

2015 ANNUAL REPORT

THE TOWN OF

SOUTHBOROUGH, MASSACHUSETTS



Shirley Hutchinson

Credits

Front Matter

Donna L. McDaniel

Reports

Department Heads, Committee Chairs

Artwork

Southborough Seniors

One Hundred Forty-Second

ANNUAL REPORT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS



For the Year Ending

December 31, 2015

Southborough Seniors' Art Works

See Some of Their Favorites Inside!



Ten paintings were chosen for this report by judges
The winner (front cover and above)
two runners-up (back cover)
seven others on pages throughout
printed with permission

The Senior Artists

Phyllis Bezanson
Shirley Hutchinson
Alice Kavanaugh
Joyce Macknauskas
Rosemary Petersante

The Judges

Heather Dubois, *Elementary Art Teacher*
Kenneth Paulhus, *Police Chief*

Employees and Volunteers of the Town of Southborough 2015

Remembering...

*Patrice M. Kline -- September 22, 1951 - October 24, 2015
Deputy Assessor*

Appreciated for her commitment to providing the best service to those with whom she interacted in the office and on the phone for twenty-six years, Patrice also contributed to the town greatly in her understanding of the many intricacies of an Assessors' office responsibilities. Her responsibilities required a wide range of expertise--from municipal tax administration, the principles of assessing, and municipal finance and competency in dealing with everything from property databases, valuation of personal property, abatements and exemptions, tracking and calculating the town's "new growth" each year—and more.

Remembering...

*Kenneth R. Strong -- July 11, 1971 - May 7, 2015
Firefighter, EMT, Paramedic, Emergency Medical Director*

One of the first paramedics to join the Fire Department, Ken had a key role in the advancement of the basic/intermediate EMT to the paramedic level. Appointed Emergency Medical Director in 2003, Ken oversaw the operation of the ambulance, ensuring state laws and regulations were followed and training and equipment were at an advanced level. His outstanding leadership and knowledge was recognized when he was given "Officer in Charge" status.

For many, Ken may be remembered for saving the life of a Fay School student seriously injured (but fully recovered months later). He was honored with the "Outstanding Team Response Award" from the Metro Boston EMS Council. Fire Chief Mauro spoke for the department saying that was "just one example of how Ken touched many lives in a positive way."

***Employees and Volunteers of the Town of Southborough
2015***

***In Memoriam
Clyde W. Buzzell
DPW Mechanic***

***In Memoriam
Walter M. Davis
Cemetery Superintendent***

***In Memoriam
Robert J. Durran
Police Officer***

***In Memoriam
James A. Gunning
School Building Committee***

***In Memoriam
Jonathan R. Karis
Zoning Board of Appeals***

***In Memoriam
Francoise M. Spayne
Southborough Library
Election Worker***



Alice Kavanagh

Contents

	Page
Introduction	i
In Memoriam	ii
Southborough at a Glance.....	vi
National, State and County Officers.....	vii
Town Officers	viii
ADMINISTRATION	
Board of Assessors	2
Board of Selectmen	4
Personnel Board	6
Town Accountant	8
Town Treasurer	12
Town Collector.....	13
TOWN SERVICES	
Building Department.....	16
Conservation Commission	17
Council on Aging/Senior Center.....	19
Department of Public Works.....	21
Economic Development Committee	25
Facilities Management Department	28
Recreation Commission	31
Southborough Housing Opportunity Partnership Committee [SHOPC]	33
Southborough Library.....	34
Southborough Youth and Family Services	37
Veterans' Services	39
PLANNING	
Planning Board	42
Zoning Board of Appeals.....	44
PROTECTION OF PERSONS AND PROPERTY	
Animal Control Officer and Animal Inspector	48
Board of Health	49
Fire Department	51
Police Department	55
Southborough Emergency Management Agency & Local Emergency Planning Committee	59
TOWN CLERK	
Precinct Election Officers	62
Annual Town Meeting-April 13, 2015.....	63
Annual Town Meeting-Adjourned Session-April 14, 2015	95
Annual Town Election-May 11, 2015	113
EDUCATION	
Southborough School Committee and Administration	116
Superintendent's Report	117
Grants	119
School Enrollment.....	120
Financial Statement.....	121
NEED INFORMATION?	Inside of Back Cover

<p style="text-align: center;"><i>Southborough at a Glance</i> <i>Settled in 1688</i> <i>Incorporated July 6, 1727</i></p>

<i>Area</i>	13.79 square miles. 68.12 miles of town roads; 10.72 miles of state roads
<i>Population</i>	9,767
<i>Tax Rate</i>	\$15.82
<i>Form of Government</i>	Open Town Meeting; Board of Selectmen
<i>Public Library</i>	25 Main Street
<i>Public Safety</i>	Police Department: 19 Main Street Fire Department and Emergency Ambulance Service: 21 Main Street
<i>Schools</i>	Elementary Schools: Mary E. Finn School, 60 Richards Road Albert S. Woodward Memorial School, 28 Cordaville Road Margaret A. Neary School, 53 Parkerville Road P. Brent Trottier Middle School, 49 Parkerville Road High Schools: Algonquin Regional, 79 Bartlett Street, Northborough Assabet Valley Regional Vocational, 215 Fitchburg Street, Marlborough Private Schools: St. Mark's School, 25 Marlboro Road Fay School, 48 Main Street
<i>Recreation</i>	South Union Building, 21 Highland Street
<i>Hospitals</i> <i>within 10 miles</i>	UMASS Memorial-Marlborough Hospital, 157 Union St. (508-481-5000) MetroWest Medical Center-Framingham Union Campus, 115 Lincoln St. (508-383-1000)
<i>Houses of Worship</i>	Roman Catholic: St. Anne's, 20 Boston Rd; St. Matthew's, 105 Southville Rd. Episcopal: St. Mark's, 27 Main Street United Church of Christ, Congregational: Pilgrim Church, 15 Common St. Federated: First Community Church, 137 Southville Road Evangelical, nondenominational: Chinese Gospel Church, 60 Turnpike Road
<i>Utilities</i>	Electricity: National Grid Gas: Eversource Water: from Quabbin Reservoir by Mass. Water Resources Authority Cable TV and Internet: Charter Communications (1-888-438-2427) Verizon (1-800-837-4966)
<i>Transportation</i>	MBTA Commuter Rail, Intersection of Rte. 85/Southville Road (1-800-392-6100) MetroWest Regional Transit Authority (508-820-4650)

Officers of the United States of America

President Barack H. Obama
Vice President Joseph R. Biden
U. S. Senators in Congress Edward J. Markey and Elizabeth A. Warren
U. S. Representative in Congress, Fifth District Katherine M. Clark

Officers of the Commonwealth of Massachusetts

Governor Charles D. Baker
Lieutenant Governor Karyn E. Polito
Secretary of State William Francis Galvin
Attorney General Maura Healey
Treasurer Deborah B. Goldberg
Auditor Suzanne M. Bump
Governor's Councillor, Third District Marilyn M. Petitto Devaney
State Senator in General Court, Middlesex and Worcester District James B. Eldridge
State Representative, 8th Middlesex District Carolyn C. Dykema

Officers of Worcester County

District Attorney, Middle District Joseph D. Early, Jr.
Worcester Regional Retirement System Kevin Blanchette
Register of Probate, Worcester County Stephanie K. Fattman
Register of Deeds, Worcester District Anthony J. Vigliotti
Clerk of Courts, Worcester County Dennis P. McManus
Sheriff, Worcester County Lewis G. Evangelidis

Town Officers

ELECTED OFFICIALS

ASSABET VALLEY REGIONAL VOC. SCHOOL DISTRICT COMM. - 4 years

James W. Denman (2016)

BOARD OF ASSESSORS - 3 years

Thomas J. Beaumont (2017)

Arthur K. Holmes (2018)

Jeffrey W. Klein (2016)

BOARD OF COMMISSIONERS OF TRUST FUNDS – 3 years

William J. Boland (2017)

Nicolas A. McCoy (2016)

John H. Wilson (2018)

BOARD OF HEALTH - 3 years

Daniel P. O'Rourke (2018)

Nancy A. Sacco (2017)

Mary Lou Woodford (2016)

BOARD OF SELECTMEN - 3 years

Paul M. Cimino (2017)

Daniel L. Kolenda (2017)

Bonnie J. Phaneuf (2016)

John F. Rooney, III (2016)

Brian E. Shea (2018)

BOARD OF TRUSTEES

SOUTHBOROUGH LIBRARY - 3 years

Nicole C. DeBonet (2018)

Dolores M. Fallon (until May 2016 election)

Marguerite H. Landry (2016)

Nancy E. Mayo (2017)

Terrence K. Ryan, Jr. (2018)

Richard J. Wallace (2016)

MODERATOR - 1 year

David A. Coombs (2016)

NORTHBOROUGH-SOUTHBOROUGH REG. SCHOOL DIST. COMM. - 3 years

Southborough Committee

Paul C. Butka (2017)

Kathleen A. Harragan (2018)

Cathy A. Kea (2018)

Daniel L. Kolenda (2016)

David C. Rueger (2017)

NORTHBOROUGH-SOUTHBOROUGH REG. SCHOOL DIST. COMM. (cont'd)

Northborough Committee

Joan G. Frank (2016)

Patricia A. Kress (2017)

Barbara H. Omara (2017)

Ganaraja Thejaswi (2018)

Helynn B. Winter (2018)

PLANNING BOARD - 5 years

Kathleen B. Bartolini (2016)

Philip A. Jenks (2019)

Andrew S. Mills (2018)

Donald C. Morris (2017)

Jesse T. Stein (2020)

SCHOOL COMMITTEE - 3 years

Gerald V. Capra (2018)

Roger W. Challen (2016)

Paul H. Desmond (2017)

Kathleen A. Harragan (2017)

Marybeth R. Strickland (2018)

SOUTHBOROUGH HOUSING AUTHORITY 5 years

Jean A. Chappelle (2018)

Robert P. Jachowicz (2020)

Nancy G. Morris (2019)

Marianna Surette (2017)

Joseph E. Hubley (State Appointee) (2015)

TOWN CLERK - 2 years

James F. Hegarty (2017)

APPOINTED OFFICIALS

Appointed by Moderator

ADVISORY COMMITTEE - 3 years

Judith K. Budz (2017)

Kathryn M. Cook (2016)

Doriann M. Jasinski (2018)

Janet M. Maney (2016)

Teresa N. Mauro (2016)

Karen S. Muggeridge (2018)

Kenneth R. Stillwell, Jr. (2017)

Sam R. Stivers (2018)

John M. Wood (2017)

PERSONNEL BOARD - 3 years

Brian J. Donovan (2016)
David L. Flynn (2018)
Joseph C. Laning (2017)
Russell B. Millholland (2016)
Elizabeth Henry-Veeneman (2017)

PUBLIC WORKS PLANNING BOARD

3 years

Appointed by Town Moderator

Desiree Aselbekian (2016)
Mark S. Bertonazzi (2017)
Robert B. Bezokas (2018)

Appointed by Planning Board

Susan G. Baust (2016)
James P. Hellen (2017)

Appointed by Board of Selectmen
--

AFFORDABLE HOUSING TRUST FUND

COMMITTEE – 2 years

Paul M. Cimino (2017)
Daniel L. Kolenda (2017)
Donna L. McDaniel (2017)
Craig W. Nicholson (2017)
Bonnie J. Phaneuf (2017)
John F. Rooney, III (2017)
Brian E. Shea (2017)

AMERICANS WITH DISABILITIES ACT

COMMITTEE (ad hoc) - 1 year

Vacancy (2016)
Vacancy (2016)
Vacancy (2016)
Vacancy (2016)
Vacancy (2016)

AMERICANS WITH DISABILITIES ACT

(ADA) COORDINATOR - 1 year

Vacancy (2016)

ANIMAL CONTROL OFFICER/

ANIMAL INSPECTOR - 1 year

Jennifer A. Condon (2016)

ASST. TOWN ACCOUNTANT – 1 year

Karen M. Hamelin Figueroa (2016)

ASST. TOWN ADMINISTRATOR - 1 year

Vanessa D. Hale (2016)

ASST. TREASURER/COLLECTOR - 1 year

David J. Birri (2016)

BUILDING DEPARTMENT

Inspector of Buildings - 3 years

Mark S. Robidoux (2016)

Alternate Building Inspector – 1 year

Peter N. Tartakoff (2016)

Electrical Inspector - 1 year

James J. Colleary (2016)

Assistant Electrical Inspectors - 1 year

Stephen A. Curtis (2016)

John F. Nemensky (2016)

Appointed by Inspector of Buildings

Plumbing/Gas Inspector - 1 year

Richard M. Araujo (2016)

Assistant Plumbing/Gas Inspector – 1 year

Austin P. Beliveau (2016)

CENTRAL MASS. RESOURCE RECOVERY

COMMITTEE - 1 year

Karen M. Galligan (2016)

COMMUNITY PRESERVATION COMM.

3 years

Frederica J. Gillespie (2016)

Katherine T. Matison (2016)

Andrew S. Mills (2018)

Mark W. Murphy (2017)

Timothy W. Martel (2017)

Benjamin B. Smith (2018)

David J. Candela (Recreation Commission rep.) (2018)

Brian G. Shifrin (SHOPC rep.) (2017)

Vacancy (Housing Authority rep.) (2017)

CONSERVATION COMM. – 3 years

Russell S. Gregory, Jr. (2016)

Carl C. Guyer (2017)

Christopher Molinaro (2016)

Mark S. Possemato (2017)

S. Michele Simoneaux (2018)

Benjamin B. Smith (2017)

Leigh Swigart (2018)

Community Gardens – 1 year

Debra Molinaro (Coordinator) (2016)

Vacancy (2016)

CONSTABLES – 1 year

William E. Pickett, Jr. (2016)

COUNCIL ON AGING - 3 years

Mary Ann Anderson (2018)
Thomas J. Conlin (2016)
William W. Harrington (2018)
Susan M. Keir (2016)
Robert A. Myers (2018)
Douglas C. Peck (2017)
Elaine A. Yetman (2016)
Alternate Members - 1 year
Arthur K. Holmes (2016)
Marie A. Kensinger (2016)
William J. Yetman (2016)

ECONOMIC DEVELOPMENT

COMMITTEE (ad hoc) – 1 year
Julie W. Connelly (2016)
Pamela M. DiGiovanni (ex-officio) (2016)
Daniel L. Kolenda (2016)
David K. McCay (2016)
Thomas W. Moschos (2016)
William M. Pezzoni (2016)
Mark J. Purple (ex-officio) (2016)
Claire Carberry Reynolds (2016)
Christopher Robbins (2016)
Vacancy (2016)

ECONOMIC DEVELOPMENT

COORDINATOR – 1 year
Pamela M. DiGiovanni (2016)

ETHICS COMMISSION LIAISON

1 year
Michelle A. Jenkins (2016)

FACILITIES MANAGER – 1 year

John A. Parent (2016)

FENCE VIEWERS - 1 year

Paul O. Smith (2016)
Vacancy (2016)

FIELD DRIVERS - 1 year

Robert C. Lagasse (2016)
Vacancy (2016)

FINANCE DIRECTOR/

TREASURER/COLLECTOR – 3 years
Brian P. Ballantine (2018)

FIRE CHIEF - 3 years

Joseph C. Mauro (2018)

FIRE WARDEN - 1 year

Joseph C. Mauro (2016)

GRANT COORDINATOR - 1 year

Heidi A. Kriger (2016)

GREEN TECHNOLOGY AND RECYCLING
COMMITTEE (ad hoc) - 1 year

Carl C. Guyer (2016)
John F. Rooney, III (2016)
Stanley D. Tanenholtz (2016)
Amy J. Wood (2016)
Vacancy (2016)

HIPPA PRIVACY OFFICER – 1 year

Vanessa D. Hale (2016)

HISTORICAL COMMISSION - 3 years

Joseph E. Hubley (2016)
Amanda J. Martinot (2017)
Katherine T. Matison (2016)
Maria T. Romero (2017)
Rebecca V. Deans-Rowe (2018)
Michael D. Weishan (2018)
Vacancy (2016)

INDUSTRIAL DEVELOPMENT

COMMISSION - 5 years - *Inactive*

INDUSTRIAL DEVELOPMENT FINANCING

AUTHORITY - 5 years - *Inactive*

MAIN STREET DESIGN WORKING GROUP

(ad hoc) – 1 year
Susan G. Baust (2016)
John W. Boland, Jr. (2016)
Martin F. Healey (2016)
Stephen C. Phillips (2016)
Claire Carberry Reynolds (2016)
Brian E. Shea (2016)
John H. Wilson (2016)

METROPOLITAN AREA

PLANNING COUNCIL - 3 years
Kathleen B. Bartolini (2016)
Salvatore M. Giorlandino (Alternate) (2016)

METROWEST REGIONAL

COLLABORATIVE - 1 year
Kathleen B. Bartolini (Planning Bd. rep.) (2016)
Salvatore M. Giorlandino (Selectmen rep.) (2016)

METROWEST REGIONAL TRANSIT

AUTHORITY – 1 year
Kathleen B. Bartolini (2016)

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

Joseph C. Mauro (2016)

MUNICIPAL HEARING OFFICER

1 year

John E. Thorburn (2016)

MUNICIPAL TECHNOLOGY COMMITTEE

(ad hoc) – 1 year

Brian P. Ballantine (2016)

Roger W. Challen (2016)

Mark M. Fallon (2016)

Rosemarie P. Mauro (2016)

Mark J. Purple (2016)

Claire Carberry Reynolds (2016)

OPEN SPACE PRESERVATION**COMMISSION** - 5 years

Lisa M. Braccio (2018)

Sean R. Connelly (2020)

Frederica J. Gillespie (2016)

Maryellen Luttrell (2017)

Vacancy (2019)

PARKING CLERK – 1 year

Brian P. Ballantine (2016)

PHASE II STORMWATER COMMITTEE

(ad hoc) – 1 year

Karen M. Galligan (2016)

Paul C. Pisinski (2016)

Vacancy (Administration rep.) (2016)

Vacancy (Conservation Commission rep.) (2016)

Vacancy (2016)

PILOT COMMITTEE (ad hoc) – 1 year

Brian P. Ballantine (2016)

Paul T. Cibelli (2016)

John F. Rooney, III (2016)

POLICE DEPARTMENT**Chief of Police** – 3 years

Kenneth M. Paulhus (2017)

Constable – 1 year

Kenneth M. Paulhus (2016)

Jail Keeper – 1 year

Kenneth M. Paulhus (2016)

Lieutenant – 1 year

Sean R. James (2016)

Sergeants - 2 years

James V. DeLuca (2017)

Ryan M. Newell (2017)

Timothy J. Slatkavitz (2017)

Heath S. Widdiss (2017)

POLICE DEPARTMENT (cont'd)**Regular Officers** - 2 years

James R. Gallagher (2017)

David C. Hagen (2017)

Kevin M. Landry (2017)

Sean P. McCarthy (2017)

Keith A. Nichols (2017)

Aaron L. Richardson (2017)

Thomas R. Rock (2017)

Patrick R. Smith (2017)

Michael T. Whelan (2017)

William J. Woodford, III (2017)

Police Business Administrator - 1 year

Richard L. Mattioli (2016)

Communications Officers (full-time) - 1 year

Cameron M. Chapski (Interim) (2016)

Kyle M. DeVincent (2016)

David J. Maida (2016)

Stephen B. Neivert (2016)

Michael D. Osattin (2016)

Dispatchers (part-time) - 1 year

Cameron M. Chapski (2016)

Michael R. Cunningham (2016)

Charles R. Goodwin (2016)

Jonathan C. Kersting (2016)

John E. Thorburn (2016)

Reserve Officers - 1 year

Richard L. Mattioli (2016)

Stephen B. Neivert (2016)

Michael D. Osattin (2016)

William J. Recos (2016)

Special Officers - 1 year

Jennifer A. Condon (2016)

Michael R. Cunningham (2016)

Kyle M. DeVincent (2016)

Jonathan C. Kersting (2016)

Frederick P. Mabardy (2016)

David J. Maida (2016)

Ronald G. Mattioli (2016)

Jane T. Moran (2016)

Chaplain – 1 year

Rev. James B. Flynn (2016)

PROCUREMENT OFFICER, CHIEF

1 year

Vanessa D. Hale (2016)

PUBLIC SAFETY STUDY COMMITTEE

(ad hoc) – 1 year

Brennan R. Barry (2016)

Peter J. Goodney (2016)

Alfred C. Hamilton (2016)

John F. Lyons (2016)

Jason W. Malinowski (2016)

PUBLIC SAFETY STUDY COMMITTEE

(cont'd)

Joseph C. Mauro (ex-officio) (2016)
Michael D. Moorehead (2016)
Kenneth M. Paulhus (ex-officio) (2016)
Mark J. Purple (ex-officio) (2016)
John M. Wood (2016)

RECREATION COMMISSION - 3 years

David J. Candela (2017)
Sean N. Cronin (2017)
Craig W. Nicholson (2018)
Brian G. Shifrin (2016)
Vacancy (2016)

REGISTRAR OF VOTERS - 3 years

James F. Hegarty (ex-officio)
Tomasz Kierul (2016)
Susan E. Ruane (2018)
Jacob J. Walter (2017)

SEALER OF WEIGHTS AND MEASURES

1 year
Vacancy (2016)

SEXUAL HARRASSMENT OFFICER

1 year
Gregory A. Manousos (2016)

***SIDEWALK CONSTRUCTION
RECOMMENDATION COMMITTEE***
(Until 1/4/16)

Susan G. Baust (2016)
Robert B. Bezokas (2016)
Matthew J. Chase (2016)
Doreen A. Ferguson (2016)
Karen M. Galligan (ex-officio) (2016)
William W. Harrington (2016)
Joseph C. Mauro (2016)
James Randell (2016)

SITE PLAN REVIEW COMMITTEE

Neal P. Aspesi (Fire Chief designee)
Karen M. Galligan
Joseph C. Mauro
Kenneth M. Paulhus
Paul C. Pisinski
Mark S. Robidoux

Appointed by Board of Selectmen

Mark J. Purple (Board of Selectmen designee)

***SOUTHBOROUGH CULTURAL ARTS
COUNCIL*** - 2 years

Tracy M. Baldelli (2017)
Louise F. Clough (2017)
Kristina B. Dobberpuhl (2017)
Jane E. Gordon (2017)
Jennifer P. Hansen (2017)
Kiera S. Joujoute (2017)
Jane L. Lesniewski (2017)
Mary S. Simmons (2017)

***SOUTHBOROUGH EMERGENCY
PLANNING COMMITTEE [SEPC]***

SARA Title III (ad hoc)

Dana Amendola
Neal P. Aspesi
Lisa M. Braccio
Matthew F. Braccio
Annette Casco
Sarah A. Cassell
Leslie R. Chamberlin
Aldo A. Cipriano
Steven E. Dahill
Charles R. Dilts
Karen M. Galligan
Linda C. Hubley
Christine M. Johnson
Robert C. Lagasse
Sherri A. Lajeunesse
Pamela M. LeFrancois
Richard L. Mattioli
Joseph C. Mauro
Scott E. Navaroli
JoAnne O'Leary
John A. Parent
Kenneth M. Paulhus
Paul C. Pisinski
Nelson R. Pleau
Alicia R. Porter
Mark J. Purple
Mark S. Robidoux
John F. Rooney, III
Beth C. Rosenblum
Mark A. Spruill
John P. Tommaney
Katelyn S. Willis
Carol A. Willoughby

SOUTHBOROUGH EMPLOYEE

SCREENING COMMITTEE (ad hoc)

1 year

Brian J. Donovan (2015)

Karen M. Galligan (2015)

Vanessa D. Hale (2015)

Alternate Members

Joseph C. Mauro (2015)

SOUTHBOROUGH HOUSING

OPPORTUNITY PARTNERSHIP

COMMITTEE - 3 years

Donald J. Croatti (Private Citizen) (2018)

Barbara A. Murphy (Private Citizen) (2016)

Craig W. Nicholson (Private Citizen) (2018)

Bonnie J. Phaneuf (Selectmen rep.) (2018)

Brian G. Shifrin (Private Citizen) (2016)

Jesse T. Stein (Planning Board rep.) (2018)

Marianna Surette (Housing Authority rep.) (2017)

SOUTHBOROUGH SCHOLARSHIP

ADVISORY COMM. (ad hoc) - 3 years

Cynthia F. Bechtel (2017)

Laura JP Bertonazzi (2017)

Ann Cave (2018)

Suzanne H. Green (2016)

Renee Maiorana (2018)

Mary M. Mathon (2017)

Mary C. O'Brien (2016)

Vacancy (2016)

SOUTHBOROUGH STEWARDSHIP

COMMITTEE – 1 year

Yun Gao (2016)

Frederica J. Gillespie (Open Space Commission rep.) (2016)

James F. Gorss (2016)

Joyce M. Greenleaf (2016)

Steven M. Hinterneder (Breakneck Hill Cow Fund rep.) (2016)

Janelle Y. Rooney (2016)

S. Michele Simoneaux (Conservation Commission rep.) (2016)

Vacancy (Recreation Comm. rep.) (2016)

SOUTHBOROUGH TRAILS COMMITTEE

(ad hoc) - 1 year

Jeffrey J. Beane (2016)

Daniel M. Frank (2016)

Daniel A. Guilford (2016)

Peter A. Kachajian, Jr. (2016)

Anthony P. Schoener (2016)

SPECIAL LEGAL COUNSEL – 1 year

Philip Collins (2016)

Lisa L. Mead (2016)

SUPERINTENDENT OF PUBLIC WORKS

3 years

Karen M. Galligan (2016)

TAXATION AID COMMITTEE (ad hoc)

1 year

Brian P. Ballantine (2016)

Arthur K. Holmes (2016)

James C. Mullins (2016)

Vacancy (2016)

TOWN ACCOUNTANT - 3 years

Heidi A. Kriger (2017)

TOWN ADMINISTRATOR - 3 years

Mark J. Purple (2018)

TOWN COUNSEL - 1 year

Aldo A. Cipriano (2016)

TRANSPORTATION TASK FORCE

1 year

Kathleen B. Bartolini (2016)

TREE WARDEN - 1 year

Christopher B. Leroy (2016)

VETERANS' AGENT AND BURIAL AGENT

1 year

John H. Wilson (2016)

VETERANS' GRAVE OFFICER - 1 year

Stephen W. Whynot (2016)

YOUTH COMMISSION - 3 years

Robert Basow (2016)

Susan A. Butka (2018)

Sarah R. DiStefano (2016)

Laura Ann Walsh Eppen (2018)

Nital Giandhi (2017)

Leslie A. Hadden (2018)

Sara B. Michas (2017)

ZONING BOARD OF APPEALS – 5 years

Leo F. Bartolini, Jr. (2018)

Thomas Bhiskul (2016)

Andrew R. Dennington (2019)

Paul N. Drepanos (2020)

David J. Eagle (2017)

Alternate members – 1 year

Jeffrey M. Walker (2016)

David C. Williams (2016)

Appointed by Board of Assessors

PRINCIPAL ASSESSOR/APPRAISER – 3 yrs.
Paul T. Cibelli (2018)

Appointed by Board of Health

PUBLIC HEALTH DIRECTOR
Paul C. Pisinski

BURIAL AGENT
James F. Hegarty

Appointed by Town Clerk

ASSISTANT TOWN CLERK – 3 years
Michelle A. Jenkins (2017)

ADMINISTRATION



Joyce Macknauskas

Board of Assessors

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 \$2.245 billion to \$2.342 billion in FY2016 which is an all-time high for our community exceeding the previous high set back in FY2008. For the fifth consecutive year, Southborough's FY2016 overall residential values were adjusted upward reflecting changing conditions of the real estate market that occurred during 2014. The average single family home assessment in Southborough rose from \$557,300 to \$575,500 in FY2016, a 3.27% increase, while the tax rate decreased for the third straight year from \$16.02 to \$15.82 per thousand during this period. The average assessed single family home's tax bill increased from \$8,928 to \$9,104 in FY2016, a \$176 or 1.97% increase. It should be noted, FY2016 assessments reflect the value of real and personal property as of January 1, 2015. Real estate values in all neighborhoods were adjusted based on sales transactions occurring in calendar year 2014. Calendar year 2015 real estate sales and market conditions will not be reflected in taxpayer's assessments until FY2017.

Southborough experienced an above average year for construction and "new growth" but was well below the building activity that occurred in FY2014. This year's growth was highlighted by 28 new units being added to the Madison Place apartment complex located off Crystal Pond Road and significant personal property growth generated from our utility & telecommunication companies. In FY2015, "new growth" accounted for \$704,236 in additional revenue for the community, a 24.5% decrease from \$933,141 collected in FY2014. Although a significant decrease from the previous year, this year's "new growth" exceeded the past five year average of \$641,186 and the past ten year average of \$621,616. Based on projections, "new growth" is expected to decrease significantly over the next year as several large 40B projects scheduled to break ground in early FY2016 have been delayed.

In May of 2015, the department completed its single family measure and list program which is required by the Department of Revenue's Bureau of Local Assessment. The Assessors hired Real Estate Research Company Inc. to assist the staff with this program. The scope of this project included inspecting and measuring all improvements, photographing the front and rear of each house as well as conducting an interior inspection. The purpose of this project was to update the physical characteristics of each property in our database which is utilized in determining annual assessments. We inspected 2,557 properties over two years and conducted interior inspections on over 41% of the homes. The Board of Assessors would like to express their gratitude to those property owners who provided access to their homes for interior inspections.

