

2014 ANNUAL REPORT  
THE TOWN OF  
SOUTHBOROUGH, MASSACHUSETTS



Jordan - Light up Southborough

*Jordan Litman*

***Credits***

***Front Matter and Layout***

Donna L. McDaniel

***Reports***

Department Heads, Committee Chairs

***Artwork***

Fifth Graders of Margaret Neary School

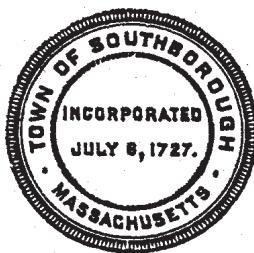
*One Hundred Forty-First*

**ANNUAL REPORT**

*of the*

**TOWN OF SOUTHBOROUGH**

**MASSACHUSETTS**



*For the Year Ending*

***December 31, 2014***





## What do Fifth Graders like to do in The Fall?

### See Some of Their Favorites Inside

The students' Art Work was inspired by that question—asked by teacher Denise Johnson in her Neary School Art Class

What did the students choose from their experiences?

*Going to School*

*Trick or Treating*

*Horseback Riding*

*Thanksgiving Dinner*

*Raking Leaves - Leaf Piles*

*Apple Orchards - Pumpkins*

*Soccer Fields - Playing at Woodward*

This report includes ten drawings: one winner (front cover)  
two runners-up (back cover) and  
seven others on pages throughout; printed with parents' permission.

*The Judges*

Dan Kolenda, *Selectman*, Kim Ivers, *Children's Librarian*, and  
Cheryl Levesque, *Director of Business*, *Northborough-Southborough Schools*



# Honoring 2014 Retirees

## ***Paul Berry – Town Clerk – 46 years***

First elected in 1969 and running unopposed every year after that, Paul Berry's name has become synonymous with Southborough Town Clerk. For all those years he's been the one issuing us permits for everything from owning our dogs to being licensed to marry. He's been the keeper of our town records and overseer of our elections and Town Meetings. In all that time, he never stopped taking every detail of that work seriously and, as the saying goes, making sure all the "I's would be dotted." Paul was on hand every election day from early morning to late (sometimes VERY late) at night—he made sure that every responsibility was fulfilled.

Paul's place in the community is also remarkable—how many other residents today live in the same house on the same street that they grew up in? (For Paul: Cherry Street in the village of Fayville).

A final note is appropriate: When some thought the transition would be a good time to change the Clerk's position from an elective office to appointed, Paul left us with no doubt that the post of Town Clerk is the people's post and that we all must take seriously our right to decide who we trust to have so many vital responsibilities in our government. It's a message he wants us to be sure to remember.

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## ***James Harding –DPW Highway Division Supervisor-43 years***

Jim Harding, a lifelong resident and grandson of a local builder, retired after 43 years with the Highway Department. He began as a motor equipment operator in 1971 and then, with the combination of several units into the Department of Public Works, he was named Highway Division Supervisor. In recognition of his experience and work ethic, Jim served the town well with his energy, personality, and "unmatched institutional knowledge." Jim's flexibility, energy, work ethic and personality will be sorely missed.

\*\*\*\*\*

## ***Joseph Hubley–Captain, Southborough Fire Department- 37 years***

Joe Hubley, a lifelong resident of Southborough followed in the footsteps of his father, Lt. George Hubley, when he joined the Southborough Fire Department on January 1, 1978, as a call firefighter. On June 24, 1985 he was elevated to the position of full-time firefighter and then on December 11, 2000 promoted to Captain. He served in that capacity until his retirement on January 2, 2015. Joe devoted a significant amount of time to the town in his years of work, with accomplishments ranging from serving as the department Maintenance Coordinator and achieving an EMT-Intermediate level when the department transitioned to the advanced life support in its ambulance operation. He also served as Union President for the collective bargaining unit.

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***Employees and Volunteers of the Town of Southborough  
2014***

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***In Memoriam***  
***Henry B. Adams***  
*Selectman 1957-1960*

***In Memoriam***  
***Lois W. Denman***  
*Poll Worker*

***In Memoriam***  
***James F. Finneran, III***  
*Police Officer*

***In Memoriam***  
***Judith E. Kearns***  
*Art Teacher, Southborough Schools*

***In Memoriam***  
***Charles R. “Ray” O’Connell***  
*Police Sergeant*  
*Special Police Officer*  
*Town Constable*  
*Member, Personnel Board*

***In Memoriam***  
***Alice L. Phillipo***  
*Senior Center Volunteer*  
*“Meals on Wheels” Volunteer*

***In Memoriam***  
***Margaret A. “Peggy” Tuttle***  
*Southborough Library*

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Trick or Treating is my favorite thing in Fall!

-Lauren

Lauren Dratch

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## *Southborough at a Glance*

*Settled in 1688*

*Incorporated July 6, 1727*

<b>Area</b>	13.79 square miles. 67.82 miles of town roads; 10.72 miles of state roads
<b>Population</b>	9,767
<b>Tax Rate</b>	\$16.02
<b>Form of Government</b>	Open Town Meeting; Board of Selectmen
<b>Public Library</b>	25 Main Street
<b>Public Safety</b>	<b>Police Department:</b> 19 Main Street <b>Fire Department and emergency ambulance service:</b> 21 Main Street
<b>Schools</b>	<b>Elementary Schools:</b> 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 <b>High Schools:</b> Algonquin Regional, 79 Bartlett Street, Northborough Assabet Valley Regional Vocational, 215 Fitchburg Street, Marlborough <b>Private Schools:</b> St. Mark's School, 25 Marlboro Road Fay School, 48 Main Street
<b>Recreation</b>	South Union Building, 21 Highland Street
<b>Hospitals within 10 miles</b>	UMASS Memorial-Marlborough Hospital, 157 Union St. (508-481-5000) MetroWest Medical Center-Framingham Union Campus, 115 Lincoln St. (508-383-1000)
<b>Houses of Worship</b>	<b>Roman Catholic:</b> St. Anne's, 20 Boston Rd; St. Matthew's, 105 Southville Rd. <b>Episcopal:</b> St. Mark's, 27 Main Street <b>United Church of Christ, Congregational:</b> Pilgrim Church, 15 Common St. <b>Federated:</b> First Community Church, 137 Southville Road <b>Evangelical, nondenominational:</b> Chinese Gospel Church, 60 Turnpike Road
<b>Utilities</b>	<b>Electricity:</b> National Grid <b>Gas:</b> NSTAR <b>Water:</b> from Quabbin Reservoir by Mass. Water Resources Authority <b>Cable TV and Internet:</b> Charter Communications (1-800-634-1008) Verizon (1-800-837-4966)
<b>Transportation</b>	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, 8 <sup>th</sup> 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 .....	Stephen G. Abraham
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 (2015)  
Jeffrey W. Klein (until May 2015 election)

**BOARD OF COMMISSIONERS  
OF TRUST FUNDS** – 3 years  
William J. Boland (2017)  
Nicolas A. McCoy (2016)  
Vacancy (2015)

**BOARD OF HEALTH** - 3 years  
Louis Fazen, III (2015)  
Nancy A. Sacco (2017)  
Mary Lou Woodford (2016)

**BOARD OF SELECTMEN** - 3 years  
William J. Boland (2015)  
Paul M. Cimino (2017)  
Daniel L. Kolenda (2017)  
Bonnie J. Phaneuf (2016)  
John F. Rooney, III (2016)

**BOARD OF TRUSTEES  
SOUTHBOROUGH LIBRARY** - 3 years  
Judith K. Budz (2017)  
Nicole C. DeBonet (2015)  
Marguerite H. Landry (2016)  
Nancy E. Mayo (2017)  
Jane A. Smith (2015)  
Richard J. Wallace (2016)

**MODERATOR** - 1 year  
David A. Coombs (2015)

**NORTHBOROUGH-SOUTHBOROUGH REG.  
SCHOOL DIST. COMM.** - 3 years  
***Southborough Committee***  
Paul C. Butka (2017)  
Susan P. Dargan (2015)  
Kathleen A. Harragan (2015)  
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 (2015)  
Helynne B. Winter (2015)

**PLANNING BOARD** - 5 years  
Kathleen B. Bartolini (2016)  
Philip A. Jenks (2019)  
Andrew S. Mills (2018)  
Donald C. Morris (2017)  
Jesse T. Stein (2015)

**SCHOOL COMMITTEE** - 3 years  
Gerald V. Capra (2015)  
Roger W. Challen (2016)  
Paul H. Desmond (2017)  
Kathleen A. Harragan (2017)  
Marybeth R. Strickland (2015)

**SOUTHBOROUGH HOUSING AUTHORITY**  
5 years  
Jean A. Chappelle (2018)  
Robert P. Jachowicz (2015)  
Nancy G. Morris (2019)  
Marianna Surette (2017)  
Joseph E. Hubley (State Appointee) (2015)

**TEMPORARY TOWN CLERK**  
Michelle A. Jenkins (until May 2015 election)

### ***APPOINTED OFFICIALS***

#### ***Appointed by Moderator***

**ADVISORY COMMITTEE** - 3 years  
John B. Butler, Jr. (2017)  
Kathryn M. Cook (2016)  
James F. Hegarty (2017)  
Janet M. Maney (2016)  
Teresa N. Mauro (2016)  
Karen S. Muggeridge (2015)  
Brian E. Shea (2015)  
Sam R. Stivers (2015)  
John M. Wood (2017)

**PERSONNEL BOARD** - 3 years

Brian J. Donovan (2016)  
Joseph C. Laning (2017)  
Russell B. Millholland (2016)  
Stephen A. Morreale (2015)  
Elizabeth Henry-Veeneman (2017)

**PUBLIC WORKS PLANNING BOARD**

3 years

**Appointed by Town Moderator**

Desiree Aselbekian (2016)

Mark S. Bertonazzi (2017)

Robert B. Bezokas (2015)

**Appointed by Planning Board**

Susan G. Baust (2016)

James P. Hellen (2017)

**Appointed by Board of Selectmen**

**AFFORDABLE HOUSING TRUST FUND**

**COMMITTEE** – 2 years

William J. Boland (2015)

Paul M. Cimino (2015)

Daniel L. Kolenda (2015)

Donna L. McDaniel (2015)

Bonnie J. Phaneuf (2015)

John F. Rooney, III (2015)

Vacancy (SHOPC rep.) (2015)

**AMERICANS WITH DISABILITIES ACT**

**COMMITTEE** (ad hoc) - 1 year

Vacancy (2015)

Vacancy (2015)

Vacancy (2015)

Vacancy (2015)

Vacancy (2015)

**AMERICANS WITH DISABILITIES ACT**

**(ADA) COORDINATOR** - 1 year

Vacancy (2015)

**ANIMAL CONTROL OFFICER/**

**ANIMAL INSPECTOR** - 1 year

Leslie E. Boardman (2015)

**ASST. ANIMAL CONTROL OFFICER**

1 year

Jennifer A. Condon (2015)

**ASST. TOWN ACCOUNTANT** – 1 year

Cynthia R. Foster (2015)

**ASST. TOWN ADMINISTRATOR** - 1 year

Vanessa D. Hale (2015)

**ASST. TREASURER/COLLECTOR** - 1 year

Karen M. Hamelin Figueroa (2015)

**BUILDING DEPARTMENT**

**Inspector of Buildings** - 3 years

Mark S. Robidoux (2016)

**Alternate Building Inspector** – 1 year

Peter N. Tartakoff (2015)

**Electrical Inspector** - 1 year

James J. Colleary (2015)

**Assistant Electrical Inspectors** - 1 year

Stephen A. Curtis (2015)

John F. Nemensky (2015)

**Appointed by Inspector of Buildings**

**Plumbing/Gas Inspector** - 1 year

Richard M. Araujo (2015)

**Assistant Plumbing/Gas Inspector** – 1 year

Austin P. Beliveau (2015)

**CENTRAL MASS. RESOURCE RECOVERY**

**COMMITTEE** - 1 year

Karen M. Galligan (2015)

**COMMUNITY PRESERVATION COMM.**

3 years

Frederica J. Gillespie (2016)

Joseph E. Hubley (2016)

Andrew S. Mills (2015)

Christopher Molinaro (2015)

Mark W. Murphy (2015)

Timothy W. Martel (2017)

Vacancy (Housing Authority rep.) (2017)

Vacancy (SHOPC rep.) (2017)

Vacancy (2017)

**CONSERVATION COMM.** – 3 years

Russell S. Gregory, Jr. (2016)

Carl C. Guyer (2017)

Christopher Molinaro (2016)

Mark S. Possemato (2017)

S. Michele Simoneaux (2015)

Benjamin B. Smith (2017)

Vacancy (2015)

**Community Gardens** – 1 year

Debra Molinaro (Coordinator) (2015)

Jesse E. Beaham (Co-Coordinator) (2015)

**CONSTABLES** – 1 year

Carl S. Anderson , Jr. (2015)

William E. Pickett, Jr. (2015)

**COUNCIL ON AGING** - 3 years

Leo D. Buck (2015)  
Thomas J. Conlin (2016)  
William W. Harrington (2015)  
Susan M. Keir (2016)  
Douglas C. Peck (2017)  
Elaine A. Yetman (2016)

**Alternate Members** - 1 year

Mary Ann Anderson (2015)  
Arthur K. Holmes (2015)  
Marie A. Kensinger (2015)  
Margery L. Lubanko (2015)  
Robert A. Myers (2015)  
William J. Yetman (2015)

**ECONOMIC DEVELOPMENT**

**COMMITTEE** (ad hoc) – 1 year  
Jennifer L. Burney (ex-officio) (2015)  
Julie W. Connelly (2015)  
Daniel L. Kolenda (2015)  
David K. McCay (2015)  
Thomas W. Moschos (2015)  
William M. Pezzoni (2015)  
Mark J. Purple (ex-officio) (2015)  
Claire Carberry Reynolds (2015)  
Christopher Robbins (2015)  
Michael C. Wirtz (2015)

**ETHICS COMMISSION LIAISON**

1 year  
Michelle A. Jenkins (2015)

**FACILITIES MANAGER** – 1 year

John A. Parent (2015)

**FENCE VIEWERS** - 1 year

Paul O. Smith (2015)  
Vacancy (2015)

**FIELD DRIVERS** - 1 year

Robert C. Lagasse (2015)  
Vacancy (2015)

**FINANCE DIRECTOR/**  
**TREASURER/COLLECTOR** – 3 years  
Brian P. Ballantine (2015)

**FIRE CHIEF** - 3 years

Joseph C. Mauro (2015)

**FIRE WARDEN** - 1 year

Joseph C. Mauro (2015)

**GRANT COORDINATOR** - 1 year

Heidi A. Kriger (2015)

**GREEN TECHNOLOGY AND RECYCLING**

**COMMITTEE** (ad hoc) - 1 year  
John L. Cook, III (2015)  
Carl C. Guyer (2015)  
John F. Rooney, III (2015)  
Stanley D. Tanenholz (2015)  
Amy J. Wood (2015)

**HIPPA PRIVACY OFFICER** – 1 year

Vanessa D. Hale (2015)

**HISTORICAL COMMISSION** - 3 years

Joseph E. Hubley (2016)  
Amanda J. Martinot (2017)  
Katherine T. Matison (2016)  
Maria T. Romero (2017)  
Rebecca V. Deans-Rowe (2015)  
Michael D. Weishan (2015)  
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 (2015)  
John W. Boland, Jr. (2015)  
Martin F. Healey (2015)  
Stephen C. Phillips (2015)  
Claire Carberry Reynolds (2015)  
Brian E. Shea (2015)  
John H. Wilson (2015)

**METROPOLITAN AREA**  
**PLANNING COUNCIL** - 3 years  
Kathleen B. Bartolini (2016)  
Vacancy (2016)

**METROWEST REGIONAL**  
**COLLABORATIVE** - 1 year

Kathleen B. Bartolini (Planning Bd. rep.) (2015)  
William J. Boland (Selectmen rep.) (2015)

**METROWEST REGIONAL TRANSIT**  
**AUTHORITY** – 1 year  
Kathleen B. Bartolini (2015)

**MUNICIPAL COORDINATOR**  
**(Right-to-Know Law)** - 1 year  
Joseph C. Mauro (2015)

**MUNICIPAL HEARING OFFICER**

1 year  
John E. Thorburn (2015)

**MUNICIPAL TECHNOLOGY COMMITTEE**

(ad hoc) – 1 year  
Brian P. Ballantine (2015)  
Roger W. Challen (2015)  
Mark J. Purple (2015)  
Vacancy (2015)  
Vacancy (2015)

**OPEN SPACE PRESERVATION**

**COMMISSION** - 5 years  
Lisa M. Braccio (2018)  
Sean R. Connelly (2015)  
Frederica J. Gillespie (2016)  
Maryellen Luttrell (2017)  
Vacancy (2019)

**PARKING CLERK** – 1 year

Brian P. Ballantine (2015)

**PHASE II STORMWATER COMMITTEE**

(ad hoc) – 1 year  
Karen M. Galligan (2015)  
Paul C. Pisinski (2015)  
Vacancy (2015)  
Vacancy (2015)  
Vacancy (2015)

**PILOT COMMITTEE** (ad hoc) – 1 year

Brian P. Ballantine (2015)  
Paul T. Cibelli (2015)  
John F. Rooney, III (2015)

**POLICE DEPARTMENT**

**Chief of Police** – 3 years  
Kenneth M. Paulhus (2017)  
**Constable** – 1 year  
Kenneth M. Paulhus (2015)  
**Jail Keeper** – 1 year  
Kenneth M. Paulhus (2015)  
**Lieutenant** – 1 year  
Sean R. James (2015)  
**Sergeants** - 2 years  
James V. DeLuca (2015)  
Ryan M. Newell (2015)  
Timothy J. Slatkavitz (2015)  
Heath S. Widdiss (2015)  
**Regular Officers** - 2 years  
James R. Gallagher (2015)  
David C. Hagen (2015)  
Kevin M. Landry (2015)  
Sean P. McCarthy (2015)

**POLICE DEPARTMENT (cont'd)**

**Regular Officers** - 2 years  
Keith A. Nichols (2015)  
Aaron L. Richardson (2015)  
Thomas R. Rock (2015)  
Patrick R. Smith (2015)  
Michael T. Whelan (2015)  
William J. Woodford, III (2015)  
**Admin. Assistant to Chief of Police** - 1 year  
Richard L. Mattioli (2015)  
**Communications Officers** (full-time) - 1 year  
Michael R. Cunningham (2015)  
Kyle M. DeVincent (interim) (2015)  
Jonathan C. Kersting (2015)  
David J. Maida (2015)  
Michael D. Osattin (2015)  
**Dispatchers** (part-time) - 1 year  
Cameron M. Chapski (2015)  
Kyle M. DeVincent (2015)  
Stephen B. Neivert (2015)  
John E. Thorburn (2015)  
**Reserve Officers** - 1 year  
Richard L. Mattioli (2015)  
Ronald G. Mattioli (2015)  
Stephen B. Neivert (2015)  
Michael D. Osattin (2015)  
William J. Recos (2015)  
**Special Officers** - 1 year  
Leslie E. Boardman (2015)  
Jennifer A. Condon (2015)  
Michael R. Cunningham (2015)  
Kyle M. DeVincent (2015)  
Jonathan C. Kersting (2015)  
Frederick P. Mabardy (2015)  
David J. Maida (2015)  
Jane T. Moran (2015)  
**Chaplain** – 1 year  
Rev. James B. Flynn (2015)

**PROCUREMENT OFFICER, CHIEF**

1 year  
Vanessa D. Hale (2015)

**PUBLIC SAFETY STUDY COMMITTEE**

(ad hoc) – 1 year  
Alfred C. Hamilton (2015)  
John F. Lyons (2015)  
Joseph C. Mauro (2015)  
Kenneth M. Paulhus (2015)  
Mark J. Purple (2015)  
John S. Reed (2015)  
John M. Wood (2015)

**RECREATION COMMISSION** - 3 years  
Sean N. Cronin (2017)  
Mark W. Murphy (2016)  
Craig W. Nicholson (2015)  
Brian G. Shifrin (2016)  
Vacancy (2017)

**REGISTRAR OF VOTERS** - 3 years  
Michelle A. Jenkins (ex-officio)  
Susan E. Ruane (2015)  
Jacob J. Walter (2017)  
Vacancy (2016)

**SEALER OF WEIGHTS AND MEASURES**  
1 year  
Vacancy (2015)

**SEXUAL HARRASSMENT OFFICER**  
1 year  
Gregory A. Manousos (2015)

**SITE PLAN REVIEW COMMITTEE**  
Neal P. Aspesi  
Jennifer L. Burney  
Karen M. Galligan  
Joseph C. Mauro  
Kenneth M. Paulhus  
Paul C. Pisinski  
Mark S. Robidoux  
**Appointed by Board of Selectmen**  
Mark J. Purple

**SOUTHBOROUGH CULTURAL ARTS COUNCIL** - 2 years  
Judith Christensen (2015)  
Louise F. Clough (2015)  
Jane E. Gordon (2015)  
Jennifer P. Hansen (2015)  
Kiera S. Joujoute (2015)  
Sandra L. Kiess (2015)  
Jane L. Lesniewski (2015)  
Jennifer L. Saffran (2015)  
Mary S. Simmons (2015)

