contracted tree work on public shade trees;
- (g) Conducting public Tree Hearings;
- (h) Enforcement of the provisions of this bylaw and MGL c. 87;
- (i) Care, control and management of all trees within public rights-of-way, adjacent to public buildings on public land, and on public commons;
- (j) Expenditure of funds for public shade tree planting and maintenance consistent with this bylaw and MGL c.87;
- (k) Coordination with the Planning Board; Conservation Commission; Recreation Commission; and interested citizen groups on matters related to urban forestry and public tree management;
- (l) Promulgate regulations outlining the care and preservation of public shade trees and the establishment of fees and fines;
- (m) Maintain a list of all Town roads designated as Scenic Roads and
- (n) Other responsibilities consistent with this bylaw and Massachusetts General Laws.

D. JURISDICTION.

(1) This bylaw applies to all public shade trees in the Town. The Tree Warden in conjunction with the Planning Board shall have jurisdiction over all trees to which this bylaw applies as set forth in MGL. c. 87 and c. 40, §15C.

(2) This bylaw applies to all persons, agencies, departments, firms (including utility companies) and applicants either residing or conducting activities in the Town of Southborough.

(3) If any public shade tree may be impacted by construction, demolition or excavation activities under the jurisdiction of the Town's Building Department, Planning Board, Zoning Board of Appeals, or other Town Department or Board: (1) the owner or applicant of the affected property and any person engaging in such activities shall be required to comply with the provisions of this bylaw; and (2) the owner or applicant shall notify the Tree Warden of such activities.

(4) A public shade tree may not be trimmed, pruned or removed by any person other than the Tree Warden until and unless, after consultation with either the Town Planner or Planning Board, the Tree Warden issues a written permit pursuant to this bylaw.

(5) A permit from the Tree Warden shall also be required of any person for: (1) planting a public shade tree, (2) engaging in construction or demolition activities within the drip line of a public shade tree and (3) engaging in excavation activities that may disturb a public shade tree, including but not limited to the installation of utility lines.

(6) The Tree Warden shall issue standards for planting public shade trees for which a permit is required under this chapter. Such standards shall include: (1) listing of trees acceptable for planting, (2) site selection, (3) priorities for tree planting locations, (4) spacing of street trees, and (5) planting guidelines.

E. PLANTING NEW TREES WITHIN THE PUBLIC RIGHT OF WAY.

(1) Any property owner may petition the Tree Warden to plant a tree within a public right-of-way. It is understood that some rights-of-way are not suitable for the planting of trees and that some species of trees are not suitable for public rights-of-way. For this reason, it is understood that the permit is discretionary on the part of the Tree Warden and is not to be construed as a right.

(2) The Tree Warden may grant a petitioner permission for planting one or more trees within a public-right-of way, subject to the following:

- (a) All work in a public right-of-way shall be conducted to the specifications of the Tree Warden.
- (b) All costs incurred in the course of planting the tree(s), including related work, regardless of contractor, shall be the responsibility of the petitioner.
- (c) The petitioner shall work with the Tree Warden to select an appropriate native species tree and location that will not interfere with buried or above ground utilities and will minimize root damage to streets and sidewalks.
- (d) The petitioner shall execute a release in favor of the Town.

F. PROHIBITED ACTIVITIES.

(1) It shall be unlawful for any person, firm, or Town department to engage in any of the following activities relating to public shade trees:

- (a) topping
- (b) excessive pruning;
- (c) girdling tree trunks;
- (d) cutting or poisoning tree roots,
- (e) causing any other kind of injury,
- (f) pollarding the top and branches of a tree;
- (g) tree stapling, cutting, painting, marking, hanging any public messages on trees or tree trunks without a permit
- (h) tree removal without a permit.

G. PROCESS TO REQUEST PUBLIC SHADE TREE PRUNING OR REMOVAL.

(1) Applications for permits for public shade tree pruning or removal must be made to the Tree Warden not less than three (3) business days in advance of the time the work is to commence with the exception that if the work consists of tree removal, the application shall be made no less than thirty (30) days in advance.

(2) At the time that the application is submitted, applicants shall pay a non-refundable per inch DBH fee, per the Tree Warden's regulations, for any public shade tree removed to the Southborough Tree Fund. Town departments must apply for permits but are exempt from payment of an application fee. The Tree Warden shall waive the application fee for those applicants who are planting public shade trees in accordance with a planting plan previously approved by the Tree Warden.

(3) Site Visits: The Tree Warden shall, and the Planning Board and interested parties may, inspect the tree before the hearing.

H. PUBLIC HEARING.

(1) Except as provided in Section K (Emergency Tree Removal) of this bylaw, the Tree Warden shall not remove any public shade tree with a DBH greater than 1.5 inches or grant a permit for the tree removal for a public shade tree without first conducting a public hearing. Where a public hearing is required, the Tree Warden shall, in accordance with the provisions of MGL c. 87, §3, issue a notice of the time and place of the hearing, which notice shall identify the size, type and location of the tree to be cut down or removed. The Tree Warden shall also post the notice in two or more public places in Southborough, including the Town's website, and in public view upon the tree at least fourteen (14) days before such hearing and publish it in a newspaper of general circulation in Southborough once in each of two successive weeks, the first publication to be not less than fourteen (14) days before the day of the hearing, or if no such local newspaper exists then in accordance with the provisions of MGL c. 4, §6.

(2) When a public hearing must be held under the provisions of this bylaw and the public shade tree is located on a designated Scenic Road, such hearings shall be consolidated into a single public hearing before Planning Board and the Tree Warden.

(3) When a public hearing must be held under the provisions of this bylaw and the public shade tree is located on conservation lands managed by, or resource areas or their buffer zones under the jurisdiction of the Southborough Conservation Commission, such hearings shall be consolidated into a single public hearing before Conservation Commission and the Tree Warden.

(4) The Tree Warden, following a public hearing per Section H, Public Hearing, (1), (2) or (3) of this bylaw, shall approve removal of a public shade tree upon a determination reached at a public hearing that at least one of the following criteria is satisfied:

- (a) The tree is dead, diseased, terminally injured, in danger of falling, dangerously close to existing structures, causing disruption of public utility service, causing drainage or passage problems upon rights-of-way, or posing a threat to pedestrian or vehicular safety;
- (b) The tree interferes with structures, utilities, streets, sidewalks or proposed necessary improvements for which there is no alternative;
- (c) There is no alternative to removal of the tree.

(5) Any person requesting the removal of a non-hazardous public shade tree is responsible for all expenses associated with such removal, including the following:

- (a) Cost of advertising a public hearing as specified in Section H (Public Hearing) of this bylaw and MGL c. 87, §3;
- (b) Cost of removal of tree and stump, including hauling away of all debris, and proper filling of stump hole;
- (c) Planting of sufficient replacement trees as described below;
- (d) Cost of police traffic details, repair of street surface and road shoulder, protection and restoration of utility structures; and
- (e) All other costs related to the removal and replanting.

I. APPEALS.

(1) Any decision of the Tree Warden under this bylaw may be appealed to the Select Board, except appeals of decisions made at consolidated hearings per Sections H, Public Hearing, (2) & (3) of this bylaw, shall be made to a court of competent jurisdiction.

(2) Appeals to the Select Board must be in writing and must be received by the Select Board within thirty (30) calendar days of the issuance of the Tree Warden's decision, which shall be made publicly available on the Town website. The Select Board shall make a final decision within thirty (30) calendar days from the date of receipt of the appeal request and file a decision with the Town Clerk within fourteen (14) days thereafter.

J. TREE REPLACEMENT.

(1) Public shade trees shall not be removed for a private purpose without the planting of two (2) public shade trees for every one (1) public shade tree removed as replacements or payment to the Tree Fund of an amount determined by the Planning Board and deemed suitable for the planting of two trees.

(2) Replacement trees shall be purchased from a certified tree nursery professional that stocks straight native species and is approved by the Tree Warden. Such professional shall plant and ensure the health of the tree for three years.

(3) Replacement trees shall be a straight native species deemed advisable by the Tree Warden and shall have the same or equivalent size as measured in DBH inches as that of the tree that was removed.

(4) If a tree of equivalent size cannot be obtained or is not appropriate, the Tree Warden shall determine a suitable alternative including:

- (a) an inch-by-inch replacement basis. Replacements shall be at least three-inch diameter. The Tree Warden may, at their option, require larger replacements. For example, if an 18" diameter tree, measured four feet above grade is to be removed, the applicant must sufficiently reimburse the Town to provide for the purchase and planting of six, three-inch diameter replacements.
- (b) payment to the Southborough Tree Fund for the value of the tree that was removed, as determined by a certified arborist based on standards in the industry, in accordance with the Tree Warden's regulations and Section M (Enforcement) of this bylaw.

K. EMERGENCY TREE REMOVAL.

(1) Pruning or removal shall be allowed without a permit or public hearing for any public shade tree that is determined by emergency response officials to be an imminent hazard. Such officials shall complete a written record of any such determination and submit it to the Tree Warden within fourteen (14) calendar days of such determination.

(2) The Tree Warden may waive the provisions of this bylaw as an emergency response to a hurricane, windstorm, flood or other act of nature. The Tree Warden shall complete a written record of the emergency response.

(3) The Tree Warden may remove, without a public hearing, a tree that is determined, by the Tree Warden to be an imminent hazard to persons or property. The Tree Warden making the hazard determination shall be qualified, as defined above, by training and experience in the field of Arboriculture. The hazard determination shall be made based on an objective risk tree rating system such as the USDA Forest Service 12-point Risk Tree Rating system or the International Society of Arboriculture Hazard Tree Evaluation system. Hazard trees shall be prioritized for pruning, removal, moving of the target or otherwise minimizing the risk based on those objectively presenting the most risk.

L. UTILITY COMPANY TREE AND VEGETATION MANAGEMENT ACTIVITIES.

(1) The Tree Warden shall request and the utility shall submit, per MGL c. 87, §14, an annual "Hazard Tree Removal Plan" and a "Vegetation Management Plan", as applicable (separately, and together, an "Annual Plan").

(2) Such Annual Plan(s) shall include: a map of the circuits where maintenance will occur; and a listing and location of any public shade tree(s) expected to be removed or.

(3) The Annual Plan(s) shall be submitted to the Tree Warden no less than 90 days prior to the date the utility company proposes to begin its work.

(4) Any public shade tree expected to be removed will be appropriately marked by the utility company, so that the public may be made aware of the proposed work. The Tree Warden and the utility representative(s) will visit the proposed work site(s) to inspect the proposed work.

(5) The Tree Warden shall hold a consolidated public hearing with the Planning Board to review the annual plan(s), per Section H (Public Hearing) of this bylaw.

(6) Annual Plan(s) may be approved upon the determination at the consolidated hearing, Section L (5) above, that the plan is in compliance with the requirements of this bylaw and shall be subject to the findings of any public hearings regarding public shade trees.

(7) The Tree Warden shall then notify the utility in writing within 60 days of receipt of the Annual Plan(s) whether or not the plan has been approved or approved with changes made as a result of a public review during a scheduled consolidated public hearing.

(8) Approved Annual Plan(s) shall be posted on the Town website, DPW's webpage and sent to the Town Planner and the Town Administrator for distribution to their respective Boards and to the public.

(9) No tree removal, trimming or vegetation management affecting a public shade tree shall be done by the utility company that is not part of an approved Annual Plan, or is not otherwise approved by this bylaw.

(10) Notwithstanding the Town's approval of the Annual Plan(s), a utility shall provide at least 30 days advance written notice to the Tree Warden before beginning tree trimming or tree removal work pursuant to the Annual Plan(s).

M. ENFORCEMENT

(1) Any person who violates any provision of this bylaw or MGL c. 87, §§3-5, relating to the trimming, cutting or removal of public shade trees shall be subject to fines for each separate offense, as provided by the Tree Warden's regulations.

(2) Each act causing damage to a separate tree shall constitute a separate offense.

(3) Fines shall be assessed and collected under MGL c. 40, §21D process.

(4) These remedies shall not be in derogation of the Town's right to enforce the provisions of MGL c. 242, §7, against any person who without a permit willfully cuts down, girdles or otherwise destroys a public shade tree, or the Town's right to apply or enforce any other Massachusetts law or Town bylaw.

(5) Fines and damages paid to the Town under this bylaw, MGL c. 87, or MGL c. 242, shall be paid into the Southborough Tree Fund.

N. SEVERABILITY

(1) If any part of this bylaw is for any reason declared invalid or unconstitutional by any court, every other part shall continue in full force and effect.

; and to revise the Table of Departmental Revolving Funds in the General Bylaws Article IV of Chapter 16, by adding a Tree Fund, meeting the criteria under §16-9 as follows:

A. Tree Fund
B. Planning Board

C. Fees charged for non-refundable Public Shade Tree pruning or removal permit application fee, per inch Diameter at Breast Height (DBH); payment for Tree Replacement in lieu of planting of trees; fines and damages paid to the Town under the Tree Protection Bylaw, MGL c.87, or MGL c.242

D. Exclusively for the purchase and planting of Public Shade Trees, and related expenses

E. Salaries and wages of full-time employees shall be paid from the annual budget appropriation of the Planning Board

F. N/A

G. Fiscal year 2023 and subsequent years

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD

Select Board Recommendation: At Town Meeting (5-0-0)

Advisory Committee Recommendation: At Town Meeting (7-0-0)

Summary: The intent of the bylaw is to put in place a process for the maintenance of Public Shade Trees, including but not limited to, trimming, cutting, planting and the removal of dangerous or damaged trees within the public right of way, and to protect the town from unnecessary tree removal and to maintain the New England character and charm of the Town of Southborough.