In October of 2015, the department was shocked by the sudden and unexpected passing of Deputy Assessor Patrice M. Kline. A fixture in the Assessing office for nearly twenty-six years, Patrice was instrumental in the day to day operations of our department. She was extremely knowledgeable in the areas of municipal tax administration, assessing principles and Mass. municipal finance law as it pertains to our department. Patrice's responsibilities included management and operations of the departments' real estate and personal property databases; personal property valuation, processing abatements & exemptions, maintaining assessor's maps, tracking and calculating "new growth" value as well as supervising our Administrative Assistant. Patrice will be most remembered for the high quality customer service she provided to Town residents, co-workers and real estate professionals that called or visited our office. We greatly appreciate her dedication to the department and many years of service to our community. Patrice will be missed and fondly remembered by the Board, her co-workers and all those she helped over the years.

Board of Assessors (continued)

In November of 2015, Cynthia K. McLeod was appointed to the full-time position of Deputy Assessor by the Board. She spent the past three years as Administrative Assistant to our department while also serving in the same capacity at the Board of Health. During her eight years of municipal experience in Westborough and Southborough, Cindy has demonstrated excellent customer service, communication and problem solving skills. She is a highly motivated individual that works well individually and in a team oriented atmosphere. Cindy's strong work ethic and dedication will be beneficial while transitioning into her new role within our department.

The Board of Assessors would like to remind senior citizens of the various programs available to assist with their property taxes. First, the Clause 41C Senior Exemption is available to individuals who meet the age, income, and asset requirements. Seniors must be 65 years of age as of the first day of the current fiscal year (July 1, 2015 for FY2016). Income limits for a single person are \$20,000; \$30,000 combined for a married couple. Asset limits for a single person is \$40,000; \$55,000 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 annual reduction off their real estate taxes. Applications for Clause 41C are available at the Assessors' office or on their website: www.southboroughtown.com. Applications must be returned to the Assessors' office within three months after the actual tax bill is mailed.

A second option is the Senior Tax Work-off Program. Individuals 60+ years of age can volunteer to work for a town department for approximately 111 hours per year for which they receive a \$1,000 reduction on their property taxes. This program was increased from \$750 to \$1,000 at the 2009 Annual Town Meeting. To be eligible, the individual must be a Southborough resident who owns and occupies the residence to which the credit will be applied. Currently there are 30 positions available for seniors who wish to participate. This program is facilitated by the Council on Aging and applications are available at the Senior Center.

The last program to assist seniors is a Clause 41A Tax Deferral, which permits taxpayers to defer up to 100% of their real estate taxes. To be eligible, the applicant must be 65 years of age as of July 1, 2015, have lived in Massachusetts at least 10 years, and have occupied such real estate in the Commonwealth for 5 years or is a surviving spouse who has inherited the real estate and occupied it for 5 years. Income cannot exceed \$40,000; there are no estate limits. Unlike a tax exemption, the deferred taxes must eventually be paid. Applications and additional information regarding this program is available at the Assessors' office or on the department's website.

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

Board of Selectmen

The five member elected Board of Selectmen has several responsibilities under state statute: preparation of the town meeting warrant; to make appointments to town boards and offices; to employ professional staff and town counsel; and grant licenses and permits. Apart from the legal responsibilities, the Board of Selectmen sets policy and strategic direction, coordinates, through the Town Administrator and his staff, the activities of other appointed boards, and resolves problems [like dog hearings] that have not previously been settled. Another recent change has been to allow the Town Administrator to sign weekly payables, a task that previously required all board members to come to the town hall frequently to execute. This has resulted in allowing the Town Administrator to focus on administrative issues and the Board to deliberate on policy matters.

Names and Faces

During 2015, the Southborough community mourned Firefighter Ken Strong who passed away suddenly. Ken joined the department in 2001 and was placed in leadership positions as the need arose because of his ability and knowledge of fire and EMS. His amiable personality, kind demeanor and professionalism will long be remembered. We continue to think of his partner and two sons during this time.

If you have done business with the Assessor's Office in the past two decades, or even if you have entered the Town House, you would be well acquainted with the dynamic Patrice Kline. She was a force of nature and a well-known employee. Her untimely passing was tragic and we know her family appreciates the outpouring of support from employees, retirees and residents. We are appreciative that Cynthia McLeod, who was Patrice's mentee, has stepped up to fill her position with grace and loyalty.

This community and organization remain grateful for the many dedicated employees who have worked here and contributed to making Southborough the fabulous community it is. During 2015, several town employees chose to retire and we wish them well. Michael Branchaud was a Maintenance Mechanic in the Facilities Department. His quiet demeanor and willingness to take on any task asked of him is well noted. Mrs. Alice Kavanaugh was not an employee for decades, but her service must be acknowledged with jubilation since she came to work with a smile on her face bringing great enthusiasm to the Senior Center every day. The fact that she worked until she was 95 is a town record! Not to be outpaced was Town Clerk Paul Berry, who was just a few years behind her. Mr. Berry retired after 47 years of holding court on each and every Election Night during that span. His successor, Jim Hegarty, is off to an active start in the Clerk's office and has already made his mark by bringing timely technology into this department.

2015 in Retrospect

- The Selectmen's Office continues to expand their community relations and social media presence. Staff launched a new municipal website in November that provides up to date information, agendas, minutes, project updates and additional ways to stay informed through alerts. You can join the 602 followers on Twitter [@17Common] and like several departmental Facebook pages [Recreation, Southborough Fire, Southborough Police, Library, Youth & Family Services].
- The Board of Selectmen continued to ramp up their economic development efforts and were excited to welcome their first Economic Development Coordinator in July. Pam DiGiovanni brings great experience, knowledge and expertise to this new position, as well as creativity and excitement. As we go to press, Pam is busy planning the first regional economic development summit with the "Borough" towns which will also include Hudson and Marlborough. The theme will be transportation, kicking off with a keynote from Lt. Governor Karyn Polito. Pam continues to network with existing and new businesses every week, making the path to better business relations a priority.

Board of Selectmen (continued)

- The Board established a Public Safety Study Committee which was tasked with analyzing the current fire and police stations and recommending a plan to the Board of Selectmen for renovation and/or expansion. The Committee worked tirelessly after they were appointed in June. They plan to ask Town Meeting for funding for these buildings in April of 2016, at which point they will make final recommendations for the property and the employees and services housed there.
- In September the Board implemented a Sidewalk Committee to address staff and resident concerns regarding safety and walkability concerns. The Committee was staffed with employees and board delegates from other municipal areas; they have already begun prioritizing certain streets and neighborhoods.
- The goals established by the Board of Selectmen continue to include the Burnett House, which was built in 1849 for Joseph Burnett, one of Southborough's founding fathers. Details of preservation and potential public use in the future remain unknown, but careful study and analysis continues.

Senior Tax Work-Off

The Board of Selectmen would again like to express its appreciation to several senior citizens who have provided assistance to the town as part of the Senior Tax Work-Off Program. Donna McDaniel continues to be an invaluable asset with her assistance in preparing the annual town report. The Town Administrator's office is very grateful for the assistance of Joyce Macknauskas and Elaine Yetman. They have spent many hours in the Selectmen's office handling many tasks. Without their help, many projects would not have been completed due to the lack of sufficient staff time. Thank you one and all!

In Closing

The Board takes this opportunity to once again remind you of your town's website, www.southboroughtown.com. The Town sincerely appreciates the tireless work of Website Administrator Gail Jenks who wrapped up her work in December. In November, the Town launched an overhauled website with the assistance of Virtual Town Hall. Please take time to browse the information posted there, sign up for an alert or committee and let us know what details you think would be helpful.

The Selectmen would like to especially thank their staff, Mark Purple, Town Administrator, Vanessa Hale, Assistant Town Administrator, Maureen Colleary, Executive Assistant to the Board of Selectmen, and Carol Ostresh, Receptionist, for the exceptional work they do to carry out the day-to-day operations of this busy department and their frequent assistance to all town departments. We welcomed several new employees this year including David Birri as Assistant Treasurer-Collector, Tammi Rice as Administrative Assistant in the Board of Assessors and Board of Health office, Angel Burgos in the Facilities Department, Lorraine Caporale in the Senior Center, and Meaghan McCarthy in Youth & Family Services. Without the dedication and commitment of all staff, the Selectmen would be unable to focus on important policy issues facing the town. The Board also extends its sincere appreciation to all department heads, staff and boards and committees for their loyal service and contributions made to the Town of Southborough! They especially note, with fond appreciation, all the citizen volunteers serving on various boards and committees for their efforts on behalf of the Town.

We are excited about 2016 and all the changes it will bring with a great team in place. We express our gratitude to these dedicated and civic minded volunteers.

Personnel Board

The Personnel Board is an independent board appointed by the Town Moderator and charged with the administration of the Salary Administration Plan [a separate article in the town's bylaws]. The Board maintains independence and serves as a check and balance in town government, as well as an advisory capacity to the Board of Selectmen and other Boards and Commissions. As such the Board's responsibilities include setting policies, procedures and wage schedules for town employees who are not otherwise covered by a union or employment contract, or who work part-time. The Board also advises managers on issues relating to professional development, strategic planning and other organizational matters.

In the Summer of 2015, longtime Chairman Dr. Stephen Morreale, stepped down from the Board to focus on his academic and consulting career. The Personnel Board, as well as the many employees and Town retirees, are tremendously grateful for the endless hours Dr. Morreale gave to this community and his keen sense of humor during his tenure. Board member Joseph Laning was kind enough to assume the chairmanship and he is doing a remarkable job. During the year, each member volunteers to coordinate specific projects designed to enhance various facets of personnel management. The current members are:

- Joseph Laning, Chairman
- Russell B. Millholland, Vice-Chair
- Brian Donovan
- David Flynn
- Elizabeth Henry-Veeneman

2015 ACCOMPLISHMENTS

The Personnel Board worked diligently during 2015 and met monthly [and often bi-monthly] to deliberate upon and complete an expansive pay and classification wage study. This project [which included the positions previously listed in the SEIU clerical union in addition to the many non-union professional positions] analyzed salary scales, job descriptions and the structure and organization of similar positions in comparable communities. It was a tall order to complete this in time for the April Town Meeting. The Board thanks each and every employee that the consultant met with, interviewed and was provided information by during a very busy time.

Additional major project accomplishments are summarized below:

Salary Administration Plan: Updates in 2015 included the following items:

- Successful completion of the wage and classification study for full-time staff in the SAP
- Prepared a new pay plan, based on the results of the study, for the 2015 annual town meeting
- Commenced discussion and deliberation of a pay for performance merit plan
- Revised the self-evaluation tool that is part and parcel of all non-union performance evaluations
- Re-visited job descriptions as requested
- Approved funding and classification of two new positions: Economic Development Coordinator and Part-Time IT Coordinator

Employee Selection Role: The Board's members and staff routinely serve on selection committees for positions in Town. During 2015, members of the Personnel Board assisted in the recruitment and selection of the Town's first Economic Development Coordinator, an Assistant Treasurer-Collector, Director of Youth and Family Services and various administrative support positions. Russ Millholland once again served the Town most dutifully by assisting many departments with review and revisions to job descriptions, evaluation tools, interview questions and scenarios and employee training suggestions. The Town was shocked by the sudden death of Deputy Assessor Patrice Kline; we appreciate the support and swift actions taken by the Board to staff and assist the Board of Assessor's Office.

Personnel Board (continued)

Other Deliberations and Activities: The Board was pleased to fund training programs for supervisory and leadership development in support of professional development activities for employees. In addition, the Town has several consultants that have been instrumental in mentoring and guiding managers in employee relations, labor and personnel matters. The support of the Personnel Board in these situations has been insightful and valued.

2016 GOALS

The Personnel Board's goals for 2016 include the following:

- Administer a review of the Part-Time wage/ classification schedule;
- Continue to update the Salary Administration Plan [the Town's Personnel Bylaw] as needed;
- Assist elected and appointed Town Boards and Commissions with their oversight responsibilities; through training and mentoring, enhancing their skills to motivate, monitor, and fairly appraise the performance of personnel under their direction, and assisting in developing performance goals for the future;
- Adopt new policies on Code of Conduct and Workplace Violence

ACKNOWLEDGEMENTS

The Board would like to thank the Board of Selectmen, Town Administrator, and Department Heads for their continued support and cooperation in dealing with myriad personnel matters. We also thank Vanessa Hale, Assistant Town Administrator, who serves as liaison on behalf of the Board, for her institutional knowledge, time, effort and energy. Ms. Hale continues to provide invaluable insight and logistical assistance to the Board's work.

The Personnel Board also notes, with untold gratitude, member Russ Millholland's advice and assistance, which he tirelessly provides to all Town departments as well as many boards and committees. Over the past 40 years, Mr. Millholland has served in various capacities on Town Boards including the Advisory Committee, Cable TV Committee, Planning Board and many other ad hoc committees. We wish to express our heartfelt thanks for his undying efforts and willingness to participate in our Town governance.

<i>Town Accountant</i>

TOWN REVOLVING FUNDS ACTIVITY - FISCAL 2015

<u>ACCOUNT</u>	OPENING BALANCE <u>7/1/2014</u>	<u>RECEIPTS</u>	LESS <u>EXPENDITURES</u>	CLOSING BALANCE <u>6/30/2014</u>
GRANTS	100,581	232,115	174,163	158,533
GIFTS	185,176	237,974	249,559	173,591
OTHER REVOLVING FUNDS	494,676	593,275	461,907	626,044
SALE OF CEMETERY LOTS	153,139	23,800	-	176,939
TITLE V SEPTIC BETTERMENTS	291,342	89,311	62,888	317,765
AMBULANCE FUND	459,188	436,342	412,500	483,030
OTHER RECEIPTS RESERVED FOR APPROPRIATION	29,102	112,821	49,898	92,025
COMMUNITY PRESERVATION FUND	<u>1,302,929</u>	<u>390,538</u>	<u>218,878</u>	<u>1,474,589</u>
FY 2015 TOWN REVOLVING FUNDS	<u><u>3,016,133</u></u>	<u><u>2,116,176</u></u>	<u><u>1,629,792</u></u>	<u><u>3,502,517</u></u>

<i>Reserve Fund Transfers</i>

ORIGINAL BALANCE \$ 150,000.00

TRANSFERS OUT:

DATE	DEPARTMENT	PURPOSE OF TRANSFER	AMOUNT APPROVED
2/25/2015	MIS	New Town website	12,450.00
6/30/2015	Snow/Ice	Additional snow/ice expenses	97,288.00
6/30/2015	Fire	Overtime	7,535.00
6/30/2015	Other Operations	Utilities	27,743.24
6/30/2015	Elections/Registration	Voting machine programming	199.79
6/30/2015	Town Clerk	New town clerk additional expenses	<u>4,783.27</u>
TOTAL BALANCE			<u>\$ 0.70</u>

June 30, 2015

10

<i>Town of Southborough</i>			
<i>Statement of Activities</i>			
<i>June 30, 2015</i>			
	Governmental	Enterprise	
	Funds	Funds	Total
Revenues:			
Program Revenues:			
Charges for service	\$ 2,924,373	\$ 1,941,060	\$ 4,865,433
Operating grants and contributions	6,091,531	-	6,091,531
Capital grants and contributions	789,978	-	789,978
General Revenues:			
Property taxes	36,262,287	-	36,262,287
Excise taxes	2,123,254	-	2,123,254
Other	1,270,688	-	1,270,688
Total revenues	49,462,111	1,941,060	51,403,171
Expenses			
General government	3,933,313	-	3,933,313
Public safety	5,987,640	-	5,987,640
Education	35,771,838	-	35,771,838
Public works	3,561,453	-	3,561,453
Health & human services	799,684	-	799,684
Culture & recreation	1,181,332	-	1,181,332
Interest on debt	587,882	-	587,882
Water activities	-	1,944,485	1,944,485
Total expenses	51,823,142	1,944,485	53,767,627
Changes in net position before transfers	(2,361,031)	(3,425)	(2,364,456)
Transfers	84,200	(84,200)	-
Total change in net position	\$ (2,276,831)	\$ (87,625)	\$ (2,364,456)

<i>Town Treasurer</i>

CASH BALANCES AS OF JUNE 30, 2015

BANK ACCOUNTS

Century Bank	Lock Box	9,771
Century Bank	Investment	2,918,113
East Boston Savings	Investment	1,709,214
Dean Bank	Investment	301,389
Marlboro Savings - Escrow	Planning	112,826
Marlboro Savings - Escrow	Road Openings	45,381
Marlboro Savings	Operating Account	11,121,103
Marlboro Savings	Student Activity Account	52,124
Marlboro Savings	School Lunch Receipts	20,330
Mass.Mun.Dep.Trust	Investment	169,747
Mass.Mun.Dep.Trust	Law Enforcement Trust	3,631
Mass.Mun.Dep.Trust	Southwood Eng. B. O. H.	11,462
Mass.Mun.Dep.Trust	Southboro Cultural Arts Council	9,656
TD Bank	Ambulance Receipts	17,264
Unibank	Online Payments	53,912
Unibank	Investment & State Payments	551,058
Unibank	Payroll	699,415
Unibank	Accounts Payable	22

TRUST FUNDS

Bartholomew & Company	Stabilization Fund	445,944
Bartholomew & Company	Other post Employment Trust	336,806
Bartholomew & Company	Comm. Preservation & Town Trusts	4,490,184

CASH BALANCES

23,079,352

Town Collector

	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 2015	0.00	34,613,156.28	107,564.65	17,772.53	34,410,172.90	81,095.50	20,186.46	0.00	23,996.07	203,042.53
FY 2014	71,539.33	0.00	0.00	17,965.75	51,929.88	83.89	11,306.09	0.00	26,165.80	19.42
FY 2013	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>RE Subtotal</i>	<i>71,539.33</i>	<i>34,613,156.28</i>	<i>107,564.65</i>	<i>35,738.28</i>	<i>34,462,102.78</i>	<i>81,179.39</i>	<i>31,492.55</i>	<i>0.00</i>	<i>50,161.87</i>	<i>203,061.95</i>
TAX TITLE	<i>233,963.71</i>	<i>29,576.36</i>	<i>0.00</i>	<i>0.00</i>	<i>98,193.09</i>	<i>1,580.72</i>	<i>2,781.45</i>	<i>0.00</i>	<i>0.00</i>	<i>160,984.81</i>
TAX TITLE WTR	<i>2,930.01</i>	<i>321.05</i>	<i>0.00</i>	<i>0.00</i>	<i>740.35</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>2,510.71</i>
TAX TITLE CPA	<i>817.23</i>	<i>162.65</i>	<i>0.00</i>	<i>0.00</i>	<i>369.51</i>	<i>0.00</i>	<i>21.18</i>	<i>0.00</i>	<i>0.00</i>	<i>589.19</i>
TAX DEFERRAL	<i>161,612.21</i>	<i>24,889.28</i>	<i>0.00</i>	<i>0.00</i>	<i>29,508.26</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>156,993.23</i>
PERSONAL PROPERTY										
FY 2015	0.00	1,353,078.06	17,615.01	10.31	1,332,892.61	28,462.51	159.02	0.00	0.00	9,189.24
FY 2014	6,904.16	0.00	8,699.99	46.10	288.06	9,311.66	0.00	0.00	0.00	6,050.53
FY 2013	6,388.38	0.00	8,700.04	36.63	3,317.73	9,858.31	1,949.01	0.00	0.00	0.00
<i>PP Subtotal</i>	<i>13,292.54</i>	<i>1,353,078.06</i>	<i>35,015.04</i>	<i>93.04</i>	<i>1,336,498.40</i>	<i>47,632.48</i>	<i>2,108.03</i>	<i>0.00</i>	<i>0.00</i>	<i>15,239.77</i>
MOTOR VEHICLE										
2015	0.00	1,854,614.99	27,408.47	646.88	1,764,097.96	38,211.79	4,866.20	0.00	0.00	75,494.39
2014	45,197.17	212,041.45	31,427.93	201.35	254,395.85	23,457.25	793.00	0.00	0.00	10,221.80
2013	10,601.75	0.00	2,752.95	0.00	5,040.32	2,570.74	100.33	0.00	0.00	5,643.31
2012	2,522.75	0.00	534.38	0.01	112.40	0.00	2,944.74	0.00	0.00	0.00
2011 and Prior	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>EX Subtotal</i>	<i>58,321.67</i>	<i>2,066,656.44</i>	<i>62,123.73</i>	<i>848.24</i>	<i>2,023,646.53</i>	<i>64,239.78</i>	<i>8,704.27</i>	<i>0.00</i>	<i>0.00</i>	<i>91,359.50</i>
WATER LIENS										
FY 2015	0.00	42,524.43	387.84	0.00	38,883.79	0.00	0.00	0.00	0.00	4,028.48
FY 2014	1,404.58	0.00	0.00	0.00	1,083.53	0.00	0.00	0.00	321.05	0.00
FY 2013 and prior	1,156.98	0.00	0.00	0.00	1,156.98	0.00	0.00	0.00	0.00	0.00
<i>WL Subtotal</i>	<i>2,561.56</i>	<i>42,524.43</i>	<i>387.84</i>	<i>0.00</i>	<i>41,124.30</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>321.05</i>	<i>4,028.48</i>
SEPTIC BETT										
FY 2015	0.00	31,979.16	0.00	0.00	0.00	30,410.41	0.00	0.00	0.00	1,568.75
FY 2014	1,350.00	0.00	0.00	0.00	1,350.00	0.00	0.00	0.00	0.00	0.00
<i>SL Subtotal</i>	<i>1,350.00</i>	<i>31,979.16</i>	<i>0.00</i>	<i>0.00</i>	<i>1,350.00</i>	<i>30,410.41</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>1,568.75</i>
SEPT BETT INT										
FY 2015	0.00	16,826.52	0.00	0.00	15,853.70	0.00	0.00	0.00	0.00	972.82
FY 2014	882.50	0.00	0.00	0.00	882.50	0.00	0.00	0.00	0.00	0.00
<i>SL Subtotal</i>	<i>882.50</i>	<i>16,826.52</i>	<i>0.00</i>	<i>0.00</i>	<i>16,736.20</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>972.82</i>
WATER										
Rates	64,145.96	1,789,938.93	4,337.17	7,317.36	1,704,188.22	12,278.14	436.12	0.00	39,147.66	109,689.28
Other Charges	9,327.79	78,818.07	0.00	0.00	80,575.67	1,417.84	65.00	0.00	875.24	5,212.11
<i>WTR Subtotal</i>	<i>73,473.75</i>	<i>1,868,757.00</i>	<i>4,337.17</i>	<i>7,317.36</i>	<i>1,784,763.89</i>	<i>13,695.98</i>	<i>501.12</i>	<i>0.00</i>	<i>40,022.90</i>	<i>114,901.39</i>
TOTAL	620,744.51	40,047,927.23	209,428.43	43,996.92	39,795,033.31	238,738.76	45,608.60	0.00	90,505.82	752,210.60
CPA Tax 2015	0.00	291,729.44	398.13	49.49	288,578.12	1,359.27	255.14	0.00	0.00	1,984.53
CPA Tax 2014	552.87	0.00	0.00	0.00	398.49	0.00	6.97	0.00	147.41	0.00

TOWN SERVICES



Phyllis Bezanson

Building Department

PERMITS ISSUED BY TYPE OF PERMIT AND FEES COLLECTED

<u>NUMBER</u>	<u>TYPE</u>	<u>FEES COLLECTED</u>
667	Building Permits	\$352,000
517	Wiring Permits	\$50,000
256	Plumbing Permits	\$24,000
246	Gas Permits	<u>\$19,000</u>
Total Permit Fees		\$445,000

The total number of Permits issued for calendar year 2015 was 1686. Building and Sheet Metal Permits totaled 667, Plumbing & Gas Permits totaled 502, and Electrical Permits totaled 517. Permit fees collected are shown in the table above.

The State Building Code and construction-related information is available on line at the Department of Public Safety web site at www.mass.gov/dps and its link to the Board of Building Regulations and Standards. This site provides a great deal of information that can be helpful in planning and executing construction projects. It also contains a great deal of helpful information on the 8th 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.southbroughtown.com. By navigating to the Building Department it is possible to obtain permit applications, fee schedules, zoning regulations and other information. The site contains e-mail addresses where comments and requests can be made.

Plumbing, Gas and Electrical Permits may now be applied for on line at the Building Department web page www.southbroughtown.com.

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 (#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 and the Community Garden, and oversees Conservation Restrictions held by the Town. The Southborough Stewardship Committee, whose stewardship and management of Breakneck Hill Conservation Land and the Town Forest has been invaluable, reports to the Commission. The Commission is served by a salaried part-time Conservation Administrator. One Commission member serves on the Community Preservation Committee, one member serves on the Stewardship Committee, one member serves on the Breakneck Hill Cow Fund and one member is continuing his work to bring the Green Communities Program to Southborough. The Administrator serves on the Southborough Emergency Planning and Management Committee and the Greater Callahan Working Group, and is an advisor to the Southborough Trails Committee. The Commission is also assisting with the update to the town's expired Open Space and Recreation Plan.

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

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

In 2015, the Commission held 32 **public hearings** for Notices of Intent, Requests for Determination of Applicability, Abbreviated Notice of Resource Area Delineation, Permit Extensions, Amendment Requests, and Administrative Enforcement:

Request for Determination:

37 Presidential Drive
147 Cordaville Road
48 Main Street
9 Metcalf Lane
60 Deerfoot Road
31 Lynbrook Road

7 William Colleary Lane
I-495; Mass DOT
9 Breakneck Hill Road
118 Middle Road
120 Middle Road

Conservation Commission (continued)

Notice of Intent:

0 Marlborough Junction
19 Pine Hill Road
14 Lovers Lane
218 Cordaville Road

23 Woodbury Road
Northboro Road Culvert, DPW
31 Lynbrook Road
65 Deerfoot Road

Enforcement:

17-23 Clifford Street

ANRAD:

0 & 18 Lovers Lane
0 Turnpike Road; Park Central

Extensions:

2 East Main Street
Crystal Pond Road & Coslin Drive; EMC

Amendments & Administrative Updates:

26 Jericho Hill Road
75 Southville Road
0 Oregon Road (Stonebrook Village)
17-23 Clifford Street

0 School Street
63 Deerfoot Road
9 Mt. Vickery Road

In 2015, the Commission held 7 **Stormwater Management Permit** public hearings:

0 Marlborough Junction (SYS)
33 Turnpike Road (NECC)
13 Mt. Vickery Road (Ila Bella Estates)
3 Atwood Road (Colligan)

110 Southville Road (Fitzgerald's)
14 Lovers Lane (Haseotes)
35 Lynbrook Road (Lynbrook Development)

In 2015, the Commission considered 10 **Requests for Certificate of Compliance:**

153 Southville Road
12 Pleasant Street
69 & 69A Sears Road
76 Deerfoot Road
24-32 Newton Road

40 Presidential Drive
75 Southville Road
1 Rockpoint Road
157 Cordaville Road
1 White Bagley Road

In 2015, the Commission collected \$1,950 in state regulated wetland filing fees, \$10,356.87 in local filing fees and \$1,900 in Stormwater permit filing fees.

The Commission extends our gratitude to the volunteers of the Southborough Stewardship Committee for their dedicated stewardship and thoughtful management of Breakneck Hill Conservation Land and the Town Forest, and for their continued oversight and coordination of the Breakneck Hill Master Plan.

The Commission was saddened to learn of the dissolution of the Breakneck Hill Cow Fund late this year, and that the beloved Belted Galloway cows would no longer grace the pastures of Breakneck Hill Conservation Land. The cows were a regional attraction, and reminded us all of our connection to the town's agricultural heritage. The Cow Fund played an important role in educating and engaging a variety of youth groups by providing them with first hand education on agrarian practices and sustainable living. They will be missed.

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 and abundant year ably guided by our invaluable and dedicated Garden Coordinators, Debbi Molinaro and Jesse Beaham.

Council on Aging/Senior Center

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

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

The Senior Center is staffed by a Director, Program Coordinator, Outreach Coordinator, Nurse, and two Administrative Assistants who job share as well as many dedicated volunteers.

2015 HIGHLIGHTS

Alice Kavanaugh, our long time employee retired in December. Alice shared our front desk for more than 10 years. Prior to being employed at the senior center Alice was a dedicated volunteer for many, many years. She looks forward to continuing to volunteer, participate with the Southborough Senior Songsters, and painting in her spare time. Her work and spirit has been an inspiration to all of us.

Door to Door transportation is available for Southborough Seniors who are in need of this service. Transportation is available through The MetroWest Regional Transit Authority. The MWRTA offers fixed route service as well as curb to curb service to seniors at very affordable prices. This new 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.

Senior Center Renovations: Our Senior Center was fortunate to receive a wonderful new kitchen and entryway! Our wonderful volunteers are just getting started with plans for luncheons and pie baking! Dieticians and guest chefs are scheduled to present educational programs and demonstrations during the coming year. Many thanks to John Parent and the Facilities Department for providing us with such a wonderful space!

Southborough Community Fund: Thanks to a grant from the Southborough Community fund the Senior Center now has a friendly visitor program up and running. If you know a senior that could use a visit from a friend please contact the senior center.