**SOUTHBOROUGH ELDERLY HOUSING COMMITTEE** (ad hoc) - 1 year  
Marie A. Kensinger (2015)  
Margery L. Lubanko (2015)

**SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE [SEPC]**  
**SARA Title III** (ad hoc)  
Dana Amendola  
Neal P. Aspesi  
Lisa M. Braccio

**SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE [SEPC]**  
**SARA Title III (cont'd)**  
Jennifer L. Burney  
Leslie R. Chamberlin  
Susan Chorey  
Aldo A. Cipriano  
Steven E. Dahill  
Christopher DeMoranville  
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  
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**  
Jennifer L. Burney (2015)  
Joseph C. Mauro (2015)

**SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE** - 3 years  
Barbara A. Murphy (Private Citizen) (2016)  
Craig W. Nicholson (Private Citizen) (2015)  
Bonnie J. Phaneuf (Selectmen rep.) (2015)  
Brian G. Shifrin (Private Citizen) (2016)  
Jesse T. Stein (Planning Board rep.) (2015)  
Marianna Surette (Housing Authority rep.) (2017)  
Vacancy (Private Citizen) (2015)

**SOUTHBOROUGH SCHOLARSHIP ADVISORY COMM.** (ad hoc) - 3 years  
Ann Cave (2015)  
Doriann M. Jasinski (2016)  
Renee Maiorana (2015)  
Mary M. Mathon (2017)  
Mary C. O'Brien (2016)  
Vacancy (2016)  
Vacancy (2017)  
Vacancy (2017)

**SOUTHBOROUGH STEWARDSHIP COMMITTEE** – 1 year  
Yun Gao (2015)  
Frederica J. Gillespie (2015)  
James F. Gorss (2015)  
Joyce M. Greenleaf (2015)  
S. Michele Simoneaux (Conservation Commission rep.) (2015)  
Vacancy (Recreation rep.) (2015)  
Vacancy (2015)  
Vacancy (2015)

**SOUTHBOROUGH TRAILS COMMITTEE**  
(ad hoc) - 1 year  
Jeffrey J. Beane (2015)  
Daniel M. Frank (2015)  
Daniel A. Guilford (2015)  
Peter A. Kachajian, Jr. (2015)  
Anthony P. Schoener (2015)

**SPECIAL LEGAL COUNSEL** – 1 year  
Philip Collins (2015)  
Lisa L. Mead (2015)

**SUPERINTENDENT OF PUBLIC WORKS**  
3 years  
Karen M. Galligan (2016)

**TAXATION AID COMMITTEE** (ad hoc)  
1 year  
Brian P. Ballantine (2015)  
Arthur K. Holmes (2015)  
James C. Mullins (2015)  
James H. Nutter (2015)

**TOWN ACCOUNTANT** - 3 years  
Heidi A. Kriger (2017)

**TOWN ADMINISTRATOR** - 3 years  
Mark J. Purple (2015)

**TOWN COUNSEL** - 1 year  
Aldo A. Cipriano (2015)

**TRANSPORTATION TASK FORCE**  
1 year  
Kathleen B. Bartolini (2015)

**TREE WARDEN** - 1 year  
Christopher DeMoranville (2015)

**VETERANS' AGENT AND BURIAL AGENT**  
1 year  
John H. Wilson (2015)

**VETERANS' GRAVE OFFICER** - 1 year  
Stephen W. Whynot (2015)

**YOUTH COMMISSION** - 3 years  
Robert Basow (2016)  
Susan A. Butka (2015)  
Laura Ann Walsh Eppen (2015)  
Nital Giandhi (2017)  
Storm D. McGuire (2016)  
Sara B. Michas (2017)  
Vacancy (2015)

**ZONING BOARD OF APPEALS** – 5 years  
Leo F. Bartolini, Jr. (2018)  
Thomas Bhistikul (2016)  
Lisa M. Cappello (2019)  
Paul N. Drepanos (2015)  
David J. Eagle (2017)  
**Alternate members** – 1 year  
Andrew R. Dennington (2015)  
Jeffrey M. Walker (2015)

**Appointed by Board of Assessors**

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

**Appointed by Board of Health**

**PUBLIC HEALTH DIRECTOR**  
Paul C. Pisinski

**TEMPORARY BURIAL AGENT**  
Michelle A. Jenkins

**Appointed by Town Clerk**

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



# ADMINISTRATION



In fall my brother, his 2 friends, and I always make a leaf pile and play in it for hours.

Conor

*Conor Hoolahan*

## ***Board of Assessors***

**L**ast 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 \$ 2.150 billion to \$2.245 billion in FY2015. For the fourth consecutive year, Southborough's FY2015 overall residential values were adjusted upward reflecting changing conditions of the real estate market that occurred during 2013. The average single family home assessment in Southborough rose from \$536,200 to \$557,300 in FY2015, a 3.94% increase, while the tax rate decreased for the second straight year from \$16.18 to \$16.02 per thousand during this period. The average assessed single family home's tax bill increased from \$8,676 to \$8,928 in FY2015, a \$252 or 2.9% increase. It should be noted, FY2015 assessments reflect the value of real and personal property as of January 1, 2014. Real estate values in all neighborhoods were adjusted based on sales transactions occurring in calendar year 2013. Calendar year 2014 real estate sales and market conditions will not be reflected in taxpayer's assessments until FY2016.

Southborough experienced a second straight year of significant building activity in FY2014. The year was highlighted by the construction of 20+ new single family dwellings and completion of the second half of Madison place, a 140 unit apartment complex that resulted in increased new growth over the previous year. In FY2014, new growth accounted for \$933,141 in additional revenue for the community, a 6.8% increase from \$873,625 in FY2013. This year's new growth far exceeded the five year average of \$545,979 and ten year average of \$617,256. Based on projections, new growth is expected to significantly decrease over the next year as there are few projects scheduled to be constructed in FY2015.

In September of 2014 Joseph E. Green stepped down from serving on the Board of Assessors. He served sixteen months of a three years term before unexpectedly having to resign. Joe's extensive appraisal knowledge and analysis skills were extremely beneficial to the department especially in the areas of commercial & industrial property valuation. The Board of Assessors and department staff greatly appreciate his service to the community and wish him and his wife Marie a happy and healthy retirement.

This past October the Board of Selectmen and Board of Assessors by joint vote, appointed Jeffrey W. Klein to fill the Assessors vacancy. He has been appraising real estate since 2005 and is the owner of Allied Appraisal Associates of New England located in Worcester. Jeffrey, a resident of Southborough since 1995, is a licensed and Certified Residential Real Estate Appraiser in the State of Massachusetts and has been a member of the Appraisal Institute since 2008. His appraisal experience, knowledge of the local real estate market and analytical skills will be a great asset to the department and we appreciate him stepping forward to serve the community.

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, 20143 for FY2015). 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](http://www.southboroughtown.com). Applications must be returned to the Assessors' office within three months after the actual tax bill is mailed.

***Board of Assessors (continued)***

A second option is the Senior Tax Work-off Program. Individuals 60+ years of age can volunteer for a town department for approximately 125 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, 2014, 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 board'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](http://www.southboroughtown.com).

## ***Board of Selectmen***

**A**s of May 2014, town meeting approved a warrant article expanding the Board of Selectmen to a five-member board, a distinct change in the Town's form of government. The new five member board will be elected for three year staggered terms. The Board 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.

### ***Names and Faces***

As we were going to print, the Town was reeling from the breaking news that Town Clerk Paul Berry had decided to retire in February. Without question, his retirement is an epic milestone for this community. Mr. Berry will be remembered for his selfless dedication to all and his rigid dedication to all Southborough's officials. He took office when Nixon was President, when Neil Armstrong first walked on the moon, stamps cost \$0.06 cents, Sesame Street first aired, and a gallon of gas was \$0.35 cents!

We also bid adieu to longtime Firefighter Captain Joe Hubley. Few may remember Captain Hubley launched his career with the Town in 1978 when he served as a call firefighter. In 1985, he was appointed a full-time firefighter. He has served with distinction for nearly thirty years and has provided safety and protection for one and all. Not to be outdone was James Harding, who also sailed into a well-deserved retirement after a mere 43 years! Jimmy has plowed and swept our roads, assisted in burying our loved ones, kept our streets maintained and manicured and cared for the gem that is Southborough. Also joining the ranks of retirement was Cynthia Krawczyk who has served as one of our most dedicated administrative staff for fourteen years. We extend our blessings to all for a very happy retirement.

Our 7<sup>th</sup> full-time Police Chief was appointed the beginning of the year. Ken Paulhus joined the department after many years serving the Woonsocket, RI police department. He hit the ground running and quickly began talking to residents, business owners and students. His goals include making sure our police department is guided through the accreditation process, and assisting in the study of a new public safety complex.

The Board especially extends their appreciation to employees like Mrs. Alice Kavanaugh, who turned 95 years old and still works as a Receptionist at the Senior Center. Her cheerful spirit, engaging sense of humor and love for all things Southborough is unsurpassed. Well done Alice!

### ***2014 in Retrospect***

- The most dramatic change the Town observed in 2014 was the expansion of the Board of Selectmen from three to five members. The Town welcomed back Bonnie Phaneuf after an absence from the Board and was pleased to bring on Paul Cimino who previously served terms on both the Personnel and Planning Board.
- The Selectmen's Office is kicking up their community relations and social media presence. Staff began a review of the municipal website and developed plans to re-design it in the coming year. You can follow the town on Twitter [@17Common] and like several department Facebook pages [Recreation, Southborough Fire, Southborough Police, Youth & Family Services].

### ***Board of Selectmen (continued)***

- The Board of Selectmen continued in 2013 to ramp up their economic development efforts and created a formal committee. The EDC has been aided by the new Town Planner and Building Inspector. As we speak, they are spearheading efforts to develop an EDC website and implement an on-line permitting system.
- The Board and their professional staff spent many hours tweaking the Main Street reconstruction plans. A design has finally been submitted to the Department of Transportation for review. The volunteer committee worked an epic amount of hours to bring this to fruition. Thanks one and all!
- The goals established by the Board of Selectmen in January 2014 included evaluation of criteria for a public safety complex, investigate tax savings by consolidation of town buildings and/or operations, and continuing discussions about the potential preservation of the Burnett House, which was built in 1849 for Joseph Burnett, one of Southborough's founding father's.

### ***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](http://www.southboroughtown.com). The Town sincerely appreciates the diligent work of Website Administrator Gail Jenks. She keeps us on track, makes sure agendas and minutes and other important community notices are posted [and removed] in a timely manner. The Town also has a Twitter account. Please check out @17 Common to keep up to date on happenings around town. On the town website, you will also find a list of open seats on various boards and committees. We encourage all citizens to consider serving the town in this volunteer capacity.

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. The Selectmen would also like to welcome new staff, such as Ashley Tanis, in the Treasurer's Office who handles benefits, payroll and retiree questions. Without the dedication and commitment of their 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 2015 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***

**T**he 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.

Currently chaired by Dr. Stephen Morreale, the Personnel Board has five volunteer members who meet monthly [except for the months of July and August]. During the year, each member volunteers to coordinate specific projects designed to enhance various facets of personnel management. Members are:

- Stephen A. Morreale, Chairman
- Russell B. Millholland
- Brian Donovan
- Joseph Lanning
- Susan L. Grinblatas
- Elizabeth Henry-Veeneman

Ms. Grinblatas' term expired on June 30, 2014. The Board is especially appreciative of her legal acumen during the time she served in this capacity. Ms. Henry taught at Woodward and Trottier for 15 years from 1996 to 2011, focusing on Grade 8 in American History, World History, English Language Arts, and Reading.

### **2014 ACCOMPLISHMENTS**

The Personnel Board worked diligently during 2014, with only four members for a portion of the year. The major project accomplishments are summarized below:

Salary Administration Plan: Updates in 2014 included the following items:

- Transitioning the employees who were formerly part of the SEIU Union into Schedule B of the Salary Administration Plan
- Developing and implementing an employee engagement plan for these employees who were part of a collective bargaining unit for many years
- Launching a wholesale wage and classification study for the full-time staff in the SAP
- Preparing a new pay plan, based on the results of the study, for the 2015 annual town meeting
- Commencing discussion and deliberation of a pay for performance merit plan
- Revising the self-evaluation tool that is part and parcel of all non-union performance evaluations

Employee Selection Role: The Board's members and staff routinely serve on selection committees for positions in Town. During 2014, members of the Personnel Board participated in the recruitment and selection of the Library Director and Payroll and Benefits Coordinator. 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.

### ***Personnel Board (continued)***

**Other Deliberations and Activities:** The Board was pleased to fund a workshop for the mid-level staff with Jon Wortmann who has been an asset to the town organization. Mr. Wortmann has provided counsel, advice and tips of leadership and communication in the public sector for communities all over the State. Southborough is lucky to have him at their disposal and the professional development he has provided many of the Town's employees and boards has been invaluable. We also wish to thank St. Mark's School for collaborating with us in these endeavors.

### **2015GOALS**

The Personnel Board's goals for 2015 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;
- Approve and implement the recommendations from the wage and classifications study that shall include all new employees recently added to the SAP;
- 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.

### **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.

***Town Accountant***

***TOWN REVOLVING FUNDS ACTIVITY - FISCAL 2014***

<u>ACCOUNT</u>	OPENING BALANCE 7/1/2013	RECEIPTS	LESS EXPENDITURES	CLOSING BALANCE 6/30/2014
GRANTS	79,184	89,074	67,677	100,581
GIFTS	1,019,769	251,750	1,086,343	185,176
OTHER REVOLVING FUNDS	379,806	498,117	383,247	494,676
SALE OF CEMETERY LOTS	130,339	22,800	-	153,139
TITLE V SEPTIC BETTERMENTS	276,823	77,389	62,870	291,342
AMBULANCE FUND	590,882	367,342	499,036	459,188
OTHER RECEIPTS RESERVED FOR APPROPRIATION	34,132	2,622	7,652	29,102
COMMUNITY PRESERVATION FUND	<u>994,746</u>	<u>525,505</u>	<u>217,322</u>	<u>1,302,929</u>
FY 2014 TOWN REVOLVING FUNDS	<u>3,505,681</u>	<u>1,834,599</u>	<u>2,324,147</u>	<u>3,016,133</u>

## *Reserve Fund Transfers*

ORIGINAL BALANCE	\$ 150,000.00
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TRANSFERS OUT:

DATE	DEPARTMENT	PURPOSE OF TRANSFER	AMOUNT APPROVED
9/19/2013	Police	Police chief assessment center	13,900.00
6/24/2014	Elections/Registration	Additional election	<u>13,684.00</u>
		<b>TOTAL BALANCE</b>	<b>\$ <u>122,416.00</u></b>

<b>Town of Southborough</b>						
<b>Balance Sheet - All Funds</b>						
<b>June 30, 2014</b>						
		Special	Capital			
	General	Revenue	Project	Enterprise	Trust and	Long-term Debt
	Fund	Funds	Funds	Funds	Agency Funds	Account Group
						TOTAL
<b>ASSETS</b>						
Cash and cash equivalents	8,264,956	4,201,124	124,474	1,715,682	4,258,105	18,564,341
Receivables:						
Septic Bett Int Added to Tax	882					882
Property Taxes	84,832					84,832
Tax Liens and foreclosures	582,365					582,365
Motor vehicle excise	58,322					58,322
Departmental		734,212		78,965		813,177
Less: Allowance for abatements	(703,615)					(703,615)
Due from Commonwealth		195,785				195,785
Amounts to be Provided for Ret of Debt					19,710,498	19,710,498
<b>Total Assets</b>	<b>8,287,742</b>	<b>5,131,121</b>	<b>124,474</b>	<b>1,794,647</b>	<b>4,258,105</b>	<b>19,710,498</b>
<b>LIABILITIES &amp; FUND BALANCES</b>						
Liabilities:						
Warrants and accounts payable	1,098,145	250,926		36,116	30,479	1,415,666
Other accrued liabilities	1,496,466	47,305				1,543,771
Notes payable						0
Bonds payable						19,710,498
Deferred revenue	22,786	734,213		78,965		835,964
Other liabilities	210,061				344,864	554,925
<b>Total Liabilities</b>	<b>2,827,458</b>	<b>1,032,444</b>	<b>0</b>	<b>115,081</b>	<b>375,343</b>	<b>19,710,498</b>
Fund Balances:						
Reserved for:						
Encumbrances & continued appropriations	1,393,274	2,235,700		206,791		3,835,765
Overlay Deficits						0
Overlay Surplus						0
Petty cash	400					400
Subsequent year expenditures	1,595,561					1,595,561
Reduction of Future Exc Debt	88,845					88,845
Unreserved	2,382,204	1,862,977	124,474	1,472,775	3,882,762	-
<b>Total Fund Balances</b>	<b>5,460,284</b>	<b>4,098,677</b>	<b>124,474</b>	<b>1,679,566</b>	<b>3,882,762</b>	<b>0</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>8,287,742</b>	<b>5,131,121</b>	<b>124,474</b>	<b>1,794,647</b>	<b>4,258,105</b>	<b>19,710,498</b>

***Town of Southborough***

***Statement of Activities***

***June 30, 2014***

	Governmental Funds	Enterprise Funds	Total
<b>Revenues:</b>			
<b>Program Revenues:</b>			
Charges for service	\$ 2,606,674	\$ 1,921,134	\$ 4,527,808
Operating grants and contributions	6,549,568	-	6,549,568
Capital grants and contributions	1,076,840	-	1,076,840
<b>General Revenues:</b>			
Property taxes	35,262,084	-	35,262,084
Excise taxes	1,986,342	-	1,986,342
Other	1,571,608	-	1,571,608
<b>Total revenues</b>	<b>49,053,116</b>	<b>1,921,134</b>	<b>50,974,250</b>
<b>Expenses</b>			
General government	4,559,440	-	4,559,440
Public safety	5,617,122	-	5,617,122
Education	34,853,347	-	34,853,347
Public works	3,569,291	-	3,569,291
Health & human services	771,670	-	771,670
Culture & recreation	1,117,989	-	1,117,989
Interest on debt	674,841	-	674,841
Water activities	-	1,748,155	1,748,155
<b>Total expenses</b>	<b>51,163,700</b>	<b>1,748,155</b>	<b>52,911,855</b>
<b>Changes in net position before transfers</b>	<b>(2,110,584)</b>	<b>172,979</b>	<b>(1,937,605)</b>
<b>Transfers</b>	<b>65,000</b>	<b>(65,000)</b>	<b>-</b>
<b>Total change in net position</b>	<b>\$ (2,045,584)</b>	<b>\$ 107,979</b>	<b>\$ (1,937,605)</b>

## ***Town Treasurer***

### ***CASH BALANCES AS OF JUNE 30, 2014***

#### **BANK ACCOUNTS**

Century Bank	Lock Box	1,424
Century Bank	Investment	2,917,493
First Trade Union Bank	Investment	1,695,077
Marlboro Savings - Escrow	Planning	296,450
Marlboro Savings - Escrow	Road Openings	40,704
Marlboro Savings	Operating Account	7,744,225
Marlboro Savings	Student Activity Account	37,533
Marlboro Savings	School Lunch Receipts	115,277
Mass.Mun.Dep.Trust	Investment	161,441
Mass.Mun.Dep.Trust	Law Enforcement Trust	11,591
Mass.Mun.Dep.Trust	Southwood Eng. B. O. H.	11,439
Mass.Mun.Dep.Trust	Southboro Cultural Arts Council	9,637
TD Bank	Ambulance Receipts	16,110
Unibank	Online Payments	12,788
Unibank	Investment & State Payments	377,841
Unibank	Payroll	21
Unibank	Accounts Payable	(73)

#### **TRUST FUNDS**

Bartholomew & Company	Stabilization Fund	441,579
Bartholomew & Company	Comm. Preservation & Town Trusts	4,673,384