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED.

ARTICLE 28: To see if the Town will vote, pursuant to the recommendation of the Planning Board to designate the following Town roads not currently designated as "scenic roads", other than those specifically excluded by State Statute, as "scenic roads" under provisions of the Commonwealth of Massachusetts General Laws Chapter 40, Section 15C and to instruct the Planning Board, in exercising responsibilities thereunder, to take into consideration sound planning principles, aesthetics, and preservation of natural resources as well as public safety, or do or act anything in relation thereto.

<u>Street</u>	<u>TM Date</u>	<u>Street</u>	<u>TM Date</u>
Adams Circle	4/8/1996	Kidder Lane	4/14/2003
Alexandra Circle	9/12/1994	Killam Farm Lane	4/9/2001
Andrews Way	9/12/1994	Ledge Hill Road	4/10/2000
Angelica Lane	4/12/2004	Liberty Drive	4/8/1996
Asaree Drive	9/12/1994	Maple Street Ext.	4/16/2014
Ashley Road	4/12/1993	Metacomet Lane	4/8/2002
Austin Kelly Lane	4/8/2002	Metcalf Lane	4/13/2015
Banfill Lane	4/12/2004	Michael Circle	2/13/1995
Barn Lane	10/7/2013	Moore Road	4/11/1994
Beechwood Lane	11/13/2000	Nathan Stone Road	5/18/1999
Blendon Woods Dr.	10/7/2013	Nipmuc Lane	10/7/2013
Boswell Lane	4/13/1998	Orchard Road	4/14/92&4/14/08
Brookside Road	4/12/2004	Powder Mill Lane	4/13/1987
Burnett Road	4/14/1997	Presidential Drive	2/13/1995
Candlewood Lane	9/11/2000	Sadie Hutt Lane	4/23/1990
Constitution Drive	4/8/1996	Sarsen Stone Way	4/8/1991
Coslin Drive (portion)	2018	Schipper Farm Lane	4/8/2002
Country Lane	4/8/1996	Skylar Drive	4/13/1987
Darlene Drive	2/13/1995	Southwood Drive	9/11/2000
Davis Road	4/12/1993	Stockwell Lane	4/10/2000
Eastbrook Farm Lane	4/8/1996	Stub Toe Lane	4/8/1996
Fiddleneck Lane	4/11/2005	Summit Road	4/13/1987

<u>Street</u>	<u>TM Date</u>	<u>Street</u>	<u>TM Date</u>
Fitzgerald Lane	4/10/2000	Sunrise Drive	4/8/1991
Foxhill Drive	4/11/2016	Thayer Lane	4/13/2015
Garrison Lane	4/13/1987	Vale Terrace	4/9/2001
Glenwood Road	9/12/1994	Vickery Hill Lane	4/14/2008
Heather Lane	2/13/1995	Wells Lane	4/13/2010
Hidden Meadow Ln.	4/10/2000	Wentworth Drive	4/8/1996
High Ridge Road	4/14/1980	Whistler Lane	4/10/2000
Hillside Avenue Ext.	4/14/2003	Wildwood Drive	4/10/2000
Hubley Lane	4/9/2001	William Colleary Ln	4/11/2016
Independence Drive	4/8/1996	William Onthank Ln.	4/14/2008
Joslin Lane	4/11/2005	Witherbee Lane	4/11/2005
Kallander Drive	4/11/2005	Wyeth Circle	2/13/1995

Proposed by: PLANNING BOARD

Select Board Recommendation: At Town Meeting (5-0-0)

Advisory Committee Recommendation: At Town Meeting (7-0-0)

Summary: The intent of this article is to protect the scenic quality and character of certain public ways in the Town by regulating the cutting or removal of trees and the disturbance of stone walls within the right-of-way of scenic roads.

MOTION MADE: I move that the Town vote, pursuant to the recommendation of the Planning Board to designate the following Town roads, and those are listed in the Warrant, not currently designated as "scenic roads", other than those specifically excluded by State Statute, as "scenic roads" under the provisions of the Commonwealth of Massachusetts General Laws Chapter 40, Section 15C and to instruct the Planning Board, in exercising responsibilities thereunder, to take into consideration sound planning principles, aesthetics, preservation of natural resources as well as public safety, or do or act anything in relation thereto.

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED.

ARTICLE 29: To see if the Town will vote to adopt as Chapter 9, Article X of the Town bylaws, the following:

Article X. Southborough Trails Committee

§9.35 Purpose

Recreational trails ("Trails") are an important asset of the Town and contribute to the quality of life of its residents. Establishing, maintaining, enhancing, extending, and monitoring Trails requires coordination among many public and private entities.

This bylaw establishes a committee that will be responsible for the Trails in the Town, through licensing agreements or easements, as defined below in §9.36 Functions.

The duties and organization of the committee are more fully described in the remainder of this Article X.

§9.35.A Establishment; Membership; Quorum; Qualifications

There shall be a Southborough Trails Committee ("Committee"), which shall consist of no more than five voting members appointed by the Select Board, and may include the non-voting members ("Associate Members") described below. Each voting member shall be a resident of the Town. A quorum for the Committee shall be a simple majority of voting members. The Select Board may, in consultation with the Committee, appoint non-voting Associate Members to assist it in performing its functions. Such Associate Members shall be residents of the Town.

§9.35.B Appointments; Terms

Voting members shall be appointed for two-year terms. The initial appointments shall be divided among one and two year terms, so as to establish overlapping terms. Associate members shall be appointed for one-year terms.

§9.35.C Organization

The members shall select, from among themselves, a Chair, Vice-Chair and a Secretary.

The Town Administrator may provide or arrange for administrative support to the Committee, including but not limited to: purchasing, assistance in obtaining resources from department heads, and access to legal services.

§9.35.D Funding

The Committee may be provided a budget for consultants and other expenses. It shall submit its projected expenses to the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the Committee, and be subject to the Town's policies and requirements for approval of such expenditures.

§9.36 Functions

The duty of the Committee shall be to create, enhance, extend, monitor, and maintain Trails on public property within the Town, exclusive of land that is exclusively regulated by another board or committee in Southborough, and to work to incorporate and/or extend such Trails into regional trail networks whenever possible.

The Committee shall promote passive recreation opportunities and educate trail users about the permitted use policies that protect the watershed, reservoir, wildlife, and the environment.

The committee may be charged with responsibility for Trail monitoring and maintenance obligations under any licensing agreements or easements to which the Town is (or becomes) a party, subject to the conditions of any such license.

Subject to legal requirements, the Committee is authorized to coordinate and work with any entity, public or private, that owns or is otherwise responsible for Trails within the Town.

Subject to legal requirements as may be imposed by the Select Board, the Committee may coordinate and enlist volunteers to, under the supervision and direction of the Committee, assist it with work on the Trails, including clearing, building, mowing, monitoring and other maintenance tasks.

The Committee shall work with other public and private entities, including, but not limited to the Town's Recreation Commission, Council on Aging, and Schools, to publicize, encourage use of, and develop programs for the Trails.

The Committee may develop applications for grants and/or inter-entity agreements in furtherance of its duties, and recommend that the Select Board execute them on behalf of the Town.

From time to time the Committee shall report on status and progress to the Select Board and the Town Meeting.
; or act or do anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (6-1-0)

Summary: This article replaces the current ad-hoc Southborough Trails Committee with a standing committee. The existing committee was established in 2013 and has proven to be effective at establishing and maintaining trails. This bylaw makes it a permanent committee with clearer responsibilities and a more flexible organization.

MOTION MADE: To move the article as printed in the warrant, and to allow the Town Clerk to modify town code numbering if necessary.

[Moderator Paul M. Cimino notified the hall that Assistant Town Clerk Amy Berry was sworn in as Town Clerk for this article because Town Clerk James F. Hegarty would be speaking on article 29.]

AMENDMENT 29-I MADE: To amend the main motion by striking the following words/phrases in § 9.35 A:

1. Strike the word Quorum from the title so it will read: 'Establishment; Membership; Qualifications'
2. In line 1, strike the words: 'no more than' so the phrase will read: 'which shall consist of 5 voting members'
3. In line 3, strike the entire sentence: 'A quorum for the Committee shall be a simple majority of voting members.'
4. In line 3, strike 'Each voting member shall be a resident of the town'

AMENDMENT 29-II PASSED BY COUNTED VOTE YEA - 72 NAY - 56.

MOTION TO INDEFINITELY POSTPONE THE ARTICLE FAILED.

MOTION AS AMENDED PASSED.

Approved by the Attorney General on August 26, 2022.

ARTICLE 30: To see if the Town will vote to amend its general bylaws by inserting a new provision in Part 1, Chapter 43 thereof, as follows:

§ 43-1. This Article shall apply to any multi-member board that qualifies as a “Public Body” under the provisions of M.G.L. c. 30A, s. 18.

§ 43-2. If a Public Body has been explicitly granted authority by a statute or town bylaw to promulgate rules or regulations with which the public must comply (“Regulations”), prior to promulgating or amending such Regulations, it shall hold a public hearing with respect thereto. The Town Clerk shall be provided and post on the Town’s website a suitable Notice of such public hearing at least seven (7) days prior to the date of the hearing. The Notice shall include a copy of the proposed Regulations, or a summary providing at least the subject of the proposed Regulations and nature of any change. In the latter case, a copy of the complete proposed Regulations shall be available for public inspection on the Town website and at the Town Clerk’s office. The Notice may be combined with the posted agenda for a public meeting, provided that it meets all requirements of this section § 43-2.

§ 43-2.1 If changes to the proposed Regulations are adopted following the Notice, prior to and including during the hearing, a subsequent hearing on the revised Regulations is not required, provided that the Regulations may not take effect until seven (7) days after the hearing is closed.

§ 43-2.2 A Regulation shall not take effect until it has been approved in a public meeting by a vote of the Public Body, and its final form is posted on the Town’s website and available for public inspection in the Town Clerk’s office.

§ 43-2.3 In an emergency involving the public health, safety, or welfare, a Public Body may promulgate temporary Regulations with less than seven (7) days prior notice and enforce them with immediate effect, but before they may become permanent a hearing to consider the Regulations must be noticed and held as specified in section § 43-2. Such hearing shall be scheduled as soon as practicable after temporary Regulations are promulgated. Temporary Regulations shall expire no later than thirty (30) days from issuance unless made permanent.

§ 43-2.4 To the extent that any statute permits a Public Body to promulgate Regulations with less public notice than specified herein, such Public Body is strongly encouraged to voluntarily comply with this bylaw.

§ 43-3. If a Public Body provides public notice of another hearing to be held by said body, it may combine Notice hereunder with said hearing's notice, provided that the combined notice meets all requirements of both notices.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

Summary: This article would establish basic requirements for Town boards and committees to hold a public hearing, with notice and an opportunity for public comment, before adopting rules and regulations, and to ensure those rules and regulations are filed with the Town Clerk after adoption.

PASSED – CONSENT LIST.

Approved by the Attorney General on August 26, 2022.

ARTICLE 31: To see if the Town will vote to adopt as Chapter 9, Article XI § 9-30 through § 9-33 of the Town bylaws, the following:

Capital Improvement and Planning Committee

§ 9-30 Purpose.

As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for creating and maintaining a rolling ten-year Capital Plan across all government entities and will ensure consistent interpretation and execution of that plan. The Committee will work in collaboration with the various government entities that propose capital expenditures. It will report on the plan to the Town Meeting and advise Town Meeting on proposed capital expenditures.

§ 9-30.1 Establishment; membership; qualifications.

- A. There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of seven voting members and the two nonvoting ex-officio members identified below.
- B. Each voting member shall be a resident of the Town.
- C. The voting members shall be appointed by the Select Board.
- D. At no time should any elected or appointed board, committee, or commission, have more than one representative that also is appointed to CIPC.
- E. The Town Administrator and Finance Director shall be appointed as ex-officio members and may be non-resident Town employees. The Town Administrator or Finance Director, after collaboration with the Select Board as appointing authority, may recommend that another member of the town's finance team (treasurer, assessor, or accounting departments) serve as ex-officio in their place.

§ 9-30.2 Appointments; terms; vacancies; removal.

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

§ 9-30.3 Organization; meetings.

- A. The members shall select, from among themselves, a Chair, Vice Chair and a Clerk.
- B. The CIPC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.
- C. All reports and recommendations of the CIPC made to the Town shall be voted by a majority of the voting members of the CIPC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the nonvoting members.

§ 9-30.4 Funding.

- A. The CIPC shall have a budget or warrant article for consultants and other expenses. It shall submit its projected expenses to the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the CIPC, and be subject to the Town's policies for such expenditures.

§ 9-31 Functions and definitions.