ACTIVITIES AND SERVICES

Senior Center Programs: The Senior Center has a full slate of weekly activities which are detailed in our bi-monthly newsletter or on our web site www.southboroughseniors.com. Canasta, pitch, cribbage, maj jong, tai chi, yoga, fitness classes, and pool take place weekly and new players are always welcome. Educational programs on such topics as history, art, music, legal and medical issues are also offered throughout the year. Bus trips, luncheons, and holiday activities are also very popular programs at the center. Home delivered meals (Meals on Wheels) are provided by Baypath Elder Services and are delivered to homebound seniors by our local volunteers. In addition to these services offered the Senior Center, we have also partnered with the library, police, fire, and local schools, to offer programs such as book discussion groups, safety programs, and many intergenerational programs. Two pool tables, a ping pong table, and bocce court are available and Southborough has formed a 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)

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. The “Friends of the Council on Aging” holds fund raising activities throughout the year. The annual Falconi Family Memorial Golf Tournament and Autumn Fair raise significant dollars towards program funding. Many thanks to those who have participated and contributed!

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

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

Senior Tax Work-Off Program: This program offers seniors the opportunity to work in a town department for 111 hours in exchange for a \$1000 property tax credit. The \$1000 tax credit is the obvious benefit for seniors who participate in the program. The benefit that may not be so obvious to the general public is the community involvement and feeling of giving back to the community that the seniors receive and so often express when participating in the program. Almost all who participate continue to volunteer for the town even after their hours are completed. Program participants have become vital part of the town’s work force and are utilized in over 15 different departments. Registration for the program takes place in early April at the Senior Center.

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

The Senior Center has continued to increase current services and adapt to meet the increasing and changing 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.

Special thanks to Jimmy Falconi for his ongoing support with the Falconi Family Memorial Golf Tournament, and to TJ’s Spirits of Ashland, Panera Bread, and Hannaford Markets for their support. Also, many thanks to Katelyn and Terry at Southborough Access Media for their event coverage and support. Thank you to our always helpful upstairs neighbors, the Facilities Department for a great year, especially Mike Branchaud who is retiring this year!

Department of Public Works

In accordance with the Code of the Town of Southborough, the Department of Public Works (DPW) herewith submits its twenty second annual report for the year ending December 31, 2015.

THE DEPARTMENT: 2015 brought more personnel changes to the DPW. First, in April, we welcomed Cindy Foster, formerly the Assistant Town Accountant, as the DPW Business Administrator. Cindy's transition into the office was seamless due to her intellect and training assistance from Jean Johnson the DPW Secretary.

Chris DeMoranville, the DPW Staff Engineer, left the DPW in June 2015 to pursue other opportunities. Mr. DeMoranville was a dedicated employee and the Town benefited from his employment. The DPW Staff Engineer position has not been filled with a full-time employee. The DPW is utilizing a consultant, two days a week, to perform the duties of the DPW Staff Engineer. This arrangement has been beneficial for the department and the Town.

The most noticeable change in the DPW came in July when Joe Berte, the face of the DPW, retired. Mr. Berte started his service to the Town of Southborough in 1999 working for Recreation. In 2000 Mr. Berte moved into the DPW Water Division and finally landed in the Transfer Station Operator position in 2002 where he completed his career in Southborough. Mr. Berte's strong work ethic, friendly demeanor and infectious smile set the tenor of the Transfer Station for the past 14 years. Although we lost a valuable employee in Joe Berte, we wish him a long and healthy retirement. In September the DPW introduced Tim Collins, the current Transfer Station Operator, to the Town. The DPW looks forward to a long and productive relationship with Mr. Collins.

Unfortunately, the year ended with the DPW, and the Town, saying farewell to one of our own when Clyde Buzzell, retired DPW Mechanic, passed away on December 16th. Clyde Buzzell served the Town of Southborough, at the DPW, for 31½ years, using his old school work ethic, Yankee ingenuity and common sense to maintain the town's vehicles, equipment, Transfer Station Compactor and the DPW facility. Mr. Buzzell was a hard-working, stubborn, caring, fun-loving, funny, supportive and intelligent man that never failed to voice his opinion. His visits to the DPW to check on his old mechanic shop, to stop in and say "hi" and to just show support for the department will be sorely missed.

HIGHWAY: The Highway Division consists of 5 Highway Crew members plus the Transfer Station Operator. Crew members in 2015 were Dean Cibelli, George Mooney, Mark McLaughlin, Bridget Gilleney-Decenzo and Andrew Remillard.

Snow Removal:

- Winter 2014-2015 was a difficult one for Massachusetts and a challenge for the Southborough DPW and our contractors. The snow season started without any fanfare on November 14, dropping just an inch of snow. Then the evening before Thanksgiving into early Thanksgiving morning about 4.5" fell in Southborough. The Town was given a nice break with less than 5" of snow falling from Thanksgiving through January 23rd. On January 24th we started into a four week pattern with two to three heavy snow storms a week giving us 9 storms and 76.5 inches of snow through February 22nd. March brought us our last four storms of the season.
- Overall the 14/15 season brought 100 inches of snow accumulated during 21 separate snow events, 4 of which brought more than 10 inches.
- All 12 crew employees, from each of the DPW Divisions, along with 12 pieces of contractor equipment kept the roads clear for emergency vehicles and the public during the '14-'15 season.

Department of Public Works (continued)

Roadways:

- The DPW's striping contractors applied centerline and edge-line paint in August 2015. For the second year edge-lines were painted 11 feet from the centerline throughout Town. The striping contractors also repainted the crosswalks in 2015.
- Roadside brush-mowing, street sweeping, pot hole filling and stop line painting was performed by the 5 members of the Highway Division Crew in 2015.

Roadway Projects:

- MassDOT performed roadway paving and related roadwork on Route 9 in Southborough and Westborough in 2015. The work in Southborough went from the Westborough Town Line to just west of White Bagley Road. MassDOT will be bidding a roadwork contract for work west of White Bagley Road to the Framingham Town Line in fall 2016.
- In March 2015 the State released \$30 million to Cities and Towns to help municipalities perform repairs from the severe winter. Southborough's Winter Recovery Assistance Program (WRAP) apportionment was \$64,758. The Town used the money to patch some severely damaged areas of roadway on Route 85 and Route 30.
- On March 11, 2015 MassDOT held an informational meeting to update residents on the changes to the Main Street Project. The Main Street Design Working Group met with the Board of Selectmen to discuss the project and provide updates. The 75% design plans were developed based on the Selectmen's votes and will be submitted in January 2016 for MassDOT approval. MassDOT has scheduled the project to be bid in fall 2016.
- A committee was appointed to develop a priority list for constructing sidewalks. The plan was completed on December 28th and will be presented to the Selectmen in 2016.
- The DPW developed and bid a large paving contract in 2015. Several main roads were included in the contract. The contract is mostly complete. The remainder of the contract, which only includes neighborhood roads, will be completed in spring 2016.

Transfer Station: The Transfer Station is part of the Highway Division. The only full time employee at the Transfer Station is the Transfer Station Operator, Tim Collins. The DPW covers the Recycling Center position with part time summer help, a rotation of all DPW employees, and by re-assigning an employee for the winter months.

- The Town pays for Household Hazardous Waste Day, brush and yard waste recycling, sharps disposal/recycling, recycling and/or disposal of all items in the mercury shed and all materials disposed in the refuse hopper.
- The Town does not pay for hauling or processing any materials not listed above that are collected at the Transfer Station.
- In 2015, Wheelabrator reimbursed the Town for the cost of our mercury recycling.
- The Town, as part of a regional consortium, entered into an amended contract with Wheelabrator which reduced our disposal costs in 2015 to \$64.00 per ton.
- In July 2015 the DPW began selling a recycle only transfer station permit. This permit allows residents to use the brush composting and recycle areas of the Transfer Station. 32 households took advantage of this new permit, with 21 of the households getting a second Recycle Permit.
- The DPW hauled 2,585 tons of refuse to Wheelabrator in Millbury in 2015, where it was burned to make electricity. This is about 10 tons more refuse than generated in 2014.
- Items recycled at the Transfer Station include cardboard, newsprint, comingled materials, scrap metal, white goods, brush and yard waste, mercury items, Swap Shop donations, book donations, clothing donations, bottle and can donations and donations to Habitat for Humanity. This year Southborough Residents recycled approximately 1300 tons of material at the Transfer Station.
- The Town's recycling rate, as DEP calculates it, is holding steady at about 24%.
- DEP Landfill, Transfer Station, Compost Site and Recycling reporting occurred as usual in 2015.

Department of Public Works (continued)

Storm-water:

- The DPW's catch basin cleaning contractor cleaned 984 catch basins in 2015.
- The DPW's paving contractors and highway crew repaired 17 catch basins in 2015.
- In April, the DPW helped sponsor the Annual Spring Clean-up.
- The Town continued to try to meet the requirements of its expired National Pollution Discharge Elimination System (NPDES) Municipal Small Storm Sewer System (MS4) Phase II General Permit. The DPW continued to track quantities of materials diverted from the waterways by the DPW. A new 5-year draft permit was issued for comment in fall 2014. The permit was not finalized in 2015 and a new draft will be issued in early 2016.

Cemetery: In 2015 the Highway Division took over responsibility for performing burials and, through Highway Division employee and Cemetery Agent Bridget Gilleney-Decenzo, performing the administrative work related to burials.

- Burial Rights to 16 lots, consisting of 32 graves and 2 lawn crypts, were sold in 2015.
- There were 30 cremation burials and 41 full body burials at the Rural Cemetery in 2015.

GROUNDS: The DPW Grounds Division consists of 1.5 employees, Chris Leroy is the Groundskeeper and Mike Dayotas works for Chris in the Grounds Division during the growing season.

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

- The Grounds Division performed standard and preventative maintenance on the Cemetery grounds and on all the athletic fields during 2015. This includes:
 - aerating, fertilizing, over seeding, applying lime as needed and auditing and maintaining irrigation systems on the athletic fields.
 - collecting trash at the cemetery, fields and playgrounds.
 - inspecting and repairing, as needed, school and recreation playgrounds and filling in and maintaining Fibar at all playgrounds.
 - grooming the 9-11 Memorial Field with the Town's brush groomer and overseeing the yearly 9-11 contractor grooming.
- The Grounds Division monitored the Town's Integrated Pest Management (IPM) Program as required by the Children's Protection Act.
- The Town's Grounds contractor mowed all Town grounds as usual in 2015.

Trees: The Town's Tree Warden, in 2015, was DPW Staff Engineer Chris DeMoranville. After Mr. DeMoranville left the DPW, the Superintendent was temporarily appointed as Tree Warden. The DPW does not have a Tree Division.

- The Town's tree contractors removed 45 trees and pruned 32 trees in 2015.
- No stump grinding was done in 2015.
- The Tree Warden and DPW Highway Division employees also pruned low branches along roadways and sidewalks.

Projects: In addition to grounds maintenance the Grounds Division also completed several projects including:

- Refurbishing the Town Pound at the Town House.
- Installing a new patio area at the parking lot entrance to the Library.
- Erecting the ice rink at Choate Field.
- Assisting, in some capacity, with the following four Eagle Scout Projects:
 - the new obstacle course at Woodward.
 - the new outdoor seating area at the Library.
 - the refurbishing of the Fay Field Pavilion and benches.
 - the wall ball wall at Woodward School.

Department of Public Works (continued)

WATER: In 2015 the Water Division consisted of 3 employees Paul Harding, Norman Buzzell and Stephen Aspesi. The Water Division is a Special Revenue Fund, meaning that it is funded solely through water billing.

Consumption:

- 2015 brought a wet winter, some large spring storms and a dry summer and fall.
- Southborough used about 380 Million Gallons (MG) of water in 2015. This is a 7% increase from the Town's 2014 usage. This usage is about 36MG, or about 10.5%, higher than the Town's 5 year average usage. Southborough's 2015 average day's usage was 1.08MG, about 12% more than Southborough's 5 year average of .949MG.

Rates:

- Water Rates increased for the September 2015 billing.
- Southborough's water rates are stepped to encourage water conservation.
- Water rate analysis began late in 2014. The analysis was accepted and the rates were set to increase in September 2015 and September 2016 at a Selectman's meeting.

Breaks:

- 2015 brought the Town 11 water main breaks and 6 water service leaks. The longest series of main breaks started on February 18 with a broken hydrant gate valve. Snow operations overnight on the 18th led the DPW right into a water main break on Route 9 on February 19th east of Oak Hill Road, the third break there in three years. Due to the complexities of Route 9's construction the DPW did not complete the Route 9 repair until late in the evening on February 20th. An early morning water main break on Cordaville Road on February 21st, in front of the Senior Center, completed the four day stretch of 3 water main breaks with some snow operations.
- The DPW's leak detection contractor did not perform a maintenance program in 2015.
- The Water Division repaired 10 hydrants and replaced 2 hydrants damaged by snow operations, replaced one hydrant broken in an accident and repaired 8 other damaged hydrants.

Infrastructure Improvements:

- Replacement of the 6 inch cast iron water main on Route 9 began in 2015. Work between Brook Lane and Oak Hill Road was completed on the eastbound side of the highway. Work between Pleasant Street and Central Street was completed on the westbound side of the highway. The project is about 30% complete. Work will resume in 2016.
- A propane tank was installed at the Boland Pumping Station to augment the heat pump installed during the Boland Station upgrade work that was completed in 2014.
- The Water Division installed extensions on 6 hydrants to raise them up for ease of use.
- 17 water services were added to the Town's water system in 2015.
- New England Center for Children installed new main to support their newest building and the water main in Coslin Drive was replaced to better support development of the property.

System Maintenance:

- Water sampling and DEP reporting was conducted as usual in 2015.
- Water system flushing occurred as usual during the last week of April 2015.
- The interiors of the Oak Hill and Overlook water storage tanks were cleaned and inspected in 2015.
- The DPW joined Digsafe in 2015.

GEOGRAPHIC INFORMATION SYSTEM (GIS): In 2015, the Town, through the DPW, continued to operate the MapsOnline program to provide GIS access to members of the public, general Town staff, and Town public safety staff.

Economic Development Committee

Introduction

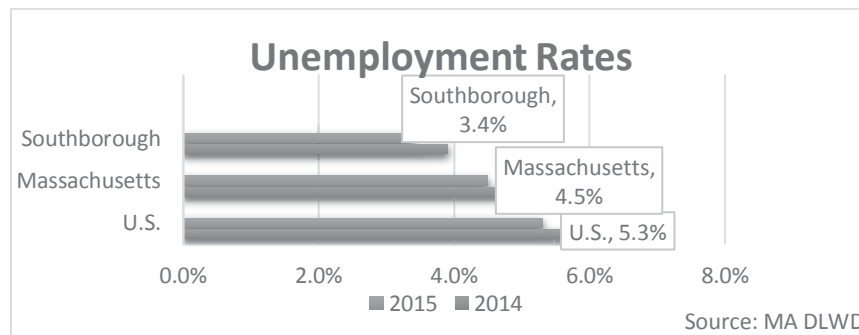
The Board of Selectmen established the Economic Development Committee (EDC) in 2013 to stabilize the real estate tax burden on Town residents by encouraging the growth of the commercial and industrial tax base while also preserving the character and charm of Southborough. The EDC implements the economic development objectives of the Town's 2008 Master Plan and the findings of the Town's recent Economic Development Self-Assessment Tool conducted by the Dukakis Center for Urban & Regional Policy at Northeastern University. The EDC recognizes the challenges of a highly-competitive regional and global economy and the importance of our local economy to the Town's financial well-being and the prosperity of our residents.

The Town, with the support and leadership of the Selectmen, hired a part-time Economic Development Coordinator in July 2015 to work with the EDC and implement its objectives. The Town's investment in economic development is already bearing fruit. Southborough's unemployment rate is dropping, consistently leading Massachusetts and the nation. Southborough's jobs are among the top paying wages in the region. Our commercial vacancy rates are falling and are among the lowest in the area. Furthermore, the commercial and industrial tax base is growing, thereby increasing commercial tax revenues by over \$400,000 since FY 14. Southborough, once a quiet farming community, has blossomed becoming a leader in our regional innovation economy. Our 19 diversified industry sectors enables Southborough to remain strong during economic fluctuations.

2015 Southborough at a Glance

Unemployment: Unemployment in Southborough dropped 1.5% over the past two years to 3.4% in 2015 (5.0% in 2013, 3.9% in 2014). It remains lower than the state (4.5%) and national (5.3%) averages.

(Source Massachusetts Department of Labor & Workforce Development)



As of November 2015, the Labor Force in Southborough included 5,313 individuals, of which 5,126 are employed, and 187 unemployed. *(Source, MA DLWD)*

Businesses: Southborough is home to 666 businesses (2014), including 234 DBAs (2015), employing 7,753 people. These business generate \$617,820,519 in wages each year, with average annual wages of \$79,664. *(Source MA DLWD)*

- ✓ Largest 100 Employers in Southborough include: 1 (500-999 employees), 2 (250-499 employees), 4 (100-249 employees), 18 (50-99 employees), and 24 (20-49 employees) in 19 different industry sectors.

Economic Development Committee (continued)

Commercial Tax Revenue: Commercial Land and Building property tax revenues have steadily increased by over \$400,000 despite tax rate decreases over the past three fiscal years, FY 14 – FY 16. (Source: Southborough Assessor)

- ✓ FY 16 assessed value of \$353,536,118 generating **tax revenues** of **\$5,592,941**. (\$15.82 rate)
- ✓ FY 15 assessed value of \$326,354,200 with **tax revenues** of **\$5,228,194**. (16.02 rate)
- ✓ FY 14 assessed value of \$320,912,900 with **tax revenues** of **\$5,192,370**. (\$16.18 rate)

Commercial Vacancy Rate:

In 2015, the average office vacancy rate was 13.55%, less than 1% in years prior, and 6.5% lower than the regional area, 495 West* area (*Berlin, Hudson, Northborough, Marlborough, Westborough, Southborough, Hopkinton, Upton, Milford, and Holliston*). (Source: CBRE/New England Analytics)

Southborough

Year	Office	Industrial
2015	13.55%	3.60%
2014	14.70%	2.53%
2013	14.15%	3.65%

495 West*

Year	Office	Industrial
2015	20.13%	16.03%
2014	23.55%	14.50%
2013	21.93%	13.90%

Delivering Results with Economic Impact

- ✓ Southborough's commercial and industrial properties have generated \$400,057 in increased tax revenues since FY 14.
- ✓ The Business Outreach Program has included over 40 visits and meetings with local businesses. This program more than doubled since 2014.
- ✓ The EDC is increasingly assisting companies in leasing new space and permitting new projects leading to increased tax revenues and declining commercial vacancy rates:
 - Filled over 16,952 SF of vacant commercial space, retaining 30+ jobs, with private capital investment of over \$2 million.
 - Assisted with preliminary project site planning for two projects, approximately 60,000 sq. ft. for 250 Turnpike Rd. (former KAZ site) and a 155,810 SF LEED certified project in coordination with the Town of Framingham (former Genzyme site).
 - Provided technical and/or permitting assistance for at least four companies. These projects include over 385,000 SF of commercial space, 12 new commercial lots with 250 acres of planned commercial development, and over \$40 million dollars of planned private investment (*Globoforce, Ken's Foods, EMC and Mauro's Village Café*).
- ✓ Office and industrial vacancy rates have steadily declined by an average of 1% per year for the last three years helping to drive increased commercial properties values and tax revenues.
- ✓ The EDC has nurtured the growth of over 30 new emerging business and entrepreneurs in partnership with the Krosslink.org program. Successes include an emerging business filling of a 1,813 SF vacant commercial space (Expressions Art Bar) and the creation of more than five direct Business-2-Business (B2B) opportunities.

Economic Development Committee (continued)

2015 Highlights

- Hired first part-time Economic Development Coordinator to advance the EDC's mission.
- In partnership with the Corridor 9 Chamber of Commerce, held two Grand Openings on EDC-assisted projects: Ted's Towing of Fayville and Southborough Volvo.
- Through a collaboration of engaged partners including Krosslink.org, Cidewalk, SCORE, the Massachusetts Office of Business Development's Central Mass. business liaison and the Southborough Library, established a new Entrepreneur Greenhouse Program at the Southborough Library, with three monthly meetings already held and 10 to 25 participants at each meeting.
- Completed strategic visits to over 40 local companies and non-profits with participation from Board of Selectmen and the Planning Department to identify business assistance needs and development opportunities.
- Initiated the formation of the Boroughs+ Working Group (including Southborough, Marlborough, Westborough, Northborough, Hudson and Hopkinton) to coordinate municipal economic development efforts in the region.
- In partnership with the Boroughs+ Working Group, developed the first Boroughs+ Economic Development Summit to promote regional collaboration on closing the "last mile" commuting gap, featuring keynote speaker Lt. Governor Karyn Polito and Moderator Dr. Barry Bluestone of Northeastern University.
- Joint initiatives with the Westborough Economic Development Committee included support of a marketing workshop series developed for local small businesses in partnership with local marketing giant, Cidewalk.
- In partnership with Penta Communications, designed, wrote and launched SouthboroughEDC.com, the EDC's new website and the Town's online center for economic development news and information.
- Launched EDC on Twitter (@southboroughedc) to promote economic development opportunities.
- Developing new marketing collateral materials.
- Mentored 2 towns seeking advice on developing a local EDC (Acton and Holliston).
- Collaborated with the various Town Boards and Committees to develop, draft and print the *Business Development Guide*.

A Sampling of Companies & Non Profits Assisted by the EDC:

Globoforce Limited, Ted's Towing of Fayville, Harvard Depository, Cidewalk, Chitika, Mindbrew Creative LLC, Mauro's Village Café, KAZ USA Inc., QUEDrones, Ken's Foods, EMC, St. Mark's School, Expressions Art Bar, Silver Leaf Acupuncture, Stonybrook Golf Course, Yamafuji Restaurant, Baby Kneads, Research Rockstar, Theracopia Wellness Center, Protonex Technology, Park Street Auto Body, Southborough Volvo, and Wee Care for Little People.

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 not are 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 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 FY16 staff is as follows:

- Director of Facilities
- 2 Maintenance Technicians
- Maintenance Custodian
- Maintenance Electrician, part-time
- Principal Department Assistant

STAFF FUNCTIONS

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

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

Facilities Management Department (continued)

Maintenance Custodian - Performs various tasks geared toward assuring clean and safe operating conditions throughout town building structures. These tasks include, but are not limited to, janitorial responsibilities, snow removal, HVAC system maintenance and repairs, and the inspection of numerous building systems to ensure that all equipment is able to function effectively and efficiently.

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.

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

ACHIEVEMENTS

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

Below is a list of projects undertaken by the Facilities Department in 2015. Although most of these projects have been completed, we will continue to work on completing the remainder in 2016.

Town House

- Installed two new sets of doors with automatic openers in the main office area.
- Replaced the carpeting on the stairway leading down to the basement.
- Made repairs to electronic and mechanical components on the HVAC system.
- Replaced the water feeder and backflow preventer on the boiler system.
- Arranged for the construction of various pieces of new furniture for the McAuliffe Meeting Room.
- Installed new flooring mat systems.

Library

- Made repairs to heating and air conditioning systems.
- Installed new flooring mat systems.
- Replaced window screens on the lower level of the building.

Fire Department

- Worked with contractors hired to repair extensive water damage caused by ice damming; installed a new roofing system designed to allow for increased air flow within the attic.
- Replaced a circulator pump on the heating system.
- Made repairs to the central air conditioning system.
- Made repairs to the electrical drop located in the front ambulance bay.
- Replaced the dishwasher in the kitchen.
- Made repairs to the overhead doors located in the apparatus bay.
- Made repairs to the Plymovent vehicle exhaust extraction system located in the apparatus bay.

Facilities Management Department (continued)

Police Department

- Installed additional CAT5 cabling.
- Replaced the strainer and pump coupling on the heating system.
- Installed a new toilet on the second floor.
- Repainted the hallway outside of the Police Chief's office.
- Repainted the entrance foyer.

D.P.W.

- Installed a new generator system capable of providing electricity to the entire D.P.W. main building in the event of a power outage.
- Replaced the Modine type heaters located in the highway and water divisions.
- Made repairs to and sealed sections of fiberglass corrugated and EPDM roofing systems.
- Made repairs to the overhead doors located in the equipment bays.

Cemetery

- Replaced failed components on the heating system.
- Replaced lighting fixtures in the basement.

Transfer Station

- Replaced failed wiring to one of the recycling center compactor units.

Station II

- Repaired seams and terminations on roofing surfaces.

Fayville Hall

- Replaced water heating unit.

Cordaville Hall

- Remodeled the kitchen area to allow for a more enjoyable user experience for Southborough's senior community. The new design also provides a stage for educational and healthy cooking classes.
- Completed the replacement of the large crank out windows located in the big meeting room with new double hung and fixed window units.
- Remodeled the restroom located off of the main hall on the first floor.
- Installed new flooring and high quality matting in the main hallway.
- Replaced the failing concrete pad located at the rear parking lot entrance with a new concrete pad.
- Installed a new set of stairs leading from the front door ramp to the lawn area.

Cultural Arts Center

- Repaired the EPDM roofing system.

Recreation Commission

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

The Recreation Department currently consists of 2 full time positions and 1 part time-seasonal position. The department strives to serve the community through programs and activities for all ages, special events, scheduling facilities. Programs offered by the department include RAP (Recreation After-school Programs) at all Southborough Schools, as well as Town wide programs throughout the year. The department also manages the scheduling of fields and gyms for the Town.

It is important to communities across the nation to stay active. Community parks and recreation programs provide activities through programs and access to recreational facilities. The physical, mental, and social benefits provided to the community through recreation programs for pre-school through senior citizens range far beyond a single life span. The Recreation Commission is committed to working together with other departments and residents to insure that Southborough maintains the quality of life that residents should be afforded.

Scholarships

Southborough recreation provides scholarships for all types of activities.

Southborough Fields and Facilities

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

Development, Expansion, and Maintenance

The Recreation Commission gathers information on facility needs from the various town organizations that use the fields and facilities. In turn, we work with other Boards and Departments to plan for the facility needs of this community.

Volunteers

As a commission, we utilize volunteers, including senior tax work-off volunteers, for various tasks such as office support, open gym monitor, and RAP monitors.

Recreation Commission (continued)

Trails Committee

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

Friends of Recreation

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

Independent Youth Sport Organizations

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

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

Southborough Housing Opportunity Partnership Committee (SHOPC)

In 2015 SHOPC was reformed. Under the direction of the current Chair, Craig Nicholson and Town Planner Jennifer Burney, new members were commissioned. Bonnie Phaneuf agreed to represent the Board of Selectmen, Marianna Surette agreed to represent the Southborough Housing Authority and Jesse Stein agreed to represent the Planning Board. New Members-At-Large include Barbara Murphy, Brian Shifrin and Donald Croatti.

SHOPC, under the direction of Town Planner, Jennifer Burney, hired an outside consultant, JM Goldson to update the Affordable Housing Strategic Plan to help guide the Town to achieve its affordable housing goals. The prior plan was due to expire on March 30, 2015. The new plan received approval from the Massachusetts Department of Housing and Community Development (DHCD) prior to the existing plans expiration. The Planning Board and the Board of Selectmen also approved the plan.

SHOPC met with developers for several new or on-going developments to discuss their additions to the affordable housing stock, which included:

- The Residences at Park Central – a 180 unit 40B apartment complex
- Stone Brook Village – a 55+ age restricted project
- Ila Bella Definitive Subdivision – this will offer 2 affordable duplex units

In September a Senior Housing Needs Forum was hosted at the Senior Center. Once again we drew on the expertise of Jennifer Goldson of JM Goldson to conduct the forum. The results will help the Town plan for senior affordable housing in the future.

SHOPC had an opportunity to re-purchase the affordable house at 26 Gilmore Road. This 3 bedroom house was originally built by Brendon Homes in 2006 at cost for the Town. Repairs and maintenance issues were addressed, some sprucing up was done and it was put back on the market at the end of the year.

Southborough Library

Mission

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

In October 2015, the Southborough Library completed a strategic long-range plan based on community feedback from a town-wide survey and five independent focus groups. The full version of the plan is available online at: <http://www.southboroughlib.org/strategicplan.asp>. The responses from residents reflected in the plan not only help us shape the Library's service offerings in the short term, but serve as a starting point for much more ambitious and exciting projects. Over the next few years, the Board of Trustees and Library Director will begin a comprehensive evaluation of the Library's role as a cultural resource to determine how our facility can best serve the future needs of our community.

Overview of Services

The Library has five public computers with Internet access, including one in the Children's Room. There are also two catalog terminals to search for books and materials, a 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. Visit www.southboroughlib.org to search the catalog and request items, download electronic and audiobooks, or to access online resources such as *Massachusetts Newspapers* from Newsbank which sources 234 distinct print publications of local interest. These resources are perfect for students doing research projects. Staff routinely provide Reader's Advisory service, suggesting books for library users to read. Library card holders also have access to downloadable ebooks and electronic audiobooks on their personal e-readers, smart phones, and tablets via C/W MARS Overdrive at: digitalcatalog.cwmars.org.