#### **CASH BALANCES**

**18,563,941**

**Town Collector**

						Exemptions/			Lien to	Transfer	Closing
	Opening		Reversals and						Real Estate	Tax Title	Balance
	Balance	Commitment	Refunds	Dr adjustment	Payment	Abatement	Cr adjustment				
<b>REAL ESTATE</b>											
FY 2014	0.00	33,477,727.68	83,920.56	11,698.16	33,310,159.46	71,948.24	18,113.69	0.00	101,585.68		71,539.33
FY 2013	131,981.00		0.00	0.00	5,099.37	89,589.85	0.00	5,594.53	0.00	41,895.99	0.00
FY 2012	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RE Subtotal	131,981.00	33,477,727.68	83,920.56	16,797.53	33,399,749.31	71,948.24	23,708.22	0.00	143,481.67		71,539.33
<b>TAX TITLE</b>	183,270.98	52,005.52	0.00	0.00	74,393.59	0.00	6,178.04	0.00	79,258.84		233,963.71
<b>TAX TITLE WTR</b>	1,064.91	2,542.04	0.00	0.00	676.94	0.00	0.00	0.00	0.00		2,930.01
<b>TAX TITLE CPA</b>	733.39	919.40	0.00	0.00	835.56	0.00	0.00	0.00	0.00		817.23
<b>TAX DEFERRAL</b>	147,562.66	29,689.14	0.00	0.00	15,639.59	0.00	0.00	0.00	0.00		161,612.21
<b>PERSONAL PROPERTY</b>											
FY 2014	-221.45	1,311,979.57	37,333.87	454.08	1,335,610.32	7,015.65	15.94	0.00	0.00		6,904.16
FY 2013	7,359.62		0.00	0.00	1,231.13	0.00	21.44	0.00	0.00		6,107.05
FY 2012	554.70		0.00	0.00	273.37	0.00	0.00	0.00	0.00		281.33
PP Subtotal	7,692.87	1,311,979.57	37,333.87	454.08	1,337,114.82	7,015.65	37.38	0.00	0.00		13,292.54
<b>MOTOR VEHICLE</b>											
2014	0.00	1,767,533.07	18,409.42	534.70	1,698,034.13	37,983.08	5,262.81	0.00	0.00		45,197.17
2013	168,740.21	158,978.77	15,720.95	96.98	316,188.01	15,015.16	1,731.99	0.00	0.00		10,601.75
2012	6,511.23		2,525.43	204.69	4,100.97	2,617.63	0.00	0.00	0.00		2,522.75
2011	4,285.53		0.00	773.40	70.46	1,510.53	719.90	2,898.96	0.00	0.00	0.00
2010 and Prior	60.00		0.00	0.00	0.00	0.00	60.00	0.00	0.00		0.00
EX Subtotal	179,596.97	1,926,511.84	37,429.20	906.83	2,019,833.64	56,335.77	9,953.76	0.00	0.00		58,321.67
<b>WATER LIENS</b>											
FY 2014	0.00	51,243.88	0.00	68.32	47,313.04	0.00	765.30	0.00	1,829.28		1,404.58
FY 2013	1,129.72		0.00	0.00	490.11	0.00	235.89	0.00	403.72		0.00
FY 2012	1,156.98		0.00	0.00	0.00	0.00	0.00	0.00	0.00		1,156.98
WL Subtotal	2,286.70	51,243.88	0.00	68.32	47,803.15	0.00	1,001.19	0.00	2,233.00		2,561.56
<b>SEPTIC BETT</b>											
FY 2014	0.00	36,105.34	0.00	0.00	385.48	34,388.32	0.00	0.00	0.00		1,331.54
FY 2013	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
SL Subtotal	0.00	36,105.34	0.00	0.00	385.48	34,388.32	0.00	0.00	0.00		1,331.54
<b>SEPT BETT INT</b>											
FY 2014	0.00	20,618.42	0.00	0.00	19,408.13	327.79	0.00	0.00	0.00		882.50
FY 2013	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
SL Subtotal	0.00	20,618.42	0.00	0.00	19,408.13	327.79	0.00	0.00	0.00		882.50
<b>WATER</b>											
Rates	478,051.43	1,430,966.93	5,063.28	15,392.72	1,695,584.28	59,939.48	61,440.63	48,364.01	0.00		64,145.96
Other Charges	3,438.68	138,548.42	0.00	0.00	131,933.31	0.00	26.00	700.00	0.00		9,327.79
WTR Subtotal	481,490.11	1,569,515.35	5,063.28	15,392.72	1,827,517.59	59,939.48	61,466.63	49,064.01	0.00		73,473.75
<b>TOTAL</b>	<b>1,135,679.59</b>	<b>38,478,858.18</b>	<b>163,746.91</b>	<b>33,619.48</b>	<b>38,743,357.80</b>	<b>229,955.25</b>	<b>102,345.22</b>	<b>49,064.01</b>	<b>224,973.51</b>		<b>620,726.05</b>
CPA Tax 2014	0.00	280,093.67	321.25	23.65	277,863.23	1,267.11	214.75	0.00	540.61		552.87
CPA Tax 2013	1,016.41		0.00	0.00	706.34	0.00	8.24	0.00	301.83		0.00



# TOWN SERVICES



We love to look at all of the different pumpkins  
glowing at night.

- Catherine + Meghan

*Catherine Sziklas and Meghan DeGregorio*

## ***Building Department***

### ***PERMITS ISSUED BY TYPE OF PERMIT AND FEES COLLECTED***

<u>NUMBER</u>	<u>TYPE</u>	<u>FEES COLLECTED</u>
501	Building Permits	\$386,000
499	Wiring Permits	47,500
228	Plumbing Permits	24,000
233	Gas Permits	<u>17,000</u>
	Total Permit Fees	\$474,500

**T**he total number of Permits issued for calendar year 2014 was 1461. Building and Sheet Metal Permits totaled 501, Plumbing & Gas totaled 461, and Electrical Permits totaled 499. 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](http://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 8<sup>th</sup> Edition of the State Building Code.

Southborough building and zoning information is available online on the town's website. The town's website is located at [www.southboroughma.com](http://www.southboroughma.com). By navigating to the Building Department it is possible to obtain permit applications, fee schedules, zoning regulations and other information. The site contains e-mail addresses where comments and requests can be made.

## ***Conservation Commission***

**T**he 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.

The Commission advises other municipal officials and boards on conservation issues in Town. The Commission manages the Town's conservation properties and the Community Gardens, 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 continues to work on a project to locate and protect Wild Brook Trout in local streams, as well as to bring the Green Communities Program to Southborough. The Administrator serves on the Southborough Emergency Planning and Management Committee, the Greater Callahan Working Group, the Boroughs Trail Committee, the SuAsCo Watershed Community Council, and is an advisor to the Southborough Trails Committee. The Commission is also assisting with an update to the town's expiring Open Space and Recreation Plan.

Lucas Environmental, LLC continues to provide high quality and professional wetlands science consulting services which greatly assists the Commission with reviewing the myriad complex projects submitted, and with ensuring the Town's compliance with the technical regulatory requirements for stormwater management and wetlands protection enacted by the state and federal government. 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 work with local boy scouts on projects to obtain their Eagle Scout ranking.

In 2014, the Commission held 29 **public hearings** for Notices of Intent, Requests for Determination of Applicability, Abbreviated Notice of Resource Area Delineation, Permit Extensions, Amendment Requests, and Administrative Enforcement:

1200 Madison Place  
9 Hickory Road  
9 Mt. Vickery Road  
4 Mitchell Street  
MassDOT – Segment of I-90  
14 Middle Road  
Stonebrook Village – 0 Oregon Road

76 Deerfoot Road  
NSTAR - 57 Cordaville Road  
1 Willow Street  
65 Deerfoot Road  
24 Lovers Lane  
40 Presidential Drive  
140 Main Street

***Conservation Commission (continued)***

38 Flagg Road	325 Turnpike Road
6 Lynbrook Road	26 Jericho Hill Road
39 Lynbrook Road	37 Lynbrook Road
75 Southville Road	184 Southville Road
153 Southville Road	39 Sears Road
269 Cordaville Road	63 Deerfoot Road
162 Middle Road	37 Presidential Drive
8 Sears Road	

In 2014, the Commission held 7 **Stormwater Management Permit** public hearings:

Stonebrook Village – 0 Oregon Road	St. Mark’s School – 25 Marlborough Road
NECC – 12 Pleasant Street	17, 19, 21, & 23 Clifford Street
76 Deerfoot Road	37 Lynbrook Road
NSTAR – 157 Cordaville Road	

In 2014, the Commission considered 17 **Requests for Certificate of Compliance**:

8 Andrews Way	7 Metcalf Lane
16 Heather Lane	12 Fairview Drive
160 Middle Road	106 Southville Road
227 Parkerville Road	47 Southville Road
4 Watkins Lane	24-32 Newton Street
115 Northborough Road	15 Pine Hill Road
48 Framingham Road	17 Pine Hill Road
16 Wood Street	Estates at Deerfoot
7 William Colleary Lane	

In 2014, the Commission collected \$3,270 in state regulated wetland filing fees, \$8,060 in local filing fees and \$1,300 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 Town Forest, and for their continued oversight and coordination of the Breakneck Hill Master Plan. The Commission would also like to recognize Stewardship Chair James Gorss for his exceptional long-term care of the property’s trail systems.

The Commission would like to thank the volunteer members of the Breakneck Hill Cow Fund for their supervision of and commitment to the cows and pastures at the Breakneck Hill Conservation Land under the annual License Agreement, and for offering visitors to the property a look into Southborough’s agricultural heritage.

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. There is presently an opening to serve on the Commission; if you are interested in protecting wetlands and helping to ensure responsible development in town, please submit a Volunteer Form to the Selectmen’s office.

And finally, the Community Garden had another successful and abundant year ably guided by our invaluable Garden Coordinators, Debbi Molinaro and Jesse Beaham.

## ***Council on Aging/Senior Center***

**T**he 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's for 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 7:00 p.m. the first Wednesday of the month at the Senior Center. The public is welcome to attend these meetings.

The Center is staffed by a Director, Program Coordinator, Outreach Coordinator, Nurse, and two Administrative Assistants who job share as well as many dedicated volunteers. The Senior Center also provides services and assistance to the families caring for elders.

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](http://www.southboroughseniors.com). Canasta, pitch, bridge, cribbage, maj jong 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 are provided by Baypath Elder Services and are delivered to homebound seniors by local volunteers. In addition to these services offered the Senior Center we have also partnered with the recreation department, the library, historic society, 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. Recent renovations include improving the audio visual system in the large function room to show movies and televised events on a larger scale, added a second automatic door opener to the building; renovating bathroom facility, replacement windows, building emergency generator, and a new fence provided by Eagle Scout Thomas Cimino.

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.

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.

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

Health insurance 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.

### ***Council on Aging (continued)***

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.

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 service can bring seniors to various area destinations many of which have not been available in the past.

The Senior Tax Work-Off program offers seniors the opportunity to work in a town department for 125 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.

The Senior Center has continued to increase current services and adapt to meet the increasing 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 over 100 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 the Senior Center a success 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.

## ***Department of Public Works***

**I**n 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, 2014.

**THE DEPARTMENT:** After experiencing two long time employee retirements in 2013, the DPW suffered another long time employee retirement in 2014. On October 22<sup>nd</sup>, after 43 years of service to the Town, James Harding, Highway Division Supervisor retired from the DPW. Mr. Harding began working for the Town's Highway Department as a Motor Equipment Operator on October 18, 1971 after returning to Southborough after serving in the military. Over the years Jim's work ethic, knowledge and skills have supported him through many promotions, ultimately leading to his position of DPW Highway Division Supervisor. Jim's unmatched institutional knowledge, flexibility, energy, work ethic and personality will be sorely missed by the DPW and the Town. I want to take this opportunity to thank him for his decades of service and to wish him a long and happy retirement.

**HIGHWAY:** The Highway Division consists of five Highway Crew members plus the Transfer Station Operator. Crew members in 2014 were Jim Harding, Dean Cibelli, George Mooney, Mark McLaughlin and Andrew Remillard. The Highway Division has been working with only four employees since Jim Harding's retirement in October. Dean Cibelli was tapped to fill the Highway Supervisor position.

### **Snow Removal:**

- Winter 2013-2014 brought severe winter weather. The snow season started and finished with flurry events and ran from December 6<sup>th</sup> to March 13th. The season brought 9 plow-able snow events and 10 additional snow events that required roadway treatment. Though Southborough braced for a mid-week blizzard on January 21<sup>st</sup>, the storm fizzled out and only dropped about 2.5 inches on the Town. The largest snow events were two 12 inch storms that came a week apart in February.
- In total, the season brought Southborough just over 72" of snow.

All 13 crew employees, from each of the DPW Divisions, along with 10 pieces of contractor equipment kept the roads clear for emergency vehicles and the public during the 2013-2014 season.

### **Roadways:**

- The DPW's striping contractors applied centerline and edge-line paint in August 2014. Edge-lines were painted 11 feet from the centerline throughout Town. This narrowed the travel lane and widened the shoulder in many places.
- Roadside brush-mowing, street sweeping, pot hole filling and crosswalk and stop line painting was performed by the five members of the Highway Division Crew in 2014.
- The DPW hired contractors to perform infrared repair to roadway areas throughout town that were in need of minor repair.

### **Roadway Projects:**

- In August 2013, MassDOT inspected and closed the Bridge Street Bridge because of structural deficiencies. The Town worked with MassDOT to accelerate the repair in order to limit the time that the neighborhood was cut-off from the rest of the Town and its services. MassDOT began bridge reconstruction on January 10, 2014 and the bridge re-opened for traffic on March 11, 2014, just 60 days later.
- In April the State released \$40 million to Cities and Towns to allow local governments to accelerate the repair of roadway damage caused by the severe 2013-2014 winter weather. Southborough's Winter Rapid Recovery Program (WRRP) apportionment was \$64,758. The Town used the money to patch some severely damaged areas of roadway on Route 30 and to perform cracksealing throughout town.

***Department of Public Works (continued)***

- In early spring 2014 the Selectmen appointed the Main Street Design Working Group (MSDWG) to review the Main Street project and make suggestions for improvement. The MSDWG met multiple times over the next few months to study the plan, learn about the project and suggest changes to the plan. The MSDWG authored a report that was presented to, and accepted by, the Selectmen. The report was given to MassDOT at the June MassDOT 25% Design Hearing. After the hearing the suggested changes were incorporated into the design. The revised design was accepted by the Selectmen in October 2014.

**Stormwater:**

- The DPW's catch basin cleaning contractor cleaned 991 catch basins.
- The DPW Highway Crew repaired 4 catch basins in 2014.
- In April, the DPW helped sponsor the Annual Spring Clean-up.
- The DPW built a sidewalk and installed some trench drain at the Library to control stormwater from entering the Library. Asphalt berm was also installed along Marlborough Road, north of the Library to divert water from the Library property.
- The DPW worked with the Facility Department to install sump pump outlets at the Library.
- 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 should be finalized in 2015 and the Town will have to apply for the new permit at that time.

**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, Joe Berte. 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 Transfer Station was offline for a week in November 2014. We appreciated the resident's patience while we repaired the compactor.
- The Town pays for all materials disposed in the refuse hopper, Household Hazardous Waste Day, brush and yard waste recycling, sharps disposal/recycling, and recycling and/or disposal of all items in the mercury shed. In 2014, Wheelabrator reimbursed the Town for the cost of our mercury recycling.
- Refuse disposal cost \$74.81 per ton from Jan-Jun and \$75.66 per ton from July-December.
- The Town does not pay for hauling or processing of any materials not listed above that are collected at the Transfer Station.
- The Town, as part of a regional consortium, was able to enter into an amended contract with Wheelabrator to reduce our disposal costs in 2015 to \$64.00 per ton.
- The DPW hauled 2,575 tons of refuse in 2014 to Wheelabrator in Millbury, where it was burned to make electricity. This is about 190 tons less refuse than residents generated in 2013. This is the fourth year our refuse quantity has decreased.
- Items recycled at the Transfer Station include cardboard, newsprint, comingled materials, scrap metal, white goods, brush and yard waste, Swap Shop donations, book donations, clothing donations, bottle and can donations, and household hazardous waste. This year Southborough Residents recycled approximately 600 tons of material at the Transfer Station, about 600 tons less than in 2013.
- Recycling quantities, not including yard waste, translate into a recycling rate of about 24%, about the same as in 2013.
- DEP Landfill, Transfer Station, Compost Site and Recycling reporting occurred as usual in 2014.

### ***Department of Public Works (continued)***

**Trees:** The Town Tree Warden, in 2014, was DPW Staff Engineer Chris DeMoranville. The DPW does not have a Tree Division.

- The Town's tree contractors removed 41 trees in 2014 and ground 32 stumps.
- The Tree Warden and DPW Highway Division employees removed an additional twelve trees themselves and removed hanging limbs and low branches along roadways and sidewalks.
- Five trees were planted in the Rural Cemetery and 2 trees were planted at Fay Field.

**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. In 2014 the Grounds Division took over improvements and maintenance of the cemetery grounds.

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

- The Division performed standard and preventative maintenance on the Cemetery grounds and on all the athletic fields during 2014. 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 updated and monitored the Town's Integrated Pest Management (IPM) Program as required by the Children's Protection Act.
- Grounds mowing was performed by the Town's Grounds contractor as usual in 2014.

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

- Installing decorative fencing at the Cemetery entrances.
- Installing decorative fencing between the niche wall and the reservoir at the Cemetery.
- Installing fencing at the Cemetery and the Senior Center to screen the DPW's stockpiles.
- Updating planting beds and cutting in and planting new beds at the Cemetery.
- Erecting the ice rink at Choate Field

**WATER:** In 2014 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. Paul Harding became the water Supervisor in July 2014.

#### **Consumption:**

- 2014 brought average spring precipitation, the summer months were dry and fall was average.
- The Town put a voluntary water ban in place for the summer months.
- Southborough used about 353 Million Gallons (MG) of water in 2014. This is a 2% increase from the Town's 2013 usage. This usage is about 11MG, or about 3%, higher than the Town's 5 year average usage. Southborough's 2014 average day's usage was 0.968MG, about 3% more than Southborough's 5 year average of .936MG.

#### **Rates:**

- Water Rates stayed steady throughout 2014.
- Southborough's water rates are stepped to encourage water conservation.
- Water rate analysis began late in 2014. The rates will be changed for the 2015 first quarter billing.

***Department of Public Works (continued)***

**Breaks:**

- 2014 brought the Town 4 water main breaks and 10 water service leaks. The main break that caused the most problems was on Route 9 in early January. For the second January in a row the cast iron pipe in the center lane of Route 9, eastbound, just before the Oak Hill lights broke. Specifications for replacement of this pipe were developed in 2014.
- The DPW's leak detection contractor performed our Annual Leak Detection Survey in February 2014.
- The Water Division repaired 13 hydrants

**Infrastructure Improvements:**

- 32 water services were added to the Town's water system in 2014.
- Upgrades to the Boland Pumping Station were completed in 2014.

**System Maintenance:**

- Water sampling and DEP reporting was conducted as usual in 2014.
- Water system flushing occurred as usual during the last week of April 2014.
- The outside of the water storage tanks were pressure-washed in 2014.

**CEMETERY:** In 2014 the Cemetery Division consisted of Bridget Gilleney-Decenzo..

**Burials and Lot sales:**

- Burial Rights to 17 lots, consisting of 36 graves and 1 niche, were sold in 2014.
- There were 20 cremation burials and 31 full body burials in 2014.

**GEOGRAPHIC INFORMATION SYSTEM (GIS):** In 2014, 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. Water layers were updated and a storm-water layer was started. The DPW also worked with our contractor to map the Rural Cemetery, that mapping should come online in 2015.

## ***Facilities Management Department***

**T**he 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 systemsthat address the needs and requirements of various municipal departments.
2. Construction, demolition, modifications, renovations, and repairsrelated to facilities, building systems, and equipment.
3. Operating and maintainingvarious types of building systems such as, mechanical, electrical, structural, fire, healthand safety, and security.
4. Operating facilities in a safe and environmentally consciousmanner.
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 FY15 staff is as follows:

- Facilities Manager
- Maintenance Supervisor
- Maintenance Mechanic II
- Maintenance Custodian
- Maintenance Electrician, part-time
- Administrative Assistant II

### ***STAFF FUNCTIONS***

**Facilities Manager**– 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 Supervisor** - Develops weekly work schedules based upon maintenance and repairprojects assigned by the Facilities Manager. Works alongside and oversees staff members to ensure that buildings and equipment are maintained in a professional manner that results in facilities that are clean, safe, and enjoyable for employees and the generalpublic.Possesses a CSL license and is responsible for all carpentry projects.

### ***Facilities Management Department (continued)***

**Maintenance Mechanic** - Performs inspections, tests, maintenance, and repairs to buildings, as well as mechanical and electrical equipment such as motors, pumps, boilers, HVAC, and waste water systems. A substantial portion of work performed requires the ability to read and work from diagrams, sketches, and operating manuals.

**Maintenance Custodian** - Performs various tasks geared toward assuring clean and safe operating conditions throughout 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.

**Administrative Assistant II** - 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 Facilities Manager 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 2014. Although most of these projects have been completed, we will continue to work on completing the remainder in 2015. In addition to the before mentioned projects, the Facilities Department has installed in each of these facilities new energy efficient light bulbs that were acquired free of charge through a MA DOER program.

#### **Town House**

- Installed a second glass door with an automatic opener in the back hallway; it is anticipated that this unit will reduce HVAC related losses considerably.
- Installed a new electric controlled screen for use with the projector system that was recently installed in the McAuliffe Meeting Room.
- Replaced both septic tank pumps.
- Excavated soil in order to introduce air into the septic system leach area for the purpose of improving bacterial cleaning efficiency.
- Relocated septic system ventilation pipes in order to improve air flow.
- Repaired rubber and asphalt sections of the roof.
- Re-flashed the chimney located at the rear of the building; repointed portions of the same.

#### **Library**

- Installed various pneumatic and electronic replacement HVAC parts in order to correct numerous long-term heating and air conditioning issues.
- Installed new front entryway doors.
- Installed new alarm motion sensors.
- Repaired sections of the stone ballasted rubber roof.

***Facilities Management Department (continued)***

- Replaced both septic tank pumps.
- Replaced both effluent pumps associated with the septic system.
- Replaced both sump pumps located within the boiler room.
- Installed underground piping to divert water that is discharged from the sump pumps located at the front of building away from the building structure.