- A. Work with Town Finance Team to maintain town's 10-year capital plan. This will be achieved by regular meetings and discussions with Town Departments, Boards, and Committees that will put forward requests for Capital Funding as part of an Annual or Special Town Meeting. While this Committee will have no oversight of the annual operating budget, they need to be aware and receive regular updates of the operating budgets and other revolving or enterprise funds to ensure that capital needs are considered in an appropriate order and timing.
- B. The CIPC shall follow any capital or other financial policies adopted by the town and provide regular feedback for any potential improvements or enhancements to these policies.

§ 9-32 Project Oversight.

- A. In the absence of a formal building committee for a specific item contained in a capital article, CIPC will have at least one member selected to formally collaborate with the project sponsor and regularly report on progress. Concerns about project status, budget, or overall management will be brought back to the full CIPC for formal discussion and proposed action.
- B. If any elected board decides to have a separate Building Committee for any specific project, then at least one member but not more than two members of the CIPC shall be appointed.

§ 9-33 Reports

- A. Prior to any annual or special town meeting, CIPC shall provide a recommendation on any capital article to appear on the warrant. This recommendation should be communicated to both the Select Board and Advisory Committee. ; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (7-0-0)

Summary: The current Capital Planning Committee was formed by the Select Board in March of 2020. Since that date, they have functioned as an ad-hoc committee. Given the various initiatives, tasks, and responsibilities they have undertaken working with many town board, committees, and commissions, this article will codify into Town Code the committee makeup and responsibilities.

MOTION MADE: To move the article as printed in the warrant, and to allow the Town Clerk to modify town code numbering if necessary.

MOTION PASSED BY MAJORITY VOTE.

Approved by the Attorney General on August 26, 2022.

ARTICLE 32: To see if the Town will vote to Prevent the Use of Public Funds & Easements to Improve Private Property without Prior Town Meeting Approval.

Whereas the taxpayers of Southborough are facing unprecedented property tax increases to fund basic government services; and whereas the Town owns a number of parcels that could greatly benefit from the expenditure of public funds for improvements, the voters of Southborough wish to inform the Select Board that they are adamantly opposed to the expenditure of public funds, whether derived from Town, State or Federal sources, to make improvements of any kind to privately owned property without first presenting the proposed expenditures at Town Meeting and receiving the voters' approval before physical work on the improvements begins.

Further, the voters of Southborough wish to remind the Select Board that it is not within their right to grant easements involving Town Land to any person or entity without first receiving approval at Town Meeting, and that the ratepayers of Southborough will not vote to support the granting of such easements presented to them ex post facto. Nor will they support the use of "interim licensing agreements" to bypass this provision. All projects (other than routine utility and sewer) that necessitate the granting of easements must be presented at Town Meeting and receive the appropriation of the voters before the start of any project.

; or do or act anything in relation thereto.

Proposed by: MICHAEL WEISHAN, et al.

Select Board Recommendation: At Town Meeting (5-0-0)

Advisory Committee Recommendation: At Town Meeting (7-0-0)

Summary: This non-binding article would instruct the Board of Selectmen that the voters of Southborough do not support the use of "interim licensing agreements," which abrogate the rights of voters to weigh in on projects before they are undertaken.

MOTION MADE: I move the article as printed in the warrant.

MOTION PASSED.

ARTICLE 33: To see if Town Meeting will vote to create a new Chapter 175 in the Town Code "Accounting of Funding and Expenditures for Roads and Road Maintenance" as follows:

"Accounting of Funding and Expenditures for Roads and Road Maintenance"

1: The Department of Public Works shall provide a report to the Advisory Committee and the Advisory Committee will provide their analysis, review and opinion to the Hall at the annual Town Meeting. This report shall provide a complete breakdown and itemization, by project and date, for money spent by the DPW during the previous calendar year, funded by Town budget, MassDOT Chapter 90, or any other revenue source.

; or do or act anything in relation thereto.

Proposed by: PATRICIA BURNS FIORE, et al.

Select Board Recommendation: At Town Meeting (5-0-0)

Advisory Committee Recommendation: At Town Meeting (7-0-0)

Summary: This citizen's petition seeks to establish accountability and transparency within the Department of Public Works which is not currently in place.

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED.

ARTICLE 34: To see if Town Meeting will vote to create a new Article X in the Town Code Chapter 9 Committees entitled “Southborough PILOT Committee.”

WHEREAS despite repeated requests to the Select Board and voter approval of Article 35 on the 2019 Southborough Town Warrant, the Select Board has achieved only meager financial contributions from any of the major non-profits in Town. These entities continue to expand at an alarming rate, both by construction/renovation of buildings and the purchase of residential real estate, removing properties from the tax rolls and thus, increasing residents’ tax burden to support said properties. In addition to decreasing Town tax revenues by acquisitions, these entities are without obligation to pay taxes to support town services and on-going town expenses—that share of the costs is also levied upon the tax-paying citizens of Southborough—and the taxpayers of Southborough desire a more equitable contribution from these large non-profit entities and intend to pursue research and negotiations to that end.

Article X, Chapter 9 Committees “Southborough PILOT Committee will read as follows:

#1 The Southborough PILOT Committee charge is:

- Research and examine how other towns in Massachusetts approach their local large non-profit entities in regard to financial support from those non-profit entities to pay for the tax-payer funded town services they use, and examine any formal or informal agreements such towns may have;
- Compare the funding received from non-profits throughout the state of Massachusetts to their local communities with the funding received from non-profits within Southborough;
- Examine state code regarding requirements for, and benefits of, non-profit status within Massachusetts;
- Engage in discussions with non-profit entities owning real property in Southborough valued in toto more than six million dollars, with the objective of establishing formal agreements through which these entities contribute reasonable annual PILOT (Payment in Lieu of Taxes) amounts to cover the Town’s cost of providing services for them, for their staff/employees, for their students, and for others associated with their activities in the Town.

#2 No later than forty-five (45) days after the Attorney General’s approval of this article, the Select Board will appoint members of this committee, consisting of seven (7) voting members, as follows:

- Three (3) members representing the tax-payers of Southborough, without any financial relationship with St. Mark’s, Fay School or New England Center for Children;
- One (1) member of the Historic Commission, selected by the Historic Commission;
- One (1) member of the Capital Planning Committee, selected by the Capital Planning Committee;
- One (1) member of the Advisory Committee, selected by the Advisory Committee;
- One (1) member of the Council on Aging, selected by the Council on Aging;
- Specifically EXCLUDING ANY member of the Select Board;
- Specifically EXCLUDING ANY ex officio members.

#3 If that if the Select Board is not able, or chooses not, to properly establish such a committee within 45 days of the Attorney General’s approval of this article, another elected Town Official or elected Town Board may accept responsibility for, and organize, such Standing Committee.

, or do or act anything in relation thereto.

Proposed by: PATRICIA BURNS FIORE, et al.

Select Board Recommendation: At Town Meeting (5-0-0)

Advisory Committee Recommendation: At Town Meeting (7-0-0)

Summary: The large non-profits in Southborough continue to expand both by construction/renovation of buildings and the purchase of residential real estate, without obligation to pay taxes to support town services and on-going town expenses. Their share of the costs is levied upon the tax-paying citizens of Southborough. This article seeks to establish a standing committee to research, examine options and negotiate with the non-profits so they will, on an annual basis, pay an equitable “fair share” of the cost for town services they use.

AMENDMENT 34-I – I move to amend the main motion by striking the words ‘Specifically excluding any member of the ‘Select Board.’’ [Section 2.]

I move to amend the main motion by adding the following: ‘Select Board selected by the Select Board’ after the words ‘One member of the [Advisory Board]’ [Section 2.]

AMENDMENT 34-I PASSED.

MOTION AS AMENDED PASSED.

The Article was approved by the Attorney General on 11/23/22, with two sections disapproved and deleted:

Article X, Chapter 9 Committees “Southborough PILOT Committee will read as follows:

#1 The Southborough PILOT Committee charge is:

- Research and examine how other towns in Massachusetts approach their local large non-profit entities in regard to financial support from those non-profit entities to pay for the tax-payer funded town services they use, and examine any formal or informal agreements such towns may have;
- Compare the funding received from non-profits throughout the state of Massachusetts to their local communities with the funding received from non-profits within Southborough;
- Examine state code regarding requirements for, and benefits of, non-profit status within Massachusetts;

~~Engage in discussions with non profit entities owning real property in Southborough valued in toto more than six million dollars, with the objective of establishing formal agreements through which these entities contribute reasonable annual PILOT (Payment in Lieu of Taxes) amounts to cover the Town's cost of providing services for them, for their staff/employees, for their students, and for others associated with their activities in the Town.~~

This section was disapproved by the Attorney General on 11/23/22.

#2 No later than forty-five (45) days after the Attorney General’s approval of this article, the Select Board will appoint members of this committee, consisting of seven (7) voting members, as follows:

- Three (3) members representing the tax-payers of Southborough, without any financial relationship with St. Mark’s, Fay School or New England Center for Children;
- One (1) member of the Historic Commission, selected by the Historic Commission;
- One (1) member of the Capital Planning Committee, selected by the Capital Planning Committee;
- One (1) member of the Select Board, selected by the Select Board.
- One (1) member of the Council on Aging, selected by the Council on Aging;
- Specifically EXCLUDING ANY ex officio members.

~~#3 If that if the Select Board is not able, or chooses not, to properly establish such a committee within 45 days of the Attorney General’s approval of this article, another elected Town Official or elected Town Board may accept responsibility for, and organize, such Standing Committee.~~

This section was disapproved by the Attorney General on 11/23/22.

Approved by the Attorney General on November 23, 2022 with two sections disapproved – identified by strikethrough.

AT 11:00 PM Moderator Paul M. Cimino, received consent from the hall to continue the meeting.

ARTICLE 35: To see if Town Meeting will vote to create a new Chapter 43-3 in the Town Code entitled “Recall of Elective Officers”

Section 1: Holders of office may be recalled.

Any holder of an elective office may be recalled, and removed therefrom by the qualified voters of the Town as herein provided.

Section 2: Recall; petition; preparation; filing.

Any qualified voter of the Town may file with the Town Clerk an affidavit containing the name of the officer sought to be recalled and a statement of the grounds of recall. The Town Clerk shall thereupon deliver to the voter making such affidavit a sufficient number of copies of petition blanks demanding such recall, printed forms of which they shall keep on hand. The blanks shall be issued by the Town Clerk with their signature and official seal attached thereto; they shall be dated and addressed to the Select Board, shall contain the name of the person to whom issued, the number of blanks so issued, the name of the person sought to be recalled, the grounds of recall as stated in said affidavit, and shall demand the election of a successor to such office. A copy of the petition shall be entered in a record book to be kept in the office of the Town Clerk. The recall petition shall be returned and filed with the Town Clerk within twenty days after the filing of the affidavit. Said petition before being returned and filed shall be signed by five percent of registered voters, and to every signature shall be added the place of residence of the signer, giving street and number. The recall petition shall be submitted by the Town Clerk at or before 5:00 o'clock in the afternoon of the day following the day on which it must be filed to the Registrars of Voters in the Town, and the Registrars shall forthwith certify thereon the number of signatures which are names of voters of the Town.

Section 3: Resignation of officer; election as to recall.

If the petition shall be found and certified by the Town Clerk to be sufficient, they shall submit it with their certificate to the Select Board without delay. The Select Board shall forthwith give "written notice to said officer of the receipt of said certificate and, if the officer sought to be removed does not resign within five days, shall order an election to be held on a Tuesday fixed by them not less than twenty-five days after the date of the Town Clerk's certificate that a sufficient petition is filed. If any other Town election is to occur within sixty days after the date of said certificate the Select Board may, at their discretion, postpone the holding of the recall election to the date of such other election. If a vacancy occurs in said office after a recall election has been so ordered, the election shall nevertheless proceed as in this section provided.

Section 4: Officer being recalled may be candidate.

Any officer sought to be recalled may be a candidate to succeed themselves, and unless they request otherwise in writing, the Town Clerk, shall place their name on the official ballot without nomination. The nomination of other candidates, the publication of the warrant for the recall election. and the conduct of the same shall be in accordance with the provisions of law relating to elections, unless otherwise provided in the Town Code.

Section 5: Incumbent to continue duties until recalled.

The incumbent shall continue to perform the duties of their office until the recall election. If then re-elected, they shall continue in office for the remainder of their unexpired term, subject to recall as before, except as provided in §7. If not re- elected in the recall election, they shall be deemed removed upon the qualification of their successor, who shall hold office during the unexpired term. If the successor fails to qualify within five days after receiving notification of their election, the incumbent shall thereupon be deemed removed and the office vacant.

Section 6: Form of ballots for recall.

Ballots used in a recall election shall submit the following propositions in the order indicated:

For the recall of (name of officer). Against

The recall of (name of officer).

Under the proposition shall appear the work "Candidates" and the direction "Vote for one" beneath this the names candidate(s) receiving the greatest number of votes shall be deemed elected.

Section 7: Limitations on petitions.

No recall petition shall be filed against an officer within three months after they take office, nor, in the case of an office subjected to a recall election and not removed thereby, until at least three months after that election.