The library hosts several programs that help to strengthen the local community. Opportunities for civic engagement are provided in several open forums with elected officials, representative office hours, and the Library's annual Candidates' Night that takes place prior to the local election. Story and toddler times hosted by children's room staff continue to delight children & parents alike, while author programs for adults help to highlight recent, interesting works of fiction and nonfiction. The Southborough Library hosts six monthly book groups for residents, including: a "first Wednesday" daytime group for adults, one for seniors generally held at the Southborough Senior Center, and three youth reading groups led by staff for specific age ranges. The Children's Librarian hosts a monthly book discussion group for town employees. Separate story times are held for preschoolers on Mon-Wed and toddlers on Thursdays.

Thanks in large part to The Friends of the Southborough Library, the Library offers several museum passes that allow library card holders to visit cultural and educational museums across Massachusetts at a discounted rate of admission. In coordination with library staff, the Friends added several passes this year including: The Eric Carle Museum of Picture Book Art, The Museum of Russian Icons, The Peabody Essex Museum, The Salem Witch Museum, and The U.S.S. Constitution Museum. The total number of passes available at the Southborough Library is now fifteen, which is a 50% increase from last year. The Library and Friends group are still seeking additional ways to expand offerings.

Library Staff

Besides helping patrons, staff activities include an annual update to the library's periodical list, shifting growing collections, creating booklists and displays, scheduling meeting rooms, working with our library consortium on assessing new potential online databases, updating records in the automated catalog, processing books, planning programs, and offering computer and e-reader help. Staff also seek out and write grants; in 2015, the library received \$1,499 from the Southborough Cultural Arts Council for a series of teen craft programs and to help pay for a new downstairs display case.

Southborough Library (continued)

Interlibrary Loan

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

Meeting Rooms

Two meeting rooms are available to local, non-profit groups for educational, informational, or cultural meetings or programs. The larger Ella Eaton Room holds 35 people; the second, "Book Sale" room holds 25. In 2015, a total of 860 meetings were held in these rooms. The Eaton Room is the current location for the Library's historical material until a better space can be identified or built. The Eaton Room also serves as an exhibit space for artists, and featured exhibitions in 2015 from local artists Katie Dobberpuhl and Raquel Morales. Please call the library at 508-485-5031 for more information about booking a room.

Volunteers

In 2015, 13 volunteers donated a total of 723 hours. The staff, trustees, and Library Director acknowledge the hard work and dedication of these volunteers, many of whom serve on a weekly basis. Volunteers perform a variety of tasks, including pulling hold requests, reading shelves, and shelving books. Individuals interested in becoming a volunteer should stop by the front desk or call 508-485-5031.

In addition to individual volunteers, the Library also appreciates the Southborough Gardeners' town beautification efforts, including a donation of weekly flower arrangements by Gardeners' members made available for public viewing in the Judy Williams Reading Room. Special thanks also to the Gulbankian Farms Garden Center & Florist Shop, who maintain a display planter outside the library's parking lot entrance. The Library also acknowledges Eagle Scout candidate Nicholas Remillard and Troop 92 for repurposing existing teak furniture on the Library grounds to create a new outdoor seating area.

Board of Trustees

The Library Board of Trustees thanks long-time members Jane Smith (chair) and Judy Budz who stepped down this year. We look forward to working with new Trustees Terrance Ryan and Dolores Fallon. In 2015 the Board formed a historical collection and archive working-group to explore grant-related opportunities to organize materials of historical significance. Working closely with Library Director Ryan Donovan, the group has made significant strides in forming collaborative partnerships with the Southborough Historical Society and Museum, and has been awarded a grant from the Southborough Community Preservation Committee to fund an assessment archivist.

Southborough Library Fund

In 2011, Trustees established the Southborough Library Fund, a 501(c) (3) tax-exempt fund under the Community Foundation of North Central Massachusetts. The Fund supported many projects in 2015, including professional development for staff, the annual Peggy Tuttle Award for Library Service Distinction, and more comfortable seating on the library's main floor. As the Library prepares to undertake the planning and design of a new or renovated space, the fund will help to supplement the costs of this effort with individual giving. Donations by library supporters are welcomed and encouraged. Donations can be mailed to: Southborough Library Fund, P.O. Box 141, Southborough MA 01772.

The Friends of the Southborough Library

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

Southborough Library (continued)

Contact Information

Phone: 508-485-5031 **Website** <http://www.southboroughlib.org>

Twitter: @SouthboroughLib **Facebook:** <http://www.facebook.com/southboroughlib>

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

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

Closed Saturdays in July and August

	FY12	FY13	FY14	FY15
Total material holdings	79,185	90,695*	101,455	105,511
Direct circulation (not including inter-library loans)	132,770	148,523	149,377	150,368
Inter-library loans processed through Southborough (sending and receiving)	32,470 (16,495 received; 15,975 provided)	35,100 (17,214 received; 17,886 provided)	33,395 (16,052 received, 17,343 provided)	30,763 (14,150 received, 16,613 provided)
E-book circulation		2,531	3,673	4,471
Total attendance at adult/young adult programs	1,173	1,283	1,252	1,268
Total attendance at children's programs	6,344	6,407	6,593	8,504
Fines & fees collected and turned back to the town	\$7,584.17*	\$8055.35**	\$7,039.31^	\$5,529.00^^

**This figure represents \$5,579.17 in fines and \$2,005.00 in tutor fees for calendar year 2012.*

***This figure represents \$6,180.35 in fines and \$1,875.00 in tutor fees for calendar year 2013.*

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

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

Staff Acknowledgements

Thank you to the entire staff of the Southborough Library, including: Ryan Donovan, Kim Ivers, Heidi Lindsey, Pat Ellis, Barbara Spiri, Leah Selleck, Naomi Magnoni, Sue Merloni-Serra, Chris McGinn, Kate Davis, Michelle Tremblay, Kathy Schoener, Val De Angelis, and Marjory O'Neill.

Southborough Youth and Family Services

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

COUNSELING:

The counseling component of Youth and Family Services is available to any resident of Southborough, free of charge, though we do prioritize clients with financial need or other special circumstances. We are staffed by mental health professionals offering individual, couples, family and group counseling, and have also been fortunate to have the assistance of mental health interns over the last several years. Our office also provides clinical coordination of the town's school and community based Traumatic Incident Support Network. In 2015, 84 people received counseling or individual crisis intervention support services from us.

PREVENTION PROGRAMS:

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

1. In-School Groups: This year, eleven age-appropriate social skills groups were held in the schools, led or co-led by our staff members or interns. Ninety-two students participated.
2. Project Friend: We continue to offer this Big Brother/Big Sister type program in conjunction with Algonquin Regional High School. Algonquin students get community service experience by being trained and then being matched up with younger children in a supervised after-school program. This year, 57 elementary and high school students participated.

EDUCATION:

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

HALLOWEEN PARTY:

In 2015, we again hosted our annual Halloween Party, attended by 407 children and adults. Forty middle school and high school students, along with supervising adults, volunteered and helped to set up and run the party. Thank you to these kids and to all the other volunteers who helped!

SUMMER CONCERT SERIES:

This year we, together with the Recreation Department, ran the third annual summer concert series for families. The idea was to provide a venue for families during the summer months to enjoy quality time outside together while enjoying live music including folk, jazz, country and more. Five concerts were held, and were attended by approximately 630 people. We look forward to continuing and building this program next summer.

CAMPERSHIPS:

This year, Youth and Family Services again coordinated and distributed camperships to children who would not otherwise have been able to attend summer camp. Through Friends of the Southborough Youth Commission and a generous grant from the Southborough Community Fund, we were able to provide camperships to several camps, from donations of funds from individuals, as well as donations of camperships from the Fay School Summer Camp, Metrowest YMCA, Teamworks, Kidsborough, the Southborough Extended Day Program, and the YMCA of Greater Boston. Thank you to these camps and to

Southborough Youth and Family Services (continued)

all the private citizens who donated. This year, 43 camperships were distributed to Southborough children, many for several weeks.

HOLIDAY GIVING PROGRAM:

For the twentieth year, Youth and Family Services, in cooperation with the schools, has acted as a clearinghouse for holiday donations, identifying and distributing to Southborough families in need. This year we continued to see a sizeable need. However, many groups, companies and individuals continued to come forward with generous donations. Twenty-one members of five families received Thanksgiving assistance, thanks to the generosity of the families of Southborough Village Preschool. 132 members of 41 families had a brighter Christmas or Chanukah because of the generosity of the Southborough community. Thank you so much to all of you!

SMILING KIDS PROGRAM:

This year, our office again cooperated with another community service program, "Smiling Kids," which was run by a local foundation and was funded entirely through their hard work and generosity. This program helps parents in difficult financial situations to provide birthday gifts to their children. This year, 81 Southborough children benefited.

EMERGENCY ASSISTANCE:

With financial support from Friends of the Southborough Youth Commission and a grant from the Southborough Community Fund, we have been able to provide occasional emergency financial assistance to local families. We have met with many families to help them assess their situation and look at possible sources of help, have helped them access such help from local, state or federal sources, have done the screening for fuel-assistance eligibility, and have provided short-term, emergency financial assistance (in addition to holiday or campership help). Fifteen members of 7 families benefitted directly from this help.

SOUTHBOROUGH UNSCHEDULED:

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

CONSULTATION, INFORMATION AND REFERRAL:

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

The staff wants to thank the Board for its hard work and support; the Friends of the Southborough Youth Commission; and all the people who have generously supported our programs with your time, energy, financial assistance or moral support!

We would also like to thank Laurie Sugarman-Whittier, our Director, who is retiring in January 2016 after 30 years of service to our department. Her commitment and dedication to Southborough families and the well-being of the community are evident in the vast number of people she's helped, the success of programming and initiatives that have developed in the years she has been here, and the many contexts she has lent her services from schools, to churches, to town hall, and beyond. We will sincerely miss her leadership and supportive presence and wish her well as she begins the next chapter of her journey.

The Youth Commission Board meets at Fayville Hall, 42 Central Street, usually on the first Tuesday of each month, at 7:15 PM. All meetings are posted at the Southborough Town House. For information on our programs, or to volunteer to be involved, please call us at (508) 481-5676.

Veterans' Services

Mission Statement: The mission of the Veterans' Services Office is to inform, advise, assist and confidentially counsel Southborough's veterans, their dependents and survivors in obtaining information and benefits from the United States Department of Veterans Affairs, the Commonwealth of Massachusetts Department of Veterans Services and the Town of Southborough Office of Veterans' Services. Furthermore, the Veterans' Services Officer will submit forms to higher authorities to determine eligibility for service connected disabilities, non-service connected pensions, healthcare benefits, education benefits, burial benefits and other available benefits. The Veterans' Services' Officer will submit an annual report to the Town relative to benefits and expenses in the Annual Town Report.

The Veterans' Services office for the Town of Southborough is located in the basement of Cordaville Hall located at 9 Cordaville Road. The office may be reached by calling 508-229-2172 at any time. The regularly scheduled office hours are on Tuesday from 4 PM to 6 PM. All veterans are urged to contact the Veterans' Services Officer concerning benefits eligibility, discharge documents or any related questions.

The Massachusetts Department of Veterans' Services, in conjunction with the municipalities, have combined to develop comprehensive and innovative changes to support veterans and their families through improved educational benefits, housing opportunities, business support guidance, monthly financial support, veterans' job training and employment placement. Every city and town in Massachusetts employs a Veterans' Services Officer who is trained to assist veterans and their dependents.

In addition to the local veterans' services office, the Massachusetts Office of Veterans Affairs and the Federal Veterans Administration offices at the Government Center in Boston, the VA has two hospitals in Boston and clinics throughout the Commonwealth including clinics in Framingham and Worcester.

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

Examples of veterans' benefits include:

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

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

PLANNING



Phyllis Bezanson

Planning Board

The Planning Board reviewed and analyzed many different projects during thirty one (31) meetings in 2015, three of which were joint meetings with other boards or minor site plan review committee meetings.

In May, Jesse Stein was elected to a five year term. He was previously appointed to the term vacated when Paul Cimino was elected to the Board of Selectmen.

The Board reviewed and endorsed three “Approval Not Required” plans creating six additional residential building lots; one of which was for 84 Main Street, the “Burnett/Garfield House” property which created four residential lots for financing purposes, an additional residential lot on Lovers Lane and one was the commercial lot created to make way for the new parking facility for the train station.

Subdivisions

- Reservoir View Estates Subdivision, William Colleary Lane – With the assistance of the Department of Public Works and Fuss & O’Neill, the Board’s engineering consultant; the Board oversaw completion of the subdivision. The road is ready for Town acceptance at the 2016 Annual Town Meeting.
- Stonebrook Village, Oregon Road – The Planning Board approved a 15 unit age restricted condominium project on the same site that a 15 unit 40B condominium project was approved several years ago. This project is now stalled as an appeal was filed by abutters and its future will be decided by the Land Court. The project road construction has now begun under the subdivision approved by the Planning Board.
- Ila Bella a/k/a Rossi Estates – This subdivision has gone through many changes. It was originally approved as Rossi Estates in 1985, rescinded in 2005 and a Special Permit for Major Residential Development was subsequently issued. During 2015 the final Definitive Subdivision approval was granted for 11 lots (2 affordable duplex units) under the name of Ila Bella.
- Heritage Crossing, East Main Street – This completed subdivision underwent a Modification of an Approved Subdivision to correct some drainage and retention pond issues along with a grant of easement to an existing residence and some changes to the retaining stone walls at the entrance.
- Vickery Hills Estates – a Modification to an Approved Subdivision was granted so that an existing abutter could gain frontage for a potential residential building lot.
- EMC – The subdivision of this commercial property was granted in 2008. A portion of that approval was an extension of the intersection of Coslin Drive and Crystal Pond Road through their property connecting to Flanders Road in Westborough. Construction on that extension began this summer.

Site Plan Review and Special Permits

- 0 Firmin Avenue, Redevelopment – The approvals secured in 2014 were extended for another year as the owners have not found a suitable tenant(s) before moving forward with the construction.
- New England Center for Children – Plans were submitted for a 33,000 square foot addition to their existing main campus on Turnpike Road. They will be eliminating several smaller structures and consolidating services. No additional students are being added.
- St. Mark’s School STEM Building - This project was completed in 2015 and currently being used.
- 110 Southville Road, Fitzgerald’s – An approval was granted for a 73 space parking facility located adjacent to the existing Fitzgerald’s General Store. This will provide additional parking spaces to accommodate the overflow from the T train station on the other side of the train tracks.
- Southborough Youth Soccer Association/Fay Athletic Field – A Modification to an Approved Site Plan was granted to build an additional artificial turf soccer field at the site. The decision was appealed by an abutting resident but was amicably resolved by the Zoning Board of Appeals.

Planning Board (continued)

- 251 Turnpike Road – Volvo of Southborough – Several trees were removed along the site perimeter. A Modification to an Approved Site Plan was granted to replace the removed trees with a white vinyl fence.
- Chestnut Hill Farm CSA – The Trustees of Reservation requested and was granted a minor site plan approval for additional parking spaces to create a share-owned farm providing fresh seasonal vegetables to residents.
- 2 Main Street, Mac's Wraps – a minor site plan approval was granted to allow a food truck in the parking lot of the existing building at 2 Main Street.
- 264 Cordaville Road – a minor site plan approval was granted to allow a used car dealer at this location.

Other Hearings and Discussions

- Warrant Articles
 - A bylaw allowing Large Scale Ground Mounted Solar energy systems was passed. During the summer a set of Solar Rules and Regulations were enacted by the Planning Board.
- The Planning Board in conjunction with SHOPC (Southborough Housing Opportunity Partnership Committee) hired an outside consultant, J M Goldson to update the Affordable Housing Plan which was due to expire in March 2015. The plan was accepted in February 2015.
- The Planning Board approved a common driveway plan for Lovers Lane for more than two residential dwellings on one driveway.
- The Planning Board in conjunction with the (Open Space Preservation Commission) OSPC hired Massachusetts Audubon to conduct an open space deed research and mapping project. The project was completed and accepted in late fall.
- The Planning Department has been working on an Open Space Protection policy for future acceptance.
- The Planning Board has been reviewing and commenting on the Residences at Park Central 40B project as it has progressed through the Zoning Board of Appeals review.

The Planning Department redesigned and updated all of the applications and Planning Board Rules and Regulations to simplify the administrative procedures. The Planning Board website has been revamped to allow easier access to project information, applications and rules and procedures, approved minutes and packets for Planning Board meetings. All Planning Board meetings are now televised and replayed on a regular schedule.

The Town Planner, Jennifer Burney, informed the Planning Board that she will be leaving for a position in another town. The Planning Board initiated procedures to fill the vacancy.

Zoning Board of Appeals

The Zoning Board of Appeals (the “Board”) is a five member board (plus two alternate members) established through State law (MGL Chapter 40A) to hear three types of petitions related to the Town’s zoning regulations. These are Appeals of Decisions of the Building Inspector/Zoning Officer, Variances from the zoning regulations’ requirements and Special Permits when required by the zoning regulations. In addition, the Board hears Comprehensive Permit petitions for affordable housing projects under MGL Chapter 40B. The Board’s activities are administered by staff located on the second floor of the Town House. The Board meets monthly and the scheduled hearing dates and deadlines for applications are available at the Board’s administrative office. Official hearing times and dates for specific cases can be found posted at Town House and unofficial hearing notices are provided as possible at the “Meeting Calendar” link on the Town’s website at www.southboroughtown.com.

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

The following cases were heard by the Board during 2015:

- (1) 1/7/15 **The Residences at Park Central Comprehensive Permit 40B – Capital Group**
The petitioner is seeking a Comprehensive Permit Chapter 40B to construct 180 rental units, hearings continued in 2016. Extension approved 11/18/15 until 1/27/16.
- (2) 1/7/15 **The Residences Park Central Use Variance – Capital Group**
The petitioner is seeking a use variance pursuant to section 174-8.6 (D) to construct 158 single, duplex and triplex townhouse condominiums in an industrial park district. Application approved with conditions on 5/27/15.
- (3) 1/7/15 **1 Lynbrook Rd. – Appeal of Letter & Decision of Building Commissioner dated 11/18/14 – Peter & Karen Shimkus**
The petitioner is requesting that the Zoning Board of Appeals reverse the decision of Building Commissioner’s determination letter dated November 18, 2015. Request denied on 2/25/15. Board voted to uphold the November 18, 2014 decision of the Building Commissioner.
- (4) 1/28/15 **4 Old Harry Rd. – Special Permit – Mr. & Mrs. John Kutch**
The petitioner is seeking a special permit pursuant to section 174-8.2(B)(1) approval of finish basement as an accessory apartment. Application approved with conditions on 3/25/15.
- (5) 2/25/15 **134 Turnpike Rd – Variance – Capital Group**
The petitioner is seeking a variance pursuant to section 174-11 (3) illumination of signs, 174-11D sign regulations, max height to install a 4’x18’ illuminated letter wall sign for Baystate Financial. Application approved 2/25/15.
- (6) 2/25/15 **84 Main St. – Use Variance – Mr. John Delli Priscoli**
The petitioner is seeking a use variance pursuant to section 174-25(A)(3) and 174-8.2(C) prohibited uses in RA district to allow an 11 unit Bed & Breakfast/Inn, sunroom addition and an antique store in the carriage house. Application approved with conditions on 5/27/15.
- (7) 3/25/15 **14 Valley Rd. – Variance – Mr. Issac Lowe**
The petitioner is seeking a variance pursuant to section 174-8.3 (D) 3 C; minimum setbacks in order to build an addition on the right side of the home to include a playroom and master bedroom. Application approved on 3/25/15.

Zoning Board of Appeals (continued)

- (8) 4/29/15 **251 Turnpike Rd. – Special Permit – Coast 2 Coast R/E holdings**
The petitioner is seeking relief pursuant to section 174-11 (4)(a); maximum number of signs, to install (1) 34.5 square foot sign and (1) 21.4 square foot sign on side of building elevation. Application approved with conditions on 4/29/15.
- (9) 7/29/15 **189 Parkerville Rd. – Variance – Ms. Danielle O’Connell**
The petitioner is seeking a special permit pursuant to section 174-8.2 D (3) (C) required side yard setback 25’ to construct a 24’x24’ attached garage. Application approved on 7/29/15.
- (10) 7/29/15 **157 Cordaville Rd. – Special Permit – Northeast Utilities**
The petitioner is seeking a special permit pursuant to section 174-11 (3); illumination of signs, to illuminate their sign in order to help emergency crews locate the facility. Application approved with conditions on 7/29/15.
- (11) 7/29/15 **365 Turnpike Rd. – Special Permit – Cumberland Farms**
The petitioner is seeking a special permit pursuant to Section 174-11 (2) (d); no sign can be illuminated between 10pm & 6am and section 174.11(3); illumination shall be by white, steady, stationary light to upgrade signage to include LED pump toppers and an internally illuminated diesel sign. Application approved with conditions on 7/29/15.
- (12) 8/26/15 **0 Oregon Rd., Stonebrook Village Insubstantial Modification of Comprehensive Permit approved 10/21/10 – Capital Group**
The petitioner is seeking a decision from the board whether changes made to the Comprehensive Permit constitute a substantial change to the original 40B project and the senior 55 and over plan. Board voted (5-0) in favor that as presented the changes do not constitute a substantial change.
- (13) 10/28/15 **2 Valade Court – Special Permit – Mr. & Mrs. Patrick Brazeau**
The petitioner is seeking a special permit pursuant to section 174-19 A to enclose an existing deck and add a second floor over front porch. Application approved 10/28/15.
- (14) 10/28/15 **0 Marlboro Junction, Fay School Turf Field – Administrative Appeal**
Administrative appeal of the modified major site plan approval decision issued by the planning board on August 19, 2015. Appeal under section 174-25A1 of major site plan approval under section 174-10. Decision pending
- (15) 10/28/15 **325 Turnpike Rd. – Special Permit – Ken’s Foods Inc.**
The petitioner is seeking a special permit pursuant to section 174.9; 174.25A(2) special permits and uses in the industrial park district (174.8.6C(1)) to allow expansion of the existing building. Application approved with conditions on 10/28/15.
- (16) 12/2/15 **25 Marlboro Rd. – Determination – St. Mark’s School**
The petitioner is seeking a determination from the Zoning Board of Appeals that a solar energy system proposed for the St. Mark’s campus is a component of St. Mark’s educational use and is therefore entitled to the protections afforded by M.G.L. c.40A, section 3, Dover Amendment. Decision pending.

The Zoning Board of Appeals met on the following dates to discuss administrative issues:
January 7th, January 28th, February 25th, March 25th, April 8th, April 29th, May 27th, June 10th, July 29th,
August 26th, September 23rd, October 7th, October 28th, November 9th, November 18th, December 2nd,
December 8th, December 9th.

Summary of 2015 Board Decisions (Approved; Denied; Withdrawn; Pending):

Variances: (4) 4 Approved	Comprehensive Permits (1): 1 Pending
Use Variances: (1) 1 Approved	Appeal (2): 1 denied, 1 pending
Special Permits: (6) 6 Approved	Determination (1): 1 pending

PROTECTION OF PERSONS & PROPERTY



Phyllis Bezanson

<i>Animal Control Officer and Animal Inspector</i>

	<i>TOTAL # CALLS</i>	<i>TOTAL # ANIMALS IMPOUNDED</i>	<i>TOTAL # HUMAN BITE CALLS</i>	<i>TOTAL # DOGS NOT CLAIMED</i>
JANUARY	41	0	0	0
FEBRUARY	37	0	0	0
MARCH	112	2	1	1
APRIL	40	0	1	0
MAY	60	1	1	0
JUNE	83	1	1	0
JULY	370	1	0	0
AUGUST	427	2	1	0
SEPTEMBER	227	0	0	0
OCTOBER	105	0	0	0
NOVEMBER	57	1	0	0
DECEMBER	37	0	0	0
TOTAL 2015	1,596	8	5	1

TOTAL # BARN INSPECTIONS COMPLETED FOR STATE ANIMAL CENSUS	412 ANIMALS
TOTAL # DEAD ANIMALS DISPOSED BY ANIMAL CONTROL OFFICE	82 (16 DEER)
TOTAL # QUARANTINE ORDERS ISSUED BY ANIMAL CONTROL INSPECTOR	
HUMAN BITE QUARANTINE ORDERS	5
DOMESTIC ANIMAL QUARANTINE ORDERS	24
TOTAL # DOGS LICENSED WITH THE TOWN CLERK'S OFFICE AS OF 12/31/15	1,295
TOTAL # CITATIONS ISSUED BY ANIMAL CONTROL OFFICE IN 2015	692
TOTAL # COURT SUMMONS IN PROCESS	28

Board of Health

The Southborough Board of Health is composed of three elected members: Nancy Sacco, Chair; Mary Lou Woodford, Vice Chair; and the Board's newest member, Daniel O'Rourke, Recording Clerk.

The Board is served by four part-time staff members: Paul Pisinski, 15 hours per week Public Health Director, Cindy McLeod, 24 hours per week Administrative Assistant; Dennis Costello, 16 hours per week Sanitary Inspector; Leslie Chamberlin, 15 hours per week Public Health Nurse; as well as various senior volunteers. Both Leslie and Cindy work for other Town Departments, Leslie for the Council on Aging/Senior Center and Cindy for the Board of Assessors. The Board of Health will be losing Cindy who has taken a full time position at the Assessors. A replacement has been hired and will start in January 2016. Cindy has performed her duties with distinction and is going to be sorely missed.

The Board has been actively involved in improving its Tobacco Control Program through its involvement with a three year grant for nine area towns from the Metrowest Health Foundation. Among other tobacco and nicotine control issues the Board adopted a regulation increasing the age to 21 years for anyone who wishes to purchase tobacco products and any nicotine delivery item. This regulation went into effect on July 1, 2015. Through our regional program we have continued compliance checks at every establishment which sells tobacco products.

The Board's Public Health Nurse continues to be involved in several major functional areas. In Region 4A Emergency Preparedness, she has managed the State and Federal grant spending, purchasing needed supplies for Flu Clinic Drills and Emergency Sheltering. The Public Health Nurse follows up on all Department of Public Health Communicable Disease Reports, which included increased surveillance of a cluster of Pertussis cases in one school this fall. Annual Flu Clinics were successfully conducted utilizing Nurses from our Medical Reserve Corp. The Board of Health has partnered with four other communities to form a grant funded Youth Substance Abuse Prevention Coalition. Representatives from our Board, Police, Schools, Youth and Family Services, Recreation, churches and the community will work together with the Public Health Nurse on this very challenging mission.

The Sanitary Inspector performed over 350 inspections; the majority of these inspections are required under the various codes and regulations of the Town and State. In addition, more than 70 building department permit applications and 10 residential swimming pool installation plans were reviewed. This year, as in the past, the complexity of the subsurface disposal system design plans submitted, many using innovative systems, for large, shared, condominium and 40B projects, has required review by both the Public Health Director and Sanitary Inspector to ensure compliance to the Title 5 Code. Housing complaints have been on the rise and have been addressed. Modifications have been made to improve and upgrade summer camps licensed by the Board of Health. Also this year we have granted licenses to several new retail food establishments that have located in town.

Board of Health (continued)

ACTIVITIES AND SERVICES PERFORMED IN THE LAST YEAR

SUBSURFACE SEWAGE DISPOSAL SYSTEM (SDS)

- Total Subsurface Sewage Disposal System Permits Issued.....	41
- New Construction.....	10
- Complete Replacements	22
- Component Repair.....	24
- Completed.....	23

SOIL TESTING

- Residential Complete Replacements.....	26
- Residential Systems New.....	21
- Commercial or Non Residential.....	0
- Condominium.....	0

LICENSES TOTAL 130

- Body Art Practitioner.....	1
- Body Art Establishment.....	1
- Day Camp (Recreation).....	6
- Funeral Director.....	1
- Septic Installers.....	43
- Pumper/Haulers.....	18
- Semi Public Pools.....	3
- Tobacco (permit to sell) 2 year permit.....	7
- Food Licenses	50

TITLE 5 INSPECTION REPORTS RECEIVED TOTAL 120

Passing Systems.....	93
Conditional Passed Systems (in Need of a Component Repair).....	16
Failed Systems.....	11
Needs Further Evaluation by the Local Licensing Authority.....	0

Housing Complaints:.....5

Board of Health Meetings:.....14

Title 5 Inspections are required at transfer/sale of a property. The latest information available on the Statewide Failure Rate is approximately 19%. The Southborough Failure Rate is 7% due to cautious but diligent regulation enforcement and the Ban on Garbage Grinders.

B.O.H. BUDGET AND REVENUES: SUMMARY FOR 2014 & 2015

	<u>2014</u>	<u>2015</u>
TOTAL FEES Collected from Licenses & Permits, etc.....	52,840	48,704
Betterment Loan Interest Revenue.....	19,080	15,854
TOTAL Amount Collected by B.O.H. & Returned to Town General Fund...	\$71,920	\$64,558
TOTAL FY 2015 and FY 2016 Budget.....	\$140,539	\$147,864
% Amount Returned to Town.....	51%	44%
% Amount of Board of Health Budget Paid with Taxes.....	49%	56%

SOUTHBOROUGH BOARD OF HEALTH CALENDAR-YEAR RECEIPTS AND EXPENSES

	B.O.H.				Approximate B.O.H
	Approximate	Approximate	Expenses		Per capita
Year	Expenditures	Receipts	Derived from	Population	expenditure
			Property Taxes		
2015	\$147,864	\$64,558	\$83,306	9,767	\$8.53
2014	\$140,539	\$71,920	\$68,619	9,767	\$7.03
2013	\$136,666	\$66,517	\$70,149	9,767	\$7.18
2012	\$137,449	\$89,774	\$47,675	9,767	\$4.88
2011	\$137,579	\$88,505	\$49,074	10,093	\$4.89

Fire Department

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

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

The Fire Department suffered a tragic loss this year with the sudden passing of active duty FF/EMT-P Kenneth Strong on May 7, 2015. He experienced an acute medical condition at home at the time of his death.