**Fire Department**

- Installed new tile flooring in the back entrance hallway.
- Replaced a section of rotted heating pipe under the apparatus bay floor.
- Repaired thermostatic heating controls in the apparatus bay.
- Installed new washing machine unit purchased by the Fire Department to wash soiled turnout gear.
- Replaced the tight tank fluid level alarm system.
- Installed a partitioning wall and door to allow for privacy when female firefighting personnel are using shower units.
- Added new smoke alarms and strobe horns to the existing alarm system.

**Police Department**

- Installed new toilets in prisoner cells #1 and #2.
- Installed new tile flooring in the 911 communications server room.
- Remodeled the sergeant's room located off of the dispatch room.
- Assisted in the overhaul of the dispatch center. Tasks performed include: running temporary power to the 911 trailer, painting the dispatch room, installing new ceiling tiles, and cleaning up abandoned wiring.
- Encapsulated piping located in the evidence room.
- Installed gutter heaters along the front side of the building.

**Department of Public Works**

- Replaced the Modine type heaters located in the mechanic's bay and painting bay with new units.

**Cemetery**

- Installed a new lighting unit in the downstairs bathroom.
- Ran new wire for the wireless internet antenna located on the roof of the building.
- Cleaned up old telephone wiring.

**Transfer Station**

- Installed a new electrical supply outlet for sign board recharging.

**Station II**

- Made repairs to the heating system.

**Fayville Hall**

- Replaced existing and installed new exterior lighting fixtures.

**Cordaville Hall**

- Replaced the septic system pump.
- Installed additional replacement window units.
- Began the replacement of the large crank out windows located in the big meeting room with new double hung and fixed window units.
- Remodeled the woman's restroom located on the first floor.
- Renovated office space.
- Completed the Senior Center Generator Project.
- Replaced numerous emergency lighting units throughout the building.
- Partially funded the purchase and installation of a new projector unit for use by the Senior Center and the various boards/committees that meet in the big meeting room.

**Cultural Arts Center**

- Repaired cracks on entrance stairs.
- Replaced the burner on heating system boiler.

## **Recreation Commission**

**T**he 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 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 two full time positions and two part time-seasonal positions. The department strives to serve the community through programs and activities for all ages, special events, scheduling facilities.

Programs offered 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 Town fields and gyms.

It is important to communities across the nation to stay active. Community parks and recreation programs provide that activity. Community recreation programs provide health benefits. 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.

### **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
- *Kallander 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 using the fields and facilities. In turn, we work with the facilities department, selectmen, capital budget committee, and advisory committee 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)**

**Southborough 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.

**Scholarships**

Southborough recreation provides scholarships for all types of activities.

**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, insurance to operate within Southborough facilities and organizational structure i.e., standards for Board of Directors, coaches, and volunteers.

Independent organizations run by volunteer residents and supported by the recreation commission:

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

## ***Southborough Cultural Arts Council***

**T**he Southborough Cultural Arts Council (SCAC) brings cultural programs and events to our town and serves as the local arm of the Massachusetts Cultural Council. The council meets 5-6 times a year at the South Union Building on Highland Street. Meetings are open to any members of the community who wish to attend and we welcome newcomers.

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

As representatives of the Massachusetts Cultural Council (MCC), a state agency funded by the state legislature and the National Endowment for the Arts, the council awards grants annually to individuals and groups involved in the arts, humanities, and interpretive sciences. SCAC members meet in November to discuss applications and allocate its share of MCC funds for the following year. In 2014 the Southborough Cultural Arts Council awarded \$5,000+ to enhance the artistic and cultural life of the community. The endeavors we funded included the author series and children's events at the Southborough library, support for local music groups and choral concerts, art installations, Algonquin's *Sachem* student magazine, and performances at the Senior Center. Over the years the Southborough Cultural Arts Council has provided significant funding to the cultural experience of Southborough residents.

New grants or programming ideas are always welcome; it is a fulfilling task. The next deadline for submitting a grant request is October 15, 2015. All of the required materials and details of the process may be found at the MCC's website: [www.massculturalcouncil.org](http://www.massculturalcouncil.org)

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

## ***Southborough Library***

### ***Mission***

*To be the intellectual, cultural, and social center of town life,  
providing services, materials, and programs for children, teens, adults,  
and seniors of all income levels and interests.*

**T**he most significant news in 2014: Ryan Donovan is our new library director. Ryan comes to us from the New York Public Library in Manhattan, but his roots are in New England, specifically Nashua, NH. In a very short time, Ryan has made a lot of behind-the-scenes improvements in technology and has transformed the Library's social media outreach.

### ***Overview of Services***

The Library has five public computers with Internet access, including one in the Children's Room. We also have two catalog terminals, two networked printers, Wi-Fi, and a copy machine for black & white copies for a fee. Visit [www.southboroughlib.org](http://www.southboroughlib.org) to search the catalog and request items, download e-books, videos, and audio books, or to access online resources such as the *Encyclopedia Britannica*, *Opposing Viewpoints*, full text of *The New York Times*, and many other resources perfect for students' research projects. Library cardholders can download books and audiobooks on their personal e-readers, Smart phones, and tablets for two weeks, or videos for one week, by going to <http://digitalcatalog.cwmars.org/>.

Thanks to the Friends of the Library, we offer reduced rate or free admission to the following in Worcester: the Art Museum and the EcoTarium; in Boston: the Children's Museum, Isabella Stewart Gardner Museum, Museum of Fine Arts, Museum of Science, New England Aquarium, and in Acton: the Discovery Museums. We have passes to Mass. State Parks and Mystic Aquarium in Connecticut. For years, the Southborough Gardeners have provided a pass to Tower Hill Botanic Garden in Boylston.

### ***Interlibrary Loans***

Southborough is a member of the Central/Western Massachusetts Automated Resource Sharing (CW/MARS) network. Through inter-library loan, cardholders can request materials Southborough does not own or have on hand. Absent a waiting list, books are received in just a few days. Patrons are notified by phone or email when the book arrives. Search library catalogs at [bark.cwmars.org](http://bark.cwmars.org).

### ***Patron Satisfaction***

Results of survey conducted in late 2014 show that 98 percent of respondents found their library experience to be excellent (83%) or good (15%). Of the 342 Southborough residents who filled out the survey, more than 58 percent said they use the Library on a weekly basis. 54.6 percent would like to see a coffee area in the Library, and 47 percent said they would like to see expanded weekend hours.

### ***Behind the Scenes***

Besides helping patrons, staff activities include updating the periodical list, shifting collections, creating booklists and displays, scheduling the meeting rooms, working with the C/WMARS on assessing new potential online databases and updating of records in the automated catalog, processing books that need re-binding, planning programs, and offering computer and e-reader help. Staff also seeks grants; in 2014, we were delighted to receive \$1,575 from the new Southborough Community Fund, a fund of the Foundation for MetroWest, for a series of science-based programs for preschool through upper elementary school children, and \$690 from the Southborough Cultural Arts Council, for a children's storyteller (\$440) and genealogy club meetings (\$250).

## ***Southborough Library (continued)***

### ***Volunteers***

In FY2014, 40 volunteers donated 761 hours. The staff and Trustees acknowledge the hard work and dedication of these volunteers who perform a variety of tasks: shelving books, alerting patrons when books are in, and assisting with correspondence and various projects. Special thanks to these regular volunteers: Diana Tremblay, chair of the book sales; Dot Spiro, Marie Kensington, Lois Seltzer, Jeanette Castelda, Jane Davis, E. Robin Plumer, Anne Jones, Colleen Burke, Whitney Swenson, Karen Perry, and Wendy Yee. Interested in becoming a volunteer? Stop by the front desk or call 508-485-5031.

Staff and patrons appreciate the Southborough Gardeners' weekly flower arrangements that brighten the front entrance, plants donated for the outdoor planters from Gulbankian Farms Garden Center & Florist Shop.

### ***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 FY2014, 607 (non-Library) meetings were held at the Library. The Eaton Room served as an exhibit space for Natick artist Rob Franco over the summer. Call the library for information and to reserve.

### ***Book Groups***

The Library offers six monthly book groups: a daytime group for adults, one for seniors, one for town employees, and groups for young adults, second and third graders, and fourth and sixth graders. Separate story times are held for preschoolers and babies and toddlers. The calendar of events is on [www.southboroughlib.org](http://www.southboroughlib.org).

### ***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. Donations raised through our first fundraising drive paid for an \$18,000 engineering study to determine what actions could be taken to avoid future flooding of the bottom floor. Most of the short-range recommendations have been instituted, thanks to the Town of Southborough's Department of Public Works and Facilities Department.

### ***Friends Obtain 501(c) 3 Status***

Since 1972, the Friends of the Southborough Library have been raising supplemental funds for materials and equipment not provided by the municipal budget. Last year, Friends raised more than \$11,000 through book and bake sales, and spent all of it, including \$4,120 on our popular museum passes that provide discount or free admission rates to eight museums; and \$4,385 on children's programming. Thanks to the *pro bono* work of two attorneys, Julie Connelly and Joseph Wang, the Friends achieved 501(c) 3 status in 2014, making it an official non-profit, tax-exempt organization. The Trustees thank all involved for seeing this process through to its successful completion. We also want to acknowledge the Friends' leadership: Beth Melo, president; Amy Yazdani, vice president; Prudence Webster, treasurer; and Dolores Fallon, recording secretary. We are always looking to expand our Friends group, which meets monthly during the school year. If you are interested, please email [friends@southboroughlib.org](mailto:friends@southboroughlib.org).

### ***Physical improvements***

Thanks to DPW Superintendent Karen Galligan, a walkway was installed linking the parking lot to the Library back door, making it much safer for pedestrians. The DPW also installed a berm along the west side of Route 85 to help divert surface water away from the Library property. Thanks to the Facilities Department, new front doors were installed in 2014, allowing patrons to exit even when they are locked.

### ***Front Entrance Closing in Winter***

Due to black ice that forms on the front steps, the Town has advised the Library to close that entrance during the winter. Trustees apologize for this inconvenience, but the safety of our patrons comes first. No satisfactory work-around has been identified, short of installing new steps.

***Southborough Library (continued)***

**Phone:** 508-485-5031

**Fax:** 508-229-4451

**Website:**[www.southboroughlib.org](http://www.southboroughlib.org)

**Hours:** Monday, Friday & Saturday, 10 a.m. - 5 p.m.

Tuesday, Wednesday, & Thursday, 10 a.m. - 9 p.m.

Closed Saturdays in July and August

	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
Total material holdings	75,485	79,185	90,695*	101,455
<i>*This reflects a change in the way materials are counted due to our new circulation software.</i>				
Direct circulation (not including inter-library loans)	124,187	132,770	148,523	149,377
Inter-library loans processed through Southborough (sending and receiving)	29,575  (13,753 received; 15,822 provided)	32,470  (16,495 received; 15,975 provided)	35,100  (17,214 received; 17,886 provided)	33,395  (16,052 received, 17,343 provided)
e-book circulation			2,531	3,673
Total attendance at adult/young adult programs	987	1,173	1,283	1,252
Total attendance at children's programs	5,497	6,344	6,407	6,593
Fines & fees collected and turned back to the town	\$5,242.00	\$7,584.17*	\$8055.35**	\$7,039.31***

*\*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.*

## ***Southborough Youth and Family Services***

**S**outhborough 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 2014, 180 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, nine age-appropriate social skills groups were held in the schools, led or co-led by our staff members or interns. 82 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 25 Algonquin students were paired with 25 elementary school students.
3. **Teen Chaperones Program:** We continued the Teen Chaperones Program at Algonquin High School again this year. Participants were students interested in providing community service, specifically by designing and running activities at the Spring and Fall Fests we have been running for middle school students. We had approximately 45 high school volunteers at our Spring Fest.
4. **Teen Centers/Fests:** Youth and Family Services has run the Teen Center for many years. Friday night activities for middle school students in Southborough, held several times in the course of the school year. In recent years, we, as well as other providers of activities for this age group, have seen participation decline. This year, we changed the format of the events to include new and different activities, and cut the number of events to 2, in an effort to increase interest and participation. We had 95 students attend Spring Fest, but unfortunately had to cancel Fall Fest due to low registration numbers. The future of this program is under discussion.

**EDUCATION:** This year, our staff and interns participated in a presentation to middle parents on the topic of Student Stress and Healthy Ways to Cope. Twenty-five people attended.

**HALLOWEEN PARTY:** In 2014, we again hosted our annual Halloween Party, attended by approximately 300 children and adults. Fifty-five 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 second 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 465 people. We look forward to continuing and building this program next summer.

### ***Southborough Youth and Family Services (continued)***

**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, 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 all the private citizens who donated. This year, 40 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, 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-four members of five families received Thanksgiving assistance, thanks to the generosity of the families of Southborough Village Preschool. One hundred fifty-five members of 43 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, 78 Southborough children benefited.

**EMERGENCY ASSISTANCE:** We have for many years, with financial support from Friends of the Southborough Youth Commission, provided 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). Thirty-four people 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!

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 programs, or to volunteer to be involved, please call us at (508) 481-5676.

## ***Veterans' Services***

**T**he Veterans' Services office for the Town of Southborough is located in the basement of Cordaville Hall located at 9 Cordaville Road. The office can 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 or discharge documents.

It should be noted that the combination of the Commonwealth of Massachusetts and each of the 351 cities and towns do more to support veterans than any other state in the country. The Department of Veterans' Services, in conjunction with the municipalities, have combined to develop comprehensive and innovative changes to support veterans and their families in improving educational benefits, housing opportunities, business support guidance, monthly financial support, veterans' job training and employment placement. Many other states do not have local or state representation. Every city and town in Massachusetts employs a Veterans' Services Officer who is trained to assist veterans and their dependents.

In Massachusetts, in addition to the local veterans' services officer and local office, there are offices at the Massachusetts Office of Veterans Affairs in Boston and at 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 in Worcester.

Veterans' benefits are available to all veterans who meet the basic eligibility requirements. Eligibility requires that the veteran or dependents be able to provide the veteran's discharge documents stating the dates of service and discharge category. Eligibility for many benefits depends on income or other financial metrics. 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:

- Monthly financial assistance depending on the veterans' assets and income
- 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 for information on veterans who are family members
- Employment and training
- Information on veterans' medical clinics, hospitals and soldiers' homes
- Some benefits for family members and dependents
- Assistance determining if a veteran is eligible for disability benefits
- Location of medical clinics and other medical 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.

The Veterans Administration has vastly improved claims process and medical care as it reforms its processes and image under the leadership of recently appointed Secretary, Bob McDonald.

Contact the Veterans' Services Office at 9 Cordaville Road – 508-229-2172.

# PLANNING



The Place I like to go in the Fall is  
the APPLE ORCHARD!

- Julie

*Julie Pinto*

## Planning Board

The Planning Board reviewed and analyzed many different projects during twenty-eight meetings in 2014, three of which were joint meetings with other boards.

In May Paul Cimino was elected to the new five-member Board of Selectmen, leaving a vacancy. Jesse Stein, who previously served on the Community Preservation Committee, was appointed to fill the vacancy in August. We wish both Mr. Cimino well in his new town role and welcome Mr. Stein, who will complete Mr. Cimino's term which expires in May 2015.

The Board reviewed and endorsed three "Approval Not Required" plans creating six additional residential building lots, one of which was created many years ago but never recorded at the Registry of Deeds. There was a great deal of controversy centering on the plan for 84 Main Street, the "Burnett/Garfield House" property, which was finally endorsed.

### *Subdivisions*

- Parmenter Meadows Subdivision, Metcalf Lane:With the assistance of the Department of Public Works and Fuss & O'Neill, the Board's engineering consultant; the Board oversaw continued construction of the subdivision. The road is ready for Town acceptance at the 2015 Annual Town Meeting.
- Reservoir View Estates Subdivision, William Colleary Lane:With the assistance of the Department of Public Works and Fuss & O'Neill, the Board oversaw continued construction of the subdivision. The road is ready for Town acceptance at the 2015 Annual Town Meeting.
- Stonebrook Village, Oregon Road:The Board approved a 15-unit age- restricted condominium project on the same site that a 15-unit 40B condominium project had been approved several years ago. This project is now stalled as an appeal was filed by abutters; its future will be decided by the Land Court.
- Heritage Crossing, East Main Street:Construction has begun under the oversight of the Department of Public Works and Fuss & O'Neill; the Board oversaw continued construction of the subdivision.
- Estates at Deerfoot, Deerfoot Road:This subdivision is now complete and fully occupied.

### *Site Plan Review and Special Permits*

- 0 Firmin Avenue, Redevelopment:A plan was submitted for the redevelopment and addition to create a 155,815 square foot-building at the same location with associated site and parking improvements. The building lies in both Southborough and Framingham. All approvals were secured and the owners are looking for tenants before moving forward with the construction
- New England Center for Children:Plans were submitted to expand the existing parking lot at their new Child Care Center on Pleasant Street, which is now complete.
- NStar:The facility located in Town has been designated a regional facility for NStar Gas, therefore in keeping with those uses NStar submitted a plan to increase their parking at the site. All work is now complete.
- St. Mark's School STEM Building:Plans were submitted for the replacement of the existing science building with a STEM (Science, Technology, Engineering, Math) building in the same location along with renovations to an adjoining building. The school has installed temporary classroom trailers; construction has begun on the new building with an expected completion date of summer 2015.
- 40 Mt. Vickery Road:A compromise was reached to minimize the type and amount of site work the owners would have to do to the site to maintain all of their current businesses by re-zoning the site to Industrial Zone. This extends the existing zoning on the same side of the street to encompass this site.

### ***Planning Board (continued)***

#### *Other Hearings and Discussions*

- 2014 Annual Town Meeting Warrant Articles
  - Updates to the Federal Emergency Management Agency (FEMA) mapping were passed allowing residents to participate in the flood insurance program.
  - A bylaw was passed allowing the sale of and location of facilities selling Medical Marijuana.
  - After much town-wide discussion the open space at Barn Hollow Definitive Subdivision was accepted as is. These discussions have triggered a greater ongoing discussion on how the town will indicate and maintain open space parcels.
  - A proposed bylaw to revise the Site Plan Review was withdrawn from consideration to be revisited at the 2015 Annual Town Meeting.
- The Planning Board in conjunction with the Open Space Preservation Commission (OSPC) issued a Request for Proposals (RFP) to conduct an open space deed research and mapping project. Massachusetts Audubon Society was awarded the contract.
- The Planning Department has been working on an Open Space Protection policy for future acceptance.
- The Planning Department requested proposals for consulting services to assist with updating the Affordable Housing Strategic Plan which was awarded to JM Goldson.

Permit tracking software has been incorporated into the Planning Department administrative procedures and the Planning Board website has been revamped to allow easier access to project information, applications, and rules and procedures, approved minutes and packets for board meetings. All meetings are now televised and replayed on a regular schedule by Southborough Access Media.

## **Zoning Board of Appeals**

**T**he 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.southboroughma.com](http://www.southboroughma.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 2014:

- (1) 1/8/14      **352 Turnpike Road – Madison Place LLC, Robert Moss**  
The petitioner is seeking a modification to the existing comprehensive Permit “Titled Madison Place Southborough” to add an additional 28 units. Application approved as requested on 2/12/2014.
- (2) 2/26/14      **26 Lovers Lane – Michael & Alexandra Maglieri**  
The petitioner is seeking a variance under section 174-8.2 (D)3(C) for a minimum setback requirements in a Residential A Zone to add a third garage bay to an existing two car garage. Application approved with conditions on 2/26/14.
- (3) 2/26/14      **325 Turnpike Road– Ken’s Foods Inc.**  
The petitioner is seeking to clarify and potentially modify the hours of operation per the special permit previously granted by the Zoning Board of Appeals on July 8, 1970. Relief granted and application approved with conditions on 9/17/14.
- (4) 3/26/14      **0 Parkerville Rd – Mooney Field & Finn School Field – Southborough Recreation**  
The petitioner is seeking a variance under section 174-12.1 to approve the extended height for the pole lights as well as review of illumination area.012. Application is pending.
- (5) 3/26/14      **The Residences at Park Central – Capital Group Properties**  
The petitioner is seeking a comprehensive permit under section 174-25 (A)(4) for a 180 unit condominium project and access road as shown on plans. Continued public hearings in 2015.
- (6) 4/23/14      **365 Turnpike Road – Cumberland Farms**  
The petitioner is seeking a special permit under section 174.11 (2)(C); 174.11 (2)(d) and 174.11(3) to install LED pump toppers with smart pay alternators and install “We have diesel” sign. Application withdrawn without prejudice 5/28/14
- (7) 4/23/14      **75 Southville Rd. – Stephen Mattson**  
The petitioner is seeking a variance under section 174-8.3 (D)(1) and 174-8.3(D)(2) to demo an old home and build a new single family home on a pre-existing non-conforming lot. Application approved on 5/28/14.

***Zoning Board of Appeals (continued)***

(8) 5/28/14 **53 Breakneck Hill Rd. – Jason Kurtz**  
The petitioner is seeking relief from section 174-8.2 (D)3(C); minimum setbacks in the form of a variance for an addition of a two car garage to an existing single family home. Application approved on 5/28/14.