Section 8: Prohibition against appointment of recalled officer

No person who has been recalled from an office or who has resigned from office while recall proceedings were pending against them shall be appointed to any Town office within five years after such removal by recall or resignation.

, or do or act anything in relation thereto.

Proposed by: MICHAEL WEISHAN, et al.

Select Board Recommendation: At Town Meeting (5-0-0)

Advisory Committee Recommendation: At Town Meeting (7-0-0)

Summary: This article would create a method to recall and remove elected Town Officers, a right which voters in Southborough currently lack.

MOTION MADE: To move Article 35 for consideration to see if the Town Meeting will vote to create a new Chapter 43-3 in the Town Code Entitled recall of elected officers.

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED.

AT 11:30 PM ON MAY 5, 2022, A MOTION TO DISSOLVE THE ANNUAL TOWN MEETING PASSED.

True Copy

Attest:

James F. Hegarty, Town Clerk

TOWN CLERK

SPECIAL TOWN MEETING MINUTES (OCTOBER 13, 2022)

At the Special Town Meeting duly called and held in the P. Brent Trottier Middle School, 49 Parkerville Road Southborough, Massachusetts, on Thursday October 13, 2022, at 7:00PM, the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 162 voters were present.

Town Moderator, Paul M. Cimino, called the meeting to order at 7:15PM.

MOTION TO WAIVE THE READING OF THE WARRANT PASSED.

ARTICLE 1: To see if the Town will vote to amend Chapter 153, entitled Trees, of the Town bylaws by adding § 153-5, Tree Protection Bylaw, as follows:

§ 153-5. TREE PROTECTION BYLAW

A. PURPOSE.

(1) The Town of Southborough (“Town”) is a designated Tree City. The residents of the Town recognize that the preservation of existing trees and the promotion of new tree planting is a public purpose that protects the public health, welfare, environment, and aesthetics of the Town and its citizens. Trees serve a wide variety of functions, which promote the health, safety, and welfare of residents. These functions include:

- (a) Conserving energy, by providing shade and evaporative cooling through transpiration;
- (b) Improving local and global air quality by absorbing carbon dioxide and ozone, absorbing particulate matter, and producing oxygen;
- (c) Reducing wind speed and directing air flow;
- (d) Reducing noise pollution;
- (e) Preserving ecosystems by providing habitat for birds, small mammals, insects and other wildlife;
- (f) Filtering and screening, glare on roadways and increasing pavement life;
- (g) Reducing storm runoff and the potential for soil erosion;
- (h) Increasing real property values; and
- (i) Enhancing visual and aesthetic qualities that attract visitors and businesses.

(2) The purpose of this bylaw is to preserve and protect the Town’s public shade trees in accordance with the provisions of Massachusetts General Law (MGL) Chapter 87 and Chapter 40, Section 15C. It is also intended to encourage the planting of more public shade trees than are removed to compensate for tree losses and the length of time required for a tree to reach maturity.

B. DEFINITIONS.

DBH (Diameter at Breast Height) is the diameter of the trunk of a tree 4 ½ feet above the average existing grade at the base of the tree.

Drip line means a vertical line running through the outermost portion of the crown (i.e., the outer branch tips) of a tree and extending to the ground.

Excessive pruning means the removal of more than one-third of the tree canopy or cutting back the limbs to a point that prevents the natural growth of the tree.

Imminent hazard means the existence of a condition that presents a substantial likelihood that death, serious illness, severe personal injury, or a substantial endangerment to health, property, or the environment is likely to occur before a notice and hearing to abate the risk of harm can be completed.

Public shade tree is: (a) any tree within or on the boundaries of a public right-of-way, including scenic roads, except for a state highway; or (b) a tree that is not within or on the boundaries of a public right-of-way, but planted by the Tree Warden Designee upon adjoining land at a distance not exceeding 20 feet from the layout of such public way with the written consent of the owner of such adjoining land all in accordance with the provisions of MGL c. 87, §7. If the highway boundaries are unclear because the boundaries between public and private land cannot be made certain by land records or monuments, the tree is presumed to be a public shade tree according to MGL c. 87, §1.

Public right of way is the portion of land controlled or owned by the Town within which an accepted public street or road lies. Typically, the public right-of-way is wider than the road surface and often includes curbs, sidewalks, utilities, public shade trees and grass strips.

Topping means the severe cutting back of limbs to stubs within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

Tree City the Tree City USA program was founded in 1976 to celebrate towns and cities committed to growing their urban canopy. Led by the Arbor Day Foundation, with partners at USDA Forest Service and National Association of State Foresters, it provides the foundational framework necessary for communities to manage and expand their tree cover.

Tree removal means the cutting down of any public shade tree and/or any other act that will likely cause such a tree to die within a three-year period, including but not limited to improper or excessive pruning and construction, demolition, and excavation activities.

Utility shall mean a company engaging in the distribution of electricity or owning, operating or controlling distribution facilities; provided, however, that a distribution company shall not include any entity which owns or operates plant or equipment used to produce electricity, steam and chilled water, or an affiliate engaged solely in the provision of such electricity, steam and chilled water, where the electricity produced by such entity or its affiliate is primarily for the benefit of hospitals and nonprofit educational institutions, and where such plant or equipment was in operation before January 1, 1986.

C. TREE WARDEN AND TREE WARDEN DESIGNEE.

(1) The Tree Warden shall be the Select Board having primary enforcement responsibilities under this chapter and MGL c.87. The Tree Warden and Tree Warden Designee are called upon to balance the needs between protection of public trees and protection of the public from hazardous or obstructive trees. The Tree Warden (Select Board) shall have the right to review the conduct, acts and decisions of the Tree Warden Designee.

(2) The Tree Warden Designee shall be appointed by the Tree Warden (Select Board) and pursuant to MGL c.41 §106, hold at least an Associate of Science Degree in Arboriculture / Urban Forestry or a related degree or demonstrated equivalent knowledge and experience; and although not required it is preferred that the Tree Warden Designee also hold a current arborist certification from either the Massachusetts Arborist Association or the International Association of Arboriculture; and have at least three (3) years supervisory experience in commercial or municipal tree care; and shall obtain a Massachusetts Pesticide License within 90 days of employment.

(3) The Tree Warden (Select Board) may appoint a Deputy to the Tree Warden Designee to perform the roles and responsibilities of the Tree Warden Designee during vacation, sick time, and any paid or unpaid leave of absence. The deputy must have substantial experience and qualifications and shall comply with all rules and obligations of this bylaw.

(4) The duties or responsibilities of the Tree Warden Designee shall conform to the MGL c. 87 and shall include, but not be limited to the following:

- (a) Planting new public shade trees;
- (b) Pruning of public shade trees for safety and health;
- (c) Removal of public shade trees that are dead and dying;
- (d) Maintaining a Public Shade Tree Inventory and Public Shade Tree Management Plan;
- (e) Assessment of public shade trees for potential hazard;
- (f) Oversight of utility arboriculture operations and of all contracted tree work on public shade trees;
- (g) Submit trees for Public Tree Hearings;
- (h) Enforcement of the provisions of this bylaw, MGL c. 87 and c. 40, §15C;
- (i) Care, control and management of all trees within public rights-of-way, adjacent to public buildings on public land, and on public commons;
- (j) Expenditure of funds for public shade tree planting and maintenance consistent with this bylaw and MGL c.87;
- (k) Coordination with the Tree Warden (Select Board), Planning Board; Conservation Commission; Recreation Commission; and interested citizen groups on matters related to urban forestry and public tree management;

- (l) Promulgate regulations outlining the care and preservation of public shade trees and the establishment of fees and fines; all such regulations, fees, and fines subject to approval by the Tree Warden (Select Board) and Planning Board;
- (m) Maintain a list of all town roads designated as Scenic Roads; and
- (n) Other responsibilities consistent with this bylaw and Massachusetts General Laws.

D. JURISDICTION.

- (1) This bylaw applies to all public shade trees in the Town. The Tree Warden (Select Board) and Tree Warden Designee in conjunction with the Planning Board shall have jurisdiction over all trees to which this bylaw applies as set forth in MGL. c. 87 and c. 40, §15C.
- (2) This bylaw applies to all persons, agencies, departments, firms (including utility companies) and applicants either residing or conducting activities in the Town of Southborough.
- (3) If any public shade tree may be impacted by construction, demolition or excavation activities under the jurisdiction of the Town's Building Department, Planning Board, Zoning Board of Appeals, or other Town Department or Board: (1) the owner or applicant of the affected property and any person engaging in such activities shall be required to comply with the provisions of this bylaw; and (2) the owner or applicant shall notify the Tree Warden Designee of such activities.
- (4) A public shade tree may not be trimmed, pruned or removed by any person other than the Tree Warden Designee until and unless, after a public hearing if required or consultation with the Tree Warden and either the Town Planner or Planning Board, the Tree Warden Designee issues a written permit pursuant to this bylaw.
- (5) A permit from the Tree Warden Designee shall also be required of any person for: (1) planting a public shade tree, (2) engaging in construction or demolition activities within the drip line of a public shade tree and (3) engaging in excavation activities that may disturb a public shade tree, including but not limited to the installation of utility lines.
- (6) The Tree Warden Designee shall issue standards for planting public shade trees for which a permit is required under this chapter. Such standards shall include: (1) listing of trees acceptable for planting, (2) site selection, (3) priorities for tree planting locations, (4) spacing of street trees, and (5) planting guidelines.

E. PLANTING NEW TREES WITHIN THE PUBLIC RIGHT OF WAY.

- (1) Any property owner may petition the Tree Warden Designee to plant a tree within a public right of way. It is understood that some rights of way are not suitable for the planting of trees and that some species of trees are not suitable for public rights of way. For this reason, it is understood that the permit is discretionary on the part of the Tree Warden Designee and is not to be construed as a right.
- (2) The Tree Warden Designee may grant a petitioner permission for planting one or more trees within a public right of way, subject to the following:
 - (a) All work in a public right of way shall be conducted to the specifications of the Tree Warden Designee.
 - (b) All costs incurred in the course of planting the tree(s), including related work, regardless of contractor, shall be the responsibility of the petitioner.
 - (c) The petitioner shall work with the Tree Warden Designee to select an appropriate native species tree and location that will not interfere with buried or above ground utilities and will minimize root damage to streets and sidewalks.
 - (d) The petitioner shall execute a release in favor of the Town.

F. PROHIBITED ACTIVITIES.

- (1) It shall be unlawful for any person, firm, or town department to engage in any of the following activities relating to public shade trees:
 - (a) topping;
 - (b) excessive pruning;
 - (c) girdling tree trunks;
 - (d) cutting or poisoning tree roots;
 - (e) causing any other kind of injury;

- (f) pollarding the top and branches of a tree;
- (g) tree stapling, cutting, painting, marking, hanging any public messages on trees or tree trunks without a permit;
- (h) tree removal without a permit.

G. PROCESS TO REQUEST PUBLIC SHADE TREE PRUNING OR REMOVAL.

- (1) Requests for Public Shade Tree pruning or removal must be made to the Tree Warden Designee.
- (2) The Tree Warden Designee shall log the requests including all information per the Tree Warden's regulations.
- (3) The Tree Warden Designee shall, and the Tree Warden, Planning Board and interested parties, may inspect the tree before the hearing. The Tree Warden Designee shall determine during the site visit if the public shade tree, that is subject to the removal or pruning request, meets one of the criteria per H (4) of this bylaw.
- (4) Public shade tree pruning or removal requests for public shade trees, where it has been determined either by the Tree Warden Designee during a site visit or at a public hearing, that the criteria per H (4) of this bylaw has not been met, the requestor shall pay a non-refundable per inch DBH fee, per the Tree Warden Designee's regulations and shall be subject to the requirements of H (5) of this bylaw.

H. PUBLIC HEARING.

- (1) Except as provided in Section K (Emergency Tree Removal) of this bylaw, the Tree Warden Designee shall not remove any public shade tree with a DBH greater than 1.5 inches or grant a permit for the tree removal for a public shade tree without first conducting a public hearing. Where a public hearing is required, the Tree Warden Designee shall, in accordance with the provisions of MGL c. 87, §3, issue a notice of the time and place of the hearing, which notice shall identify the size, type and location of each tree to be cut down or removed. The Tree Warden Designee shall also post the notice three or more public places in Southborough, including under Hearing Notices on the Town's website, under Tree Hearings on the DPW webpage, at the Town House and in public view upon the tree at least fourteen (14) days before such hearing and publish it in a newspaper of general circulation in Southborough once in each of two successive weeks, the first publication to be not less than fourteen (14) days before the day of the hearing, or if no such local newspaper exists then in accordance with the provisions of MGL c. 4, §6.
- (2) When a public hearing must be held under the provisions of this bylaw and the public shade tree is located on a designated Scenic Road, such hearings shall be consolidated into a single public hearing before Planning Board and the Tree Warden (Select Board).
- (3) When a public hearing must be held under the provisions of this bylaw and the public shade tree is located on conservation lands managed by, or resource areas or their buffer zones under the jurisdiction of the Southborough Conservation Commission, such hearings shall be consolidated into a single public hearing before Conservation Commission and the Tree Warden (Select Board).
- (4) The Tree Warden Designee following a public hearing per Section H, Public Hearing, (1), (2) or (3) of this bylaw, shall approve removal of a public shade tree upon a determination reached at a public hearing that at least one of the following criteria is satisfied:
 - (a) The tree is dead, diseased, terminally injured, in danger of falling, dangerously close to existing structures, causing disruption of public utility service, causing drainage or passage problems upon rights-of-way, or posing a threat to pedestrian or vehicular safety;
 - (b) The tree interferes with structures, utilities, streets, sidewalks or proposed necessary improvements for which there is no alternative;
 - (c) There is no alternative to removal of the tree.
- (5) Any person requesting the removal of a public shade tree that does not meet the criteria in H (4) above must demonstrate, at a public hearing, that the removal and replacement of a tree will be of greater benefit to the inhabitants of the Town of Southborough, pay a fee per G. (4) of this bylaw and is responsible for all expenses associated with the public hearing and removal, if approved, including the following:
 - (a) Cost of advertising a public hearing as specified in Section H (Public Hearing) of this bylaw and MGL c. 87, §3;
 - (b) Cost of removal of tree and stump, including hauling away of all debris, and proper filling of stump hole;

- (c) Planting of sufficient replacement trees as described below;
- (d) Cost of police traffic details, repair of street surface and road shoulder, protection and restoration of utility structures; and
- (e) All other costs related to the removal and replanting.