FF Strong was appointed to the department on August 20, 2001 and was one of the first paramedics hired as part of advancement of the ambulance service from the basic/intermediate level of EMT to paramedic. Ken was very knowledgeable in the EMS field and was instrumental in advancing the EMS service in the department by laying the group work for the policies and procedures that are still in place today. He was quickly appointed as the Emergency Medical Director for the department in 2003 and oversaw the operation of the ambulance service to ensure that we maintained compliance with stated laws and regulations as well as ensuring that the proper equipment, training, QA/QI and documentation was in order to operate at the advanced level.

As well as being a very proficient paramedic, FF Strong was a very good firefighter and was a call firefighter in his home town of Princeton prior to being hired fulltime in Southborough. Ken was appointed as an Officer in Charge status which allowed him to be in charge of his daily shift when the officer was off duty. He was placed in this position because of his leadership ability and knowledge of fire and EMS.

In October of 2005, Ken received the Outstanding Team Response Award from the Metropolitan Boston EMS Council for saving the life of a child at Fay School who fell out of a third floor window and suffered a serious injury. Ken was the lead paramedic on the call and his care given prior to and during transport to the hospital resulted in a positive outcome for the child. After many months of rehabilitation the child fully recovered. This was just one example of how Ken touched many lives in a positive way during tenure as a firefighter and paramedic.

Ken will be greatly missed by everyone on the department, but most importantly the people who he served on a daily basis, he is truly irreplaceable.

Fire Department (continued)

The Department is comprised of the following personnel:

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

In 2015, the Southborough Fire Department responded to 1,355 emergency incidents, this represent nearly the same number of responses over 2014. I am pleased to report that Southborough did not experience any fire related civilian or firefighter deaths, no civilian fire related injuries and one minor fire related injury. Fire loss during the year totaled \$96,120 with \$41,020 from structure losses, \$48,400 from vehicle losses and \$6,700 from other unclassified losses.

The following is a breakdown of the emergency responses:

Fire/Explosion	44
Overpressure Rupture	3
Hazardous Condition	58
Medical Emergencies and Motor Vehicle Accidents	753
Service Call	138
Good Intent Call	95
False Call	264

On Sunday, May 24, 2015, the department experienced a busy day with several brush fires reported along the railroad tracks off of Southville Road. Due to extreme dry weather conditions over several days with high winds, the conditions resulted in a red flag warning for the area. Sparks from a train is believed to have started fires between Ashland and Westborough resulting in several fires occurring in Southborough. There was a total of six separate fires reported in Southborough which resulted in the need to have multiple communities respond on mutual aid to assist the Southborough crews. Help was requested from Ashland, Westborough, Marlborough, Framingham, Berlin, Hudson and the Massachusetts Department of Conservation and Recreation. Westborough experienced a large fire off of Flanders Road and required assistance from Hopkinton.

During the week prior, there were several fire incidents in the surrounding area that required mutual aid resources. On one particular day there was a large brush fire in Westborough, a building fire at Carboni's Restaurant in Hopkinton, brush fires and a building fire in Milford and a multi injury car accident in Ashland. All of these incidents occurred within a 2 hour time frame requiring mutual aid to respond from various communities. Southborough assisted Westborough with the brush fire as well as Hopkinton at the fire at Carboni's. There were several routine incidents that occurred in Southborough that needed to be handled as well.

These types of incidents exemplify the importance of the mutual aid system and the coordinated cooperation needed amongst our neighboring communities to handle incidents beyond the capability of an individual community.

Massachusetts General Laws require the Department to conduct a variety of inspections. A total of **902** inspections, plan reviews and public education programs were conducted in 2015, which was an increase of 10% over 2014. The major projects for the year were the demolition and construction of the new science wing at St. Mark's School. There were several inspections conducted to ensure compliance with fire safety regulations and required several hours of inspection time prior to final approval for occupancy. There were several smaller commercial projects over the year with tenant renovations and fit-ups in commercial buildings. The upswing in the economy also saw an increase of inspections for new housing construction and resale of existing houses. EMC began the first phase of a master plan which saw

Fire Department (continued)

utility improvements and installation/reconstruction of the roadway along Coslin Dr. The department worked closely with EMC to ensure the safe access and travel through the property during construction. There were several inspections conducted for the installation of the new roadway due to the need to conduct blasting operations. I would once again like to thank Lt. Neal Aspesi, as well as all the department members, for all the hard work and effort in performing the Fire Prevention functions for the Southborough Fire Department.

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

One of the major changes with the S.A.F.E. program is a new initiative called Senior S.A.F.E. Additional grant funding has been provided by the Commonwealth of Massachusetts to assist with fire safety programs for the aging population. Two programs have been initiated by Lt/EMT-P Dano which involves home safety visits to resident's homes to ensure that they have properly functioning smoke and carbon monoxide alarms, there are no fire hazards present and there are no trip or fall hazards present which may cause an injury. The visits were coordinated through the Senior Center with several conducted during the year.

The second program that was initiated was the installation of stovetop fire extinguishers at Colonial Gardens. A single compact extinguisher is installed under the hood of the stove and will activate when a cooking fire occurs. There have been many documented fires that have been extinguished because of unattended cooking. This will greatly reduce the potential risk for a more serious fire occurring as the department responds to several of these incidents every year at this location. The devices were purchased through a grant program with approximately half the units installed with one. The remainder of the apartments will be outfitted this year as more grant money is received.

In addition to emergency response, on-duty staff also performs daily equipment checks and minor maintenance and repairs, and trains on a wide variety of subjects. In order to remain proficient as our firefighters face new and difficult challenges in all aspects of emergency response, training is a major component during times while standing-by for emergency responses to occur. Members also attended many trainings throughout the year and receive certificates or certifications in the following: Incident Safety Officer, New Fire Chief I: Challenging Issues, Advanced Structural Firefighting Practices, Strategy and Tactics for the Company Officer, Transitional Fire Attack, Fire Instructor, Fire Officer I, Fire Officer II, and Company Officer Advance Leadership.

The department replaced the hovercraft with a new shallow bottom boat to allow access to all the bodies of water in town. Training was conducted on the operation and rescue techniques in September with all the members being certified as boat operators.

The emergency medical services (EMS) component of the emergency response system consists of trained firefighter/emergency medical technicians (EMTs) at the paramedic, intermediate and basic level of services, under the direction of a medical control physician located at U-Mass Marlborough Hospital. Dr. Joe Tennyson, Director of Emergency Services at Marlborough Hospital, provides oversight and support to the Department. Within his role as Medical Director to the department he presents Quarterly Morbidity or Mortality rounds for the EMT's, and the Doctor is actively involved in training and the Quality Assurance/Quality Improvement program. In order to ensure the highest-quality EMS system for

Fire Department (continued)

Southborough, Dr. Tennyson reviews 100% of all patient care reports. Other EMS training programs were presented to the members of the Department throughout the year.

On January 1, 2015, Captain/EMT-I Joseph Hubley retired from the fire department after 37 years of service. His retirement created the need for a promotional opportunity with FF/EMT-I Kenneth Franks being promoted to Lieutenant. FF/EMT-B Amanda Beahn was hired to fill the open firefighter position but left the department in May to pursue an opportunity with the MassPort Fire Department. FF/EMT-B Edgar Vigil was hired to replace FF/EMT-B Beahn and was promoted from the call ranks to fill the position. FF/EMT-P Timothy Cole was hired to fill the vacancy left by the passing of FF/EMT-P Kenneth Strong. The call ranks also saw the retirement of long time member Lt. George (Skip) Hubley who devoted 42 years of service to the Town. One call member was added to the department during the year. FF Marc Silverstein joined the department in April and has some previous firefighting experience as a volunteer in Pennsylvania.

CONCLUSION

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

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



Police Department

Protecting Our Community.....Together

Mission Statement

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

Introduction

The Town's Police Department is staffed by a dedicated group of Officers led by Chief Ken Paulhus, Lieutenant Sean James, and four Sergeants who make up the Command Staff. They include Sgt. Tim Slatkavitz, Sgt. James Deluca, Sgt. Ryan Newell, and Sgt. Heath Widdiss. All enjoy working with one another, and are dedicated to the law enforcement profession.

We are most proud of the professionalism displayed in our daily contacts with the public. Of some twenty-two thousand plus formal entries into the Dispatch Log during the past year, we have not received a single formal complaint of misconduct. We believe this reflects the dedicated service provided by our staff members on a daily basis.

Some of the major accomplishments by the Department this year included the introduction of Electronic Control Weapons (Taser Brand) to enhance the safety of our Officers, and the public during dangerous situations. Officers were trained and certified through an insurance grant in January. Other initiatives were increased training for Officers in O.U.I. drug detection and leadership training. Upgrades were also accomplished in our Training Division through the use of PMAM Company software, and the update of twenty-five departmental policies in our movement toward Certification recognition in the MA Police Accreditation process. In August, the Department secured a week of scenario training with duty weapons through the rental of a ballistic lined trailer supplied by Blue Line Corp. We also established an Internet Transaction Safety Zone in the Public Safety Building parking lot. Further details can be found on our website and Facebook page. Residents are encouraged to make use of the program.

During the year, we mourned the death of retired Officer Robert Durran. He will be sadly missed. Officer Durran served the Southborough Police Department with distinction from his appointment in June of 1966, until his retirement in November of 1999. Bob created the Department patch that we still wear today.

In February, a committee was established to explore the possibility of a new Public Safety Complex. As the year came to a close, the committee had much success in identifying the space needs, and possible location of a new facility, which has been sorely needed for years. The architectural firm of Donham and Sweeney was contracted to formulate a preliminary plan. We look forward to the completion of a successful project that has been years in the making. The project is on track to be largest non-school related building project in the Town's history.

Finally, the Department was proud to be recognized by SafeWise as the 15th safest city in Massachusetts based on our efforts in community safety and crime prevention.

Community Policing Initiatives

The Southborough Police Department has enjoyed a harmonious relationship in this community for many years, largely due to great efforts in Community Policing. Programs such as *DARE*, R.A.D. Women, *radKIDS*, School Resource Officer, Child-Seat Restraint installation, Business Resource Officer, Senior Resource Officer, Friday Night Basketball, Drug Take Back Day, and Junior Police Academy are among the most popular.

Police Department (continued)

The School Resource Officer position is an important part of the Southborough Police Department. Often referenced as the “youth officer”, Officer Kevin Landry has maintained this position for the last fifteen years. In the course of those years, we have seen the case load of the SRO range from thefts and bullying issues to school safety plans and conflict resolution. Our SRO also deals with technology issues such as social media, cyber threats, and inappropriate texting incidents.

We have also implemented many safety programs over the years ranging from Stranger Danger to Bicycle Safety. The dedication to this community’s youth is also demonstrated in the yearly Junior Police Academy which stresses the importance of respect, teamwork, physical conditioning, and integrity. These are achieved by problem solving, teamwork, and self-esteem exercises. Many of our “cadets” have been inspired to move on to community and student leadership programs. This year will mark the seventeenth anniversary of the JPA program. If you are interested in seeing the cadet’s hard at work, please visit “you tube - Southborough Access Media”.

Traffic Enforcement

Traffic concerns continue to be a main area of concern to the Department and its residents. The Town is embedded with many areas of high volume commuter traffic, especially along the Route 9/30 corridor. Under the direction of Sergeant Tim Slatkavitz, areas of enforcement emphasis are noted at roll call, and addressed through speed monitoring or electronic sign board. A low visibility traffic cruiser was added this year to assist in our enforcement efforts. Officers investigated 462 motor vehicle crash reports over the past year, and passed out over 2700 citations. In addition, four separate Federal Grant programs were instituted to address speeding, o.u.i., and dangerous driving habits. The societal problem of driving while intoxicated hit especially close to home this past year when two of our cruisers were totaled in rear end accidents on Route 9. Luckily, both Officers involved did not sustain any major injury. Residents with areas of concern are urged to contact the Department for stepped up enforcement initiatives.

Business Community Outreach

If you are a Southborough business owner, and have already been contacted by one of our Business Resource Officers, we ask that you please mail the survey form with your business' updated information in to the Police Department (19 Main St, Southborough, MA).

The participating Business Resource Officers include Officers Kevin Landry & Jake Woodford (North side of town); Officers Tom Rock and Jim Gallagher (South side of town); and Officer Aaron Richardson (currently assigned to the Turnpike Road area). We look forward to working with our neighbors in the business community. A second outreach was completed in September/October of this year.

Senior Citizen Resource Officer

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

Criminal Investigations/Detective Bureau

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

The role of the Detective Division is to combat crime by the provision of prompt, diligent, and proactive investigations while respecting the rights of the citizens of Southborough. The Detective Division accomplishes this mission by maximizing the use of traditional investigative techniques in combination with the most current technological resources available.

Police Department (continued)

We work in close cooperation with other internal divisions of the Southborough Police Department, as well as other local, state, and federal law enforcement agencies to accomplish its ultimate goal of providing excellent service to the citizens of Southborough. In the past year the Department was able to secure a grant to enable the Detective to join the Worcester County Regional Drug Task Force. Detective McCarthy has assisted multiple agencies with investigations into human trafficking, prostitution, and drug investigations leading to numerous arrests, recovery of narcotics, and guns.

The Detective Division is currently managed by the Lieutenant. There is currently one full time detective assigned to this Division. The Detective Division conducts follow up investigations based on information provided by the patrol division. The investigations are separated into two categories: crimes against persons and crimes against property.

During this past year, Detective McCarthy was assigned follow up investigation on approximately ninety-five cases. The case assignments were broken down into some of the following categories; breaking and entering, larcenies, motor vehicle thefts, prostitution, assaults, vandalism, check fraud, domestic violence, elder abuse, identity theft, and illegal drug activity. One of the more popular cases solved involved a couple of career criminals. In June, several thefts were reported from an office building. The suspects would enter the building undetected. They would then steal cash and credit cards from unattended handbags. A review of video evidence, and old fashioned foot work, led to the identification of two suspects linked to thefts throughout the Commonwealth. One of the agencies had been trying to identify the same two suspects for the past year.

A growing concern of the Detective Division continues to be Identify Theft and Internet Fraud Crimes. The Department saw a large spike in the amount of fraudulent tax returns filed. Please be diligent in following up with the IRS or your tax preparer. If you are a victim of Identity Theft, please contact the Southborough Police Department.

Department Goals

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

In conclusion, we thank the Board of Selectmen, the townspeople, and business community for their great support and encouragement during the year.



Police Department (continued)

STATISTICS FOR 2015

ANIMAL COMPLAINTS	226	IDENTIFICATION THEFT	38
ALL ARRESTS	137	KIDNAPPING	0
ASSAULTS	29	LARCENY	44
ASSIST CITIZENS	808	MISSING PERSONS REPORTED	2
ASSIST OTHER AGENCIES	167	MOTOR VEHICLE ACCIDENTS	367
BUILDING/PATROL CHECKS	3094	MOTOR VEHICLE THEFTS	2
BURGLAR ALARMS	613	MOTOR VEHICLE VIOL. ISSUED	2617
BURGLARY & ATTEMPTS	12	NOISE COMPLAINTS	30
BUSINESS/OTHER ESCORTS	64	PROTECTIVE CUSTODY	3
DISTURBANCES	88	SEXUAL CRIMES	3
DOMESTIC INVESTIGATIONS	10	SUMMONS/WARRANTS	294
MARIJUANA BYLAW VIOL	9	SUSPICIOUS ACTIVITY	99
FINANCIAL CRIMES	38	TRAFFIC COMPLAINTS	174
HARASSMENT COMPLAINTS	22	VANDALISM	20

You are our extra eyes and ears. If you see something, say something.

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

“Enhancing Community Safety through Education and Preparedness”

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

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

“Are you Connected to Stay Informed?”

SEMA ***strongly encourages*** each citizen and business employee in the Town of Southborough to connect with the following. These are SEMA's primary mediums for distributing emergency and preparedness information.

1. Sign-up for/update **CodeRED** (the Town's emergency notification system). Refer to the CodeRED link on the Town's website.
2. Like the Southborough Emergency Management Agency's **FACEBOOK page** (SEMA Twitter coming soon)
3. Connect with the Town of Southborough's **TWITTER page** (@17Common).

2015 Enhancements and Funding Opportunities:

In 2015, SEMA continued to work closely with various Town and State Departments and organizations to enhance the resilience, preparedness and response capabilities of Southborough.

1. **Emergency Generator for DPW Facility & Municipal Fuel Station:** Southborough was awarded Federal funds through a highly competitive post-disaster mitigation grant to replace and upgrade the emergency generator at the DPW. The project was completed in November.
2. **National & State Plan Recertification:** SEMA received recertification for three town-wide emergency plans/designations; **1)** Town's Comprehensive Emergency Management Plan, **2)** StormReady Community & **3)** Local Emergency Planning Committee – Full Level.
3. **Shelters & Congregation/Charging/Warming/Cooling Centers:** SEMA, in conjunction with the Board of Health and CERT/MRC, fully updated the operational plans and purchased (through grants) additional equipment/supplies for the Town's pre-identified locations.
4. **CodeRED & Facebook:** The Town's CodeRED system was updated to a new version, with greater capabilities. SEMA also launched a dedicated Facebook Page
5. **Response Cargo Box (Pod):** SEMA and the CERT/MRC/TeenCERT took delivery of a rapid response cargo box system (PodRunner) which can be towed by any vehicle with a trailer hitch. This was funded by a State/Federal Citizen Corp grant and the Regional 4a MRC.

SEMA & LEPA (continued)

Year 2015 Events

Snow, Snow, Snow - Cold, Cold, Cold...the historic snow and cold of early 2015 are firmly burned in all our memories. SEMA took many fronts for this unprecedented sting of weather including the distribution of public information on forecasts, hazards, preparedness and mitigation. None of the events required the activation of the Emergency Operations Center (EOC), rather the EOC was converted into a rehabilitation center for Town Fire, Police & DPW employees/contractors offering a warm place to congregate rest and eat. It became known as “Café EOC”. Members of the Southborough Community Emergency Response Team (CERT), Medical Reserve Corps (MRC) and TeenCERT volunteered several hours and personal equipment to clear fire hydrants throughout town.

Emergency Management continued to assist in the planning and operations of Southborough Summer Nights, Heritage Day, New England School for Children’s (NECC) 5k Race and Gobble Wobble 5k Race. All events went off without a hitch, with no injuries due in part to pre-planning, and especially, volunteer work of the members of the CERT/MRC/TeenCERT.

SEMA again took part in the planning and activation for the 2015 Boston Marathon. SEMA has been involved, working with the Town of Hopkinton and BAA, for several years. As with 2014, security was a topic of focus, with increased concerns of the national growth in “public disturbance events/protests”. SEMA was tasked as the lead agency for all areas along the Rt. 85 corridor north of Rt. 135, including pre-identified evacuation plan/routes, access for emergency assets and emergency/media staging areas. The planning team included representatives from SEMA, Southborough Police & Fire Departments, Southborough CERT/MRC/TeenCERT, Hopkinton Police & Fire Departments, the BAA, the Massachusetts State Police, Massachusetts National Guard, FBI and ATF. On the day of the Marathon SEMA was operational from 4:00 a.m. until 1:00 p.m. SEMA and CERT/MRC/TeenCERT members volunteered all planning and operational hours.

The CERT/MRC/TeenCERT continues to be an invaluable group of committed volunteers augmenting the needs of emergency services in Town. These members dedicate numerous hours; meeting, training and coordinating with Fire, Police, SEMA, the Board of Health and others to ensure they are prepared to assist at a moments notice. In 2015, the team developed an Unmanned Aerial Vehicles (UAV) aka Drone sub-team. These members are trained in the operations and legal aspects of UAVs. This added resource has the ability to be a great asset to the Town. **ATTENTION EAGER VOLUNTEERS:** The CERT/MRC/TeenCERT is always looking for new members to fill a wide-scope of missions from office assistance to medical aid to search & rescue - check them out on Facebook.

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

TOWN CLERK



Shirley Hutchinson

Precinct I
Election Officers 2015 (appointed)

Warden: Patricia A. Draper
Deputy Warden: Joyce Macknauskas
Clerk: Marie A. Kensinger
Deputy Clerk: Karen A. White

Inspectors

Anne C. Bartulis	Kathleen Lane	Katherine M. Tarr
Dorothy M. Delarda	Donna L. McDaniel	Elaine A. Yetman
Alice B. Gaffney	Nancy D. Powers	
Harold O. Kiess	Elizabeth A. Sherry	

Tellers

Sandra A. Callinan	Emma E. Colcord
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Precinct II
Election Officers 2015 (appointed)

Warden: Doriann M. Jasinski
Deputy Warden: Barbara A. Murphy
Clerk: Josephine A. Shea
Deputy Clerk: Delia A. Mulvaney

Inspectors

Suzanne D. Acampora	Jennifer K. Hulton	Lynne J. McKay
Barbara Jeanne Barnes	Ellen C. Joyce	Marilyn J. Sheff
Lorraine S. Brond	Maryann T. Lamy	Sally B. Watters
Janet S. DeNapoli	Mildred P. Lemire	

Tellers

Carol A. Gay	Jean Wood
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Precinct III
Election Officers 2015 (appointed)

Warden: Arthur R. Miner
Deputy Warden: Linda C. Hubley
Clerk: Kathleen B. Bartolini
Deputy Clerk: Diane C. Cameron

Inspectors

Rachel P. Adelson	Andrea J. Farrell	Ann M. Northup
Diane L. Beane	Jocelyn A. Gregory	Anita W. Reeder
Jeffrey Jacobs Beane	Lidia A. Kiley	Susan M. Ricci
Margaret DeFazio	Marie Langley	
Brian Donovan	David A. Monroe	

Tellers

Carol A. Miner	Claudia M. Roche
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Annual Town Meeting April 13, 2015

At the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, April 13, 2015 at 7:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 239 voters were present.

Checkers:	Alice B. Gaffney	Sally Watters
	Linda C. Hubley	Karen A. White
	Delia A. Mulvaney	Jean Wood

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Temporary Town Clerk, Michelle A. Jenkins:

Tellers:	Susan G. Baust	28 Latisquama Road
	Roger W. Challen	29 Oak Hill Road
	Joseph C. Laning	9 Maplecrest Drive
	Barbara A. Murphy	202 Cordaville Road
	Craig W. Nicholson	30 Pinecone Lane
	Paul O. Smith	55 School Street

The Town Moderator, David A. Coombs, called the meeting to order at 7:10PM.

The Colors were presented by The GIRL SCOUTS from the following Troops:

Troop 75014: Freya Blank, Lily Chan, April Davis, Emily Hinterneder, Alison Hojlo, Sanjana Singh, Alexandra Varner

Troop Leaders: Angela Varner and Jeanine Hinterneder

Troop 72786: Sarah Boush, Olivia Lipman, Charlotte Roiter, Eve Roiter

Troop Leaders: Gina Krueger and Julie Jenks

A moment of silence was held in memory of those persons who have served the Town in the past:

Henry B. Adams – Selectman 1957-1960

Lois W. Denman – Election Worker

James F. Finneran, III – Police Officer

Judith E. Kearns – Art Teacher, Southborough Schools

Charles Raymond O'Connell – Sergeant, Police Department, Constable and Personnel Board

Alice L. Phillipo – Southborough Senior Center, Meals on Wheels

Angeline S. Pessini – Southborough Senior Center and Election Worker

Margaret A. Tuttle – Southborough Library, Meals on Wheels

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for the Annual Town Meeting by the Constable.

Annual Town Meeting (continued)

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the following non-voters to remain:

Brian P. Ballantine, Finance Director
Jennifer L. Burney, Town Planner
Leslie R. Chamberlin, Public Health Nurse
Trevor Lucas Dillman, Southborough Access Media
Ryan Donovan, Library Director
David Finneran, Southborough Teachers Association President
Karen M. Galligan, Superintendent of Public Works
Bridget Gilleney-Decenzo, Cemetery Director
Vanessa D. Hale, Assistant Town Administrator
Ernest Houle, Superintendent-Director of Assabet Valley Regional Technical High School
Michelle A. Jenkins, Temporary Town Clerk
Christine M. Johnson, Superintendent of Schools
Salim Kassouf, Finance
Heidi Kriger, Town Accountant
Pamela LeFrancois, Senior Center Director
Cheryl L. Levesque, Director of Business
Kristopher Luoto, Director of Business Operations, Assabet Valley Regional Technical High School
Gregory Martineau, Assistant Superintendent of Schools
Danny Martins, Fire Department
Joseph C. Mauro, Jr., Fire Chief
Terry Newman, Southborough Access Media
John Parent, Facilities Manager
Kenneth M. Paulhus, Chief of Police
Jonathan Phelps, Metrowest Daily News
Paul C. Pisinski, Public Health Director
Mark J. Purple, Town Administrator
Mark S. Robidoux, Inspector of Buildings
Beth Rosenblum, Conservation Administrator
Christopher Shanahan, Fire Department
Laurie Sugarman-Whittier, Director of Youth and Family Services
Jason Talerman, Attorney
Jean E. Tower, Director of Technology

MOTION MADE: To waive the reading of the Warrant.

MOTION PASSED UNANIMOUSLY.

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

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

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

MOTION MADE: That the Town hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

MOTION PASSED UNANIMOUSLY.

Annual Town Meeting (continued)

The following Town Officers and/or Committee members gave a report:

- Mary Lou Woodford and Nancy A. Sacco – Presentation of the Dr. Timothy Stone Public Health Award – Dr. Louis Fazen recipient.
- Brian E. Shea - Advisory Committee Chairman
- Frederica Jayne Gillespie – Community Preservation Chairwoman
- Ryan Donovan – Library Director
- Alfred C. Hamilton – Public Safety Building Committee Chairman
- David K. McKay – Economic Development Chairman

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, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

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

MOTION PASSED UNANIMOUSLY.

ARTICLE 3: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2015 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2015 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.

MOTION PASSED UNANIMOUSLY.

Annual Town Meeting (continued)

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

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Board Recommendation: Support

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

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

MOTION PASSED UNANIMOUSLY.

MOTION MADE: That the Town vote to discuss Articles 5 and 6 together for purpose of discussion; they shall be voted upon separately.

MOTION PASSED UNANIMOUSLY.

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

SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS
OF THE TOWN OF SOUTHBOROUGH

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

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

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

Annual Town Meeting (continued)

SECTION 1. DEFINITIONS

As used in this by-law, the following words and phrases shall have the following meanings:

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

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

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

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

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

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

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

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

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

“Department” means a functional unit of Town government.

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

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

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

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

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

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

Annual Town Meeting (continued)

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

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

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

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

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

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

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

SECTION 2. POSITION TITLES

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

SECTION 3. NEW OR CHANGED POSITIONS

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

SECTION 4. RECLASSIFICATION OF EMPLOYEES

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

SECTION 5. JOB DESCRIPTIONS

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

Annual Town Meeting (continued)

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 normal pay period, provided such extra hours were authorized by the Department Head.

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

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

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

SECTION 7. ADJUSTMENT & COMPENSATION POLICIES

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

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

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

b. Regular Part-Time employees shall be eligible for consideration for merit increases within their grade one year from the date of their last increase.

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

SECTION 8. TRANSFERS AND PROMOTIONS

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

Annual Town Meeting (continued)

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

SECTION 9. NEW PERSONNEL and MERIT INCREASES

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

b. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Town Administrator [who shall have authorization to set pay rates up to the mid-point]. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

c. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process. Henceforth, the Board agrees to allow the Town Administrator the ability to set a starting salary for new employees with comparable experience from the municipal, state or federal sector, up to and not exceeding the mid-point of the pay scale set forth in Schedule A and B of the Salary Administration Plan.

d. For new hires, the first six months of employment shall be a probationary period at the end of which the employee may receive a merit increase based on the approved annual percentage set by the Personnel Board, provided that the Department Head recommends and the Personnel Board approves. The employee shall thereafter be reviewed for a rate increase one year from the date of the employee's latest increase. This probationary rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another. During any such probationary period, benefit eligible employee(s) nevertheless will earn vacation, sick and personal time in accordance with Section 11(b) hereof.

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.

SECTION 11. EMPLOYEE BENEFITS

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

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

a. Holidays with Pay

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

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

Annual Town Meeting (continued)

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

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

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

b. Vacations with Pay

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

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

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

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

The probationary period for new hires would still apply.

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

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

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time.

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

Annual Town Meeting (continued)

c. Sick Leave

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

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement 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 the employee must adhere to in the workplace.**

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

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

d. Personal Days

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

e. Military Leave

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

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

f. Jury Duty

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

g. Miscellaneous Paid Time Off

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

Annual Town Meeting (continued)

- (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** educational programs authorized by the Department Head.

h. Court Time Pay

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

i. Employee Educational Support/Professional Development

- (1) Degree Bonus: All 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.