(9) 6/25/14 **14 Middle Road – James Hickey**  
The petitioner is seeking a special permit under section 174-8.2 B(1) to add an 865 sq. foot accessory apartment at property located at 14 Middle Road. Application approved with conditions on 4/26/2012.

(10) 8/27/14 **141-143 Southville Rd & 251-253 Parkerville Rd – Bartolini Builders**  
The petitioner is seeking a use variance to construct 4 duplex homes (8 units total) under section 174-8.3 A and C, 174-8.2 (B)(6). Application withdrawn without prejudice 8/27/14.

(11) 10/1/14 **85 Main Street – Robert Horne**  
The petitioner is seeking a special permit under Section 174-8.2 B(1) for a rental accessory apartment over a detached garage located at 85 Main Street. Application denied on 10/29/14.

(12) 10/1/14 **The Residences at Park Central – Capital Group Properties**  
The petitioner is seeking a use variance under section 174-8.6 (D) to allow residential use consisting of single, duplex and triplex townhouse condominiums. Application withdrawn without prejudice on 1/7/15.

(13) 10/29/14 **7 Presidential Drive – Marilyn Stivers**  
The petitioner is seeking a height variance under section 174-25.A(3); 174-8.2.D(4) to build a tree house in their backyard which would be 40 feet above ground level. Application withdrawn without prejudice on 10/29/14.

(14) 12/3/14 **40 Southville Road – Capital Group Properties**  
The petitioner is seeking a variance to install a 24"x72" aluminum wall sign. The proposed sign complies with section 174-11 of Southborough zoning by law however, a prior ZBA decision for this property prohibits wall signs on the building. Application approved with conditions on 12/3/14.

(15) 12/3/14 **37 Presidential Drive – Laura Scott**  
The petitioner is seeking a variance under section 174-8.2 (D)3(C); minimum setbacks to increase an existing deck by two (2') feet and to convert the existing deck into a three season porch. Application approved on 12/3/14.

(16) 12/3/14 **Stonebrook Village – Capital Group Properties**  
The petitioner is seeking an extension for the Comprehensive Permit granted for the referenced project. Extension approved on 12/3/14 until 5/29/15.

The Zoning Board of Appeals met on the following dates to discuss administrative issues: January 29<sup>th</sup>, February 26<sup>th</sup>, March 11<sup>th</sup>, March 26<sup>th</sup>, April 1<sup>st</sup>, April 7<sup>th</sup>, July 15<sup>th</sup>, August 6<sup>th</sup>, September 17<sup>th</sup>, November 19<sup>th</sup>

**Summary of 2014 Board Decisions (Approved; Denied; Withdrawn; Pending):**

Variances (7) 5 Approved; 1 Withdrawn; 1 Pending  
Use Variances (2) 2 Withdrawn  
Special Permits (4): 2 Approved; 1 Denied; 1 Withdrawn  
Comprehensive Permits (2): 1 Approved; 1 Pending



# PROTECTION OF PERSONS & PROPERTY



My favorite thing to do in the fall is having Thanksgiving Dinner with family and friends.

By: Emily

Emily Hinterneder

***Animal Control Officer and Animal Inspector***

	<i><b>TOTAL #CALLS</b></i>	<i><b>TOTAL #ANIMALS PICKED UP</b></i>	<i><b>TOTAL #HUMAN BITE CALLS REPORTED</b></i>	<i><b>TOTAL #DOGS NOT CLAIMED</b></i>
JANUARY	82	1	1	0
FEBRUARY	62	1	1	0
MARCH	104	0	2	0
APRIL	137	0	0	0
MAY	166	1	0	0
JUNE	114	1	0	0
JULY	146	1	0	0
AUGUST	127	2	3	0
SEPTEMBER	172	0	0	0
OCTOBER	231	3	0	0
NOVEMBER	131	2	0	0
DECEMBER	163	3	0	1
<b>TOTAL 2014</b>	<b>1,635</b>	<b>15</b>	<b>7</b>	<b>1</b>
Comparison only				
Total 2013	1,805	14	10	3
TOTAL # ANIMALS REPORTED TO STATE VIA BARN INSPECTIONS				366
TOTAL # DEAD ANIMALS DISPOSED OF BY ANIMAL CONTROL OFFICE				124 (16 Deer)
TOTAL # QUARANTINE ORDERS ISSUED BY ANIMAL CONTROL INSPECTOR				28
HUMAN BITE QUARANTINE ORDER				6
DOMESTIC ANIMAL QUARANTINE ORDER				22
TRANSFERRED OUT OF SOUTHBOROUGH				0
TOTAL # DOGS LICENSED WITH THE TOWN CLERK AS OF 12/31/14				1,270
TOTAL # CITATIONS ISSUED BY ANIMAL CONTROL OFFICE				331

## ***Board of Health***

**T**he Southborough Board of Health is served by three elected members. Not everyone in Town is aware of whom these elected members are and depth of knowledge they bring to Board meetings based upon their extensive education and professional experience. Southborough is very fortunate to have an excellent caliber of dedicated members who truly care about keeping public health and environmental protection as their number one priority.

The current Board consists of:

**Nancy Sacco**, Chair of the Board of Health has a Bachelor's Degree in Nursing from the University of Massachusetts - Lowell. She has worked in nursing for 27 years, specializing in Adult Critical Care. Nancy currently works at Marlborough Hospital and worked at Beth Israel Hospital in Boston. She is married to Louis Sacco, Jr. and they have three daughters, two of whom attend Algonquin Regional High School and her oldest is in college.

**Mary Lou Woodford** is the Executive Director of the Cancer Resource Foundation, Inc., a nonprofit organization that supports cancer patients and families. She received her Bachelor's Degree in Nursing from the University of Connecticut and her Master's Degree in Business Administration from the University of Massachusetts. She is a CCM certified case manager who has extensive knowledge and experience in hospital-based nursing, community health nursing and public health. Prior to this role, Mary Lou was the Director of Women's Health at the Massachusetts Department of Public Health from 1998 through 2011. She is also an adjunct professor at Northeastern University's School of Healthcare Management. She has lived in Southborough since 1993. She is married to Skip Guss, PGA golf professional who teaches at Southborough Driving Range. They have 5 adult children, one of whom is a Police Officer at the Southborough Police Department.

**Dr. Louis Fazen** joined the BOH in 2003 in the wake of the 9-11 tragedies. He served on the initial executive committee for Statewide Emergency Preparedness in our Region 4A. Dr. Fazen came to the BOH as an experienced pediatrician with multiple experiences in the developing world as well on American Indian reservations as part of the US Public Health Service. Dr. Fazen received his training in Pediatrics and Public Health at Johns Hopkins University Hospital and the School of Public Health in Baltimore, MD. Dr. Fazen and his wife, Dr. Lynn Eckhert, moved to Southborough 25 years ago primarily for the education of their three children: Curtis, Torrey and Bucky. Dr. Eckhert is currently active in the Global Health initiative at Partners Health Care in Boston. Dr. Fazen continues to teach at the University of Massachusetts Medical School and he has a long term involvement with the Committee on Public Health at the Massachusetts Medical Society. He serves on the Board of Directors for Growth Through Learning, the non-profit organization which seeks to educate disadvantaged girls in East Africa.

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 is actively looking into increasing the age to 21 years for anyone who wishes to purchase tobacco products and any nicotine delivery item.

### ***Board of Health (continued)***

The Sanitary Inspector performed over 300 inspections; the majority of these inspections are required under the various codes and regulations of the Town and State. In addition, more than 60 building department permit applications and 6 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 restaurant and retail food establishments that have located in town.

The Board's Public Health Nurse continues to be involved in several major functional areas. In Region 4A Emergency Preparedness, she has been instrumental in bringing in State and Federal grant money to purchase needed supplies for emergency sheltering, training and professional development. She continues to work with the Fire Department and the Medical Reserve Corp. (MRC) to update the Town's Emergency Shelter Plan. The Public Health Nurse follows up on all State Department of Public Health listed Communicable Disease Reports. This year's emphasis was on tick-borne illness and prevention. Annual Flu Clinics were organized and successfully conducted. Influenza vaccine was available to residents' ages 12 years and older. A total of 350 vaccines were administered by 6 nursing students from UMass Lowell and MRC nurses.

### **ACTIVITIES AND SERVICES PERFORMED IN THE LAST YEAR**

#### **SUBSURFACE SEWAGE DISPOSAL SYSTEM (SDS)**

- Total Subsurface Sewage Disposal System Permits Issued .....	<b>41</b>
- New Construction.....	<b>15</b>
- Complete Replacements .....	<b>21</b>
- Component Repair.....	<b>24</b>
- Completed.....	<b>31</b>

#### **SOIL TESTING**

- Residential Complete Replacements.....	<b>21</b>
- Residential Systems New.....	<b>8</b>
- Commercial or Non Residential.....	<b>1</b>
- Condominium.....	<b>1</b>

#### **LICENSES Total 133**

- Body Art Practitioner.....	<b>1</b>
- Body Art Establishment.....	<b>1</b>
- Day Camp (Recreation).....	<b>8</b>
- Funeral Director.....	<b>1</b>
- Septic Installers.....	<b>37</b>
- Pumper/Haulers.....	<b>13</b>
- Semi Public Pools.....	<b>5</b>
- Tobacco (permit to sell) 2 year permit.....	<b>9</b>
- Food Licenses Total.....	<b>58</b>

#### **TITLE 5 INSPECTION REPORTS RECEIVED: TOTAL 124**

Passing Systems.....	<b>91</b>
Conditional Passed Systems (in Need of a Component Repair).....	<b>19</b>
Failed Systems.....	<b>13</b>
Needs Further Evaluation by the Local Licensing Authority.....	<b>1</b>

***Board of Health (continued)***

<u>Housing Complaints:</u> .....	<u>.5</u>
<u>Board of Health Meetings:</u> .....	<u>9</u>

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>B.O.H. BUDGET AND REVENUES: SUMMARY FOR 2013 &amp; 2014</b>	<b>2013</b>	<b>2014</b>
TOTAL FEES collected from Licenses & Permits, etc.....	<b>45,005</b>	<b>52,840</b>
Betterment Loan Interest Revenue.....	<b>21,512</b>	<b>19,080</b>
TOTAL Amount Collected by Board of Health & Returned to the Town		
General Fund.....	<b>\$66,517</b>	<b>\$71,920</b>
TOTAL FY 2014 and FY 2015 Budget.....	<b>\$136,666</b>	<b>\$140,539</b>
% Amount Returned to Town.....	<b>49%</b>	<b>51%</b>
% Amount of Board of Health Budget Paid with taxes.....	<b>51%</b>	<b>49%</b>

**SOUTHBOROUGH BOARD OF HEALTH CALENDAR-YEAR RECEIPTS AND EXPENSES**

<b>Year</b>	<b>Approximate Expenditures</b>	<b>Approximate Receipts</b>	<b>B.O.H. Expenses</b>		<b>Approximate Board of Health</b>
			<b>Derived from Property Taxes</b>	<b>Population</b>	
2014	\$140,539	\$71,920	\$68,619	9,767	<b>\$7.03</b>
2013	\$136,666	\$66,517	\$70,149	9,767	<b>\$7.18</b>
2012	\$137,449	\$89,774	\$47,675	9,767	<b>\$4.88</b>
2011	\$137,579	\$88,505	\$49,074	10,093	<b>\$4.89</b>
2010	\$134,415	\$79,371	\$55,044	10,353	<b>\$5.32</b>

## ***Fire Department***

**T**he 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 Department is comprised of the following personnel:

- 1 Full-time Fire Chief
- 1 Administrative Secretary (32 hours/week)
- 20 full-time Firefighter/Emergency Medical Technicians (EMTs)
- 4 Call Firefighter/EMTs
- 3 Call Firefighters
- 1 Call EMTs

In 2014, the Southborough Fire Department responded to 1,354 emergency incidents, an increase of 7% over 2013. 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 \$946,000 with \$915,000 from structure losses, \$30,000 from vehicle losses and \$1,000 from other unclassified losses.

The following is a breakdown of the emergency responses:

Fire and Emergency Responses	564
Medical Emergencies and Motor Vehicle Accidents	790

On June 11, 2014 a fire was reported at 20 Sears Road that resulted in the most significant fire damage and accounted for a majority of the fire loss for the year. The fire started in the basement of the residence and caused significant fire damage to the basement and smoke damage throughout the remainder of the house. The fire required 2 alarms which brought mutual aid from the neighboring communities of Marlborough, Westborough, Northborough and Hopkinton to bring the fire under control. The residents of the home evacuated safely and there were no injuries to any of the firefighters. The cause of the fire was determined to be unattended cooking in a basement kitchen.

Massachusetts General Laws require the Department to conduct a variety of inspections. A total of **815** inspections, plan reviews and public education programs were conducted in 2014, which was a slight increase over 2013. A major project in the Madison Place apartment and townhouse complex was completed during the year. 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. Also, a new addition at St. Mark's School was started as the old science wing was torn down to make way for a

### ***Fire Department (continued)***

new STEM building. Many meetings and inspections were conducted prior to demolition of the old section and plan reviews prior to approval of the new building. I would like to thank Lt. Neal Aspesi for all his hard work and effort in performing his duties as the Fire Prevention Officer 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, 1<sup>st</sup> Grade, and 3<sup>RD</sup> 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.

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. The members of the department were fortunate to participate in a live fire training exercise in September. A resident of Johnson Road was razing an old farm house and he donated it to the department to perform a day long training session so the firefighters could improve on their structural firefighting skills. This type of training is invaluable because of the infrequency of fires occurring but it allows the members to be fully prepared should a fire occur in Town. Members also attended many trainings throughout the year and receive certificates or certifications in the following: Pumps & Hydraulics, Aerial Ladders, Advanced Structural Firefighting Practices, Fire Instructor, Fire Officer I, Fire Officer II, and Company Officer Advance Leadership.

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 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.

In addition to providing Advanced level of care to the residents and visitors of Southborough, the department took delivery and placed into service a new ambulance that replaced a 2004 ambulance. The ambulance is one of 2 ambulances that the fire department operates at the Advanced Life Support level.

Voters at the annual Town Meeting approved the purchase of a new brush fire vehicle with a projected delivery date of January 2015. The new vehicle will replace the current brush fire truck (B-24) and rescue truck (R-25). The new vehicle will replace the two units as the department consolidates its fleet to improve the operational response to certain incidents as it relates to the current configuration of the department. This vehicle will allow the department to better serve the residents when responding to certain incidents such as brush/grass fires, service calls such as power line issues and water problems, certain medical calls when additional resources are needed and certain inspections & building pre-planning. This will reduce the need to send a larger fire truck that currently responds to these calls.

***Fire Department (continued)***

Over the past year there has been some changes to the staff with FF/EMT-I Robert Kane and FF/EMT-P Jason Neal leaving the department for other opportunities. They were replaced by FF/EMT-P Eion Bohnert and FF/EMT-P Brittaney Doane. The FY 15 annual Town Meeting also approved the budget which included the addition of two new positions. The new employees bring the staffing level on all four shifts to 5 members. Previously, the configuration of the on-duty shifts was two shifts of 5 members and two shifts of 4 members. The new personnel, who were hired on July 1, 2014, are FF/EMT-P Justin McCallum and FF/EMT-B Travis Pacific.

***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***

**T**he 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**

Southborough'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. 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 eighteen 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.

2014 began under the command of Interim Police Chief Jeffrey Roy while the Board of Selectmen continued their search for a new Chief to fill the position when Jane Moran retired in November 2013. In February, Captain Kenneth Paulhus of the Woonsocket Police Department was chosen by the Selectmen as our next Chief.

During the year, we buried two of our former brothers in blue. Retired Sergeant Charles 'Ray' O'Connell, and retired Officer James Finneran. We dedicate this annual report to them. The support from our community was much appreciated. We wish them peace in their final rest.

In July, part time Telecommunications Officer Steven Neivert was sworn in as a Reserve Officer after graduating from the Worcester Police Full Time Academy. In August, we hired Patrick Smith as our newest full-time patrol officer. Pat came to us from UMass Boston where he had been employed as a campus police officer. In December, we were able to bolster our Reserve Officer staff with the addition of William Recos. Officer Recos also works full-time for the Barre, MA Police Department. Please welcome them to this great Town and Police Department.

In January, we started the planning phase and project management for a major renovation to our Public Safety Communications Center. This was one of the largest projects ever undertaken at the Police Department. The venture was successfully spearheaded by Police Lt. Sean James and Police Business Administrator Rick Mattioli. Many man hours later, and through great cooperation with Fire Chief Mauro, Facilities Manager John Parent, Electrical Inspector Jim Colleary, and all the vendors, we saw the fruition of this project as it went live in June. The newest technology and equipment will provide more efficient and faster service to the general public, while providing a safer environment for Police and Fire/EMS first responders.

During the year, some physical security changes were made to the building as we move forward with State Accreditation. These include additional security cameras, locked and secured areas, and enhanced lighting outside and inside the building. Most importantly, meetings and planning began to take place for the possible construction of a new Public Safety Complex.

## ***Police Department (continued)***

### **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.

Since 1993, the Southborough Police Department has taught children about the harmful effects of drugs, alcohol and tobacco products. The *DARE* program, invented in 1983 in Los Angeles, continues to be the most prevalent anti-drug and violence program throughout the country. As of this year, the *DARE* program has graduated over 4,200 fifth grade students.

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 fourteen 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 like social media, cyber threats, and inappropriate texting incidents.

As a further commitment to youth safety, the Northborough/Southborough school system has rolled out a progressive and dynamic approach to school danger. In cooperation with the Superintendent’s Office, and teams of Police Officer’s from both towns, the A.L.I.C.E. Program (Alert, Lockdown, Inform, Counter, Evacuate) was presented to schools last year. The curriculum is an innovative approach to an outdated school lock-down policy. It is designed to inform students, teachers, and staff that there are better alternatives to the former lock-down policy. The Police Officer teams involved are dedicated to implementing this program to all the schools within the current school year. We would like to acknowledge the hard work and planning of Sergeant Ryan Newell and Officer Landry in this most important training.

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 sixteenth anniversary of the JPA program. We are looking forward to it being the best one ever! If you are interested in seeing the cadet’s hard at work, please visit “you tube - Southborough Access Media”, you will be impressed by the video.

### **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 corridor. Under the direction of Sergeant Tim Slatkavitz, areas of enforcement emphasis are noted at roll call and addressed through speed monitoring or electronic sign board. Officers investigated 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 Department also instituted some weekly directed traffic patrols in problem areas. Residents with areas of concern are urged to contact the Department for stepped up enforcement initiatives.

### ***Police Department (continued)***

#### **Business Community Outreach**

During the year we started two new outreach initiatives. Over the past few months, recently appointed 'Business Resource Officers' from the Southborough Police Department have been meeting with business owners throughout the Town of Southborough. The Officers have been distributing letters & survey sheets to over two hundred and eighty business establishments in an effort to obtain feedback on improving police services to the commercial division of the community.

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 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.

#### **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.

#### **Criminal Investigations/Detective Bureau**

The mission 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.

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.

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.

Some of the criteria used to determine which cases merit follow-up investigations include felonious crimes, suspect information, witness statements, vehicle information, physical evidence, method of operation, and crime patterns. Some of the cases that are not felonious in nature are reassigned to the patrol officer that conducted the initial investigation.

During this past year, Detective McCarthy was assigned follow-up investigation on approximately eighty 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.

### ***Police Department (continued)***

Some of the case highlights of the year found Det. McCarthy working tenaciously with New York State Troopers in apprehending a Sexual Assault suspect that had fled to New York. He worked diligently with other allied agencies to solve numerous house breaks and commercial burglaries. He recovered stolen property from these cases by locating them in pawn shops and by search warrant.

One of the more notable cases solved by Det. McCarthy was the larceny of copper downspouts from the Garfield house. Due to his thorough investigation he identified and charged the suspect with the theft, along with burglarizing twelve motor vehicles in Town. A growing concern of the Detective Division continues to be Identify Theft and Internet Fraud Crimes. 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.

### **STATISTICS FOR 2014**

ANIMAL COMPLAINTS	172	IDENTIFICATION THEFT	15
ALL ARRESTS	164	KIDNAPPING	0
ASSAULTS	8	LARCENY	44
ASSIST CITIZENS/MOTORISTS	1020	MISSING PERSONS REPORTED	2
ASSIST OTHER AGENCIES	115	MOTOR VEHICLE ACCIDENTS	462
BUILDING/PATROL CHECKS	3205	MOTOR VEHICLE THEFTS	2
BURGLAR ALARMS	495	MOTOR VEHICLE VIOL. ISSUED	2751
BURGLARY & ATTEMPTS	42	NOISE COMPLAINTS	30
BUSINESS/OTHER ESCORTS	38	PROTECTIVE CUSTODY	3
CIVIL COMPLAINTS	4	ROBBERY	0
DISTURBANCES	22	SEXUAL CRIMES	4
DOMESTIC INVESTIGATIONS	10	SUMMONS/WARRANTS	44
MARIJUANA BYLAW VIOL	19	SUSPICIOUS ACTIVITY	196
FINANCIAL CRIMES	24	TRAFFIC COMPLAINTS	42
HARRASMENT COMPLAINTS	22	VANDALISM	26

*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”*

**T**he 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 bi-monthly base 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.