I. APPEALS.

- (1) Any decision of the Tree Warden Designee under this bylaw may be appealed to the Select Board, except appeals of decisions made at consolidated hearings per Sections H, Public Hearing, (2) & (3) of this bylaw, or decisions made by the Tree Warden (Select Board) shall be made to a court of competent jurisdiction.
- (2) Appeals to the Select Board must be in writing and must be received by the Select Board within thirty (30) calendar days of the issuance of the Tree Warden Designee's decision, which shall be made publicly available on the Town website. The Select Board shall make a final decision within thirty (30) calendar days from the date of receipt of the appeal request and file a decision with the Town Clerk within fourteen (14) days thereafter.

J. TREE REPLACEMENT.

- (1) Public shade trees approved for removal by the Tree Warden (Select Board) at a consolidated hearing shall be replaced with one public shade tree for each public shade tree approved for removal.
- (2) Public shade trees shall not be removed if they do not meet the criteria outlined in H (4) of this bylaw without the planting of two (2) public shade trees for every one (1) public shade tree removed as replacements.
- (3) The replacement tree(s) shall be purchased from a certified tree nursery professional that stocks straight native species and is approved by the Tree Warden Designee. Such professional shall plant and ensure the health of the tree for three years.
- (4) The replacement tree(s) shall be a straight native species deemed advisable by the Tree Warden Designee and shall have the same or equivalent size as measured in DBH inches as that of the tree that was removed.
- (5) If a tree of equivalent size cannot be obtained or is not appropriate, the Tree Warden (Select Board) and the Planning Board shall determine a suitable alternative which may include:
 - (a) an inch-by-inch replacement basis. Replacements shall be at least three-inch diameter. For example, if an 18" diameter tree, measured four feet above grade is to be removed, the applicant must sufficiently reimburse the Town to provide for the purchase and planting of six, three-inch diameter replacements.
 - (b) payment to the Town of Southborough for the value of the tree that was removed, as determined by a certified arborist based on standards in the industry, in accordance with the Tree Warden Designee's regulations and Section M (Enforcement) of this bylaw.

K. EMERGENCY TREE REMOVAL.

- (1) Pruning or removal shall be allowed without a permit or public hearing for any public shade tree that is determined by emergency response officials, including utilities and their agents, to be an imminent hazard. Such officials shall complete a written record of any such determination and submit it to the Tree Warden Designee within fourteen (14) calendar days of such determination.
- (2) The Tree Warden Designee may waive the provisions of this bylaw as an emergency response to a hurricane, windstorm, flood or other act of nature. The Tree Warden Designee shall complete a written record of the emergency response and submit it to the Tree Warden and the Planning Board.
- (3) The Tree Warden Designee may remove, without a public hearing, a tree that is determined, by the Tree Warden Designee, in consultation with the Town Administrator and the Town Planner, to be an imminent hazard to persons or property. The Tree Warden Designee making the hazard determination shall be qualified, as defined above, by training and experience in the field of Arboriculture. The hazard determination shall be made based on an objective risk tree rating system such as the USDA Forest Service 12-point Risk Tree Rating system or the International Society of Arboriculture Hazard Tree Evaluation system. Hazard trees shall be prioritized for pruning, removal, moving of the target or otherwise minimizing the risk based on those objectively presenting the most risk.

L. UTILITY COMPANY TREE AND VEGETATION MANAGEMENT ACTIVITIES.

- (1) The Tree Warden (Select Board) shall request and the utility shall submit, per MGL c. 87, §14, an annual “Hazard Tree Removal Plan” and a “Vegetation Management Plan”, as applicable (separately, and together, an “Annual Plan”).
- (2) Such Annual Plan(s) shall include: a map of the circuits where maintenance will occur; and a listing and location of any public shade tree(s) expected to be removed.
- (3) The Annual Plan(s) shall be submitted to the Tree Warden (Select Board) prior to December 31st each year for activities to be conducted during the following year.
- (4) Any public shade tree expected to be removed will be appropriately marked by the utility company, so that the public may be made aware of the proposed work. The Tree Warden Designee and the utility representative(s) will visit the proposed work site(s) to inspect the proposed work.
- (5) The Tree Warden (Select Board) shall hold a consolidated public meeting with the Planning Board to review the annual plan(s).
- (6) Annual Plan(s) may be approved upon the determination at the consolidated public meeting per section L (5) above, that the plan is in compliance with the requirements of this bylaw.
- (7) The Tree Warden Designee shall then notify the utility in writing within 60 days of receipt of an Annual Plan(s) whether or not the plan has been approved or approved with changes made as a result of a public review during a scheduled consolidated public meeting.
- (8) Approved Annual Plan(s) shall be posted on the Town website, DPW’s webpage and sent to the Town Planner and the Town Administrator for distribution to their respective Boards and to the public.
- (9) No tree removal, trimming or vegetation management affecting a public shade tree shall be done by the utility company that is not part of an approved Annual Plan, or is not otherwise approved by this bylaw.
- (10) Notwithstanding the Town’s approval of the Annual Plan(s), a utility shall provide at least 30 days advance written notice to the Tree Warden Designee before beginning tree trimming or tree removal work pursuant to the Annual Plan(s).

M. ENFORCEMENT

- (1) Any person who violates any provision of this bylaw or MGL c. 87, §§3-5, relating to the trimming, cutting or removal of public shade trees shall be subject to fines for each separate offense, as provided by the Tree Warden Designee’s regulations.
- (2) Each act causing damage to a separate tree shall constitute a separate offense.
- (3) Fines shall be assessed and collected under MGL c. 40, §21D process.
- (4) These remedies shall not be in derogation of the Town’s right to enforce the provisions of MGL c. 242, §7, against any person who without a permit willfully cuts down, girdles or otherwise destroys a public shade tree, or the Town’s right to apply or enforce any other Massachusetts law or Town bylaw.
- (5) Fines and damages paid to the Town under this bylaw, MGL c. 87, or MGL c. 242, shall be paid to the Town of Southborough.

N. SEVERABILITY

- (1) If any part of this bylaw is for any reason declared invalid or unconstitutional by any court, every other part shall continue in full force and effect.
; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD

Select Board Recommendation: At Town Meeting

Advisory Committee Recommendation: Support (5-1-0)

Summary: The intent of the bylaw is to put in place a process for the maintenance of Public Shade Trees, including but not limited to, trimming, cutting, planting and the removal of dangerous or damaged trees within the public right of way, and to protect the town from unnecessary tree removal and to maintain the New England character and charm of the Town of Southborough.

MOTION MADE: I move the Article as printed in the Warrant.

FIRST AMNDMENT MADE: To amend the motion by adding the words "that may disturb the public shade tree" after the words "drip line of a public shade tree in section D. (5) (2)."

FIRST AMENDMENT PASSED.

SECOND AMENDMENT MADE: To amend the motion by adding the words "The utility shall be exempt from the requirement of Section H of this bylaw for work described in this approved plan." After the words Section K (Emergency Tree Removal) in Section H. (1) With the requirements of this bylaw- in Section L. (6). And to amend the motion by adding the words (6) The Planning Board shall promulgate a tree replacement policy to carry forth the purpose and intent of this section of the bylaw" after the words "after section J. (5) (b) add (6) to section."

SECOND AMENDMENT FAILED.

MOTION AS AMENDED BY AMENDMENT# 1 FAILED.

ARTICLE 2: To see if the Town will vote, pursuant to the recommendation of the Planning Board to designate the following Town roads not currently designated as "scenic roads", other than those specifically excluded by State Statute, as "scenic roads" under provisions of the Commonwealth of Massachusetts General Laws Chapter 40, Section 15C and to instruct the Planning Board, in exercising responsibilities thereunder, to take into consideration simplification of town administrative and logistical scenic road management, sound planning principles, aesthetics, and preservation of natural resources as well as public safety, or do or act anything in relation thereto.

<u>Street</u>	<u>TM Date</u>	<u>Street</u>	<u>TM Date</u>
Adams Circle	4/8/1996	Kidder Lane	4/14/2003
Alexandra Circle	9/12/1994	Killam Farm Lane	4/9/2001
Andrews Way	9/12/1994	Ledge Hill Road	4/10/2000
Angelica Lane	4/12/2004	Liberty Drive	4/8/1996
Asaree Drive	9/12/1994	Maple Street Ext.	4/16/2014
Ashley Road	4/12/1993	Metacomet Lane	4/8/2002
Austin Kelly Lane	4/8/2002	Metcalf Lane	4/13/2015
Banfill Lane	4/12/2004	Michael Circle	2/13/1995
Barn Lane	10/7/2013	Moore Road	4/11/1994
Beechwood Lane	11/13/2000	Nathan Stone Road	5/18/1999
Blendon Woods Dr.	10/7/2013	Nipmuc Lane	10/7/2013
Boswell Lane	4/13/1998	Orchard Road	4/14/92 & 4/14/08
Brookside Road	4/12/2004	Powder Mill Lane	4/13/1987
Burnett Road	4/14/1997	Presidential Drive	2/13/1995
Candlewood Lane	9/11/2000	Sadie Hutt Lane	4/23/1990
Constitution Drive	4/8/1996	Sarsen Stone Way	4/8/1991
Coslin Drive (portion)	2018	Schipper Farm Lane	4/8/2002
Country Lane	4/8/1996	Skylar Drive	4/13/1987
Darlene Drive	2/13/1995	Southwood Drive	9/11/2000
Davis Road	4/12/1993	Stockwell Lane	4/10/2000
Eastbrook Farm Lane	4/8/1996	Stub Toe Lane	4/8/1996
Fiddleneck Lane	4/11/2005	Summit Road	4/13/1987
Fitzgerald Lane	4/10/2000	Sunrise Drive	4/8/1991
Foxhill Drive	4/11/2016	Thayer Lane	4/13/2015
Garrison Lane	4/13/1987	Vale Terrace	4/9/2001
Glenwood Road	9/12/1994	Vickery Hill Lane	4/14/2008
Heather Lane	2/13/1995	Wells Lane	4/13/2010
Hidden Meadow Ln.	4/10/2000	Wentworth Drive	4/8/1996
High Ridge Road	4/14/1980	Whistler Lane	4/10/2000
Hillside Avenue Ext.	4/14/2003	Wildwood Drive	4/10/2000
Hubley Lane	4/9/2001	William Colleary Ln	4/11/2016
Independence Drive	4/8/1996	William Onthank Ln.	4/14/2008
Joslin Lane	4/11/2005	Witherbee Lane	4/11/2005
Kallander Drive	4/11/2005	Wyeth Circle	2/13/1995

Proposed by: PLANNING BOARD

Select Board Recommendation: At Town Meeting

Advisory Committee Recommendation: Support (5-1-0)

Summary: The intent of this article is to protect the scenic quality and character of certain public ways in the Town by regulating the cutting or removal of trees and the disturbance of stone walls within the right-of-way of scenic roads

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED.

ARTICLE 3: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$152,000 for the purpose of addressing public shade trees that need to be removed to ensure public safety; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (4-2-0)

Summary: This article will fund a backlog of tree removals that in large part have been approved through joint hearings with Planning Board and the Select Board.

MOTION MADE: I move that the Town transfer the sum of \$100,000 from the overlay surplus account for the purpose of addressing public shade trees that need to be removed to ensure public safety move the Article as printed in the Warrant.

MOTION PASSED.

ARTICLE 4: To see if the Town will vote to raise and appropriate the sum of \$14,209 to fund the economic cost items under M.G.L. Chapter 150E, Section 7 for the Fire Union collective bargaining agreement; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (6-0-0)

Summary: This article will fund costs associated with the first year of the contract agreed upon with the Fire Union, retroactive to July 1, 2022.

MOTION MADE: I move the Article as printed in the Warrant.

MOTION PASSED.