- (2) Tuition reimbursement: As administered through the Personnel Board and subject to the procedure below, the Town may provide college tuition reimbursement to any Full-Time employee for a course that applies to the employee's specific position and for which the employee attained a grade of "B" or better.
- (3) Approval Procedure: Town funds must first be appropriated by Town Meeting in the Personnel Board's fiscal year budget. If funds are appropriated, then no later than August 31st of each year interested employees shall advise the Personnel Board in writing of their interest in taking work-related courses during the fiscal year. The request should be routed through the employee's Department Head, and should include detailed information regarding the desired coursework and cost of tuition. Thereafter the Personnel Board will review all such requests and make recommendations for reimbursement based on available funds and the number of requests. The Board will then notify the employee and their department head of the decision.
- (4) Reimbursement: Tuition reimbursed shall be paid only after the employee presents to the Department Head written verification of (a) course completion (with a grade of at least B) and (b) full payment by the employee. If an employee resigns employment within twelve months of such reimbursement, the employee shall be responsible to repay **the amount paid to them by** the Town.

j. Group Medical Insurance

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

Annual Town Meeting (continued)

SECTION 12. UNPAID LEAVES OF ABSENCE

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

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

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

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

- a. In the absence **or retirement** of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate board or commission may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.
- b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

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

SECTION 16. DUTIES OF THE PERSONNEL BOARD

- a. The Personnel Board shall administer the Salary Administration Plan and Personnel By-Laws and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.
- b. The Board shall meet annually in July and organize by the choice of a Chair and Clerk. The Board shall meet at least monthly, except for the month of August. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan and Personnel By-Laws.

Annual Town Meeting (continued)

c. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Assistant Town Administrator, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

d. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan and Personnel By-Laws. 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 and Personnel By-Laws at the next Annual Town Meeting.

e. Between November and January of each fiscal year, the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information.

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

g. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan and Personnel By-Laws 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 and Personnel By-Laws. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

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

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

Annual Town Meeting (continued)

SECTION 18. AMENDMENT OF THE PLAN

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

SECTION 19. SEVERABILITY PROVISION

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

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

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

POSITION TITLE	PAY GRADE
DEPARTMENT HEADS & MANAGEMENT STAFF	
Director of Public Works	9
Finance Director – Treasurer-Collector	
Assistant Town Administrator	8
Director of Facilities	
Library Director	
Building Commissioner	
Director, Youth & Family Services	7
Director, Council on Aging	
Principal Assessor	
Director of Recreation	
Town Accountant	
Town Planner	

Annual Town Meeting (continued)

SUPERVISORS & TECHNICAL STAFF	
Assistant Town Clerk	6
Conservation Agent	
Assistant Director, Youth & Family Services	
Outreach Coordinator	
Business Administrator	5
Children's Librarian	
Staff Engineer	
Executive Assistant to the Board of Selectmen	
Program Coordinator	
Principal Department Assistant	4
Maintenance Supervisor	
Assistant Treasurer/Collector	
Assistant Town Accountant	
ADMINISTRATIVE & SUPPORT STAFF	
Administrative Assistant	3
Administrative Assistant II	
Senior Library Assistant	
Communications Officer	2
Library Assistant	
Maintenance Mechanic	
Maintenance Custodian	1

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

SCHEDULE B: [RESERVED FOR FUTURE USE]

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

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

Annual Town Meeting (continued)

Reserve Police Officer.....	11
Technical Specialist II	11
Tree Warden.....	11
Information Technology Coordinator	12
Interim Police Officer (Reserve).....	12
Nurse	13
Electrician.....	13
Public Health Director.....	13

Police Lieutenant See Schedule G

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

Hourly Rates for Part-Time Positions

Grade	Minimum	Midpoint	Maximum
1	Min wage*	Midpoint	\$8.33
2	\$8.34	\$10.35	\$12.35
3	\$8.84	\$10.91	\$12.98
4	\$9.26	\$11.52	\$13.78
5	\$9.71	\$12.10	\$14.49
6	\$10.25	\$12.74	\$15.22
7	\$10.73	\$13.34	\$15.95
8	\$11.26	\$14.02	\$16.77
9	\$11.82	\$14.72	\$17.62
10	\$12.54	\$15.60	\$18.66
11	\$13.87	\$19.44	\$25.00
12	\$21.00	\$27.50	\$34.00
13	\$29.00	\$35.00	\$41.00

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

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

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

Annual Town Meeting (continued)

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: \$46.00 per hour

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent	\$8,000
Clerk, Board of Registrars	\$1,638.33
Emergency Management Coordinator	\$2,000
Registrar of Voters	\$205.66
Town Counsel (not including fees).....	\$1,704.33
Tree Warden	\$4,000
Veterans' Agent and Director of Veterans' Services	\$10,000
Website Administrator.....	\$5,000

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

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

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

SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Effective July 1, 2011, the Police Lieutenant would be classified under Schedule G. In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

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

Police Lieutenant:

Minimum	Midpoint	Maximum*
62,668	72,992	83,316

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

Annual Town Meeting (continued)

SCHEDULE H: COMMUNICATIONS OFFICERS

The role and responsibilities of Communications Officer(s) for the Town are non-traditional, as staff members are expected to work odd hours, nights, weekends and holidays. They are also expected to wear prescribed clothing, as representatives of the Southborough Police and Fire Departments. The below listed items are allowances made for these requirements:

Shift differential:

Communications Officers are required to work 24/7 shifts. As a result, shift differential are paid hourly to scheduled employees for evening and midnight shifts.

Differential is set at:

4pm – 12am	\$.50/hour
12am - 8am	\$.60/hour

Clothing Allowance:

Communications Officers are expected to wear clothing as prescribed by the Police Chief. A clothing allowance of \$350 per year, paid through reimbursement as receipts are provided, will be allowable.

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

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

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

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

Advisory Committee Recommendation: At Town Meeting

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

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

AMENDMENT MADE: That the Town vote to amend the title “Program Coordinator” listed as Grade 5 in Section 20 be modified to be classified in Grade 6 of said Section 20.

AMENDMENT PASSED UNANIMOUSLY.

MOTION TO MOVE THE QUESTION PASSED UNANIMOUSLY.

MAIN MOTION WITH AMENDMENT PASSED BY MAJORITY VOTE.

Annual Town Meeting (continued)

ARTICLE 6: To see if the Town will vote to appropriate a sum of money to various accounts as part of the implementation of the Pay and Classification Study, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *As a result of the FY15 Pay and Classification Study, nine positions were below the recommended minimum pay range for their position. This funding brings these positions to the minimum range of pay as approved by the Personnel Board.*

MOTION MADE: That the Town vote to raise the sum of \$39,338 to fund the implementation of the Pay and Classification Plan as recommended by the Personnel Board, specifically to bring the identified positions into their new grade classifications at the minimum level.

<u>DEPT</u>	<u>Titles</u>	<u>NEW</u>	<u>Total Est.</u>	<u>FY16</u>	<u>Difference</u>	<u>Account for</u>
		<u>RANGE</u>	<u>Employee</u>	<u>Amount</u>	<u>Required to</u>	
		<u>MIN</u>	<u>Earnings</u>	<u>Budgeted</u>	<u>Appropriate</u>	<u>Appropriation:</u>
Assessor	ADMIN 2	45,000	46,350	41,070	2,112	0100-5-141-000-51100
Board Of Health	ADMIN 2	45,000	46,350	41,070	3,168	0100-5-512-000-51100
Building Dept	ADMIN 2	40,447	38,048	36,739	1,309	0100-5-241-000-51100
Council on Aging	Program Coord	52,003	43,060	37,763	5,297	0100-5-541-000-51100
DPW	Staff Engineer	48,375	48,975	48,258	717	0100-5-400-421-51100
Facilities	Facilities Director	73,438	75,641	74,791	850	0100-5-192-000-51100
Library	Library Director	73,438	74,838	64,219	10,619	0100-5-610-000-51100
Recreation	Program Coord	52,003	52,617	46,976	5,641	0100-5-630-000-51100
Treasurer	Prin Dept Assist.	45,000	45,452	39,310	6,142	0100-5-145-000-51100
Youth/Family	Assist. Director Y/F	52,003	52,448	48,965	3,483	0100-5-542-000-51100
Total for Article					39,338	

MOTION PASSED BY MAJORITY VOTE.

ARTICLE 7: To see if the Town will transfer from “FY15 Department 910 Employee Benefits” the amount of \$115,000 for the purpose of funding a Health Reimbursement Account, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article transfers the estimated balance of money appropriated in FY15 for an employee health reimbursement account (HRA) as agreed with Town employees during benefit negotiations. The original amount of funding was derived from health insurance savings. This would allow the Town to avoid appropriating the balance each year.*

MOTION MADE: That the Town vote to transfer from “FY15 Department 910 Employee Benefits” the amount of \$115,000 for the purpose of funding a Health Reimbursement Account.

MOTION PASSED UNANIMOUSLY.

Annual Town Meeting (continued)

ARTICLE 8: To see if the Town will vote to transfer the sum of \$94,238 between and among various accounts for the fiscal year ending June 30, 2015, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

<i>FROM:</i>	<i>TO:</i>	<i>AMOUNT:</i>
Benefits – Health Ins.	In Lieu Vacation/Sick	\$35,920
0100-5-910-000-51720	0100-6-910-570-51771	

A number of retirements that were not anticipated have occurred over the past year, which depleted the article reserved for this purpose, and have left it in deficit.

Benefits – Health Ins.	Liability Insurance	\$ 1,480
0100-5-910-000-51720	0100-5-945-000-57400	

The annual liability insurance premium was slightly higher than anticipated.

Benefits – Health Ins.	DPW Salary	\$54,198
0100-5-910-000-51720	0100-5-400-421-51100	

This funds the Cemetery position that was reduced last year in anticipation of a reorganization, but was restored in full for July 1, 2014.

Benefits – Health Ins.	Inspectional Services	\$ 2,640
0100-5-910-000-51720	2269-4-242-437-43990	

The State performed the required annual certifications of all weights and measuring devices, the cost of which was partially recovered from billing the businesses for the service rendered.

MOTION MADE: That the Town transfer the sum of \$94,238 between and among various accounts for the fiscal year ending June 30, 2015, as follows:

<i>FROM:</i>	<i>TO:</i>	<i>AMOUNT:</i>
Benefits – Health Ins.	In Lieu Vacation/Sick	\$35,920
0100-5-910-000-51720	0100-6-910-570-51771	

Benefits – Health Ins.	Liability Insurance	\$ 1,480
0100-5-910-000-51720	0100-5-945-000-57400	

Benefits – Health Ins.	DPW Salary	\$54,198
0100-5-910-000-51720	0100-5-400-421-51100	

Benefits – Health Ins.	Inspectional Services	\$ 2,640
0100-5-910-000-51720	2269-4-242-437-43990	

MOTION PASSED BY MAJORITY VOTE.

Presentation made by Mark J. Purple, Town Administrator

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 2016, and make appropriations of the same, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

Annual Town Meeting (continued)

Proposed by: BOARD OF SELECTMEN

Summary: *See budget report including Advisory Committee and Board of Selectmen's FY16 recommendations.*

MOTION MADE: To divide the question.

MOTION PASSED UNANIMOUSLY.

MOTION MADE: To take an umbrella vote on those budgets that do not have a hold on them. This one vote will have the effect of voting each separately.

MOTION PASSED UNANIMOUSLY.

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

MOTION PASSED UNANIMOUSLY.

<i>Budget Name</i>	<i>FY 2016 Request</i>
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General Government

110-119 LEGISLATIVE

114 MODERATOR

51000-51990 Personal Services	50
52000-58990 Other Charges and Expenses	25
TOTAL	75

121-129 EXECUTIVE

121 ELECTED BOARD OF SELECTMEN

51000-51990 Personal Services	4,000
TOTAL	4,000

122 BOARD OF SELECTMEN

51000-51990 Personal Services	319,606
52000-58990 Other Charges and Expenses	58,694
TOTAL	378,300

131-149 FINANCIAL ADMINISTRATION

131 ADVISORY COMMITTEE

52000-58990 Other Charges and Expenses	306
TOTAL	306

132 RESERVE FUND

52000-58990 Other Charges and Expenses	150,000
TOTAL	150,000

135 TOWN ACCOUNTANT

51000-51990 Personal Services	136,066
52000-58990 Other Charges and Expenses	2,705
TOTAL	138,771

Annual Town Meeting (continued)

<i>Budget Name</i>	<i>FY 2016 Request</i>
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General Government, continued

131-149 FINANCIAL ADMINISTRATION

136 AUDIT

52000-58990 Purchase of Services 30,850

TOTAL 30,850

140 ELECTED BOARD OF ASSESSORS

51000-51990 Personal Services 2,250

TOTAL 2,250

141 ASSESSORS

51000-51990 Personal Services 156,948

52000-58990 Other Charges and Expenses 28,660

TOTAL 185,608

145 TREASURER/COLLECTOR

51000-51990 Personal Services 183,063

52000-58990 Other Charges and Expenses 10,102

TOTAL 193,165

151-159 OPERATIONS SUPPORT

151 LEGAL

52000-58990 Other Charges and Expenses 95,000

TOTAL 95,000

152 PERSONNEL BOARD

51000-51990 Personal Services 5,000

52000-58990 Other Charges and Expenses 10,620

TOTAL 15,620

153 SPECIAL LEGAL COUNSEL

52000-58990 Other Charges and Expenses 55,000

TOTAL 55,000

155 MANAGEMENT INFORMATION SYSTEMS

51000-51990 Personal Services 5,000

52000-58990 Other Charges and Expenses 203,840

TOTAL 208,840

159 OTHER OPERATION SUPPORT

52000-58990 Other Charges and Expenses 332,286

TOTAL 332,286

160-169 LICENSING AND REGISTRATION

160 ELECTED TOWN CLERK

51000-51990 Personal Services 49,298

TOTAL 49,298

Annual Town Meeting (continued)

<i>Budget Name</i>	<i>FY 2016 Request</i>
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General Government, continued

160-169 LICENSING AND REGISTRATION

161 TOWN CLERK

51000-51990 Personal Services	55,551
52000-58990 Other Charges and Expenses	5,800
TOTAL	61,351

162 ELECTIONS AND REGISTRATION

51000-51990 Personal Services	56,483
52000-58990 Other Charges and Expenses	17,975
TOTAL	74,458

171-179 LAND USE

171 CONSERVATION COMMISSION

51000-51990 Personal Services	42,202
52000-58990 Other Charges and Expenses	6,410
TOTAL	48,612

175 PLANNING BOARD

51000-51990 Personal Services	131,285
52000-58990 Other Charges and Expenses	13,480
TOTAL	144,765

BUDGET PASSED BY MAJORITY VOTE.

176 ZONING BOARD OF APPEALS

51000-51990 Personal Services	9,209
52000-58990 Other Charges and Expenses	3,050
TOTAL	12,259

177 OPEN SPACE

52000-58990 Other Charges and Expenses	1,000
TOTAL	1,000

Note: Advisory Committee supports commission request of \$1,000.

AMENDMENT MADE: That the Town vote to reduce the Open Space budget to \$250.00

AMENDMENT WITHDRAWN.

MAIN MOTION PASSED UNANIMOUSLY.

182 ECONOMIC DEVELOPMENT COMMITTEE

51000-51990 Personal Services	23,400
52000-58990 Other Charges and Expenses	18,400
TOTAL REQUESTED	41,800
TOTAL	35,975

AMENDMENT MADE: That the Town vote to reduce the Economic Development Committee budget to \$35,975.

Presentation made by David K. McCay, Economic Development Chairman.

MOTION TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.

AMENDMENT TO THE MAIN MOTION PASSED BY MAJORITY VOTE.

Annual Town Meeting (continued)

<i>Budget Name</i>	<i>FY 2016 Request</i>
--------------------	------------------------

General Government, continued

191-199 OTHER

192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE	
51000-51990 Personal Services	311,247
52000-58990 Other Charges and Expenses	132,880
TOTAL	444,127

BUDGET PASSED UNANIMOUSLY.

Public Safety

210 POLICE DEPARTMENT	
51000-51990 Personal Services	1,643,663
52000-58990 Other Charges and Expenses	121,277
TOTAL	1,764,940

220 FIRE DEPARTMENT	
51000-51990 Personal Services	1,765,850
52000-58990 Other Charges and Expenses	176,904
TOTAL	1,942,754

241 BUILDING DEPARTMENT	
51000-51990 Personal Services	104,403
52000-58990 Other Charges and Expenses	5,650
TOTAL	110,053

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

292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR	
52000-58990 Other Charges and Expenses	28,763
TOTAL	28,763

Public Works & Facilities

400, 420 DEPT. OF PUBLIC WORKS (Highway, Cemetery, Tree)	
51000-51990 Personal Services	846,937
52000-58990 Other Charges and Expenses	1,155,875
TOTAL	2,002,812

450 DEPT. OF PUBLIC WORKS – WATER	
51000-51990 Personal Services	348,638
52000-58990 Other Charges and Expenses	1,097,150
TOTAL	1,445,788

Annual Town Meeting (continued)

<i>Budget Name</i>	<i>FY 2016 Request</i>
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Human Services

510 ELECTED BOARD OF HEALTH

51000-51990 Personal Services	450
TOTAL	450

512 BOARD OF HEALTH

51000-51990 Personal Services	97,574
52000-58990 Other Charges and Expenses	47,122
TOTAL	144,696

541 COUNCIL ON AGING

51000-51990 Personal Services	216,216
52000-58990 Other Charges and Expenses	59,625
TOTAL	275,841

542 YOUTH COMMISSION

51000-51990 Personal Services	135,756
52000-58990 Other Charges and Expenses	10,750
TOTAL	146,506

543 VETERANS' SERVICES

51000-51990 Personal Services	10,000
52000-58990 Other Charges and Expenses	41,025
TOTAL	51,025

Culture & Recreation

610 LIBRARY

51000-51990 Personal Services	341,689
52000-58990 Other Charges and Expenses	98,578
TOTAL	440,267

630 RECREATION COMMISSION

51000-51990 Personal Services	114,420
52000-58990 Other Charges and Expenses	9,900
TOTAL REQUESTED	124,320
TOTAL	114,420

AMENDMENT MADE: That the Town vote to reduce the Recreation Commission budget to a total of \$114,420,

AMENDMENT PASSED UNANIMOUSLY.

691 HISTORICAL COMMISSION

52000-58990 Other Charges and Expenses	990
TOTAL	990

692 MEMORIAL DAY

52000-58990 Other Charges and Expenses	2,800
TOTAL	2,800

Annual Town Meeting (continued)

<i>Budget Name</i>	<i>FY 2016 Request</i>
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Debt Service

DEBT PRINCIPAL AND DEBT INTEREST

0100-710-59100 Principal General Fund	2,843,106
6161-710-59100 Principal Water Fund	115,000
0100-751-59150 Interest General Fund	487,804
6161-751-59150 Interest Water Fund	46,258
TOTAL	3,492,168

Unclassified

910 EMPLOYEE BENEFITS

51700 Police/Fire Accident and Workers' Comp	183,726
51710 Unemployment Payments	35,000
51720 Health Insurance	3,886,322
51730 Retirement Fund	1,413,574
51740 Life Insurance	5,072
51750 Flexible Spending Account	6,685
51770 Medicare	306,524
51780 Dental Insurance	185,305
51785 Medicare B Penalty	16,000
59660 Transfer to OPEB Trust	250,000
TOTAL	6,288,208

930 BUDGET CAPITAL

52000-58990 Other Charges and Expenses	487,864
TOTAL	487,864

941 LEGAL SETTLEMENT REGIONAL

57600 Court Judgments	220,000
TOTAL	220,000

945 LIABILITY INSURANCE

52000-58990 Other Charges and Expenses	225,117
TOTAL	225,117

Education

ELECTED SCHOOL COMMITTEE

51000-51990 Personal Services	500
TOTAL	500

301 SOUTHBOROUGH SCHOOLS

REGULAR DAY PROGRAMS

Administration	544,759
Instruction	10,048,391
Other Student Services	791,886
Operation and Maintenance of Buildings	1,671,349
Fixed Charges	4,100
TOTAL	13,060,485

Annual Town Meeting (continued)

<i>Budget Name</i>	<i>FY 2016 Request</i>
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Education, continued

SPECIAL EDUCATIONS PROGRAMS – CHAPTER 766

Instruction	4,144,259
Other Student Services	507,000
Operation and Maintenance of Equipment	9,000
Programs, Other Systems in Massachusetts	949,506
Programs, Member of Collaborative	238,750
TOTAL	5,848,515

TOTAL OPERATING BUDGET 18,909,000

302 ALGONQUIN REGIONAL HIGH SCHOOL

REGULAR DAY PROGRAMS

Administration	597,817
Instruction	10,092,921
Other Student Services	1,822,584
Operation and Maintenance of Buildings	1,812,514
Fixed Charges	3,286,523
New Equipment	121,610
Tuition, Other Public Schools	290,000
TOTAL	18,023,969

SPECIAL EDUCATION PROGRAMS – CHAPTER 766

Instruction	1,952,885
Other Student Services	18,400
Operation and Maintenance of Buildings	2,000
Programs, Other Systems in Massachusetts	650,848
Programs, Member of Collaborative	49,258
TOTAL	2,673,391

TOTAL OPERATING BUDGET 20,697,360

	NON		
	EXEMPT	EXEMPT	TOTAL
FY 2016 SOUTHBOROUGH ASSESSMENT	7,064,784	479,701	7,544,485

304 ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL

Southboro Operating Assessment	203,716
Renovation Project – Capital Assessment	3,967
SOUTHBORO ASSESSMENT	207,683

305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL

Tuition/Transportation Assessment	43,600
TOTAL	43,600

That the Town vote to raise a sum of money not to exceed the sum of **\$48,562,036** as may be necessary for the Town's use, and make appropriations of the same.

Transfer from the Cemetery Perpetual care	15,000
Transfer from Free Cash	1,592,138
Transfer from Overlay Reserve	296,246
Transfer from Ambulance Fund, Receipts Reserved (Fund 23)	209,000
Transfer from Aerial Ladder Donation Fund	32,000

Annual Town Meeting (continued)

Transfer from Septic Betterment Fund	62,888
Transfer from Premium Reserve	136
Transfer from Reserve SBAB Fund Balance	15,737
Transfer from Water Reserve	65,000

AND that the Balance of **\$46,273,891** be raised and appropriated.

MAIN MOTION PASSED BY MAJORITY VOTE.

ARTICLE 10: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	DESCRIPTION	REQUEST	LEVY	WATER AND OTHER FUNDS
A.	DVR Police Department Surveillance	\$3,300	\$3,300	
B.	DPW Large Truck and equipment bodywork	\$10,000	\$10,000	
C.	DPW Road Maintenance	\$250,000	\$250,000	
D.	Facilities New Roof Engineering for Fire Department	\$20,000	\$20,000	
E.	Town Hall Offices Document Scanning Software	\$8,350	\$8,350	
F.	DPW Utility Service Diesel	\$54,000		\$54,000
G.	DPW Hosmer Pump Station Roof	\$30,000		\$30,000

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support Items A-G.

Advisory Committee Recommendation: Support Items A-G.

Summary:

A. The new DVR will replace the current model which is over three years old and holds approximately two weeks of memory. The new model with 9 TB will hold approximately nine months of data.

B. This funding allows for miscellaneous work on the DPW fleet of large trucks. Work includes paint repair, stripping of vehicle paint, and other work normally associated with repairs to the vehicle exterior due to operational wear and tear.

C. This is the annual request for road maintenance in conjunction with Chapter 90 funding. The amount is slightly less than in past years, as we received more Chapter 90 money in FY15 than anticipated.

D. This article will provide the funds needed to hire engineering services for the design phase of a new roof at the Fire Station.

E. Scanning software for the Accounting, Treasurer, Assessor, Conservation, and other Departments as possible. Utilizes current technology that will replace the obsolete software. Will allow for searchable databases of documents with ability to e-mail and share cross Department where appropriate.

F. This is replacing a utility service truck in the Water Division. The existing truck will be repurposed to the Grounds Division.

G. This money is to replace the original flat roof at the Hosmer Station.

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

\$3,300 for Police Department DVR surveillance equipment;
\$10,000 for Public Works large truck and equipment body work;
\$250,000 for maintenance of Town roads;
\$20,000 for new roof engineering for the Fire Department;
\$8,350 for Town Hall Offices document scanning software;

And to transfer from Receipts Reserve Water Fund:

\$54,000 for a utility service diesel for the Water Department;

And \$30,000 for the Hosmer Pump Station roof.

Annual Town Meeting (continued)

MOTION PASSED BY MAJORITY VOTE.

#	ITEM	TOTAL	Recommend	Recommend
			ADVISORY	SELECTMEN
A.	Police Dept. – DVR Surveillance	\$3,300	Recommend	Recommend
B.	Large truck body work – DPW	\$10,000	Recommend	Recommend
C.	DPW roads	\$250,000	Recommend	Recommend
D.	Fire – Engineering for new roof	\$20,000	Recommend	Recommend
E.	Town Hall Doc Scanning	\$8,350	Recommend	Recommend
F.	Utility Service Diesel – Water	\$54,000	Recommend	Recommend
G.	Hosmer Pump Station – Water	\$30,000	Recommend	Recommend

ARTICLE 11: To see if the Town will vote to borrow a sum of money for General Government capital items for the following purposes:

	DESCRIPTION	REQUEST	LEVY	WATER AND OTHER FUNDS
A.	Fire Department Replacement of Engine 23	\$550,000		\$550,000

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary:

A. *The Fire Department is looking to replace a 2000 Pumper Truck as outlined in the Capital plan. The vehicle being replaced currently serves a dual purpose as 1) a pumper truck for structural firefighting and 2) as a rescue truck which carries the Jaws of Life extrication tools and other specialized rescue equipment.*

MOTION MADE: That the Town vote to raise by borrowing:

- \$550,000 for Fire Department replacement of Engine 23, which shall be repaid, in the first instance, by the Ambulance Fund, although any borrowing for this project shall, nevertheless, constitute a pledge of the Town's full faith and credit in accordance with the Massachusetts General Law.

#	ITEM	TOTAL	Recommend ADVISORY	Recommend SELECTMEN
A.	Fire replacement of Engine 23	\$550,000	Recommend	Recommend

Requires a 2/3 vote.

MOTION PASSED UNANIMOUSLY.

ARTICLE 12: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, the sum of \$89,038 to be deposited in the Stabilization Fund to be held and administered in accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 5B, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Annual Town Meeting (continued)

Summary: The article identifies the level of capital funding that would be needed to equate to the average 10-year capital funding schedule (for FY16 this period is from FY06 thru FY15). The purpose is to have a level capital funding policy where funding flows to or from the stabilization fund based on tax levy capital needs. This will avoid and/or mitigate fluctuations in the demand for tax levy requested capital funding for the Town, per the Town's Capital Plan. Throughout the past 10 years, there have been several years (FY2007, 2010-12) during which stabilization funds have been utilized to fund capital requests, thereby reflecting a past practice use of this model.

	<u>Capital</u>	<u>Gen. Fund</u>	<u>Stab. Fund</u>
FY06	\$767,198	\$767,198	
FY07	\$930,589	\$865,589	\$65,000
FY08	\$914,012	\$914,012	
FY09	\$666,333	\$666,333	
FY10	\$1,424,308	\$992,913	\$431,395
FY11	\$484,152	\$350,422	\$133,730
FY12	\$592,000	\$492,000	\$100,000
FY13	\$766,000	\$766,000	
FY14	\$1,179,728	\$1,179,728	
FY15	\$871,200	\$871,200	
10YR Avg.	\$859,552		
FY16 Proposed	\$770,514	\$770,514	

MOTION MADE: That the Town vote to transfer the amount of \$89,038 into the Stabilization Fund, to be designated for future capital expenditures according to the Town's Capital Plan.

Requires a 2/3 vote.

MOTION PASSED UNANIMOUSLY.

ARTICLE 13: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize and/or reauthorize the use of a revolving fund for the following purposes:

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

, or do or act anything in relation thereto.

Annual Town Meeting (continued)

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

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article which provides for revolving funds must be approved annually and will cover the costs of the programs as described above. There are no new revolving funds being proposed for FY16.*

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

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

MOTION PASSED UNANIMOUSLY.

ARTICLE 14: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \$80,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget and Advisory Committees as requested, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to raise and appropriate \$80,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees.

MOTION PASSED UNANIMOUSLY.

Annual Town Meeting (continued)

ARTICLE 15: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$50,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article allows town departments, with the approval of the Board of Selectmen, to hire outside expertise when the need arises. The 2008 article voted for the same purpose has been depleted.*

MOTION MADE: That the Town vote to raise and appropriate the sum of \$50,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, with the approval of the Board of Selectmen.

MOTION PASSED UNANIMOUSLY.

ARTICLE 16: To see if the Town will vote to raise and appropriate or transfer from any available funds the sum of \$47,842 for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to raise and appropriate the sum of \$47,842 for the purpose of paying to retirees the amount due for accrued vacation and sick time.

MOTION PASSED UNANIMOUSLY.

MOTION MADE: To advance Article 34.

MOTION PASSED BY MAJORITY VOTE.