SEMA **strongly encourages** each citizen and employee of the Town of Southborough to take the time and steps to learn about the hazards and disasters that threaten our area, learn how to individually prepare you and your family and implement steps to ensure your safety (including Family & Pet Disaster Kits and Evacuation Plans). Seniors should also check with the Council on Aging for additional planning steps.

### **2014 Enhancements and Funding Opportunities**

In 2014, SEMA, through coordination with the Town & Schools' Facility Managers and others, completed two major town-wide emergency preparedness enhancements that will increase community safety and obtained a grant for a third.

1. **Emergency Generator for Cordaville Hall** – Project completed (under budget) and fully operational. This was a grant funded program with 75% of the total project costs reimbursed by the Federal Government. Uses of the facility will include warming/cooling center, sheltering and temporary relocation of Town departments as needed during local and large scale emergencies/disasters involving power outages. The system will additionally maintain power to the Town's computer network.
2. **Primary Emergency Shelter Generator Upgrades** – Project completed (under budget) and fully operational. The project expanded the scope of areas/items powered by the existing generator at Trottier Middle School.
3. **Emergency Generator for DPW Facility & Municipal Fuel Station** - Southborough again received Federal funds through a highly competitive post-disaster mitigation grant to replace and upgrade the emergency generator at the DPW. This is the same type grant program as was awarded for Cordaville Hall, with 75% of the total cost reimbursed by the Federal Government. The new generator will replace the currently unreliable generator and handle the additional power needs of the facility.

### **Year 2014 Events**

In the area of significant disruptive/damaging emergencies, 2014 was rather quiet. The Towns' Emergency Operations Center (EOC) was not activated but the “activation status” level of the Emergency Management Team was raised several times for potential impacts. These included; ice and snow events, missing persons, the Boston Marathon, the Labor Day Tornado, the Ebola threat, potential Islamic terror attacks on government/emergency services personnel and potential public responses to the Ferguson, MO situation.

### **SEMA & LEPC (continued)**

The Town's CodeRED emergency notification system was used several times to notify residents of vital information. Some of the information was limited to specific areas of the Town, so not all residents may have received every CodeRED notification. SEMA & the Town **strongly encourage** every citizen and persons who work in Southborough to sign up to receive CodeRED messages by visiting the CodeRED link on the Town's website. Sign up for the Towns' Twitter page while you are there too.

The Emergency Management Team, under the lead of the Board of Health, spent many hours meeting and developing the Towns' coordinated response to potential or confirmed Ebola infected persons within the community and public education, guidance and rumor control. These plans and procedures are still in place today as, while news coverage has subsided, the Ebola will be a concern for the unforeseeable future.

The 2014 Boston Marathon planning process was extremely more extensive in the wake of last year's bombings. SEMA has been involved, working with the Town of Hopkinton and BAA, for several years but was tasked with significantly more planning, coordination and operational responsibilities. This year SEMA was tasked as the lead agency for all areas along the Rt. 85 corridor north of Rt. 135, including into Southborough for pre-identified evacuation routes, access for emergency assets and staging areas for emergency assets, the media and spontaneous volunteers. The planning team included representatives from SEMA, Southborough Police & Fire Departments, Southborough CERT/MRC/TeenCERT, Hopkinton Police & Fire Departments, the BAA, Massachusetts State Police, Massachusetts National Guard, FBI and ATF. The team spent more than 70 hours planning and practicing. On the day of the Marathon, the team was operational from 4:00 a.m. until 1:00 p.m. SEMA and CERT/MRC/TeenCERT members volunteered all planning and operational hours.

Emergency Management continued to assist in the planning and operations of Southborough Summer Nights, Heritage Day, New England Center for Children's (NECC) 5k Race and Gobble Wobble 5k Race (which was very cold and followed early seasonal snowfall). 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 Southborough Community Emergency Response Team (CERT) and Medical Reserve Corps (MRC).

**The CERT/MRC** 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 and the Board of Health to ensure they are prepared to assist at a moments notice. In early 2014, the Team began a "TeenCERT" program, one of only three in the state. TeenCERT gives high school age young adults exposure to volunteerism and community service assisting in the same areas as the adult CERT/MRC members. **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



I like Light Up Southborough.

Claire

*Claire Deans-Rowe*

**Precinct I**  
**Election Officers 2014 (appointed)**

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

**Inspectors**

Anne C. Bartulis  
Vernelle L. Cibelli  
Dorothy M. Delarda  
Sandra A. Fisher  
Alice B. Gaffney

Joan K. Henderson  
Harold O. Kiess  
Kathleen Lane  
Donna L. McDaniel  
Maija B. McManus

Nancy D. Powers  
Elizabeth A. Sherry  
Anna R. Sullivan  
Katherine M. Tarr

**Tellers**

Sandra A. Callinan

Emma E. Colcord

**Precinct II**  
**Election Officers 2014 (appointed)**

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

**Inspectors**

Barbara Jeanne Barnes  
Gloria G. Barr  
Lorraine S. Brond  
Janet S. DeNapoli

Ellen C. Joyce  
Maryann T. Lamy  
Mildred P. Lemire  
Ann M. Maguire

Lynne J. McKay  
Marilyn J. Sheff

**Tellers**

Carol A. Gay

Jean Wood

**Precinct III**  
**Election Officers 2014 (appointed)**

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

**Inspectors**

Rachel P. Adelson  
Diane L. Beane  
Jeffrey Jacobs Beane  
Margaret DeFazio  
Brian Donovan

Andrea J. Farrell  
Jocelyn A. Gregory  
Lidia A. Kiley  
Marie Langley  
David A. Monroe

Ann M. Northup  
Anita W. Reeder  
Susan M. Ricci  
Sally B. Watters

**Tellers**

Carol A. Miner

Claudia M. Roche

***Annual Town Meeting***  
***April 16, 2014***

**A**t the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Wednesday, April 16, 2014 at 7:00 PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 347 voters were present.

Checkers:	Alice B. Gaffney	Lidia A. Kiley
	Linda C. Hubley	Delia A. Mulvaney
	Doriann M. Jasinski	Karen A. White

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

Tellers:	Paul C. Butka	8 Hubley Lane
	Roger W. Challen	29 Oak Hill Road
	Salvatore M. Giorlandino	7 Summit Road
	George M. Pedersen, Jr.	11 Strawberry Hill Road
	Stephen C. Phillips	26 Main Street
	Paul O. Smith	55 School Street

The Town Moderator, David A. Coombs, called the meeting to order at 7:19 p.m.

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

Troop 85160: Bailey Alexander, Kathryn Gowdy, Katie Holmes, Anaya Kaul, Shannon Provencal, Caroline Raps

Troop 72780: Anni Garden, Keelin McWalter, Raiya Sehgal

Troop Leaders: Joan Provencal and Anupama Sehgal

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

Mary Bezokas – Chef, Woodward School Cafeteria

Jean Scott Conti – Election Worker

William E. Gray – Reserve Police Officer

Henry W. Welch, Jr. – Advisory Board Chairman, Library Trustee, Southborough Housing Authority Member

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.

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

Judi Barrett, Planning Board Consultant

William Brewin, Eastbrook Inc. Representative

Jennifer L. Burney, Town Planner

Patrick Collins, Assabet Valley High School

Danielle Doherty, Sound and Lighting Assistant

***Annual Town Meeting (continued)***

Kimberly Ivers, Acting Library Director  
Paul T. Cibelli, Principal Assessor  
Jamison Clark, Videographer  
Karen M. Galligan, Superintendent of Public Works  
Charles E. Gobron, Superintendent of Schools  
Vanessa D. Hale, Assistant Town Administrator  
Sean James, Lieutenant, Police Department  
Michelle A. Jenkins, Assistant Town Clerk  
Christine M. Johnson, Assistant Superintendent of Schools  
Heidi Krieger, Town Accountant  
Pamela LeFrancois, Senior Center Director  
Cheryl L. Levesque, Director of Business  
Kristopher Louto, Director of Business Operations, Assabet Valley High School  
Sanford Matathia, Counsel for the Gulbankian Family  
Joseph C. Mauro, Jr., Fire Chief  
Thomas Mead, Principal, Algonquin Regional High School  
Terry Newman, Southborough Access Media  
John Parent, Facilities Manager  
Kenneth M. Paulhus, Chief of Police  
Brad Petrishen, Reporter, MetroWest Daily News  
Paul C. Pisinski, Public Health Director  
Mark J. Purple, Town Administrator  
Mark S. Robidoux, Inspector of Buildings  
Beth Rosenblum, Conservation Administrator  
Laurie Sugarman-Whittier, Director of Youth and Family Services  
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: Support  
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.**

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

- Dr. Louis Fazen, III – Presentation of the Dr. Timothy Stone Public Health Award – Mark Spurill recipient.
- Kathleen B. Bartolini – Planning Board Member, presentation of the Zoning By-Law revisions.
- John Wood - Advisory Committee Chairman

**Annual Town Meeting (continued)**

**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, 2014 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, 2014 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.

**MOTION PASSED UNANIMOUSLY.**

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

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Board Recommendation: 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.*

### ***Annual Town Meeting (continued)***

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

### **MOTION PASSED UNANIMOUSLY.**

**ARTICLE 5:** To see if the Town will vote to deposit a sum of money into the OPEB trust fund to help defray the Town's liability in relation to post-employment benefit expenses, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The article is intended to help the Town address the fiscal challenges associated with unfunded liabilities for pension and "Other Post-Employment Benefits" (or "OPEB") liabilities.*

**MOTION MADE:** That the Town vote to raise, appropriate and deposit the sum of \$272,500 into the OPEB trust fund to help defray the Town's liability in relation to post-employment benefit expenses.

### **MOTION PASSED UNANIMOUSLY.**

**ARTICLE 6:** 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.

### **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.**

### **SECTION 9. NEW PERSONNEL**

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

b. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board. 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. Documentation of such actions should be provided at the next Personnel Board meeting by the Town Administrator in all cases.**

### *Annual Town Meeting (continued)*

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 20: CLASSIFICATION SCHEDULE

### SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

Maintenance Custodian (Hourly) .....	I
Staff Librarian (Hourly).....	I
After-School Program Coordinator .....	II
Assistant Director, Council on Aging .....	II
Library Technician .....	II
Maintenance Mechanic.....	II
Program Coordinator .....	II
Assistant Director, Youth & Family Services .....	III
Children's Librarian .....	III
Maintenance Supervisor.....	III
Outreach Coordinator .....	III
Staff Engineer .....	III
<b>Business Administrator .....</b>	<b>IV</b>
<b>Director of Recreation Commission .....</b>	<b>V</b>
Assistant Superintendent, DPW .....	V
Assistant Town Administrator.....	V
Building Inspector .....	V
Director, Council on Aging.....	V
Facilities Manager .....	V
Library Director.....	V
Principal Assessor .....	V
Public Health Director .....	V
Town Accountant .....	V
Town Engineer .....	V
Town Planner .....	V
Treasurer-Collector [combined with Finance Director].....	V
Director, Youth & Family Services .....	V
Finance Director .....	VI
Superintendent of Public Works [under employment contract].....	VII

Grade	Minimum	Midpoint	Maximum*
I	\$32,124	\$37,416	\$42,707
II	\$37,477	\$43,651	\$49,825
III	\$42,831	\$49,887	\$56,942
IV	\$48,185	\$56,123	\$64,061
V	\$58,893	\$68,595	\$78,296
VI	\$64,247	\$74,831	\$85,415
VII	\$80,309	\$93,539	\$106,768

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

*Annual Town Meeting (continued)*

SCHEDULE B: FULL-TIME HOURLY POSITIONS

Position Title	Grade
Receptionist – Selectmen/Town House	1
Communications Officer – Public Safety	2
<b>Administrative Assistant II</b>	2
Library Assistant	2
Executive Assistant to the Board of Selectmen	3
Assistant Town Accountant	3
Assistant Town Clerk	3
Assistant Treasurer/Collector	3
Conservation Administrator	3
<b>Administrative Assistant III</b>	3
Executive Assistant to DPW	3
Senior Library Assistant	3

Classification Schedule – Schedule B employees

Grade	Minimum	Midpoint	Maximum*
1	15.99	18.59	21.19
2	17.79	20.54	23.30
3	19.66	22.58	25.50

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

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
<b>Administrative Assistant .....</b>	<b>10</b>
Reserve Police Officer .....	11
Animal Control Officer.....	11
<b>Business Assistant.....</b>	<b>11</b>
Cable Access Facilitator .....	11
Tree Warden.....	11
Interim Police Officer (Reserve).....	12
Nurse .....	13
Electrician .....	13
Public Health Director .....	13
Police Lieutenant.....	See Schedule G

***Annual Town Meeting (continued)***

\*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.

<u>Hourly Rates for Part-Time Positions</u>			
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

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

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

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

\$46.00 per hour

**SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE**

Clerk, Board of Registrars .....	1,638.33
Emergency Management Coordinator .....	\$1,500
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
<b>Website Administrator .....</b>	<b>\$5,000</b>

*Annual Town Meeting (continued)*

<b>SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)</b>	
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" on page 14 of this plan.

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

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

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

**MOTION PASSED BY MAJORITY VOTE.**

**ARTICLE 7:** To see if the Town will vote to transfer various sums of money between and among various accounts for the fiscal year ending June 30, 2014, 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. This will not be necessary every year, however accounts cannot end the year with outstanding bills or liabilities.*

**MOTION MADE:** That this article be indefinitely postponed.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 8:** To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2015, and make appropriations of the same, or do or act anything in relation thereto.

***SEE BUDGETS ON THE FOLLOWING PAGES (Pages 8 through 19)***

Proposed by: BOARD OF SELECTMEN

Summary: *See budget report including Advisory Committee and Board of Selectmen's FY15 recommendations.*

*Annual Town Meeting (continued)*

<i>Budget Name</i>	<i>FY 2015 Request</i>
<b><u>General Government</u></b>	
<b>110-119 LEGISLATIVE</b>	
<b>114 MODERATOR</b>	
51000-51990 Personal Services	50
52000-58990 Other Charges and Expenses	25
<b>TOTAL</b>	<b>75</b>
<b>121-129 EXECUTIVE</b>	
<b>121 ELECTED BOARD OF SELECTMEN</b>	
51000-51990 Personal Services	4,000
<b>TOTAL</b>	<b>4,000</b>
<b>122 BOARD OF SELECTMEN</b>	
51000-51990 Personal Services	309,547
52000-58990 Other Charges and Expenses	59,440
<b>TOTAL</b>	<b>368,987</b>
<b>131-149 FINANCIAL ADMINISTRATION</b>	
<b>131 ADVISORY COMMITTEE</b>	
52000-58990 Other Charges and Expenses	275
<b>TOTAL</b>	<b>275</b>
<b>132 RESERVE FUND</b>	
52000-58990 Other Charges and Expenses	150,000
<b>TOTAL</b>	<b>150,000</b>
<b>135 TOWN ACCOUNTANT</b>	
51000-51990 Personal Services	131,249
52000-58990 Other Charges and Expenses	2,705
<b>TOTAL</b>	<b>133,954</b>
<b>136 AUDIT</b>	
52000-58990 Purchase of Services	25,750
<b>TOTAL</b>	<b>25,750</b>
<b>140 ELECTED BOARD OF ASSESSORS</b>	
51000-51990 Personal Services	2,250
<b>TOTAL</b>	<b>2,250</b>
<b>141 ASSESSORS</b>	
51000-51990 Personal Services	151,772
52000-58990 Other Charges and Expenses	28,150
<b>TOTAL</b>	<b>179,922</b>

*Annual Town Meeting (continued)*

<i>Budget Name</i>	<i>FY 2015 Request</i>
<b><u>General Government, continued</u></b>	
<b>145 TREASURER/COLLECTOR</b>	
51000-51990 Personal Services	174,527
52000-58990 Other Charges and Expenses	9,525
<b>TOTAL</b>	<b>184,052</b>
<b>151-159 OPERATIONS SUPPORT</b>	
<b>151 LEGAL</b>	
52000-58990 Other Charges and Expenses	95,000
<b>TOTAL</b>	<b>95,000</b>
<b>152 PERSONNEL BOARD</b>	
51000-51990 Personal Services	0
52000-58990 Other Charges and Expenses	23,620
<b>TOTAL</b>	<b>23,620</b>
<b>153 SPECIAL LEGAL COUNSEL</b>	
52000-58990 Other Charges and Expenses	55,000
<b>TOTAL</b>	<b>55,000</b>
<b>155 MANAGEMENT INFORMATION SYSTEMS</b>	
51000-51990 Personal Services	5,000
52000-58990 Other Charges and Expenses	207,150
<b>TOTAL</b>	<b>212,150</b>
<b>159 OTHER OPERATION SUPPORT</b>	
52000-58990 Other Charges and Expenses	294,038
<b>TOTAL</b>	<b>294,038</b>
<b>160-169 LICENSING AND REGISTRATION</b>	
<b>160 ELECTED TOWN CLERK</b>	
51000-51990 Personal Services	47,862
<b>TOTAL</b>	<b>47,862</b>
<b>161 TOWN CLERK</b>	
51000-51990 Personal Services	53,946
52000-58990 Other Charges and Expenses	3,485
<b>TOTAL</b>	<b>57,431</b>
<b>162 ELECTIONS AND REGISTRATION</b>	
51000-51990 Personal Services	60,059
52000-58990 Other Charges and Expenses	18,525
<b>TOTAL</b>	<b>78,584</b>

*Annual Town Meeting (continued)*

<i>Budget Name</i>	<i>FY 2015 Request</i>
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**General Government, continued**

**171-179 LAND USE**

**171 CONSERVATION COMMISSION**

51000-51990 Personal Services	41,987
52000-58990 Other Charges and Expenses	4,525
<b>TOTAL</b>	<b>46,512</b>

**175 PLANNING BOARD**

51000-51990 Personal Services	120,021
52000-58990 Other Charges and Expenses	18,770
<b>TOTAL REQUESTED</b>	<b>138,791</b>
<b>TOTAL</b>	<b>135,000</b>

*Note: Advisory Committee recommendation at Town Meeting*

**AMENDMENT MADE:** That the Planning Board budget be reduced to \$135,000.

**AMENDMENT PASSED UNANIMOUSLY.**

**176 ZONING BOARD OF APPEALS**

51000-51990 Personal Services	9,587
52000-58990 Other Charges and Expenses	2,900
<b>TOTAL</b>	<b>12,487</b>

**177 OPEN SPACE**

52000-58990 Other Charges and Expenses	250
<b>TOTAL</b>	<b>250</b>

**182 ECONOMIC DEVELOPMENT**

52000-58990 Other Charges and Expenses	5,000
<b>TOTAL</b>	<b>5,000</b>

**191-199 OTHER**

**192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE**

51000-51990 Personal Services	295,812
52000-58990 Other Charges and Expenses	139,447
<b>TOTAL</b>	<b>435,259</b>

**Public Safety**

**210 POLICE DEPARTMENT**

51000-51990 Personal Services	1,591,023
52000-58990 Other Charges and Expenses	113,987
<b>TOTAL</b>	<b>1,705,010</b>

*Annual Town Meeting (continued)*

<i>Budget Name</i>	<i>FY 2015 Request</i>
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**Public Safety, continued**

<b>220 FIRE DEPARTMENT</b>	
51000-51990 Personal Services	1,715,104
52000-58990 Other Charges and Expenses	172,815
<b>TOTAL</b>	<b>1,887,919</b>

**AMENDMENT MADE:** That the Town vote to reduce the Fire Department budget by \$7,300.00.

**AMENDMENT WITHDRAWN.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

<b>241 BUILDING DEPARTMENT</b>	
51000-51990 Personal Services	104,412
52000-58990 Other Charges and Expenses	4,350
<b>TOTAL</b>	<b>108,762</b>

<b>291 CIVIL DEFENSE</b>	
51000-51990 Personal Services	2,926
52000-58990 Other Charges and Expenses	5,880
<b>TOTAL</b>	<b>8,806</b>

<b>292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR</b>	
52000-58990 Other Charges and Expenses	27,936
<b>TOTAL</b>	<b>27,936</b>

**Public Works & Facilities**

<b>400, 420 DEPT. OF PUBLIC WORKS (Highway, Cemetery, Tree)</b>	
51000-51990 Personal Services	818,734
52000-58990 Other Charges and Expenses	1,113,175
<b>TOTAL</b>	<b>1,931,909</b>

<b>450 DEPT. OF PUBLIC WORKS – WATER</b>	
51000-51990 Personal Services	401,366
52000-58990 Other Charges and Expenses	1,004,475
<b>TOTAL</b>	<b>1,405,841</b>

**Human Services**

<b>510 ELECTED BOARD OF HEALTH</b>	
51000-51990 Personal Services	450
<b>TOTAL</b>	<b>450</b>

<b>512 BOARD OF HEALTH</b>	
51000-51990 Personal Services	94,214
52000-58990 Other Charges and Expenses	46,325
<b>TOTAL</b>	<b>140,539</b>

*Annual Town Meeting (continued)*

<i>Budget Name</i>	<i>FY 2015 Request</i>
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**Human Services (continued)**