ARTICLE 5: 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: SELECT BOARD

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

Advisory Committee Recommendation: Support (6-0-0)

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

MOTION MADE: I move the Article as printed in the Warrant.

MOTION PASSED.

ARTICLE 6: To see if the Town will vote to allow the Select Board to grant easements to Massachusetts Electric Company d/b/a National Grid, said easements to facilitate the installation of EV charging stations for hybrid and electric vehicles at 32 Cordaville Road (Public Safety Building) and such other town-owned locations as the Select Board may determine for a similar purpose; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: At Town Meeting

Summary: The Police Department has begun augmenting its fleet with hybrid Police cruisers as vehicles come up for replacement. Part of the cost of these vehicles is offset by the Green Communities grants received by the Town. These charging stations will help to facilitate our inclusion of more hybrid and/or electric vehicles into the fleet. The Town's Energy Manager is working with our energy consultant to have these installed at no cost to the Town.

MOTION MADE: I move that the Town vote to allow the Select Board to grant easements to Massachusetts Electric Company d/b/a National Grid for a period expiring 12/31/2027, said easements shall be only be granted if they are specifically required for the installation of EV charging stations for hybrid and electric vehicles at 32 Cordaville Road (Public Safety Building) and/or other town owned property in which there is currently parking for vehicles.

AMENDMENT MADE: I move to strike the words "and/or other town owned property in which there is currently parking for vehicles.

AMENDMENT FAILED.

MOTION PASSED BY MODERATOR DECLARED 2/3rd MAJORITY.

ARTICLE 7: To see if the Town will vote to adopt as §41-4.1 of the Town Bylaws the following, or take any action related thereto: § 41-4.1 Inclusion of Warrant Articles in a Warrant All citizens' petitioned warrant articles submitted pursuant to M.G.L. c. 39, §10 for inclusion on any town meeting warrant must be delivered to the Select Board's office no later than thirty (30) calendar days prior to the date of such town meeting. ; or do or act anything in relation thereto

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (6-0-0)

Summary: This article will require reasonable advance notice for any new bylaw proposed through a citizens' petition to be considered by a Town Meeting. This advance notice will allow time for public notice and discussion of any such new bylaw in advance of a Town Meeting vote.

MOTION MADE: I move the Article as printed in the Warrant.

MOTION PASSED.

Approved by the Attorney General on December 21, 2022.

ARTICLE 8: To see if the Town will vote to amend Chapter 41 of the Town Code entitled "Town Meetings" by adding a new section § 41-6.1 Voting Procedure as follows:

§ 41-6.1 Voting Procedure

Unless otherwise required by law, bylaw, regional agreement, or similar binding obligation, the Moderator shall determine the method of voting on each Article at Town Meeting, which method may vary from Article to Article, and which method may include, but not be limited to: a voice vote, a vote by voter card, a standing vote, a written ballot vote, or a vote by electronic technology. ; or do or act anything in relation thereto.

Proposed by: TOWN CLERK AND TOWN MODERATOR

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

Advisory Committee Recommendation: Support (6-0-0)

Summary: This Article defines the methods of voting that the Moderator may determine to use at Town Meeting, including by electronic technology; such as individual vote tabulators ("clickers") provided at the Town Meeting.

MOTION MADE: I move the Article as printed in the Warrant.

MOTION PASSED.

Approved by the Attorney General on December 21, 2022.

ARTICLE 9: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Other Funds
A.	Town Clerk - Clickers	\$ 5,000	\$ 5,000	
B.	Pavement Management System	\$29,000	\$29,000	

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

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

Advisory Committee Recommendation: Support (6-0-0)

Summary:

A. This Article provides funding to rent voting 'clickers' for electronic voting at the 2023 Annual Town Meeting to allow the voters to try the clickers before committing to purchase them. The total purchase price for 600 clickers is \$18,600 and the rental fee of \$5,000 will be applied towards the purchase price. The devices have a 10-year life expectancy.

B. The purpose of the management system will be to provide the Town with easily accessible inventory and management information for its pavement network. The system will serve as a tool in providing the basis for the development of both short and long term operational and capital funding outlays and projections. The system will allow the community to maintain its roadway facilities in the best condition possible through the effective spending of available dollars and help the Town prepare a multi-year capital improvement program.

MOTION TO INDEFINITELY POSPONE THE ARTICLE PASSED.

ARTICLE 10: To see if the Town will vote to transfer \$12,500 from overlay surplus account for the purpose of converting and upgrading the Assessors' real estate software utilized to develop annual real estate assessment, or do or act anything in relation thereto.

Proposed by: BOARD OF ASSESSORS

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

Advisory Committee Recommendation: Support (6-0-0)

Summary: Real Estate software utilized by the Assessors, AssessPro, version 4.7.4 by Patriot, is a platform that is being phased out and will be no longer be supported. It is required that all Massachusetts users of this software convert to the new AssessPro AP-5.0 version over the next few years. This funding will cover the cost for the software conversion which is scheduled to begin in late fall of 2022.

MOTION MADE: I move the Article as printed in the Warrant.

MOTION PASSED.

ARTICLE 11: To see if the Town will vote to transfer \$14,000 from overlay surplus account for the purpose of contracting professional appraisal services to conduct cyclical inspections of residential properties within the Town, or do or act anything in relation thereto.

Proposed by: BOARD OF ASSESSORS

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

Advisory Committee Recommendation: Support (4-2-0)

Summary: The Department of Revenue's Bureau of Local Assessment requires that all local Board of Assessors conduct a cyclical re-inspection program to inspect all real estate within the community over a nine-year period. This article is intended to provide funding for the Board of Assessors to contract professional appraisal services to assist with 400 inspections and data collection necessary to complete this project.

MOTION MADE: I move the Article as printed in the Warrant.

MOTION PASSED.

ARTICLE 12: To see if the Town of Southborough will vote to request that the Select Board restrict the placement of flags in the Old Burial Ground to the official flag of the United States of America, flown on the single existing permanent pole. In accordance with state and federal preservation guidelines, and out of respect for those buried within, all additional flags on raised flagpoles shall be removed. This policy shall not apply to individual grave markers.; or do or act anything in relation thereto.

Proposed by: DEBORAH DEMURIA and REBECCA DEANS-ROWE

Select Board Recommendation: At Town Meeting

Advisory Committee Recommendation: Support (4-2-0)

Summary: This citizen's petition seeks to limit the placement of flags in the Old Burial Ground to only the American flag, consistent with preservation guidelines for municipally owned burial grounds and cemeteries. This policy follows the recent unanimous U.S. Supreme Court decision regarding free speech rights under the First Amendment. The Court found that municipalities cannot selectively allow some private groups to fly flags on public property while denying other groups (Shurtleff v. City of Boston, 2022).

MOTION MADE: I move the Article as printed in the Warrant.

MOTION FAILED.

ARTICLE 13: To see if the Town of Southborough will vote to acquire, by gift, a conveyance of land commonly known as "St. Mark's Triangle", Assessors Map 54 Lot 8, from the Trustees of St. Mark's School to the Town of Southborough and to authorize the Select Board to execute all documents and take all action necessary to accomplish said acquisition.

The land containing approximately 0.93 acres located on the westerly side of Marlborough Road, in the town of Southborough, is bounded and described as follows:

SOUTHERLY:	by the land of the Town of Southborough, 121.9 feet (Library) and 108.5 feet (Old Burial Ground), more or less;
WESTERLY:	by the easterly sidelines of St. Mark's Street, 310.6 feet more or less;
NORTHERLY:	by the southerly sidelines of St. Mark's Street, 83.7 feet more or less; and
EASTERLY:	by the westerly sidelines of Marlborough Road, 335.8 feet, more or less

The said parcel being shown as Parcel "B" on a plan titled, "Plan of Land in Southborough, Mass. Owned By: Trustees of St. Mark's School Scale: 1" = 40' March 18, 1977. Survey By; MacCarthy and Sullivan Engineering Inc., 81 Speen Street, Natick Mass." as filed in the Worcester Registry of Deeds plan book 453, page 43.; or do or act anything in relation thereto.

Proposed by: DEBORAH DEMURIA and KEVIN FARRINGTON

Select Board Recommendation: At Town Meeting

Advisory Committee Recommendation: Support (4-2-0)

Summary: This citizen's petition authorizes the Select Board to accept a gift of land from St. Mark's School commonly known as St. Mark's Triangle. The parcel is adjacent to the library parking lot and Old Burial Ground in Southborough's historic district.

MOTION TO INDEFINITELY POSPONE THE ARTICLE PASSED.

MOTION TO DISSOLVE THE SPECIAL TOWN MEETING AT 11:42PM.

True Copy

Attest:

James F. Hegarty, Town Clerk

STATE PRIMARY ELECTION RESULTS - SEPTEMBER 6, 2022

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
DEMOCRATIC BALLOT	432	356	413	1,201
Governor				
Sonia Chang-Diaz	42	47	51	140
<i>Maura Healey</i>	380	298	360	1,038
All Others	-	-	-	-
Blank	10	11	2	23
TOTAL	432	356	413	1,201
Lt - Governor				
<i>Kimberley Driscoll</i>	182	120	153	455
Tami Gouveia	98	98	102	298
Eric P. Lesser	131	104	133	368
All Others	-	1	-	1
Blank	21	33	25	79
TOTAL	432	356	413	1,201
Attorney General				
<i>Andrea Joy Campbell</i>	197	161	189	547
Shannon Erika Liss-Riordan	118	80	124	322
Quentin Palfrey	102	91	81	274
All Others	-	-	-	-
Blank	15	24	19	58
TOTAL	432	356	413	1,201
Secretary of State				
<i>William Francis Galvin</i>	322	226	289	837
Tanisha M. Sullivan	102	119	118	339
All Others	-	-	-	-
Blank	8	11	6	25
TOTAL	432	356	413	1,201
Treasurer				
<i>Deborah B. Goldberg</i>	370	294	369	1,033
All Others	1	-	-	1
Blank	61	62	44	167
TOTAL	432	356	413	1,201
Auditor				
Christopher S. Dempsey	169	136	166	471
<i>Diana Dizoglio</i>	228	175	217	620
All Others	1	-	-	1
Blank	34	45	30	109
TOTAL	432	356	413	1,201

STATE PRIMARY ELECTION RESULTS - SEPTEMBER 6, 2022

(continued)

Rep in Congress					
<i>James P. McGovern</i>	376	305	372	1,053	
All Others	-	-	-	-	
Blank	56	51	41	148	
TOTAL	432	356	413	1,201	
 Councilor					
<i>Marilyn M. Peritto Devaney</i>	234	182	229	645	
Mara Dolan	133	115	134	382	
All Others	-	-	-	-	
Blank	65	59	50	174	
TOTAL	432	356	413	1,201	
 Senator in Gen Court					
<i>James B. Eldridge</i>	370	301	365	1,036	
All Others	-	-	-	-	
Blank	62	55	48	165	
TOTAL	432	356	413	1,201	
 Rep in Gen Court					
<i>Kate Donaghue</i>	369	309	377	1,055	
All Others	1	-	-	1	
Blank	62	47	36	145	
TOTAL	432	356	413	1,201	
 District Attorney					
<i>Joseph D. Early, Jr.</i>	351	292	365	1,008	
All Others	-	-	-	-	
Blank	81	64	48	193	
TOTAL	432	356	413	1,201	
 Sheriff					
<i>David M. Fontaine</i>	331	279	352	962	
All Others	1	-	-	1	
Blank	100	77	61	238	
TOTAL	432	356	413	1,201	

STATE PRIMARY ELECTION RESULTS – SEPTEMBER 6, 2022
 (continued)

REPUBLICAN BALLOT	189	159	160	508
Governor				
Geoff Diehl	81	50	72	203
Chris Doughty	106	107	86	299
All Others	-	-	-	-
Blank	2	2	2	6
TOTAL	189	159	160	508
Lt - Governor				
Lean V. Allen	69	52	54	175
Kate Campanale	102	96	101	299
All Others	-	1	-	1
Blank	18	10	5	33
TOTAL	189	159	160	508
Attorney General				
James R. McMahon, III	141	121	135	397
All Others	-	1	-	1
Blank	48	37	25	110
TOTAL	189	159	160	508
Secretary of State				
Rayla Campbell	142	117	133	392
All Others	-	-	-	-
Blank	47	42	27	116
TOTAL	189	159	160	508
Treasurer				
All Others	1	4	5	10
Blank	188	155	155	498
TOTAL	189	159	160	508
Auditor				
Anthony Amore	140	124	131	395
All Others	1	-	1	2
Blank	48	35	28	111
TOTAL	189	159	160	508
Rep in Congress				
Jeffrey A. Sossa-Paquette	143	120	130	393
All Others	1	-	3	4
Blank	45	39	27	111
TOTAL	189	159	160	508
Councillor				
All Others	2	2	3	7
Blank	187	157	157	501
TOTAL	189	159	160	508
Sen in Gen Court				
Anthony Christakis	138	111	127	376
All Others	1	-	2	3
Blank	50	48	31	129
TOTAL	189	159	160	508

STATE PRIMARY ELECTION RESULTS - SEPTEMBER 6, 2022

(continued)