ARTICLE 34: To see if the Town of Southborough will vote to enact a bylaw the text of which is substantially as follows 'All public information, defined as information that is non-exempt under the Massachusetts Public Records Law or is public pursuant to the Massachusetts Open Meeting law, that is sent in written form to, from, or between, members of Town Committees or Boards shall be promptly be made available to the public via the Internet, by creating an electronic online copy or similar means. It shall be made available in such manner as to permit indexing by, and public searching via, Internet search providers and any other means convenient to the public as the Town may choose to provide. Such online information shall be deleted not sooner than three years after the original information has been deleted or destroyed. "Promptly" as used in this bylaw shall mean not later than the amount of time after which such information would be otherwise copied for backup purposes, or 7 days, whichever is less. The requirements of this bylaw shall be effective July 1, 2016 and are subject to appropriation by Town Meetings.' And, to see if the Town will appropriate a sum of money for the purpose of planning and commencing implementation of systems for automated compliance with this bylaw, or do or act anything in relation thereto.

Proposed by: JOHN B. BUTLER, JR.

Board of Selectmen Recommendation: Not support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article was submitted as a citizen's petition.*

Annual Town Meeting (continued)

MOTION MADE: That the Town vote to enact as Chapter 3 Section 12 of the Town bylaw the following: "All public information, defined as information that is non-exempt under the Massachusetts Public Records Law or is public pursuant to the Massachusetts Open Meeting law, that is sent in written form to, from, or between, members of Town Committees or Boards shall be promptly made available to the public via the Internet, by creating an electronic online copy or similar means. It shall be available in such manner as to permit indexing by, and public searching via, Internet search providers and any other means convenient to the public as the Town may choose to provide. Such online information may be deleted not sooner than three years after the original information has been deleted or destroyed. "Promptly" as used in this bylaw shall mean not later than the amount of time after which such information would be otherwise copied for backup purposes, or 7 days, whichever is less. The requirements of this bylaw shall be effective July 1, 2016 and are subject to appropriation by Town Meeting." and that that the Town raise and appropriate the sum of \$2500 for the purpose of planning and commencing implementation of systems for automated compliance with this bylaw."

MOTION MADE TO MOVE THE QUESTION PASSED BY MAJOITY VOTE.

MAIN MOTION DEFEATED.

At 11:02PM a motion was made to adjourn the Annual Town Meeting until Tuesday, April 14, 2015 at 7:30PM.

MOTION PASSED UNANIMOUSLY.

True Copy
Attest:

Michelle A. Jenkins, Temporary Town Clerk

***Annual Town Meeting
Adjourned Session
April 14, 2015***

At the Adjourned Annual Town Meeting duly called and held in the P. Brent Trotter Middle School, Southborough, on Tuesday, April 14, 2015 at 7:30PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 169 voters were present.

Checkers:	Alice B. Gaffney	Sally Watters
	Linda C. Hubley	Karen A. White
	Delia A. Mulvaney	Jean Wood

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Temporary Town Clerk, Michelle A. Jenkins:

Tellers:	Susan G. Baust	28 Latisquama Road
	Francine V. Flynn	48 Wildwood Drive
	Doriann M. Jasinski	33 Presidential Drive
	Barbara A. Murphy	202 Cordaville Road
	George M. Pedersen, Jr.	11 Strawberry Hill Road
	Paul O. Smith	55 School Street

Annual Town Meeting (continued)

The Town Moderator, David A. Coombs, called the meeting to order at 7:41PM.

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for ARTICLES 17-33 for the Adjourned Annual Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the following non-voters to remain:

Brian P. Ballantine, Finance Director
Jennifer L. Burney, Town Planner
Trevor Lucas Dillman, Southborough Access Media
Ryan Donovan, Library Director
Karen M. Galligan, Superintendent of Public Works
Vanessa D. Hale, Assistant Town Administrator
Michelle A. Jenkins, Temporary Town Clerk
Christine M. Johnson, Superintendent of Schools
Heidi Kriger, Town Accountant
Joseph C. Mauro, Jr., Fire Chief
Terry Newman, Southborough Access Media
John Parent, Facilities Manager
Kenneth M. Paulhus, Chief of Police
Jonathan Phelps, Metrowest Daily News
Mark J. Purple, Town Administrator
Mark S. Robidoux, Inspector of Buildings

ARTICLE 17: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2016 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 Mass. General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections):	\$299,022.00
FY16 State Match (projected State match)	\$58,346.00
Total Projected Revenue	\$357,368.00

Set Aside- Open Space

\$35,736.00 to be set aside, held in the Community Preservation Fund, and spent in FY2016 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

\$35,736.00 to be set aside, held in the Community Preservation Fund, and spent in FY2016 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

Set Aside – Community Housing

\$35,736.00 to be set aside, held in the Community Preservation Fund, and spent in FY2016 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.

Annual Town Meeting (continued)

Administrative Costs – Community Preservation Committee

\$17,868.00 to defray the administrative and operating expenses of the Community Preservation Committee in FY2016 for the Community Preservation Fund (discretionary)

Set Aside – Budgeted Reserve/Discretionary

Reserved for FY16 CPF (Undesignated Budgeted Reserve) \$232,292.00

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to accept the report of the Community Preservation Committee for the FY 2016 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as printed in the warrant.

MOTION PASSED UNANIMOUSLY.

ARTICLE 18: To see if the Town will vote to appropriate \$196,100.00 (\$35,736.00 from the Open Space Reserve Fund, and \$160,364 from the CPA General Unreserved/Fund Balance), to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: This article is the Community Preservation Fund's portion of the annual payment of the bond funding for the preservation of Chestnut Hill Farm.

MOTION MADE: That the Town vote to appropriate \$35,736.00 from the CPA Open Space Reserve Fund and \$160,364 from the CPA General Unreserved/Fund Balance, to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee.

MOTION PASSED UNANIMOUSLY.

MOTION MADE: That the Town reconsider Article 34.

Requires a 2/3 vote.

MOTION DEFEATED.

ARTICLE 19: To see if the Town will vote to appropriate \$62,000.00 from the CPA General Unreserved Fund Balance to fund the Tennis Court Restoration Project for the purpose of recreation as requested by the Southborough Recreation Department. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Annual Town Meeting (continued)

Summary: The funds will be used to restore the tennis court surfaces at the courts located near the Finn and Neary School grounds. 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.

MOTION MADE: That the Town vote to appropriate \$62,000.00 from the CPA General Unreserved Fund to fund the Tennis Court Restoration Project. Said funds are to be expended under the direction of the Community Preservation Committee.

MOTION PASSED UNANIMOUSLY.

ARTICLE 20: To see if the Town will vote to transfer the sum of \$50,000.00, of which \$33,561.76 will transfer to the Historical Reserve Fund and \$16,438.24 will transfer to the CPA General Unreserved Fund for the Stony Brook Museum, Article 23, ATM 4-13-10.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: This article will return previously allocated funds to their originating accounts for a project that was never initiated.

MOTION MADE: That the Town vote to transfer the sum of \$50,000.00, of which \$33,561.76 will transfer to the Historical Reserve Fund and \$16,438.24 will transfer to the CPA General Unreserved Fund for the Stony Brook Museum, Article 23, ATM 4-13-10.

MOTION PASSED UNANIMOUSLY.

ARTICLE 21: To see if the Town will vote to transfer the sum of \$6,000.00 to the CPA General Unreserved Fund for the Recreation Field Assessment Project Article 24, ATM 4-14-09.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: This article will return previously allocated funds to their originating accounts for a project that was never initiated.

MOTION MADE: That the Town vote to transfer the sum of \$6,000.00 to the CPA General Unreserved Fund for the Recreation Field Assessment Project Article 24, ATM 4-14-09.

MOTION PASSED UNANIMOUSLY.

ARTICLE 22: To see if the Town will vote to transfer the sum of \$12,000.00 to the CPA General Unreserved Fund for the hiring of a Curator/Consultant by the Southborough Historical Society, Article 22, ATM 4-14-09.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: This article will return previously allocated funds to their originating accounts for a project that was never initiated.

MOTION MADE: That the Town vote to transfer the sum of \$12,000.00 to the CPA General Unreserved Fund for the hiring of a Curator/Consultant by the Southborough Historical Society, Article 22, ATM 4-14-09.

Annual Town Meeting (continued)

MOTION PASSED UNANIMOUSLY.

ARTICLE 23: To see if the Town will vote to amend Chapter 9 of the Code of the Town of Southborough by inserting a new article as follows:

Article VI Boards, Committees and Commissions

§ 9-23 **Residency requirement for voting members of appointed governmental bodies.**

No person shall serve as a voting member of any appointed board, committee, or commission or other appointed governmental body of the Town of Southborough who is not a resident thereof. Nonvoting members, if any, shall not be considered in determining the presence of a quorum.

§ 9-24 **Qualification of elected and appointed officials.**

All elected and appointed officials shall be qualified by the Town Clerk within 15 days of their election except where a different period is specified in the General Laws. If an appointed official is not qualified in this period his/her appointment shall terminate and the appointing authority shall be so notified by the Town Clerk.

, or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article would regulate the requirements of those to serve on Town matters and also to make certain that elected and appointed officials follow the proper procedures prior to voting on matters of the Town.*

MOTION MADE: That the Town vote to amend Chapter 9 of the Code of the Town of Southborough by inserting a new “Article VI, Boards, Committees and Commissions” as printed in the warrant.

MOTION PASSED BY MAJORITY VOTE.

Approved by the Attorney General on June 15, 2015.

ARTICLE 24: To see if the Town will vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, by adding the following text:

In section 174-11C(1), add a new subsection (j)

- (j) **POLITICAL SIGN** – A sign designed to influence the action of voters for the passage or defeat of a measure, or the election of a candidate to a public office at a national, state or other local election.
1. Such signs are permitted in all districts without a permit if they are stationary, unlighted and temporary.
 2. Such signs shall be displayed no earlier than forty-five (45) days prior to the voting day and shall be removed within seventy-two (72) hours following the voting day.
 3. Such signs may not exceed four (4) square feet in area.
 4. A maximum of two (2) signs per lot per cause is allowed.

Annual Town Meeting (continued)

5. Such signs may be posted on Private Property only with permission of the property owner.

6. No political signs are allowed on Public Property or telephone poles.

, or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article would regulate how long and where political signs can be placed around Town.*

MOTION MADE: That the Town vote to indefinitely postpone this article.

MOTION PASSED UNANIMOUSLY.

ARTICLE 25: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, substantially in the following form, or do or act anything in relation thereto.

AN ACT DIRECTING THE DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE TO LEASE A CERTAIN PARCEL OF LAND IN THE TOWN OF SOUTHBOROUGH.

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

SECTION 1. Notwithstanding sections 32 to 37, inclusive, of chapter 7C of the General Laws or any other general or special law to the contrary, the commissioner of capital asset management and maintenance, consultation with the commissioner of conservation and recreation, shall lease a certain parcel of land and any improvements thereon, which is currently under the control of the department of conservation and recreation, to the town of Southborough for a period of not less than 15 years, for its continued use as a multipurpose recreational field by the town. The parcel, being a portion of the property identified in the deed to the Commonwealth recorded at the Worcester county registry of deeds in book 1495, page 245, generally located northeast of Marlboro road on the easterly side of Acre Bridge road, and commonly known as the 9/11 Memorial Field. The exact boundaries of the property to be leased shall be determined by the commissioner of capital asset management and maintenance, in consultation with the commissioner of conservation and recreation, after completion of a survey. The lease agreement authorized by this section shall be subject to such terms and conditions as the commissioner of capital asset management and maintenance may prescribe, in consultation with the commissioner of conservation and recreation.

SECTION 2. If for any reason the properly leased as described in section 1 ceases to be used solely as a multipurpose recreational field, the commissioner of capital asset management and maintenance, in consultation with the commissioner of conservation and recreation, shall terminate the lease. If the lease is terminated, the property shall revert to the Commonwealth under the care and control of the department of conservation and recreation.

SECTION 3. Notwithstanding any general or special law to the contrary, the lease agreement authorized by section 1 shall provide for the town of Southborough to manage, operate, improve, repair and maintain the leased property and any improvements thereon for the term of the lease, and shall also provide for continuing public access to the property described in section 1; provided, however, that all management, operation, improvements, repairs, maintenance and public access shall be under conditions acceptable to the commissioner of conservation and recreation.

Annual Town Meeting (continued)

SECTION 4. The lease agreement authorized by section 1 may provide that the town of Southborough and its agents, tenants or contractors agree to hold the Commonwealth and its agents and employees harmless from and against all claims, actions, damages or costs claimed for injuries or damages to persons or property arising out of, or in any way relating to, the lease so authorized, and agree to indemnify and defend the commonwealth and its agents and employees from and against any and all such claims, actions, damages or costs.

SECTION 5. The town of Southborough shall be responsible for the costs and expenses related to the lease agreement authorized by section 1, including, but not limited to, costs associated with any engineering, surveys, appraisals and lease preparation as such costs may reasonably be determined by the commissioner of capital asset management and maintenance.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This home-rule petition would improve upon the current permit that the Town has under the Dept. of Conservation and Recreation (DCR) for the use of 9-11 Field. It would increase the term of the agreement with DCR from five years to fifteen years. Approval of this article by Town Meeting, and the State Legislature, would allow the Town to be able to fund a bond for new field turf entirely out of fees generated from the use of 9-11 Field.*

MOTION MADE: That the Town vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law,

AN ACT DIRECTING THE DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE TO LEASE A CERTAIN PARCEL OF LAND IN THE TOWN OF SOUTHBOROUGH, as printed in the warrant.

MOTION PASSED UNANIMOUSLY.

Presentation made by Jesse T. Stein, Planning Board Member.

ARTICLE 26: To see if the Town will vote to amend the Code of the Town of Southborough, by inserting a new Chapter 144 (Chapter 174, section 13.6 scrivener's error) "Commercial large-scale ground-mounted solar energy systems", to read as follows:

A. Purpose and Intent

- (1) The purpose of this bylaw is to provide a permitting process and standards for the creation of new commercial solar energy systems by providing standards for the placement, design, construction, operation, monitoring, modification and removal of such installations to address public safety and minimize impacts on residential neighborhoods and scenic, natural and historic resources.
- (2) The provisions set forth in this section shall apply to the construction, operation, repair and/or decommissioning of a commercial solar energy system that is structurally mounted on the ground and has a minimum nameplate capacity of 250 kW.

Annual Town Meeting (continued)

B. Applicability

- (1) Commercial large-scale ground-mounted solar energy systems with 250 kW or larger of rated nameplate capacity shall be erected or installed in compliance with the provisions of this section and other applicable sections of the Zoning Bylaw, as well as local, state and federal law and regulations. Such use shall not create a nuisance which is discernible from other properties by virtue of noise, vibration, smoke, dust, odors, heat, glare and radiation, unsightliness or other nuisances as determined by the Special Permit and Site Plan Review Granting Authority. The Special Permit and Site Plan approval granting authority is the Planning Board.
- (2) Commercial large-scale ground-mounted solar energy systems with 250 kW or larger of rated nameplate capacity is only allowed in the Industrial and Industrial Park Districts and shall undergo Special Permit and Site Plan review by the Planning Board prior to construction, installation or modification as provided in this section.
- (3) This section also pertains to physical modifications that materially alter the type, configuration or size of these installations or related equipment throughout the useful life of the system or where alterations may impact abutters.

C. General requirements

- (1) Dimensional requirements. A commercial solar energy system shall comply with all requirements in the Schedule of Dimensional Regulations in Addendum #2 of the Zoning Code of the Town of Southborough.
- (2) Structures and panels. All structures and panels and all associated equipment and fencing including the commercial solar energy system shall be subject to all applicable bylaws and regulations concerning the bulk and height of structures, lot area, setbacks, open space, parking and building.
- (3) Visual impact. The visual impact of the commercial solar energy system including all accessory structures and appurtenances shall be minimized. All accessory structures and appurtenances shall be architecturally compatible with each other. Structures shall be shielded from view and/or joined and clustered if practical to avoid adverse visual impacts as deemed necessary by and in the sole opinion of the Planning Board. Methods such as the use of landscaping, natural features and opaque fencing shall be utilized.
- (4) Compliance with laws, ordinances and regulations. The construction and operation of all commercial solar energy systems shall be consistent with all applicable local regulations and bylaws, as well as state and federal laws, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures forming part of a commercial solar energy system shall be constructed in accordance with the State Building Code.

D. Design standards

- (1) Lighting. Lighting of the commercial solar energy system, including all accessory structures and appurtenances, shall not be permitted unless required by the Planning Board, Special Permit and Site Plan approval decision or required by the State Building Code.
- (2) Signs and advertising
 - a. Section 174.11 Sign regulations of the Code of the Town of Southborough shall not apply to this section. Signage for commercial solar energy systems shall be limited in size as determined by the Planning Board.

Annual Town Meeting (continued)

- b. Commercial solar energy systems shall not be used for displaying any advertising except for reasonable identification of the owner or operator of the commercial solar energy system and emergency contact information.
 - (3) Utility connections. All utility connections from the commercial solar energy system shall be underground unless specifically permitted otherwise by a Special Permit and Site Plan approval decision. Electrical transformers, inverters, switchgear and metering equipment to enable utility interconnections may be above ground if required by the utility provider.
 - (4) Land clearing, soil erosion and habitat impacts. Clearing of natural vegetation and trees shall be limited to what is necessary for the construction, operation and maintenance of the commercial solar energy system or otherwise prescribed by applicable laws, regulations and bylaws or the Special Permit and Site Plan review decisions.
- E. Modifications. All substantive material modifications to the commercial solar energy system made after issuance of the Special Permit and Site Plan approval decision shall require modification to the Special Permit and Site Plan approval decision.
- F. Abandonment and removal.
- (1) Abandonment. Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances, the commercial solar energy system shall be considered abandoned when it fails to operate at 50% capacity for more than one year without the written consent of the Planning Board. If the owner or operator of the commercial solar energy system fails to remove the installation in accordance with the requirements of this section within 150 days of abandonment or the proposed date of decommissioning, the Town may enter the property and physically remove the installation.
 - (2) Removal requirements. Any commercial solar energy system which has reached the end of its useful life or has been abandoned shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal.
- G. Before issuance of any building permits for the commercial solar energy system, such construction and installation shall be secured in accordance with this bylaw and/or any regulations adopted pursuant to the commercial solar energy system for this purpose.
- H. Building Permit and Building Inspection
- No commercial solar energy system shall be constructed, installed or modified as provided in this section without first obtaining a building permit.
- I. The Planning Board may adopt regulations to implement the purpose of this bylaw.
- J. Permit Continuances. Special Permit and Site Plan approval decisions shall be valid for a twelve-month period unless renewed or extended by the Planning Board following an application made by the applicant.
- K. When acting on a Special Permit application pursuant to this Article, the Planning Board shall conduct its review, hold a public hearing and file its decision with the Town Clerk as required by MGL c.40A Section 9.

Annual Town Meeting (continued)

- L. Approval Criteria. In reviewing any application for a Special Permit pursuant to this Article, the Planning Board shall give due consideration to promoting the public health, safety, convenience and welfare; shall encourage the most appropriate use of land and shall permit no structure or use that is injurious, noxious, offensive or detrimental to its neighborhood.

, or do or act anything in relation thereto.

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article would establish a new bylaw to provide a permitting process and standards for the construction, operation, repair and/or decommissioning of a commercial solar energy system that has a minimum nameplate capacity of 250 kW.*

MOTION MADE: That the Town vote to amend the Code of the Town of Southborough, by inserting a new Chapter 174, section 13.6 “Commercial large-scale ground-mounted solar energy systems”, as printed in the warrant.

Requires a 2/3 vote.

MOTION PASSED UNANIMOUSLY.

Approved by the Attorney General on June 15, 2015.

ARTICLE 27: To see if the Town will vote to accept as a public way Metcalf Lane as shown on a plan entitled “Road Acceptance Plan of Land in Southborough, MA”, prepared by Bruce Saluk & Associates, Inc., dated August 29, 2014 and revised February 10, 2015 and February 12, 2015, together with two highway rounding easements containing a total of 257 square feet, more or less, a drainage easement containing 26,648 square feet, more or less, all as shown on said plan, a copy of which is on file with the Board of Selectmen’s office and the Town Clerk’s office; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will allow the Town to accept Metcalf Lane as a public way together with contiguous easements; its construction and subsequent maintenance complies with the town’s rules and regulations and as such may now be accepted as a permanent public way in the town.*

MOTION MADE: That the Town vote to accept as a public way Metcalf Lane as shown on a plan entitled “Road Acceptance Plan of Land in Southborough, MA”, prepared by Bruce Saluk & Associates, Inc., dated August 29, 2014 and revised February 10, 2015 and February 12, 2015, together with two highway rounding easements containing a total of 257 square feet, more or less, a drainage easement containing 26,648 square feet, more or less, all as show on said plan, a copy of which is on file with the Board of Selectmen’s office and the Town Clerk’s office.

Requires a 2/3 vote.

MOTION PASSED UNANIMOUSLY.

ARTICLE 28: To see if the Town will vote to accept as a public way Thayer Lane as shown on a plan entitled “Street Acceptance Plan of Thayer Lane Southborough, MA” prepared by Engineering Design Consultants, Inc., dated December 19, 2014. A copy of said plan is on file with the Board of Selectmen’s office and the Town Clerk’s office; or do or act anything in relation thereto.

Annual Town Meeting (continued)

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will allow the Town to accept Thayer Lane as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

MOTION MADE: That the Town vote to accept as a public way Thayer Lane as shown on a plan entitled "Street Acceptance Plan of Thayer Lane Southborough, MA" prepared by Engineering Design Consultants, Inc., dated December 19, 2014. A copy of said plan is on file with the Board of Selectmen's office and the Town Clerk's office.

Requires a 2/3 vote.

MOTION PASSED UNANIMOUSLY.

Presentation made by Michael Weishan, Historical Commission Member.

ARTICLE 29: To see if the Town will vote to amend the Code of the Town of Southborough, by inserting a new Chapter 63 entitled, "Demolition Delay," to read as follows:

Chapter 63 DEMOLITION DELAY

- Section 63-1. Intent and Purpose.
- Section 63-2. Definitions.
- Section 63-3. Procedure.
- Section 63-4. Responsibility of Owners.
- Section 63-5. Emergency Demolition.
- Section 63-6. Demolition by Neglect.
- Section 63-7. Enforcement and Remedies.
- Section 63-8. Historic District Act.
- Section 63-9. Additional Rules and Regulations.
- Section 63-10. Severability.

Section 63-1. Intent and Purpose.

This bylaw is enacted for the purpose of protecting and preserving significant buildings and structures within the Town of Southborough which constitute or reflect distinctive features of the architectural or historical resources of the Town, and to encourage owners of such buildings and structures to seek out alternative options to preserve, rehabilitate or restore such buildings rather than to demolish them, thereby promoting the public welfare and preserving the cultural heritage of the Town.

To achieve these purposes the Southborough Historical Commission is authorized to advise the Building Inspector with respect to the issuance of permits for the demolition of significant buildings. The issuance of demolition permits for significant buildings is regulated as provided by this bylaw.

Section 63-2. Definitions.

BUILDINGS AND STRUCTURES – Any combination of materials forming a shelter for persons, animals, or property that constitute the historic built environment of the town.

DEMOLITION – Any act of pulling down, destroying, removing or razing a building or commencing the work of total or substantial exterior destruction with the intent of completing the same.

Annual Town Meeting (continued)

DEMOLITION BY NEGLECT

A process of ongoing damage to the features, viability and/or functionability of an unoccupied building leading towards and/or causing its eventual demolition due to decay and/or structural failure and/or severe degradation over a period of time as a result of a general lack of maintenance, and/or failure to secure the building from pests or vandals, and/or failure to take reasonable measures to prevent the ingress of water, snow, ice, and wind through the roof, walls, or apertures.

BUILDING INSPECTOR – The person occupying the office of Building Inspector or otherwise authorized to issue demolition permits.

COMMISSION – The Southborough Historical Commission.

DEMOLITION PERMIT – The permit issued by the Building Inspector for a demolition, substantial demolition or removal of a building, excluding a demolition permit issued solely for the demolition of the interior of a building.

HISTORICALLY OR ARCHITECTURALLY SIGNIFICANT BUILDING – Any building, in whole or in part, which was constructed prior to 1925 and is included in the Southborough Massachusetts Historical Properties Survey prepared by the Commission in 2000 (with revisions and updates in 2015) on file with the Town Clerk's office.

PREFERENTIALLY PRESERVED – Any historically or architecturally significant building which the Commission determines is in the public interest to be preserved or rehabilitated rather than to be demolished.

Section 63-3. Procedure.

- A. No permit for the demolition of a Historically or Architecturally Significant Building shall be issued other than in conformity with the provisions of this bylaw, as well as in conformity with the provisions of other laws applicable to the demolition of buildings and the issuance of permits generally.
- B. Application contents: Every application for a demolition permit for a Historically or Architecturally Significant Building shall be filed with the Building Inspector and shall contain the following information: (i) the address of the building to be demolished, (ii) the owner's name, address and telephone number, (iii) a brief description of the type of building and the condition requiring issuance of the permit; (iv) date of building as established by the Board of Assessors, deed or documentation verifying year of construction and (v) a brief description of the proposed reuse, reconstruction or replacement on the premises upon which the building is located.
- C. Within seven (7) business days from receipt of an application for a demolition permit of a Historically or Architecturally Significant Building, the Building Inspector shall forward a copy to the Commission. No demolition permit shall be issued during this time.
- D. Within ten (10) business days after receipt of the application for demolition permit by the Commission, the Commission shall make a Determination of Architectural and/or Historical Significance based upon the federal Secretary of the Interior's standards for historic buildings. Upon determination by the Commission that the building is not architecturally and/or historically significant, the Commission shall so notify the Building Inspector in writing. Upon receipt of such notification, or after the expiration of fifteen (15) business days from the date of submission to the Commission, if the Building Inspector has not received notification from the Commission, the Building inspector may issue the demolition permit.

Annual Town Meeting (continued)

- E. Upon determination by the Commission that the building is historically and/or architecturally significant, the Building Inspector and applicant shall be so notified in writing, and a demolition permit shall not be issued. The Commission shall hold a public hearing within fifteen (15) business days of the Determination of Significance to determine whether the building should be preferentially preserved. Public notice of the time, place and purpose of the hearing shall be published by the Building Department at the expense of the applicant in a newspaper of general circulation in the Town not less than seven (7) days before the day of said hearing and shall be posted in a conspicuous place in the Town Hall for a period of not less than seven (7) days before the day of said hearing.
- F. If after a public hearing the Commission determines that the significant building should not be preferentially preserved, the Commission shall notify the Building Inspector, in writing within five (5) business days of the hearing and the Building Inspector may issue a demolition permit upon receipt of the written decision.
- G. If after a public hearing the Commission determines that the significant buildings should be preferentially preserved, the Commission shall so notify the Building Inspector in writing within five (5) business days of the hearing, and no demolition permit may be issued until nine (9) months after the date of the determination by the Commission.
- H. Notwithstanding anything contained in paragraph G, the Building Inspector may issue a demolition permit for a preferably preserved building at any time after receipt of written advice from the Commission to the effect that either:
 - (i) The Commission is satisfied that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore such building, or
 - (ii) The Commission is satisfied that for at least nine (9) months the owner has made continuing, *bona fide* and reasonable efforts to locate a purchaser to preserve, rehabilitate or restore the subject building, and that such efforts have been unsuccessful.

Section 63-4. Responsibility of Owners.

It shall be the responsibility of the owner of record or his designee to assist in the facilitation of the above process by providing information, allowing access to the property and securing the premises; for participating in the investigation of preservation options and for actively cooperating in seeking alternatives with the Commission and any interested parties.

Section 63-5. Emergency Demolition

Nothing in this bylaw shall prohibit the Building Inspector from immediately ordering the demolition of any building in the event of imminent danger to the safety of the public pursuant to the applicable standards under State Building Code.

Section 63-6. Demolition by neglect.

A.

If the Building Inspector has reason to believe, through visual inspection or other means, that a significant building may be undergoing demolition by neglect, then the Building Inspector shall notify the Commission and the owner, and the Commission and the Building Inspector shall jointly hold a public hearing to i) confirm whether or not the building is a significant building and ii) determine whether or not it is undergoing demolition by neglect, which shall require the concurrence of the Commission. In furtherance of determining its condition, the Commission may, at any time, request an inspection of the building by the Building Inspector.

Annual Town Meeting (continued)

B.

If the Commission and the Building Inspector agree that the building is undergoing demolition by neglect, the Commission and the Building Inspector shall attempt to negotiate a voluntary agreement with the owner for appropriate and timely repairs sufficient to structurally stabilize the building and/or prevent further deterioration. The Building Inspector will report the result to the Commission.

C.

In the event that the Building Inspector determines that he is not able to negotiate such an agreement with the owner, for any reason, or that the owner has agreed to undertake but has failed to satisfactorily complete such repairs in a timely manner, then the Commission and the Building Inspector may take such action as is permitted, including seeking a court order that specific repairs be undertaken to secure the building against the elements, vandals and vermin, to halt further deterioration, and to stabilize it structurally. The Commission may forbear from commencing an action in court for any reason and will preferentially consider any claim of undue economic hardship by the owner.

D.

Upon completion of all repairs that have been agreed upon between the owner and the Commission and the Building Inspector or that have been ordered by the Commission and the Building Inspector, or that have been ordered by the court, and upon certification by the Building Inspector that said repairs have been completed, the Commission shall certify that the building is no longer undergoing demolition by neglect.

Section 63-7. Enforcement and Remedies.