**541 COUNCIL ON AGING**  
 51000-51990 Personal Services 199,658  
 52000-58990 Other Charges and Expenses 55,375  
**TOTAL** 255,033

**542 YOUTH COMMISSION**  
 51000-51990 Personal Services 129,689  
 52000-58990 Other Charges and Expenses 10,265  
**TOTAL** 139,954

**543 VETERANS' SERVICES**  
 51000-51990 Personal Services 10,000  
 52000-58990 Other Charges and Expenses 44,025  
**TOTAL** 54,025

**Culture & Recreation**

**610 LIBRARY**  
 51000-51990 Personal Services 325,140  
 52000-58990 Other Charges and Expenses 90,807  
**TOTAL** 415,947

**630 RECREATION COMMISSION**  
 51000-51990 Personal Services 111,267  
 52000-58990 Other Charges and Expenses 0  
**TOTAL** 111,267

**691 HISTORICAL COMMISSION**  
 52000-58990 Other Charges and Expenses 990  
**TOTAL** 990

**692 MEMORIAL DAY**  
 52000-58990 Other Charges and Expenses 2,700  
**TOTAL** 2,700

**Debt Service**

**DEBT PRINCIPAL AND DEBT INTEREST**  
 0100-710-59100 Principal General Fund 2,882,887  
 6161-710-59100 Principal Water Fund 115,000  
 0100-751-59150 Interest General Fund 575,041  
 6161-751-59150 Interest Water Fund 31,714  
**TOTAL** 3,604,642

*Annual Town Meeting (continued)*

<i>Budget Name</i>	<i>FY 2015 Request</i>
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**Unclassified**

**910 EMPLOYEE BENEFITS**

51700 Police/Fire Accident and Workers' Comp	163,632
51710 Unemployment Payments	40,000
51720 Health Insurance	3,787,339
51730 Retirement Fund	1,276,578
51740 Life Insurance	5,143
51750 Flexible Spending Account	3,865
51770 Medicare	290,777
51780 Dental Insurance	168,035
51785 Medicare B Penalty	16,000
<b>TOTAL</b>	<b>5,751,370</b>

**930 BUDGET CAPITAL**

52000-58990 Other Charges and Expenses	557,900
<b>TOTAL</b>	<b>557,900</b>

**AMENDMENT MADE:** That the Town vote to amend this article by including what is going to be purchased with the money requested. The items are as followed:

- Fire Rescue Truck
- DPW GVW Cab and Chassis with Sander
- Police Cruiser (2)
- DPW Director Vehicle

**AMENDMENT PASSED BY MAJORITY VOTE.**

**945 LIABILITY INSURANCE**

52000-58990 Other Charges and Expenses	211,232
<b>TOTAL</b>	<b>211,232</b>

**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.**

**Education**

**ELECTED SCHOOL COMMITTEE**

51000-51990 Personal Services	500
<b>TOTAL</b>	<b>500</b>

*Annual Town Meeting (continued)*

<i>Budget Name</i>	<i>FY 2015 Request</i>
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**Education (continued)**

**301 SOUTHBOROUGH SCHOOLS**

**REGULAR DAY PROGRAMS**

Administration	519,210
Instruction	10,075,425
Other Student Services	740,456
Operation and Maintenance of Buildings	1,635,952
Fixed Charges	4,100
<b>TOTAL</b>	<b>12,975,143</b>

**SPECIAL EDUCATIONS PROGRAMS – CHAPTER 766**

Instruction	3,847,848
Other Student Services	545,000
Operation and Maintenance of Equipment	9,000
Programs, Other Systems in Massachusetts	681,863
Programs, Member of Collaborative	211,750
<b>TOTAL</b>	<b>5,295,461</b>

**TOTAL OPERATING BUDGET** **18,270,604**

**302 ALGONQUIN REGIONAL HIGH SCHOOL**

**REGULAR DAY PROGRAMS**

Administration	568,721
Instruction	10,065,868
Other Student Services	1,721,951
Operation and Maintenance of Buildings	1,692,682
Fixed Charges	3,163,845
New Equipment	200,000
Tuition, Other Public Schools	290,000
<b>TOTAL</b>	<b>17,703,067</b>

**SPECIAL EDUCATION PROGRAMS – CHAPTER 766**

Instruction	1,678,021
Other Student Services	18,400
Operation and Maintenance of Buildings	2,000
Programs, Other Systems in Massachusetts	632,278
Programs, Member of Collaborative	52,422
<b>TOTAL</b>	<b>2,383,121</b>

**TOTAL OPERATING BUDGET** **20,086,188**

	<b>NON</b>			
	<b>EXEMPT</b>		<b>EXEMPT</b>	<b>TOTAL</b>
<b>FY 2015 SOUTHBOROUGH ASSESSMENT</b>	<b>6,939,784</b>		<b>477,885</b>	<b>7,417,669</b>

*Annual Town Meeting (continued)*

<i>Budget Name</i>	<i>FY 2015 Request</i>
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**Education (continued)**

**304 ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL**

Southboro Operating Assessment	278,034
Renovation Project – Capital Assessment	3,033
<b>SOUTHBORO ASSESSMENT</b>	<b>281,067</b>

**305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL**

Tuition/Transportation Assessment	0
<b>TOTAL</b>	<b>0</b>

**MOTION MADE:** That the Town vote to raise a sum of money not to exceed the sum of **\$46,839,530** as may be necessary for the Town's use, and make appropriations of the same.

Transfer from the Cemetery Perpetual care	15,000.00
Transfer from Free Cash	1,345,561.00
Transfer from Overlay Reserve	250,000.00
Transfer from Ambulance Fund, Receipts Reserved (Fund 23)	412,500.00
Transfer from Aerial Ladder Donation Fund	32,000.00
Transfer from Septic Betterment Fund	62,888.00
Transfer from Premium Reserve	177.00
Transfer from Reserve SBAB Fund Balance	17,691.00
Transfer from Water Reserve	84,200.00

*That the Balance of \$44,619,513 be raised and appropriated.*

**MAIN MOTION PASSED BY MAJORITY VOTE.**

**ARTICLE 9:** To see if the Town will vote to raise and appropriate, borrow 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.	HEAVY DUTY TRUCK LIFT	30,000.00	30,000.00	
B.	FACILITIES – SENIOR CENTER RENOVATIONS	50,000.00	50,000.00	
C.	LARGE TRUCK BODY WORK	10,000.00	10,000.00	
D.	DPW ROADS	300,000.00	300,000.00	
E.	DPW PUBLIC SAFETY ZONE BEACONS	45,000.00	45,000.00	
F.	PAVING/IMPROVEMENTS TRANSFER STATION	110,000.00	110,000.00	
G.	DPW PICKUP DIESEL – WATER	48,000.00		48,000.00
H.	RTE. 9 WATER MAIN REPLACEMENT	3,600,000.00		3,600,000.00

, 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:**

- A. *This item is a portable heavy duty truck lift that will allow the mechanic to lift heavy and medium weight trucks (i.e. dump trucks and sanders) for ease of maintenance.*
- B. *This article will provide funds for needed improvements, including the renovation of one outdated bathroom, the installation of 8 new large energy efficient windows in the big meeting room, a walkway canopy or other device to aid in the reduction of cold air infiltrating the kitchen, the replacement of the aging flooring located in the main entrance and kitchen, all of which will help the senior center better serve the needs of Southborough's senior population.*
- C. *This will strip, prime and paint the body and undercarriage of the DPW's 1990 International truck and 2002 Freightliner. The DPW is working to prolong the life of our larger, low mileage, vehicles by removing corrosion from the frame and body partway through its expected life cycle.*
- D. *Money from this item is used to fund the DPW paving contract which repaves or reclaims public roads in the Town of Southborough.*
- E. *This money is to purchase 9 replacement school zone signs for Deerfoot Road, Parkerville Road, Richards Road and Cordaville Road. These school zone signs are solar powered with LED flashing beacons and driver feedback abilities.*
- F. *This will fund overlaying the refuse portion of the transfer station and reclaiming and paving the recycling area of the transfer station. (When the recycling area opened the town had only installed a binder course of pavement, final paving was never installed. Now the binder needs to be reclaimed and new pavement installed).*
- G. *This will replace a 2002 Ford Explorer with 118,000+ miles with a new 4 wheel drive diesel pick-up truck and plow frame. The Explorer has severe frame corrosion and has been plagued with repairs, with body work in gross poor condition.*
- H. *This request is part of the town's Water System Master Plan. Southborough's water system consultant is currently developing the specifications for replacement of the 1931, unlined cast iron water main that generally runs along the east bound, high speed lane on Route 9 from Breakneck Hill Road to its end near Brook Lane. Breaks in this main, near Oak Hill Road, in January 2013 and in January 2014 caused significant back-ups on Route 9 and hours of overtime. This main is prone to breaking due to its age and its material. The replacement project will replace the main by installing 12 inch cement lined ductile iron pipe in the breakdown and shoulder of Route 9 eastbound. There will also be new 8 inch main installed on the westbound side of Route 9 from Pleasant Street to the reservoir. The DPW has brought this project forward this year due to MassDOT plans to pave Route 9 from Breakneck Hill Road to the Framingham Town Line starting in spring 2016, and this should provide the Town with some cost savings on roadway rehabilitation.*

### **MOTION MADE TO DIVIDE THE QUESTION PASSED UNANIMOUSLY.**

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

\$30,000 for the Public Works truck lifts  
\$50,000 for renovations to the Senior Center  
\$10,000 for Public Works large truck body work  
\$300,000 for maintenance of Town roads  
\$45,000 for Public Works public safety zone beacons  
And \$110,000 for paving/improvements to the Transfer Station;  
And to transfer from Receipts Reserve Water Fund:  
\$48,000 for a diesel pickup for the Water Department,

### **MOTION PASSED BY MAJORITY VOTE.**

***Annual Town Meeting (continued)***

**MOTION MADE:** That the Town vote to raise by borrowing: \$3,600,000 for Route 9 water main replacement, which amount shall be repaid, in the first instance, from the Receipts Reserve Water 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 Laws.

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

#	ITEM	TOTAL	Recommend	Recommend
			ADVISORY	SELECTMEN
A.	Heavy duty truck lifts - DPW	<b>\$30,000</b>		Support
B.	Senior Center renovations	<b>\$50,000</b>		Support
C.	Large truck body work - DPW	<b>\$10,000</b>		Support
D.	DPW Roads	<b>\$300,000</b>		Support
E.	Public Safety zone beacons - DPW	<b>\$45,000</b>		Support
F.	Transfer station improvements	<b>\$110,000</b>		Support
G.	Diesel pick-up – Water Dept.	<b>\$48,000</b>		Support
H.	Rt. 9 water main replacement	<b>\$3,600,000</b>		Support

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

1. Immunization/emergency dispensing clinic and any declared emergency for the Board of Health to a maximum of \$12,000.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of \$100,000.
3. Department of Public Works for 9-11 Field Maintenance and usage 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: At Town Meeting

Summary: *This article, which provides for revolving funds, must be approved annually and will cover the costs of the programs as described above.*

**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 \$100,000.
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 BY MAJORITY VOTE.**

**ARTICLE 11:** 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 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 \$100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees.

### **MOTION PASSED UNANIMOUSLY.**

### ***Annual Town Meeting (continued)***

**ARTICLE 12:** To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2015 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):.....	\$287,096.00
State Match (projected State match) .....	\$71,774.00
Total Projected Revenue .....	<b>\$358,870.00</b>

#### **Set Aside- Open Space**

\$35,887.00 to be set aside, held in the Community Preservation Fund, and spent in FY2015 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**

\$35,887.00 to be set aside, held in the Community Preservation Fund, and spent in FY2015 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

#### **Set Aside – Community Housing**

\$35,887.00 to be set aside, held in the Community Preservation Fund, and spent in FY2015 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

#### **Administrative Costs – Community Preservation Committee**

\$17,943.00 to defray the administrative and operating expenses of the Community Preservation Committee in FY2015 for the Community Preservation Fund (discretionary)

#### **Set Aside – Budgeted Reserve/Discretionary**

Reserved for FY15	CPF (Undesignated Budgeted Reserve)	\$233,266.00
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#### **FY 2013 Interest/Adjustments**

To accept \$134,811.53 of interest/adjustments received in FY2013 and to set aside from CPA General Unreserved Fund Balance 10% in each of the Historic, Open Space and Housing Reserve Accounts and 70% to the Budgeted Reserve/Discretionary.

\$ 13,481.15 Set Aside – Open Space  
\$ 13,481.15 Set Aside – Community Housing  
\$ 13,481.15 Set Aside – Historic Preservation  
\$ 94,368.08 – CPF (Budgeted Reserve/Discretionary)

, or do or act anything in relation thereto.

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.*

***Annual Town Meeting (continued)***

**MOTION MADE:** That the Town vote to accept the report of the Community Preservation Committee for the FY 2014 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 BY MAJORITY VOTE.**

**ARTICLE 13:** To see if the Town will vote to appropriate \$203,500 (\$49,368.15 from the Open Space Reserve Fund, and \$154,131.85 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 \$49,368.15 from the CPA Open Space Reserve Fund and \$154,131.85 from the CPA General Unreserved/Fund Balance, to be applied to the Chestnut Hill Bond for the purpose of open space.

**MOTION PASSED BY MAJORITY VOTE.**

**ARTICLE 14:** To see if the Town will vote to appropriate \$33,943.65 from the CPA General Unreserved Fund Balance to fund the Southborough Fire and Police Department Memorial Project. 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 would fund a project led by Neal Aspesi and two Eagle Scout candidates to refurbish, update and expand the current Fire and Police Department Memorial located at the flagpole on the lawn in front of the Fire and Police Stations.*

**MOTION MADE:** That the Town vote to appropriate \$33,943.65 from the CPA General Unreserved Fund to fund the Southborough Fire and Police Department memorial project. Said funds are to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED BY MAJORITY VOTE.**

**Annual Town Meeting (continued)**

**ARTICLE 15:** To see if the Town will vote to accept as a public way Maple Street (Extension) as shown on a plan entitled “Street Acceptance Plan of Land, Maple Street (Extension) in Southborough, Massachusetts (Worcester County)”, prepared by Engineering Design Consultants, Inc., dated February 24, 2014, scale 1 inch = 40 feet, together with such Municipal and Drainage Easements” shown thereon. 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.

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will allow the Town to accept Maple Street Extension 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 Maple Street (Extension) as shown on a plan entitled “Street Acceptance Plan of Land, Maple Street (Extension) in Southborough, Massachusetts (Worcester County)”, prepared by Engineering Design Consultants, Inc., dated February 24, 2014, scale 1 inch = 40 feet, together with such Municipal and Drainage Easements” shown thereon.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 16:** To see if the Town will accept a parcel of land located off Fisher Road and Barn Lane as open space. Said parcel consists of 7.66 acres or 333,554 square feet and is shown on a plan entitled “Roadway Acceptance Plan of Barn Lane & Nipmuc Lane in Southborough, MA” prepared by Connorstone Consulting Civil Engineers and Land Surveyors, dated August 3, 2012 and revised through January 3, 2013, 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.

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: Support

Summary: *This article will allow the Town to accept as open space, a 7.657 acre parcel of land off Nipmuc Lane. This was part of the conditions of the Barn Hollow subdivision approval by the Planning Board on November 5, 2001.*

**MOTION MADE:** That the Town vote to accept the 7.66 acre parcel of land located off Fisher Road and Barn Lane as open space, as printed in the warrant.

Requires a 2/3 vote.

**AMENDMENT MADE:** That this article be indefinitely postponed.

**AMENDMENT FAILS: 82 in favor, 177 opposed**

**MOTION MADE TO MOVE THE QUESTION PASSED UNANIMOUSLY.**

**MAIN MOTION PASSED: 175 in favor, 80 opposed**

***Annual Town Meeting (continued)***

**ARTICLE 17:** To see if the Town will vote to amend Chapter 174 (Zoning) of the Code of the Town of Southborough, Massachusetts, by adding the following text, or do or act anything in relation thereto:

**First, in § 174-9, add a new subsection J as follows:**

- “J. Medical Marijuana
- (1) General Provisions
  - (a) Purpose and Intent. This section is enacted in order to serve the compelling interests of the Town to address possible public health, safety and quality of life effects related to the location and operation in the Town of a Registered Marijuana Dispensary or any other activities permitted or related to Chapter 369 of the Acts of 2012 (an Act for the Humanitarian Medical Use of Marijuana). This by-law establishes specific zoning regulations for the limited establishment of any Registered Marijuana Dispensary in appropriate places and under strict conditions, for medical marijuana infused products, medical marijuana paraphernalia, and medical marijuana dispensing and cultivation (either related to a Registered Marijuana Dispensary or the personal cultivation by qualified patients or by personal caregivers on the behalf of qualified patients). It is the intent of this section to minimize impacts on adjacent properties, residential neighborhoods, schools and other places where children congregate, and other land uses potentially incompatible with medical marijuana activities.
  - (b) Applicability. No Registered Marijuana Dispensary or related use shall be established except in full compliance with the provisions of the State Department of Public Health (DPH) regulations for medical marijuana as promulgated in the Code of Massachusetts Regulations (105 CMR 725) and this § 174-9(J). The cultivation, production, processing, assembly, packaging, retail or wholesale sale, trade, distribution or dispensing of marijuana for medical use is prohibited unless permitted hereunder.
  - (c) Special terms used in this § 174-9(J) shall have the meanings defined in the promulgated DPH regulations for medical marijuana (105 CMR 725.004).
  - (d) Nothing in this § 174-9(J) shall be construed to supersede or preempt any federal or state laws governing the sale, distribution or consumption of narcotic drugs. If the application of any provision of this § 174-9(J) shall be determined to be invalid or unenforceable, the remainder hereof shall not be affected thereby, and the provisions of this section are severable.
- (2) Basic requirements.
  - (a) The Board of Appeals as special permit granting authority may grant a special permit for a Registered Marijuana Dispensary only in the Highway Business District (as identified in § 174-8.5(C)(14)), Industrial Park District (as identified in § 174-8.6(C)(15)), or Industrial District (as identified in § 174-8.7(C)(14)), and only upon compliance with the following requirements:
    - (i) No applicant shall have been convicted of violating the provisions of Massachusetts General Laws c. 119, § 63, or c. 94C, or similar laws in other jurisdictions.

*Annual Town Meeting (continued)*

- (ii) The applicant has consented in writing to a criminal background check that includes jurisdictions beyond Massachusetts.
- (iii) A Registered Marijuana Dispensary and/or cultivation activities shall only be located (i) on property that borders Route 9, and (ii) not less than 500 linear feet from a property line of a school, recreational facility or day care center (see definitions in § 174-9(J)(2)(c) below) located in the Town of Southborough. The distance of 500 linear feet shall be measured from all property lines of the proposed facility.
- (iv) Any permitted Registered Marijuana Dispensary site shall comply with the requirements of the Town's Sign bylaw at all times and, upon penalty of special permit revocation, shall not use any advertising material that is misleading, deceptive, false, or that is designed to appeal to minors. Off-site signage or advertising in any form (including billboards) is prohibited.
- (v) No activities, products or treatment occurring within or on the premises of a Registered Marijuana Dispensary shall be displayed in the windows or on the building thereof, or be visible to the public from the pedestrian sidewalks or walkways or from other areas, public or semi-public, outside such facility or premises.

- (b) No person shall be deemed to have any entitlement or vested rights to permitting under this bylaw by virtue of having received any prior permit from the Town of any kind, including prior permitting under this bylaw.
- (c) For purposes of this § 174-9(J), the following terms shall have the meanings ascribed:
  - (i) A "school" means any public or private educational facility that provides services to children in grades 12 or under.
  - (ii) A "recreational facility" means a park, playground, forest preserve, conservation area, running trail or track, hiking trail, beach, wading pool, soccer field, baseball field, football field, basketball court, hockey rink, dance or gymnastic studio, whether publicly or privately owned, to which the public has a right of access as an invitee.
  - (iii) A "day care center" means any establishment, whether public or private, that provides care for children and is licensed by the Massachusetts Department of Early Education & Care.

(3) Term of Special Permit. Any special permit issued pursuant to this § 174-9(J) shall be valid for a period of two (2) years from the date of issuance. Any renewal of a special permit shall be governed by the then-existing standards and procedures set forth in this bylaw, and any regulations adopted pursuant thereto by the Board of Appeals."

*And further, in § 174-8.5(C), add a new subsection (14) as follows:*

"(14) Registered Marijuana Dispensary as defined in 105 CMR 725.004"

***Annual Town Meeting (continued)***

**in § 174-8.6(C), add a new subsection (15) as follows:**

“(15) Registered Marijuana Dispensary as defined in 105 CMR 725.004”

**in § 174-8.7(C), add a new subsection (14) as follows:**

“(14) Registered Marijuana Dispensary as defined in 105 CMR 725.004”

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article would establish a new bylaw to regulate the location of marijuana dispensary sites in Town. The article is consistent with bylaws passed by other communities in the Commonwealth of Massachusetts for the same purpose, and similar language has been approved previously by the Attorney General's Office.*

**MOTION MADE:** That the Town vote to amend Chapter 174 (Zoning) of the Code of the Town of Southborough, Massachusetts by adding text related to Medical Marijuana as printed in the warrant. Requires a 2/3 vote.