Rep in Gen Court					
<i>Jonathan I. Hostage</i>	149	126	136	411	
All Others	1	-	1	2	
Blank	39	33	23	95	
TOTAL	189	159	160	508	
 District Attorney					
All Others	-	1	3	4	
Blank	189	158	157	504	
TOTAL	189	159	160	508	
 Sheriff					
<i>Lewis G. Evangelidis</i>	148	123	135	406	
All Others	-	-	-	-	
Blank	41	36	25	102	
TOTAL	189	159	160	508	
	Precinct 1	Precinct 2	Precinct 3	Total	
Democratic	571	546	604	1,721	
Republican	244	336	283	863	
Unenrolled	1,615	1,571	1,635	4,821	
Other	21	19	20	60	
*TOTAL Reg Voters each Precinct	2,451	2,472	2,542	7,465	
 TOTAL Votes Cast in each Precinct	621	515	573	1,709	
 Voter Turnout	%	22.89%			
True Attest Copy					
James F. Hegarty, Town Clerk					
*As of August 27, 2022 deadline to register to vote					
Winners are indicated in bold italics					

TOWN OF SOUTHBOROUGH
ANNUAL TOWN ELECTION MAY 10, 2022
OFFICIAL RESULTS

CANDIDATE	Votes Cast	PRECINCT	PRECINCT	PRECINCT	Totals
		1	2	3	
ASSESSORS	3yrs vote 1	229	269	180	678
JEFFREY W. KLEIN		166	216	142	524
Others		3	-	-	3
Blanks		60	53	38	151
TOTALS		229	269	180	678
TRUST FUNDS	3yrs vote 1				
NICHOLAS A. MCCOY		158	213	132	503
Others		2	-	-	2
Blanks		69	56	48	173
TOTALS		229	269	180	678
BOARD OF HEALTH	3yrs vote 1				
SAFDAR MEDINA		174	217	143	534
Others		2	-	-	2
Blanks		53	52	37	142
TOTALS		229	269	180	678
TRUSTEES LIBRARY	3yr vote 2				
MARGUERITE H. LANDRY		183	223	143	549
JANET M. MANEY		174	204	138	516
Others		4	-	-	4
Blanks		97	111	79	287
TOTALS		458	538	360	1,356
MODERATOR	1yr vote 1				
PAUL M. CIMINO		167	192	135	494
Others		7	7	-	14
Blanks		55	70	45	170
TOTALS		229	269	180	678
NB/SB REGIONAL SC	3yrs vote 1				Totals
Northborough Candidates					S'boro Votes
JOAN G. FRANK		127	167	109	403
WILLIAM BARLOW REDFERN, II		61	66	52	179
Others		-	-	-	-
Blanks		41	36	19	96
TOTALS		229	269	180	678
					N'boro Votes
					Total
					1,272
					1,675
					665
					844
					3
					3
					187
					91
					2,709
					2,031

TOWN OF SOUTHBOROUGH
ANNUAL TOWN ELECTION MAY 10, 2022
OFFICIAL RESULTS

						Totals		
						S'boro Votes	N'boro Votes	Total
NB/SB REGIONAL SC	3yrs	vote 1						
Southborough Candidates								
MATTHEW J. SPENCER			164	204	129	497	497	1,442 1,939
Others			4	3	3	10	10	17 27
Blanks			61	62	48	171	171	572 743
TOTALS			229	269	180	678	678	2,031 2,709
PLANNING BOARD	5yrs	vote 1						
ALAN S. BELNIAK			102	77	93	272		
DEBORAH DEMURIA			122	187	82	391		
Others			-	-	-	-		
Blanks			5	5	5	15		
TOTALS			229	269	180	678		
SCHOOL COMMITTEE	3yrs	vote 1						
ROGER W. CHALLEN			171	209	135	515		
Others			2	6	2	10		
Blanks			56	54	43	153		
TOTALS			229	269	180	678		
SELECT BOARD	3yrs	vote 2						
SAM R. STIVERS			159	193	119	471		
KATHY M. COOK			167	187	128	482		
Others			8	7	10	25		
Blanks			124	151	103	378		
TOTALS			458	538	360	1,356		

Southborough

	Registered	Votes	%
	Voters	Cast	Voted
Precinct 1	2,474	229	9%
Precinct 2	2,482	269	11%
Precinct 3	2,534	180	7%
Total	7,490	678	9%

Southborough Voter Turnout % 9.1%

*As of April 20, 2022: Deadline to register

Winners are indicated in **Bold Italicics**

A True Attest Copy:

James F. Hegarty, Town Clerk

May 10, 2022

STATE ELECTION RESULTS - NOVEMBER 8, 2022

			PRECINCT 1	PRECINCT 2	PRECINCT 3	Total
Total Votes Cast			1,639	1,637	1,595	4,871
GOVERNOR and Lt. GOVERNOR						
Diehl and Allen	Republican	520	557	519		1,596
<i>Healey and Driscoll</i>	<i>Democratic</i>	1,079	1,033	1,026		3,138
Reed and Everett	Libertarian	26	29	25		80
All Others		4	1	0		5
Charlie Baker		0	0	0		0
Blanks		10	17	25		52
TOTAL		1,639	1,637	1,595		4,871
ATTORNEY GENERAL						
<i>Andrea Joy Campbell</i>	<i>Democratic</i>	1,014	987	1,000		3,001
James R. McMahon, III	Republican	575	609	542		1,726
All Others		1	0	0		1
Blanks		49	41	53		143
TOTAL		1,639	1,637	1,595		4,871
SECRETARY OF STATE						
<i>William Francis Galvin</i>	<i>Democratic</i>	1,131	1,077	1,121		3,329
Rayla Campbell	Republican	439	496	417		1,352
Juan Sanchez	Green-Rainbow	32	26	19		77
All Others		1	0	0		1
Blanks		36	38	38		112
TOTAL		1,639	1,637	1,595		4,871
TREASURER						
<i>Deborah B. Goldberg</i>	<i>Democratic</i>	1,138	1,099	1,127		3,364
Christina Crawford	Libertarian	351	366	312		1,029
All Others		9	4	6		19
Blanks		141	168	150		459
TOTAL		1,639	1,637	1,595		4,871
AUDITOR						
Anthony Amore	Republican	632	667	594		1,893
<i>Diana DiZoglio</i>	<i>Democratic</i>	836	806	835		2,477
Gloria A. Caballero-Roca	Green-Rainbow	23	39	27		89
Dominic Giannonne, III	Workers Party	28	13	16		57
Daniel Werner Riek	Libertarian	36	38	33		107
All Others		0	0	0		0
Blanks		84	74	90		248
TOTAL		1,639	1,637	1,595		4,871
REPRESENTATIVE IN CONGRESS Second District						
<i>James P. McGovern</i>	<i>Democratic</i>	1,078	1,037	1,065		3,180
Jeffrey A. Sousa-Paquette	Republican	503	548	481		1,532
All Others		1	29	0		30
Ron Paul		0	0	0		0
Blanks		57	23	49		129
TOTAL		1,639	1,637	1,595		4,871

STATE ELECTION RESULTS - NOVEMBER 8, 2022

(continued)

COUNCILLOR Third District					
<i>Marilyn M. Petitto DeVaney</i>	<i>Democratic</i>	1,135	1,143	1,176	
All Others		16	19	16	
Blanks		488	475	403	
TOTAL		1,639	1,637	1,595	
SENATOR IN GENERAL COURT Middlesex & Worcester District					
<i>James B. Eldridge</i>	<i>Democratic</i>	1,019	996	1,017	
Anthony Christakis	Republican	545	590	506	
All Others		1	0	1	
Blanks		74	51	71	
TOTAL		1,639	1,637	1,595	
REPRESENTATIVE IN GENERAL COURT Nineteenth Worcester District					
<i>Kate Donaghue</i>	<i>Democratic</i>	980	959	962	
Jonathan I. Hostage	Republican	607	637	580	
All Others		1	0	2	
Blanks		51	41	51	
TOTAL		1,639	1,637	1,595	
DISTRICT ATTORNEY Middle District					
<i>Joseph D. Early, Jr.</i>	<i>Democratic</i>	1,184	1,179	1,189	
All Others		11	11	16	
Blanks		444	447	390	
TOTAL		1,639	1,637	1,595	
Sheriff of Worcester County					
<i>Lewis G. Evangelidis</i>	<i>Republican</i>	740	790	756	
<i>David M. Fontaine</i>	<i>Democratic</i>	797	766	736	
All Others		1	1	2	
Blanks		101	80	101	
TOTAL		1,639	1,637	1,595	

STATE ELECTION RESULTS - NOVEMBER 8, 2022

(continued)

QUESTION 1 - Constitutional Amendment - additional 4% tax on income in excess of \$1 million					
YES		723	663	745	2,131
NO		883	954	835	2,672
Blanks		33	20	15	68
TOTAL		1,639	1,637	1,595	4,871
QUESTION 2 - Dental Insurance Medical Loss Ratio					
YES		1,156	1,144	1,182	3,482
NO		443	463	391	1,297
Blanks		40	30	22	92
TOTAL		1,639	1,637	1,595	4,871
QUESTION 3 - Increase Statewide Limit on Combined Number of Liquor Licenses					
YES		730	742	767	2,239
NO		855	849	784	2,488
Blanks		54	46	44	144
TOTAL		1,639	1,637	1,595	4,871
QUESTION 4 - Allow Undocumented Persons to obtain a Massachusetts Driver's License					
YES		896	913	896	2,705
NO		717	698	670	2,085
Blanks		26	26	29	81
TOTAL		1,639	1,637	1,595	4,871
QUESTION 5 - Instruct Representative to Vote to Make Committee Votes Public					
YES		1,195	1,224	1,200	3,619
NO		192	196	177	565
Blanks		252	217	218	687
TOTAL		1,639	1,637	1,595	4,871
		Precinct 1	Precinct 2	Precinct 3	Total
Democratic		571	549	611	1,731
Republican		242	334	284	860
Libertarian		6	9	7	22
Green-Rainbow		5	2	2	9
Worker's Party		0	0	0	0
Unenrolled		1,641	1,585	1,659	4,885
Others		9	9	9	27
*Total Reg Voters each PRECINCT		2,474	2,488	2,572	7,534
Total Votes Cast in EACH Precinct		1,639	1,637	1,595	4,871

Voter Turnout % 64.7%

True Attest Copy

James F. Hegarty, Town Clerk

*As of October 29, 2022 deadline to register to vote.

Winners are indicated in bold italics.

SOUTHBOROUGH PUBLIC SCHOOLS

Southborough School Committee

Roger W. Challen	Chairperson
Kamali A. O'Meally	Vice Chairperson
Jennifer Primack	Secretary
Jessica A. Devine	
Keturah Martin	

Administration

Gregory L. Martineau <i>B.S., M.A.</i>	Superintendent of Schools
Keith T. Lavoie <i>B.A., M.A.</i>	Assistant Superintendent of Operations
Stefanie K. Reinhorn <i>A.B., M.A.T., Ed.D</i>	Assistant Superintendent of Teaching and Learning
Marie B. Alan <i>B.S., M.A.</i>	Director of Student Support Services
Helene Desjardins <i>B.A., M.S., CCC-SLP</i>	Assistant Director of Student Support Services
Julie G. Doyle <i>B.S., M.Ed.</i>	Director of Instructional Technology and Digital Learning
Mary Ellen Duggan <i>M.Ed., B.S.N., R.N., N.C.S.N.</i>	District Wellness Coordinator and Nurse Leader
Jennifer M. Henry <i>B.S., M.Ed., B.C.B.A., L.A.B.A.</i>	Early Childhood Administrator
Deborah Q. Lemieux <i>B.A., M.S.Ed., Ed.S.</i>	Assistant Director of Student Support Services
Ryan O'Leary <i>B.S.</i>	Director of Information Technology
Rebecca J. Pellegrino <i>B.A., M.B.A.</i>	Director of Finance
Heather A. Richards <i>B.A., M.B.A., J.D.</i>	Executive Director of Human Resources
Rhoda Webb <i>B.A., M.A.</i>	Director of Multilingual Learners and Equity

SOUTHBOROUGH PUBLIC SCHOOLS

(continued)

Central Office Support Staff

Korrianne Bardsley

Financial Coordinator – Southborough

Nancy A. Bissett

Administrative Assistant to the Assistant
Superintendent of Teaching and Learning

Sandra J. Burgess

Administrative Assistant to the Student
Support Services Department

Elaine E. Chisholm

Human Resources Generalist

Stephanie L. Cox

Accountant

Elena Dako

Financial Coordinator – Algonquin

Sheila A. Hana

Transportation and Registration Specialist

Cheryl M. Lepore

Executive Administrator

Kyle D. Parson

Northborough and Southborough
Manager of Food Services

Pamela Roberts

Financial Coordinator – Northborough

Mariana Silva

Central Office Administrative Assistant

Nena H. Wall

Human Resources Administrator

Caroline Willard

Finance and Operations Administrator

Lorraine T. Wolfrey

Data Specialist

Deborah McLaughlin Young

Multilingual Learner Specialist

Business Office:

53 Parkerville Road
Southborough, MA 01772

Office Hours:

8:00 a.m. - 4:30 p.m.