The Building Inspector is specifically authorized to institute any and all actions and proceedings, in law or equity, as they may deem necessary and appropriate to obtain compliance with the requirements of this bylaw or to prevent a threatened violation thereof. No building permit shall be issued with respect to any premises upon which a significant building has been voluntarily demolished in violation of this bylaw for a period of two (2) years after the date of the completion of such demolition. As used herein, "premises" refers to the parcel of land upon which the demolished significant building was located and all adjoining parcels of land under common ownership or control.

Section 63-8. Historic District Act.

Nothing in this bylaw shall be deemed to conflict with the provisions of the Historic District Act, Massachusetts General Laws Chapter 40C. If any of the provisions of this bylaw do so conflict, that act shall prevail.

Section 63-9 Additional Rules and Regulations

The Historical Commission is authorized to promulgate from time to time rules and regulations it deems necessary to administer the By-law that are not inconsistent with applicable state law.

Section 63-10. Severability

If any provision, section, paragraph sentence or word or other part of the By-law provisions, for any reason, is determined by a court of competent jurisdiction to be invalid, unenforceable or unconstitutional, then it is the intent of this By-law for Home Rule purposes that the remaining provisions continue in full force and effect.

, or do or act anything in relation thereto.

Proposed by: HISTORICAL COMMISSION

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Annual Town Meeting (continued)

Summary: The demolition delay by-law proposed by the Historical Commission would create a mandatory 9-month period before structures built before 1925, or those deemed historically significant in the Historical Properties Survey (2000, with 2015 revisions), could be granted a demolition permit by the Southborough Building Inspector. During this period, the owner of the property would work with the Historical Commission through a series of public meetings to explore possibilities of adaptive reuse, restoration or removal to another location of the structure in question. If at any time during that period, the owner can demonstrate to the Commission's satisfaction that no other viable reuse for the structure can be found, the Historical Commission would instruct the Building Inspector to grant the permit for demolition. If after 9 months no other feasible means to preserve the structure have been found, the Building Inspector may issue a permit for demolition. This by-law delays, but does not prevent, demolition of historic structures in Southborough.

MOTION MADE: That the Town vote to amend the Code of the Town of Southborough by inserting a new Chapter 63, entitled "Demolition Delay," as printed in the warrant.

FIRST AMENDMENT MADE: That the Town vote to amend the main motion, by striking 63-6(C) in its entirety and replace it with a new 63-6(C) In the event that the Building Inspector determines that he is not able to negotiate such an agreement with the owner, for any reason, or that the owner has agreed to undertake but has failed to satisfactorily complete such repairs in a timely manner, then the Building Inspector may take such action as is permitted, including seeking a court order that specific repairs be undertaken to secure the Building against the elements, vandals, and vermin, to halt further deterioration, and to stabilize it structurally. The Building Inspector may forbear from commencing an action in court for any reason and will preferentially consider any claim of undue economic hardship by the owner.

FIRST AMENDMENT PASSED UNANIMOUSLY.

SECOND AMENDMENT MADE: That the Town vote to amend the main motion by striking 63-6(D) in its entirety and replace it with a new 63-6(D) Upon completion of all repairs that have been agreed upon between the owner and the Building Inspector or that have been ordered by the Building Inspector, or that have been ordered by the court, and upon certification by the Building Inspector that said repairs have been completed, the Building Inspector shall certify that the Building is no longer undergoing demolition by neglect.

SECOND AMENDMENT PASSED UNANIMOUSLY.

THIRD AMENDMENT MADE: That the Town vote to amend Section 63-7 by striking "as used herein, "premises" refers to the parcel of land upon which the demolished significant building was located and all adjoining parcels of land under common ownership or control".

THIRD AMENDMENT DEFEATED.

FOURTH AMENDMENT MADE: That the Town vote to amend the main motion by adding a Section 63-11 Notification.

Section 63-11 Notification

1. The commission will notify each property owner listed on the Southborough Massachusetts Historical Properties Survey prepared by the Commission in 2000 (with revisions and updates in 2015) of any building, in whole or in part, which was constructed prior to 1925.
2. Notification - by certified mail within six (6) months of the effectiveness of the Demolition Delay by-law (Article 29 of the Annual Town Meeting on April,13, 2015). Such notification will include a copy of the approved by-law.

Annual Town Meeting (continued)

3. To the extent any properties are added to the Southborough Massachusetts Historical Properties Survey inventory, for reasons of the construction date (prior to 1925), Historical or Building significance, the Commission shall deliver notice thereof to each property owner effected thereby by certified mail within six (6) months of said property being added. Such notification will include a copy of the approved by-law.
4. A listing of all Significant Buildings identified by Southborough Massachusetts Historical Commission with updates shall be on file with the Town Clerk's Office.

FOURTH AMENDMENT DEFEATED.

FIFTH AMENDMENT MADE: That the Town delete all of Section 63-6 Demolition by Neglect in its entirety.

FIFTH AMENDMENT DEFEATED.

MAIN MOTION WITH AMENDMENTS PASSED: 80 in favor, 54 opposed

Approved by the Attorney General on June 15, 2015.

Presentation made by Mark Murphy, Recreation Commission Member.

ARTICLE 30: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for the replacement of lights at Choate Field, or do or act anything in relation thereto.

Proposed by: RECREATION COMMISSION

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *The Recreation Commission recommends that the Choate Field lights are in need of immediate replacement as they are near the end of their life expectancy. The project will begin in the Summer of 2015. It is the intent of the Commission and Recreation Director to pursue other funding sources and in kind donations.*

MOTION MADE: That the Town vote to borrow the sum of \$195,000 for the replacement of the lights at Choate Field, which shall be repaid, in the first instance, by fees generated from the use of the field, although any borrowing for this project shall, nevertheless, constitute a pledge of the Town's full faith and credit in accordance with the Massachusetts General Law.

Requires a 2/3 vote.

MOTION PASSED UNANIMOUSLY.

ARTICLE 31: To see if the Town of Southborough will vote to raise and appropriate or borrow and appropriate a sum of money for the drainage system repair and re-grade, crown and repave Clifford Street between 28 and 18 Clifford Street.

, or do or act anything in relation thereto.

Proposed by: MARNIE L. HOOLAHAN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Annual Town Meeting (continued)

Summary: This is a citizen's petition that seeks funding authorization to improve the "country road" drainage challenges between 28 and 18 Clifford Street by installing a formal drainage system and to crown and re-pave that section of Clifford Street. Since Clifford Street was paved in 2005 the neighbors at 28-18 Clifford Street have experienced new drainage run off damage and destruction; including loss of over 4 large 60' pine trees, rock garden, all top soil and a large sink hole in a basketball hoop area. The issue is that the street was not crowned appropriately and the water run-off and drainage system designed for the country road has not been adequate to handle the increased directional flow from the street and run off for the large wooded land mass situated between 26 and 20 Clifford. Due to one construction, the 4 acre land mass on the South side of Clifford has been denuded of ALL plant life and trees. The residents have increasing concern that this new 4 acre clearance will further devastate the country road drainage. Currently, the run-off water improperly drains in the land owned by 22 and 20 Clifford and into a manmade pond in the back of properties 26, 24 and 22 Clifford as well as down toward the Neary school path where children walk. The Article is a request to appropriate funds for DPW (or a professional drainage improvement and paving sub-contractor be hired) to repair the country road drainage system by replacing the underground drainage pipes and the subsequently repave and approximately crown the street to enhance the directional water flow away from the homes on Clifford and into the new drainage system.

MOTION MADE: That the Town vote to indefinitely postpone this article.

MOTION PASSED UNANIMOUSLY.

ARTICLE 32: To see if the Town of Southborough will vote to authorize the town to issue all citizens requesting access to the town's recycling bins, Goodwill, can and bottle bin and the swap shop. A special sticker allowing admittance to this section ONLY of the transfer station for the cost of \$25.00 per year.

Any use of the transfer station compactor with out a transfer station compactor sticker will be subject to all rules, regulations and fine as printed in the violation and fines section of the town transfer station article III entitled "Transfer Station" violations and fines" of chapter 36 of the code of the town of Southborough.

(Access to the yard waste section is not included with this proposal.)

, or do or act anything in relation thereto.

Proposed by: JACK BARRON

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: Not Support

Summary: This is a citizen's petition seeking to bring fairness and equal access for all Southborough residents to the public sections at the transfer station property. Currently, the Town prevents a resident access to the swap shop and recycling sections without paying several hundred dollars for a special permit. Residents of apartments, condominiums and homes who use a private trash service are forced to buy a permit just to recycle. This is not fair or equitable for many taxpaying residents.

MOTION MADE: That the Town of Southborough vote to authorize the town to issue all citizens requesting access to the town's recycling bins, Goodwill, can and bottle bin and the swap shop. A special sticker allowing admittance to this section ONLY of the transfer station for the cost of \$25.00 per year.

Any use of the transfer station compactor without a transfer station compactor sticker will be subject to all rules, regulations and fine as printed in the violation and fines section of the town transfer station article III entitled "Transfer Station" violations and fines" of chapter 36 of the code of the town of Southborough.

MOTION PASSED BY MAJORITY VOTE.

Annual Town Meeting (continued)

ARTICLE 33: To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, substantially in the following form, or to take any action relative thereto.

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

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

SECTION 1. Notwithstanding Section 17 of Chapter 138 of the General Laws, the Licensing Authority of the Town of Southborough may grant an additional License for the Sale of All Alcoholic Beverages not to be drunk on the premises pursuant to said Section 15 of Chapter 138, to Southborough Variety Corp. d/b/a Stony Brook Market, located at 162 Cordaville Road, Southborough, MA. The License shall be subject to all of the Provisions of said Chapter 138, except Section 17 thereof. Upon the issuance of the License authorized by this Act, Southborough Variety Corp. shall surrender to the Licensing Authority the License currently held for the Sale of Wine and Malts not to be drunk on the premises.

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

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

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

Proposed by: KONSTANTINOS E. & CHRISTO A. BALTAS

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: This is a citizen's petition seeking an All Alcohol Retail license for Stony Brook Market. Because the requested license exceeds the quota of licenses granted by the Commonwealth, the Legislature has to approve the license by Special Act should it be approved by Town Meeting.

MOTION MADE: That the Town vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law,

AN ACT AUTHORIZING THE TOWN OF SOUTHBOROUGH TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES, as printed in the warrant.

MOTION PASSED UNANIMOUSLY.

At 10:41PM, it was unanimously voted to dissolve the ANNUAL TOWN MEETING.

True Copy

Attest:

Michelle A. Jenkins, Temporary Town Clerk

Annual Town Election
Monday, May 11, 2015

TOWN CLERK 2 years – Vote for One

James F. Hegarty	1,048
Doriann M. Jasinski	405
All Others	1
Blanks	14
Total	1,468

BOARD OF SELECTMEN 3 years

Vote for One	
William J. Boland	415
Desiree Aselbekian	411
Brian E. Shea	626
All Others	1
Blanks	15
Total	1,468

TOWN MODERATOR 1 year – Vote for One

David A. Coombs	1,159
All Others	3
Blanks	306
Total	1,468

BOARD OF COMMISSIONERS OF TRUST

FUNDS 3 years – Vote for One

John H. Wilson	1,194
All Others	0
Blanks	274
Total	1,468

BOARD OF ASSESSORS 3 years

Vote for One	
Arthur K. Holmes	1,128
All Others	6
Blanks	334
Total	1,468

BOARD OF ASSESSORS 1 year

Vote for One	
Jeffrey W. Klein	1,076
All Others	3
Blanks	389
Total	1,468

BOARD OF HEALTH 3 years – Vote for One

Rosemarie P. Mauro	483
Daniel P. O'Rourke	776
All Others	1
Blanks	208
Total	1,468

BOARD OF TRUSTEES LIBRARY 3 years

Vote for not more than Two	
Nicole C. DeBonet	988
Terrence K. Ryan	871
All Others	4
Blanks	1,073
Total	2,936

SOUTHBOROUGH SCHOOL COMMITTEE

3 years – Vote for not more than Two	
Gerald V. Capra	945
Marybeth R. Strickland	1,016
All Others	3
Blanks	972
Total	2,936

NORTHBOROUGH/SOUTHBOROUGH
REGIONAL SCHOOL DISTRICT
COMMITTEE, SOUTHBOROUGH

CANDIDATE 3 years (Southborough Vote)

Vote for not more than Two	
Kathleen A. Harragan	1,007
Cathy A. Kea	942
All Others	2
Blanks	985
Total	2,936

NORTHBOROUGH/SOUTHBOROUGH
REGIONAL SCHOOL DISTRICT
COMMITTEE, SOUTHBOROUGH

CANDIDATE 3 years (Northborough Vote)

Vote for not more than Two	
Kathleen A. Harragan	203
Cathy A. Kea	210
All Others	1
Blanks	134
Total	548

NORTHBOROUGH/SOUTHBOROUGH
REGIONAL SCHOOL DISTRICT
COMMITTEE, NORTHBOROUGH

CANDIDATE 3 years (Southborough Vote)

Vote for not more than Two	
Ganaraja Thejaswi	853
Helynn B. Winter	919
All Others	1
Blanks	1,163
Total	2,936

<p style="text-align: center;"><i>Annual Town Election</i> <i>Monday, May 11, 2015</i></p>
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NORTHBOROUGH/SOUTHBOROUGH
REGIONAL SCHOOL DISTRICT
COMMITTEE, NORTHBOROUGH

CANDIDATE 3 years (Northborough Vote)

Vote for not more than Two

Ganaraja Thejaswi	214
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Helynn B. Winter	229
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All Others	0
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Blanks	105
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Total	548
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PLANNING BOARD 5 years – Vote for One

Jesse T. Stein	1,071
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All Others	0
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Blanks	397
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Total	1,468
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SOUTHBOROUGH HOUSING

AUTHORITY 5 years – Vote for One

Robert P. Jachowicz	1,076
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All Others	2
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Blanks	390
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Total	1,468
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A true copy:

Attest:

Michelle A. Jenkins, Temporary Town Clerk

EDUCATION



Rosemary Petersante

Southborough School Committee

Paul H. Desmond
Gerald V. Capra
Marybeth R. Strickland
Roger W. Challen
Kathleen A. Harragan

Chairperson
Vice Chairperson
Secretary

Administration

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

Superintendent of Schools

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

Assistant Superintendent of Schools

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

Director of Student Support Services

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

Assistant Director of Student Support Services

Suzanne M. Morneau
B.S., M.A.

Assistant Director of Student Support Services

Cheryl L. Levesque
B.S.

Director of Business

Cheryl M. Lepore
Nancy A. Bissett

Administrative Assistant to the Superintendent
Administrative Assistant to the
Superintendent's Office

Diane M. Egizi
Suzanne L. Houle
Rebecca J. Pellegrino
Lois S. McMahon
Nena H. Wall
Sandra J. Burgess

Receptionist
Clerical Support
Human Resources Administrator
Human Resources Support
Personnel Coordinator
Administrative Assistant to
Student Support Services Department

Kyle D. Parson
Jolene A. Chapski
Pauline D. Joncas
Christopher P. Hoey
Pamela E. Hite
Robin A. Mason
Caroline Willard
Andrew F. Mariotti
Loraine T. Wolfrey

Food Service Director
Business and Finance Support
Facilities and Operations Support
Budget Officer
Financial Coordinator – Southborough
Financial Coordinator – Northborough
Financial Coordinator – Algonquin
Network Administrator
Data 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

Christine M. Johnson
Superintendent of Schools

Our guiding document, *Vision 2020: Strategically Planning the Future* insures that our District is engaged in educational practices that provide the highest quality experiences for all students while creating a safe, supportive school climate. We celebrate the partnership and the collaborative spirit that exists within our school community. We appreciate the continued support of the Southborough community, including our elected officials and town departments, the Southborough School Committee, the Southborough Organization for Schools, parent organizations, and business community. Together through our work, we communicate to students that education is the springboard to college and career readiness. We extend an invitation for you to learn more about our school community by visiting our website, serving on a study group, or attending one of many activities open to the public. Each day provides new and exciting opportunities for students to learn, grow and achieve. There are numerous highlights and here are a few from 2015:

Southborough Public Schools – 2015 Milestones

- Aligned *School Improvement Plans* to the strategic focus areas identified in our Strategic Plan: communication, curriculum, student support services, and technology. This which guarantees for a systemic model supporting transitional student growth and school improvement.
- Developed a Technology Implementation Plan to support the key indicators in the Strategic Plan which supports the efficient deployment of technology resources across the District.
- Identified an opportunity to expand our collaboration with Southborough Access Media by successfully negotiating the transition of the cable studio to Trottier Middle School.
- Created new District Determined Measurements (DDMs), which are designed to provide enhanced strategies to assess alignment with the Massachusetts State Curriculum Frameworks in literacy and mathematics.
- Developed new opportunities to engage the greater community in an active dialog specific to topical issues that are affecting student performance through a speaker series and expanded outreach via District communications.
- Aligned our curriculum, instruction and assessment practices to benchmark assessments, Common Core standards, and vertical and horizontal grade and transitional school expectations. This insures continuity and equity of expectations and supports a progression of growth for all students.
- Invested resources in the development of expanded teaching and student learning opportunities in the area of science, technology and engineering.
- Engaged in active review of legislative initiatives at the State and Federal level that potentially impact education in our community.
- Continued to invest in the development of enhanced age appropriate Safe School Readiness protocols and practices in collaboration with State and community organizations at each school.
- Established a Digital Literacy Leader model, which will support the professional development of all teachers in the area of technology literacy.
- Provided students with building level support in all of our schools to ensure that all students have developmentally appropriate opportunities to learn, grow, and make meaningful progress in a safe, nurturing and respectful environment.
- Expanded our comprehensive model of building-based, student support teams that provide assistance and interventions to students with disabilities, learning differences and/or life events beyond their control.
- Partnered with general education teachers and consultants to implement instructional strategies that meet the learning challenges that students encounter. Multi-disciplinary teams collaborated at the building and district levels to create opportunities for students to build on their strengths and minimize their challenges.

Superintendent's Report (continued)

- Provided a diverse, multi-faceted professional development series that supports literacy, mathematics and technology integration at all levels of teaching and learning.
- Continued to develop model units of instruction in all content areas to support equity of access to a curriculum that is rigorous and reflects alignment across and between grade levels.
- Expanded our relationship with community service providers such as Assabet Valley Collaborative's Family Success Partnership, Student Safety Network, and the Provider's Symposium that help to strengthen the home/school connection and provide extended support to our families.
- Established industry partnerships to enrich the development of programs that support the sciences and integration of technology.

Southborough Schools - 2015 Highlights

The following highlights provide a brief summary of the many educational experiences that take place each day in all of our schools. This snapshot is designed to communicate the level of excitement, innovation and complexity of programs and areas of focus that are part of our students school day. We invite you to experience the joy of learning and encourage you to explore our webpages, newsletters, and other communiques distributed throughout the school year.

Finn School & Woodward Schools

- Continued implementation of the enVision Math program, cross-curricular exposure of our Social Thinking Curriculum to support Social/Emotional Competencies, and development of standards in reading and writing.
- Developed and implemented Professional Learning Communities (PLCs), covering the topics of reading, writing, math, science/social studies, Building Based Support Teams (BBSTs), Positive Behavioral Intervention Systems (PBIS), technology, and preschool.
- Continued the collaboration with Southborough Fire Department in implementing the Student Awareness of Fire Safety Education program for kindergarten, and first grade students.
- Engaged in community service activities through charitable efforts with Southborough Food Pantry and Families in Transition (FIT) clothing donation (coats, winter items) drive at both schools.
- Established Data Teams to analyze student growth and achievement.
- Continued to foster strong social/emotional and character development in our students through our monthly whole school CARE assemblies and our Social Thinking curriculum.

Neary School

- Expanded outreach to families by introducing Principal's Coffees, curriculum specific school events *i.e.* Family Literacy Night, Neary Noodle Night and Use Your Noggin Night and utilizing weekly Neary Virtual Backpack distribution, Neary Website, Twitter, Facebook and One Call Now.
- Adopted and implemented the enVision math program.
- Embedded Grade-level Professional Learning Communities into the master schedule.
- Expanded enrichment opportunities to include coding with Dash and Dot, and Maker Spaces.
- Reformatted master schedule to increase time-on-learning and provide time for Professional Learning Communities while still keeping essential unstructured time within it.

Trottier Middle School

- Launched a new schedule for the 2015-2016 school year. The new schedule has required teachers to adjust curriculum to account for the added instructional classroom minutes. The schedule will continue to be scrutinized throughout the year, but so far the change has been beneficial in many ways.
- Revitalized the Technology Education program to include a STEM-base where students are engaged in many hands-on activities that incorporate the engineering process from design to production.
- Increased the use of non-fiction reading across all content areas. This shift has allowed us to analyze the quality of the readings and the quality of the comprehension that students are having.
- Analyzed the impact of homework on student performance and learning experience.

Grants

The following is a brief summary of the federal and state grants the Southborough Public Schools received in 2015.

Three federal grants are administered through the Office of the Assistant Superintendent. The Office of Student Support Services administers another three federal grants. The Essential School Health Services grant falls under the auspices of the Nurse Leader, and the Business Office and the Superintendent monitor the state Kindergarten grant.

Title I Entitlement Grant - \$35,214

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

Title II Part A - Improving Educator Quality - \$19,605

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 - \$29,611 Consolidated Grant

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.

Quality Full-Day Kindergarten Grant - \$42,680

The purpose of these funds is to enhance the educational experience of children currently in full-day kindergarten classrooms. The focus is on improving the quality and continuity of curriculum across preschool, kindergarten, and grade one. The district presently uses these funds to defray the cost of kindergarten instructional aides.

Early Childhood Special Education Allocation - \$11,200 Consolidated Grant

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

SPED Program Improvement Allocation - \$38,447 Consolidated Grant

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

Federal Special Education Entitlement - \$337,623

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

Grants (continued)

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

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

***SOUTHBOROUGH PUBLIC SCHOOLS
Enrollment by Grades
October 1, 2015***

<i>School</i>	<i>Pre-K</i>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>Total</i>
<i>Finn</i>	40	128	121								289
<i>Woodward</i>				110	131						241
<i>Neary</i>						159	138				297
<i>Trottier</i>								161	156	164	481
<i>Total</i>	40	128	121	110	131	159	138	161	156	164	1,308

TOWN OF SOUTHBOROUGH SCHOOL FINANCIAL STATEMENT
FOR THE 2015 FISCAL YEAR - JULY 1, 2014 THROUGH JUNE 30, 2015

APPROPRIATION:

Regular Education	\$ 12,860,820	
Special Education	\$ 5,409,784	
Total Beginning Appropriation		\$ 18,270,604

Total Appropriation **\$ 18,270,604**

EXPENDITURES:

REGULAR DAY PROGRAMS

ADMINISTRATION:

School Committee	\$ 12,685	
Superintendent's Office	\$ 97,634	
Administrative Support Services	\$ 390,652	
Total Administration		\$ 500,971

INSTRUCTION:

Supervision	\$ 37,949	
Principals' Offices	\$ 897,571	
Teaching	\$ 7,957,727	
(includes Salaries, Supplies and Materials)		
Professional Development	\$ 115,680	
Textbooks & Instructional Equip	\$ 463,133	
Library Services	\$ 289,917	
Guidance Services	\$ 236,421	
Total Instruction		\$ 9,998,398

OTHER SCHOOL SERVICES:

Attendance Services	\$ 500	
Health Services	\$ 328,877	
Pupil Transportation	\$ 348,321	
After School Activities	\$ 26,676	
Student Body Activities	\$ 17,249	
Total Other School Services		\$ 721,624

OPERATION OF PLANTS:

Custodial Services (Salaries & Supplies)	\$ 735,613	
Heating	\$ 190,608	
Electricity	\$ 229,200	
Telephones	\$ 27,123	
Water	\$ 23,633	
Technology Telecommunications	\$ 32,342	
Total Operation of Plants		\$ 1,238,519

MAINTENANCE:

Grounds	\$ 24,451	
Buildings	\$ 254,736	
Equipment	\$ 66,972	
Technology Maintenance	\$ 30,863	
Total Maintenance		\$ 377,022

BUILDING & EQUIPMENT:

Lease	\$ 193	
New Equip Over \$5,000	\$ 8,351	
Cafeteria Equipment	\$ 13,570	
		\$ 22,113

**TOTAL EXPENDITURES,
REGULAR DAY PROGRAMS** **\$ 12,858,646**

SPECIAL EDUCATION PROGRAMS

Legal Services	\$ 9,175	
Supervision	\$ 137,497	
Teaching (Salaries & Supplies)	\$ 3,469,754	
Professional Development	\$ 2,543	
Psychological Services	\$ 437,961	
Health Services	\$ 63,969	
Transportation	\$ 547,076	
Equipment Maintenance	\$ 6,610	
Programs - Other Schools in Massachusetts	\$ 485,984	
Payments to Collaboratives	\$ 237,820	
TOTAL EXPENDITURES, SPECIAL EDUCATION		\$ 5,398,388

TOTAL EXPENDITURES **\$ 18,257,035**

BALANCE RETURNED TO GENERAL FUND: **\$ 13,569**

SCHOOL LUNCH ACCOUNT

INCOME:

Balance from FY14	\$ 24,348	
Total Receipts, FY15	\$ 264,250	
Total Revenues		\$ 288,598

EXPENSES:

Total Expenditures, FY15	\$ 278,949	\$ 278,949
BALANCE TO FY16		\$ 9,648

SPECIAL ED - CIRCUIT BREAKER

INCOME:

Balance from FY14	\$ 783,137	
Total Receipts, FY15	\$ 613,516	
Total Revenues		\$ 1,396,653

EXPENSES:

Total Expenditures, FY15	\$ 783,137	\$ 783,137
BALANCE TO FY16		\$ 613,516

KINDERGARTEN GRANT

Expenditures	\$ 42,680	
Unexpended Balance	\$ -	
Total Grant Received		\$ 42,680

TITLE I GRANT CARRYOVER

Expenditures	\$ 7,360	
Total Grant Received		\$ 7,360

TITLE IIA GRANT CARRYOVER

Expenditures	\$ 437	
Total Grant Received		\$ 437



NEED INFORMATION???

Address: Southborough Town House, 17 Common Street, Southborough, MA

Phone: 508-485-0710 Fax: 508-480-0161

Email: selectmenoffice@southboroughma.com

Website: www.southboroughtown.com

EMERGENCY NUMBER.....911 [Police, Fire, Ambulance]

DEPARTMENT

PHONE

CONTACT NAME

Accounting	508-485-0710	Heidi Kriger, Town Accountant
Animal Control Officer	508-485-7817	Jennifer Condon
Assessors	508-485-0720	Paul Cibelli, Principal Assessor
Board of Appeals	508-485-0717	Karen Finelli, Administrative Assistant
Board of Health	508-481-3013	Paul Pisinski, Public Health Director
Board of Selectmen	508-485-0710	Mark Purple, Town Administrator
Building Department	508-485-0717	Mark Robidoux, Building Inspector
Conservation Commission	508-485-0710	Beth Rosenblum, Conservation Administrator
Facilities Department	508-485-8175	John Parent, Facilities Manager
Fire Department	508-485-3235	Joseph Mauro, Fire Chief
Housing Authority	508-481-2166	Lynne Moreno, Director
Library	508-485-5031	Ryan Donovan, Director
Planning Board	508-485-0710	
Police Department	508-485-2147	Kenneth Paulhus, Police Chief
Public Works Department [Cemetery, Tree, Water]	508-485-1210	Karen Galligan, DPW Superintendent
Transfer Station	508-485-2511	<u>Hours:</u> 8:00 a.m. - 6:00 p.m. Wednesday through Saturday
Recreation Commission	508-229-4452	Doreen Ferguson, Director
Senior Center	508-229-4453	Pamela LeFrancois, COA Director
Town Clerk	508-485-0710	James Hegarty, Town Clerk
Treasurer/Collector	508-485-0710	Brian Ballantine, Finance Director
Veterans' Agent	508-229-2172	John Wilson [4:00 p.m. - 6:00 p.m. Tuesday]
Youth and Family Services	508-481-5676	Sarah Cassell, Director

OTHER SERVICES

BayPath Elder Services [home-delivered meals]	508-573-7246	
Charter Communications	1-888-438-2427	Cable TV provider
Citizen Information	1-800-392-6090	Secretary of State's Office
Historical Museum		<u>Hours:</u> 1:00 p.m. - 3:00 p.m. Sunday
National Grid	1-800-322-3223	Customer Service
Eversource	1-800-592-2000	Customer Service
Southborough Access Media	508-485-8156	Katelyn Willis, Executive Director
Southborough Community House	508-485-4887	Bertha Ginga
Southborough Post Office	508-485-4736	
Verizon	1-800-837-4966	Cable TV provider

SCHOOLS

Albert S. Woodward [Gr. 2-3]	508-229-1250	James Randell, Principal
Algonquin Regional High School	508-351-7010	Thomas Mead, Principal
Assabet Valley Regional Technical	508-485-9430	Ernest Houle Superintendent-Director
Margaret Neary [Gr. 4-5]	508-481-2300	Kathleen Valenti, Principal
Mary Finn [Pre-K-1]	508-485-3176	James Randell, Principal
Superintendent's Office	508-486-5115	Christine Johnson, Superintendent
Trotter Middle School [Gr. 6-8]	508-485-2400	Keith Lavoie, Principal



Phyllis Bezanson



Phyllis Bezanson