Telephone:

(508) 486-5115

FAX:

(508) 486-5123

SUPERINTENDENT'S REPORT

Gregory L. Martineau-Superintendent of Schools

The Public Schools of Southborough provide an exceptional educational experience for all students, focusing on meeting the needs of all learners. The District is fortunate to have high-quality faculty and staff and dedicated and caring families working on behalf of children.

The District's work is articulated in its Strategic Plan *Vision 2026: Educate, Inspire, Challenge* and emphasizes growth and achievement for students and staff in the areas of five strategic objectives. These identified areas are embedded in specific programming, curriculum, and offerings appropriate for each grade level. School Improvement Plans are developed in a purposeful collaborative way and actualize the Strategic Plan focus areas to support the students and staff at each grade level. The purposes are to engage in a continuous renewal of excellence and seek researched-based and innovative practices. The District is proud of its students' accomplishments, outstanding educators and leaders, and the community's commitment to the District's shared mission and vision.

The District prioritizes collaboration and is committed to working closely with stakeholders to present a well-developed, fiscally responsible, and educationally sound budget. The District extends a "thank you" to its parent community and organizations that provide financial and personnel support. Each year the Southborough Community Fund (SCF), Southborough Organization for Schools (SOS), and the Northborough/Southborough Special Education Parent Advisory Council (NSPAC) offer unique opportunities to expand the classroom by sponsoring field trips and purchasing teaching materials. Various activities and events provide social and emotional opportunities for parents and students. These organizations and the Corridor Nine Area Chamber of Commerce offer grant opportunities for teachers to submit new and innovative ideas that enhance and enrich the current curriculum and schedule of events.

The Public Schools of Southborough emphasize the importance of fostering an emotionally and psychologically safe school environment in which all students feel supported and accepted. A positive climate is established when a shared mission centers on building a sense of community and respecting our differences. The District continued its safe school readiness protocols by enhancing its current practices, upgrading infrastructure to support best practices, and coordinating at all levels with health and safety personnel. Furthermore, 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. The District partners with MetroWest Health Foundation and continues participating in the MetroWest Adolescent Health Survey, which identifies student risk behaviors.

The Public Schools of Southborough continue to provide a continuum of programs that allow students to experience a learning model that supports their needs. These programs are cost-effective and highlight the best teaching and learning practices. They include a language-based program, a therapeutic learning program, and a specialized autism spectrum program (CASTLE). Students participate annually in a district-wide Special Olympics, "Titan Games."

Education is at the heart of any community and is an invaluable investment in its future. The Public Schools of Southborough is fortunate to have a dedicated and involved community and School Committee to guide the District's work and support the ever-changing educational landscape. Information regarding enrollments, budgets, and school-related activities is available on the District's website.

SOUTHBOROUGH PUBLIC SCHOOLS - GRANTS

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

Title I Improving Basic Programs Operated by Local School Districts - \$39,094 (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 have been funded through Title I for their students. Title I funding is distributed based on a federal formula. Students receive assistance strictly based on academic criteria.

Title II Part A - Building Systems of Support for Excellent Teaching and Leading - \$18,004 (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 and Academic Achievement Program for English Learners and Immigrant Children and Youth - \$10,107 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.

Title IV Part A - Student Support and Academic Enrichment - \$10,000 Consolidated Grant (Federal funding)

Title IV Part A of the federal Elementary and Secondary Education Act provides The Public Schools of Southborough with funds to build capacity and ensure that all students have access to a high-quality educational experience. The priorities of Title IV are to support: well-rounded educational opportunities, safe and healthy students, and effective use of technology.

Early Childhood Special Education (ECSE) Program Federal Entitlement Grant - \$14,666 Consolidated Grant (Federal funding)

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

Elementary and Secondary Schools Emergency Relief (ESSER II) - \$135,238 (Federal funding)

This grant was funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) which provided resources to school districts to address the impact the Novel Coronavirus Disease (COVID-19) has had and continues to have, on elementary and secondary schools. Elementary and Secondary Education Emergency Relief II (ESSER II) Fund was intended to help school districts safely reopen schools, and measure and effectively address significant learning loss. The funds were used to continue the District's equity work, purchase staff and teacher devices, implement a math screening tool, and purchase new elementary and middle school ELD curriculums.

SOUTHBOROUGH PUBLIC SCHOOLS - GRANTS

(continued)

Elementary and Secondary Schools Emergency Relief (ESSER III) - \$281,464 (Federal funding)

This grant funded through the American Rescue Plan Act assisted schools in acquiring resources to respond to the COVID-19 pandemic. More specifically it was to help schools and districts safely reopen and sustain the safe operation of schools and respond to the academic, social, emotional, and mental health needs of students. The District used these funds to provide additional math and reading tutoring support, professional development, early literacy screening tools, decodable texts, and classroom voice amplification systems.

Individuals with Disabilities Education Act (IDEA) Federal Special Education Entitlement - \$309,123 (Federal funding)

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

Summer School Expansion and Engagement Grant - \$50,000 - (Federal funding)

This federal grant supported the development and expansion of high-quality, comprehensive and engaging summer school/learning programs for students. The District used these funds to support the existing extended school year program with a focus on staffing during a time period when hiring was particularly challenging.

Summer Acceleration Academies Grant - \$39,000 - (Federal funding)

The purpose of this targeted grant was to fund the implementation of a specific strategic initiative, the Acceleration Academies, during the summer of 2021 to help accelerate the learning of students most affected by the COVID-19 pandemic. The District used this funding to offer a one-week Math Acceleration Academy for rising 3rd, 4th and 8th graders.

American Rescue Plan (ARP) IDEA Grant - \$63,873 - (Federal funding)

The American Rescue Plan Act was signed into law on March 11, 2021, dedicating supplemental funding in section 2014(a) to serve students with disabilities. These funds were provided to help districts recover from the impact of the coronavirus pandemic and to safely reopen schools and sustain safe operations. The District used these funds for professional development, specialist consultations, direct services to students, assessment tools, and assistive technology.

American Rescue Plan (ARP) IDEA Grant - \$5,683 - (Federal funding) (Early childhood)

The American Rescue Plan Act was signed into law on March 11, 2021, dedicating supplemental funding in section 2014(a) to serve students with disabilities. These funds were provided to help districts recover from the impact of the coronavirus pandemic and to safely reopen schools and sustain safe operations. The purpose of this federal Special Education Entitlement Grant Program is to provide funds to ensure that eligible 3, 4, and 5-year-old children with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs in the least restrictive environment. The District used these funds for an early literacy assessment tool, classroom supplies and materials, as well as a portion of a classroom support position.

SOUTHBOROUGH PUBLIC SCHOOLS - GRANTS

(continued)

Early Literacy Screening Assessment and Professional Development Grant - \$3,194 - (Federal funding)

The purpose of the competitive Early Literacy Screening Assessment and Professional Development grant was to increase the use of valid, reliable early literacy screening assessments to inform instructional decision-making and planning in the early elementary grades. The District used the funds to purchase and implement DIBELS 8th for grades K-3 and PELI screener for PreK. The grant also funded professional development for those educators administering the screener.

SOUTHBOROUGH PUBLIC SCHOOLS Enrollment by Grades October 1, 2022

<i>School</i>	Pre-K	K	1	2	3	4	5	6	7	8	Total
Finn	99	143	118								360
Woodward				122	146						268
Neary						129	138				267
Trottier								128	133	124	385
Total	99	143	118	122	146	129	138	128	133	124	1,280

TOWN OF SOUTHBOROUGH SCHOOLS FINANCIAL STATEMENT

TOWN OF SOUTHBOROUGH SCHOOL FINANCIAL STATEMENT FISCAL YEAR 2022 - JULY 1, 2021 THROUGH JUNE 30, 2022

APPROPRIATION:		SPECIAL EDUCATION PROGRAMS	
Regular Education	\$ 15,270,902	Legal Services	\$ 16,970
Special Education	\$ 6,463,532	Supervision	\$ 208,609
Total Beginning Appropriation	<u>\$ 21,734,434</u>	Teaching (Salaries & Supplies)	\$ 4,461,546
Total Appropriation	<u>\$ 21,734,434</u>	Professional Development	\$ 4,525
EXPENDITURES:		Technology	\$ 8,120
		Psychological Services	\$ 468,206
REGULAR DAY PROGRAMS		Health Services	\$ 80,249
ADMINISTRATION:		Transportation	\$ 464,918
School Committee	\$ 10,015	Equipment Maintenance	\$ 705
Superintendent's Office	\$ 112,208	Programs - Other Schools	\$ 695,068
Administrative Support Services	\$ 596,682	in Massachusetts	
Total Administration	\$ 718,905	Lease of Building & Equipment	\$ 2,480
		Payments to Collaboratives	\$ 5,000
INSTRUCTION:		TOTAL EXPENDITURES, SPECIAL EDUCATION	<u>\$ 6,414,393</u>
Supervision	\$ 68,140		
Principals' Offices	\$ 1,009,888	TOTAL EXPENDITURES	<u>\$ 21,734,434</u>
Teaching	\$ 9,820,544	BALANCE RETURNED TO GENERAL FUND:	<u>\$ -</u>
(includes Salaries, Supplies and Materials)			
Professional Development	\$ 76,459	SCHOOL LUNCH ACCOUNT	
Textbooks & Instructional Equip	\$ 374,902	INCOME:	
Library Services	\$ 317,451	Balance from FY21	\$ -
Guidance Services	\$ 285,345	Total Receipts, FY22	\$ 552,278
Total Instruction	\$ 11,952,729	Total Revenues	\$ 552,278
OTHER SCHOOL SERVICES:			
Attendance Services	\$ 1,237	EXPENSES:	
Health Services	\$ 422,541	Total Expenditures, FY22	\$ 438,355
Pupil Transportation	\$ 380,798	BALANCE TO FY22	\$ 113,923
Cafeteria Services	\$ 23,751		
After School Activities	\$ 27,395	SPECIAL ED - CIRCUIT BREAKER	
Student Body Activities		INCOME:	
Total Other School Services	\$ 865,723	Balance from FY21	\$ 1,066,136
		Total Receipts, FY22	\$ 1,250,617
		Total Revenues	\$ 2,316,753
OPERATION OF PLANTS:			
Custodial Services (Salaries & Supplies)	\$ 795,530	EXPENSES:	
Heating	\$ 188,051	Total Expenditures, FY22	\$ 1,066,136
Electricity	\$ 303,121	BALANCE TO FY23	\$ 1,250,617
Telephones	\$ 31,961		
Water	\$ 16,253		
Technology Telecommunications	\$ 43,583		
Total Operation of Plants	\$ 1,378,499		
MAINTENANCE:			
Grounds	\$ 23,854		
Buildings	\$ 227,770		
Equipment	\$ 70,474		
Technology Maintenance	\$ 26,702		
Total Maintenance	\$ 348,800		
EMPLOYEE BENEFITS	\$ 52,047		
BUILDING & EQUIPMENT:			
Lease	\$ 3,339		
New Equip Over \$5,000	\$ -		
Cafeteria Equipment	\$ -		
	\$ 3,339		
TOTAL EXPENDITURES, REGULAR DAY PROGRAMS	<u>\$ 15,320,041</u>		

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EMERGENCY NUMBER - 911
POLICE-FIRE-AMBULANCE

Southborough Town House (508)485-0170
 17 Common Street selectboard@southboroughma.com
 Southborough, MA 01772  @17 Common

Accounting	508.485.0710	Carla McAuliffe, Town Accountant
Animal Control Officer	508.485.7817	Jennifer Condon
Assessors	508.485.0720	Paul Cibelli, Principal Assessor
Board of Health	508.481.3013	Heather Alker, MD, 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 (including Water, Trees, Cemetery)	508.485.1210	
Facilities Department	508.485.8175	John Parent, Director of Facilities
Fire Department	508.485.3235	Steven Achilles, Fire Chief
Housing Authority	508.481.2166	Bill Scanlan, Director
Library	508.485.5031	Ryan Donovan, Director
Planning Board	508.485.0710	Karina Quinn, Town Planner
Police Department	508.485.2147	Ryan Newell, Police Chief
Transfer Station	508.485.2511	Hours: 8AM-6PM Wednesday-Saturday
Recreation Commission	508.229.4452	Tim Davis, Recreation 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	Lara Davis, Principal Asst. to the ZBA

PUBLIC SCHOOLS

Albert S. Woodward [Gr.2-3]	508.229.1250	Steven Mucci, Principal
Algonquin Regional High School	508.351.7010	Sean Bevan, 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 Offfce	508.486.5115	Gregory Martineau, Superintendent
Trottier Middle School [Gr. 6-8]	508.485.2400	Gary Hreschuk, Principal

OTHER SERVICES

Citizen Information	1.800.392.6090	Secretary of State's Office
Historical Museum	Open by Appointment	Southborough Historical Society
Home Delivered Meals for Elders	508.573.7200	BayPath Elder Services
Southborough Access Media	508.481.3292	Terry Underwood, Executive Director
Southborough Community House	508.485.4887	Bea Ginga
Southborough Post Office	508.485.4736	Ryan DiEoreo, Southborough Postmaster
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