**MOTION MADE TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**MAIN MOTION PASSED UNANIMOUSLY.**

*Approved by the Attorney General on May 12, 2014.*

At 10:53 PM a motion was made to adjourn the Annual Town Meeting until Thursday, April 17, 2014 at 7:30 PM.

**MOTION PASSED UNANIMOUSLY.**

***Annual Town Meeting  
Adjourned Session  
April 17, 2014***

**A**t the Adjourned Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Thursday, April 17, 2014 at 7:30 PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 326 voters were present.

Checkers:	Alice B. Gaffney	Lidia A. Kiley
	Linda C. Hubley	Delia A. Mulvaney
	Doriann M. Jasinski	Karen A. White

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

Tellers:	Roger W. Challen	29 Oak Hill Road
	Salvatore M. Giorlandino	7 Summit Road
	James P. Hellen	137 Woodland Road
	George M. Pedersen, Jr.	11 Strawberry Hill Road
	Stephen C. Phillips	26 Main Street
	Paul O. Smith	55 School Street

***Annual Town Meeting (continued)***

The Town Moderator, David A. Coombs, called the meeting to order at 7:44 PM.

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 18-30 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

William Brewin, Eastbrook Inc. Representative

Patrick Collins, Assabet Valley High School

Kimberly Ivers, Acting Library Director

Karen M. Galligan, Superintendent of Public Works

Vanessa D. Hale, Assistant Town Administrator

Michelle A. Jenkins, Assistant Town Clerk

Heidi Kriger, Town Accountant

Kristopher Louto, Director of Business Operations, Assabet Valley High School

Sanford Matathia, Counsel for the Gulbankian Family

Kathleen MacDonald, EMC Representative

Robert MacDonald, EMC Representative

Joseph C. Mauro, Jr., Fire Chief

Terry Newman, Southborough Access Media

Kenneth M. Paulhus, Chief of Police

Brad Petrishen, Reporter, MetroWest Daily News

Thomas F. Prince, Framingham Resident/Restaurateur

Mark J. Purple, Town Administrator

Mark S. Robidoux, Inspector of Buildings

Beth Rosenblum, Conservation Administrator

***ARTICLE 18:*** To see if the Town will vote to strike in its entirety the current text of Chapter 19 of the Code of the Town of Southborough, Massachusetts, and insert in place thereof the following text:

Chapter 19. FLOOD INSURANCE

**[HISTORY: Adopted 5-27-1975 Annual Town Meeting, Art. 46. Amendments noted where applicable.]**

§ 19-1. Compliance with National Flood Insurance Program.

The Town assures the Federal Emergency Management Agency that it will enact as necessary, and maintain in force for those areas having flood hazards, adequate land use and control measures with effective enforcement provisions consistent with the criteria set forth in Section 60 of the National Flood Insurance Program Regulations found in 44 CFR.

§ 19-2. Responsibility and authority of Selectmen.

The Town vests the Board of Selectmen with the responsibility, authority and means to:

- A. Delineate or assist the Administrator, at his request, in delineating the limits of the areas having special flood hazards on available local maps of sufficient scale to identify the location of building sites.
- B. Provide such information as the Administrator may request concerning present uses and occupancy of the floodplain.

**Annual Town Meeting (continued)**

- C. Cooperate with federal, state and local agencies and private firms which undertake to study, survey, map and identify floodplain areas and cooperate with neighboring communities with respect to management of adjoining floodplain areas in order to prevent aggravation of existing hazards.
- D. Submit on the anniversary date of the community's initial eligibility an annual report to the Administrator on the progress made during the past year within the community in the development and implementation of floodplain management measures.

§ 19-3. Record of elevations to be kept.

The Town appoints the Board of Selectmen to maintain for public inspection and to furnish upon request a record of elevations, in relation to mean sea level, of the lowest floor, including basement, of all new or substantially improved structures located in the special flood hazard areas. If the lowest floor is below grade on one or more sides, the elevation of the floor immediately above must also be recorded.

§ 19-4. Other action to be taken.

The Town agrees to take such other official action as may be reasonably necessary to carry out the objectives of the program.

, or do or act anything in relation thereto.

Sponsored by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article amends the Town's regulations to comply with the National Flood Insurance Program.*

**MOTION MADE:** That the Town vote to strike in its entirety the current text of Chapter 19 of the Code of the Town of Southborough, Massachusetts, and insert in place thereof the text printed in the warrant as it relates to Flood Insurance.

**MOTION MADE:** That the Town vote to combine discussions concerning Articles 18 and 19.

**MOTION PASSED UNANIMOUSLY.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

*Approved by the Attorney General on May 12, 2014.*

**ARTICLE 19:** To see if the Town will vote to amend the Zoning Bylaw, Section 174-8.9, thereof, by striking that section in its entirety and inserting in place thereof the following text:

Chapter 174. ZONING

Article III. Use Regulations

§ 174-8.9. WFP Wetland and Floodplain District.

**[Added 4-12-1993 ATM, Art. 43; amended 4-12-2011 ATM, Art. 32]**

- A. The Wetland and Floodplain District is considered to be an overlay district. The District includes all special flood hazard areas within the Town of Southborough designated as Zone A and AE, on the Worcester County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Worcester County FIRM that are wholly or partially within the Town of Southborough are Panel Numbers 25027C0654F, 25027C0658F, 25027C0659F, 25027C0662F, 25027C0666F, 25027C0667F, 25027C0668F, 25027C0669F, 25027C0678F and 25027C0686F, dated July 16, 2014. The exact boundaries of the District may be defined by the one-hundred-year base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 16, 2014. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official, Conservation Commission and Department of Public Works.

***Annual Town Meeting (continued)***

**B. Base flood elevation and floodway data.**

(1) Floodway data. In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available federal, state, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

(2) Base flood elevation data. Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or five acres, whichever is the lesser, within unnumbered A zones.

**C. Notification of watercourse alteration.** In a riverine situation, the Conservation Commission shall notify the following of any alteration or relocation of a watercourse:

(1) Adjacent communities.

(2) NFIP State Coordinator:

Massachusetts Department of Conservation and Recreation  
251 Causeway Street, Suite 600-700  
Boston, MA 02114-2104

(3) NFIP Program Specialist:

Federal Emergency Management Agency, Region I  
99 High Street, 6<sup>th</sup> Floor  
Boston, MA 02110

**D. Reference to existing regulations.**

(1) The Floodplain District is established as an overlay district to all other districts. All development in the District, including structural and nonstructural activities, whether permitted by right or by special permit, must be in compliance with Chapter 131, Section 40, of the Massachusetts General Laws and with the following:

(a) Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas (currently 780 CMR).

(b) Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00).

(c) Inland Wetlands Restriction, DEP (currently 310 CMR 13.00).

(d) Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5).

(2) Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

**E. Other use regulations.**

(1) All subdivision proposals must be designed to assure that:

(a) Such proposals minimize flood damage;

(b) All public utilities and facilities are located and constructed to minimize or eliminate flood damage; and

(c) Adequate drainage is provided to reduce exposure to flood hazards.

(2) In Zones AE, along watercourses in the Town of Southborough that have a regulatory floodway designated on the Worcester County FIRM, encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

, or do or act anything in relation thereto.

Sponsored by: PLANNING BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article amends the Town's zoning regulations relative to development within floodplains, including adoption of newly amended Flood Insurance Rate Maps to establish the Wetland and Floodplain District. Amendment of the floodplain bylaw is required to maintain compliance with FEMA's National Flood Insurance Program.*

***Annual Town Meeting (continued)***

**MOTION MADE:** That the Town vote to amend the Zoning Bylaw, Section 174-8.9, thereof, by striking that section in its entirety and inserting in place thereof the text printed in the warrant as it related to WFP Wetland and Floodplain District.

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

*Approved by the Attorney General on May 12, 2014.*

**ARTICLE 20:** To see if the Town will vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, by striking Section 174-10 in its entirety and inserting in place thereof the following text, or do or act anything in relation thereto:

174-10. Site plan review.

- A. Purpose. The purpose of site plan review is to provide adequate review of development plans that may have significant impacts on traffic, stormwater, community services, environmental quality, and the character of the Town; to regulate development so as to protect public health and safety; and to promote logic, imagination, and innovation in the design process while protecting properties in the vicinity of the site.
- B. Applicability. The requirements of this section shall apply to the following:
  - (1) Any construction or alteration, expansion, or reconstruction on a site used for purposes other than a single-family or two-family dwelling;
  - (2) Any change in use or reactivation of a structure that has not been in use for two or more years;
  - (3) Any construction, expansion, or alteration of any off-street parking with five (5) or more parking spaces serving a nonresidential or multi-family use; or
  - (4) Any removal, fill, or change of grade of earth materials undertaken in order to construct or locate buildings, structures, and such features accessory thereto as ways, driveways, areaways, walks, or parking areas when such removal, fill, or change of grade of earth materials precedes construction by three months or more.
- C. General requirements.
  - (1) No building permit shall be issued for any use or activity requiring site plan review unless a site plan has been reviewed and approved therefor under the provisions of this § 174-10; and no building permit shall be issued for any use or activity requiring major plan review with a special permit until a special permit has been granted therefor; and no certificate of occupancy or certificate of zoning compliance shall be issued unless the site is constructed in accordance with the approved site plan.
  - (2) Any work done in deviation from an approved site plan shall be a violation of this Bylaw unless such deviation is approved in writing by the applicable site plan review authority or determined by the Building Inspector to be an insubstantial change.
- D. Minor plan review.
  - (1) Thresholds. Any proposal under § 174-10(B)(1) through (4) involving less than 3,500 square feet of gross floor area or which would require at least five (5) but fewer than twenty (20) parking spaces regardless of the number of parking spaces existing on the premises shall be subject to minor plan review by the Development Coordinating Group, "DCG", which shall be chaired by the Town Planner and shall consist of a member of Selectmen, the Building Inspector, the Superintendent of Public Works, the Board of Health Agent, the Police Chief and Fire Chief, or their duly authorized designees.

***Annual Town Meeting (continued)***

- (2) Procedures.
  - (a) An application for minor plan review shall be in accordance with the Planning Board's rules and regulations.
  - (b) The DCG shall meet at a regularly scheduled time and place to review the site plan.
  - (c) The DCG's decision to approve, approve with conditions, or refer the plan to the Planning Board shall be in writing, and shall be made within thirty (30) days of receipt of a complete application for minor plan review.
  - (d) Any dispute arising from the minor plan review process or any plan not receiving unanimous approval from the DCG shall be referred to the Planning Board for review and decision. The DCG may also refer any application for minor plan review to the Planning Board for review and decision if it determines that, due to unusual circumstances or a unique situation, the plan warrants review by the Planning Board. In the event that the DCG refers a minor plan review application to the Planning Board, the Planning Board shall issue a written decision to approve, approve with conditions, or deny the site plan within thirty (30) days of receipt from the DCG.

**E. Major plan review.**

- (1) Thresholds. Any proposal under § 174-10(B)(1) through (4) containing 3,500 square feet or more of gross floor area, or which would require twenty (20) or more parking spaces regardless of the number of parking spaces existing on the premises; or which involves the removal, fill, or change of grade of earth materials on a site when such activity precedes construction by three months or more, shall be subject to major plan review by the Planning Board.
- (2) Procedures.
  - (a) An application for major plan review shall be submitted in accordance with the Planning Board's rules and regulations.
  - (b) Following receipt of an application, the Planning Board or its designee shall review the plan for completeness within three (3) business days. A determination of completeness shall be based on the submission requirements set forth in the Planning Board's rules and regulations. If the submission is determined incomplete by the Planning Board or its agent, notice will be mailed to the applicant by certified mail within three (3) business days of the submission, specifying the deficiencies.
  - (c) The Planning Board shall hold a public hearing on an application for major plan review and shall give written notice of the time and place of said hearing to the applicant and the Board of Selectmen. The applicant shall be responsible for sending the notice to all abutters certified by the Board of Assessors by certified mail, return receipt requested, at least ten (10) days before the hearing date.
  - (d) At the applicant's expense and in accordance with the Planning Board's rules and regulations, copies of the major site plan application shall be provided to the Board of Selectmen and any other reviewing parties as determined by the Planning Board. The failure of any such board or other reviewing party to provide the Planning Board with comments on the application within thirty (30) days of receipt by such board or reviewing party shall be deemed a lack of opposition thereto. All responses received from any reviewing party shall be entered into the minutes of Planning Board meetings at which action is taken on the major plan review application.

***Annual Town Meeting (continued)***

- (e) The Planning Board shall act on an application for major plan review and send written notice of its decision to the applicant, the Board of Selectmen, and the Building Inspector within sixty (60) days of the receipt of the complete application. Failure of the Planning Board to so act and to notify the applicant within said sixty (60) days shall constitute approval of the site plan unless the required time limit is extended by written agreement between the Planning Board and the applicant. A copy of any such written agreement shall be filed with the town clerk.
- (f) The Planning Board may, in its approval of a site plan, impose appropriate conditions at the expense of the applicant, including performance bonds, sureties and other performance guarantees, to promote the purposes of this section. Such conditions, if any, shall become binding zoning requirements of the project.
- (g) The Planning Board may deny a site plan application only if the application does not include the information required for the Planning Board to make a decision based on the criteria in subsection (3) below.
- (h) The Planning Board's major site plan decision shall lapse within two (2) years following the date thereof. The Planning Board may grant one (1) or more one-year extensions if the applicant petitions for the same prior to the date of expiration. If the actions permitted in the site plan decision are not exercised within two (2) years or an extension period, if any, authorized by the Planning Board, a new site plan application, notice, hearing, and approval will be required prior to the issuance of a building permit.

(3) Decision criteria. In acting upon a major plan review application, the Planning Board shall base its decision on the following criteria:

- (a) The site plan meets all applicable requirements of this Bylaw;
- (b) The degree to which the proposed project:
  - [1] Minimizes clearing and grading on the site, and reduces the volume of cut and fill, the number of removed trees, the length of removed or altered stone walls, soil erosion, threat of air pollution, or contamination of groundwater and surface water resources;
  - [2] Incorporates as many green building standards as practical, given the type of building(s) and proposed uses;
  - [3] Provides for pedestrian, bicycle, and vehicular safety, and adequate access to each structure on the site for fire and other emergency service equipment;
  - [4] Reduces the visibility of parking, storage, or other outdoor service areas viewed from public ways or abutting residential properties;
  - [5] Reduces glare from headlights, reduces light trespass onto adjacent lots or the street and light overspill into the night sky;
  - [6] Avoids the removal or disruption of historic, traditional, or significant structures or architectural elements;
  - [7] Reduces obstruction of scenic views from publicly accessible locations; and
  - [8] Is compatible with the surrounding area as to building design or scale or overall site design; and

***Annual Town Meeting (continued)***

- (c) Any variances required from the Board of Appeals have been granted.
- (4) Appeals. Any decision of the Building Inspector based on failure to obtain approval of a site plan from the Planning Board or failure to comply with conditions of a site plan approved under this section may be appealed to the Board of Appeals in accordance with Massachusetts General Laws c. 40A §§ 8 and 15.

F. Site plan modifications.

- (1) Insubstantial or de minimis changes to an approved site plan may be authorized by the Building Inspector, with approval from the DCG, if required by physical, natural, economic or other factors not foreseen at the time of plan review.
- (2) The following changes shall be deemed substantial and not de minimis and shall be made only through review by the Planning Board, following the same procedures as the original major plan submission:
  - (a) Any change in the size of a building or structure;
  - (b) Any change in the location of any building by more than six (6) feet;
  - (c) Any expansion of the capacity of a parking facility by more than three (3) spaces;
  - (d) Any change in the location or width of an interior access road by more than ten (10) feet;
  - (e) Any reduction in landscaping or screening; or
  - (f) Any changes to the plan due to requirements imposed by a State agency.
- (3) Any change shall be requested in writing, with the basis for the change explained, following which approved changes shall be recorded on the file copy of the site plan with the Building Inspector's signature and the date.

G. Special permit with major plan review.

- (1) Applicability. When the Planning Board is the special permit granting authority for a proposed use that is subject to major plan review, the Planning Board shall address major site plan review and the special permit through a unified application, review, and decision process consistent with this section and § 174-9. Major plan review in a Village Business District shall be in accordance with § 174-10.1.
- (2) Procedures.
  - (a) An application for a special permit with major plan review shall be submitted in accordance with the Planning Board's rules and regulations and filed with the Town Clerk and the Planning Board.
  - (b) The Planning Board shall hold a public hearing and render its decision in accordance with the special permit procedures under § 174-9.
  - (c) In acting on an application for a special permit with major plan review, the Planning Board shall consider both the special permit granting criteria under § 174.9 and the major site plan review criteria under § 174-10(E)(3).
  - (d) An appeal of the Planning Board's decision on a special permit with major plan review shall be made in accordance with Massachusetts General Laws c. 40A, § 17.

**Annual Town Meeting (continued)**

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This article would amend the Town's current Site Plan Review Section 174-10 but not affect existing Section 174-10.1 which will remain unchanged.*

**MOTION MADE:** That this article be indefinitely postponed.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 21:** To see if the Town will vote, pursuant to M.G.L. c. 41 §1B, to have the elected office of the Town Clerk become an appointed Town Clerk. Such appointment shall be made by the Board of Selectmen for a term not to exceed three (3) years, and further provided that such vote of Town Meeting shall be subject to the acceptance by the voters of the Town by a ballot question in the form of the following question to be placed on the official Town Ballot, as provided by said Section 1B of Chapter 41 of such General Laws:

“Shall the Town vote to have its elected Town Clerk become an appointed Town Clerk of the Town?  
Yes    No   ”

Said appointment shall not take effect until the expiration of the term of office of the Town Clerk as may be re-elected at the annual election on May 12, 2014; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This article seeks to change the Town Clerk's position from an elected to an appointed position. This change will only take place after the current term of the incumbent expires. It will also require approval at the ballot on May 12, 2014 town election. Many Massachusetts communities are shifting from elected to appointed positions for Town Clerk as the responsibilities of the position have increased, and the need to ensure that you get the most qualified person for the position.*

**MOTION MADE:** That the Town vote, pursuant to M.G.L. c. 41 §1B, to have the elected office of the Town Clerk become an appointed Town Clerk. Such appointment shall be made by the Board of Selectmen for a term not to exceed three (3) years, and further provided that such vote of Town Meeting shall be subject to the acceptance by the voters of the Town by a ballot question in the form of the following question to be placed on the official Town Ballot, as provided by said Section 1B of Chapter 41 of such General Laws:

“Shall the Town vote to have its elected Town Clerk become an appointed Town Clerk of the Town?  
Yes    No   ”

Any incumbent in such office shall continue in such office until the expiration of the current term.

**AMENDMENT TO THE MAIN MOTION:** That the Town vote to amend the main motion by adding the following statement, “Said appointment shall not take effect until the expiration of the term of office of the Town Clerk as may be re-elected at the annual election on May 12, 2014, after the words, “Shall the Town vote to have its elected Town Clerk become an appointed Town Clerk of the Town? Yes    No   ”

**MOTION MADE TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**MAIN MOTION WITH AMENDMENT DEFEATED.**

### ***Annual Town Meeting (continued)***

**ARTICLE 22:** To see if the Town will vote to accept and approve the following text of a Special Act, and further to see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts pursuant to the provisions of the State Constitutional Amendment, Article 2, Section 8, thereof, and all other applicable laws, thereof for Special Law substantially in the following form. The legislature may reasonably vary the form and substance of the petitioned legislation, subject to the approval of the Board of Selectmen who are hereby authorized to approve amendments within the scope of the general public objectives of this petition. In addition, the Board of Selectmen is authorized to pursue a more limited or specific scope as the Board of Selectmen deem appropriate, so long as to accomplish the general public objectives of this petition, or do or act anything in relation thereto.

### **AN ACT TO CHANGE THE APPOINTING AUTHORITY OF THE POLICE CHIEF, FIRE CHIEF AND THE SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS FROM THE BOARD OF SELECTMEN TO THE TOWN ADMINISTRATOR.**

#### **Section I**

Police Chief. Notwithstanding the provisions of Chapter 41, Section 97A of the General Laws, the Town Administrator shall appoint, subject to approval by the Board of Selectmen, a police chief who shall have the authority to appoint police officers and other department personnel, subject to approval by the Town Administrator. The chief shall be appointed for a term not to exceed three (3) years, but may be appointed for successive terms of office. The Town Administrator may recommend removal of the chief to the Board of Selectmen, who must act within thirty (30) days to accept or reject the Town Administrator's recommendation for removal. The police chief shall from time to time make suitable regulations governing the police department, and the officers thereof, subject to the approval of the Town Administrator; provided, that such regulations shall become effective without such approval upon the failure of the Town Administrator to take action thereon within thirty (30) days after they have been submitted to him or her by the police chief. The police chief shall be in immediate control of all Town property used by the department, and of the police officers, whom he or she shall assign to their respective duties and who shall obey his or her orders.

#### **Section II**

Fire Chief. Notwithstanding the provisions of Chapter 48, Section 42 of the General Laws, and Chapter 591 of the Acts of the General Court of 1920, the Town Administrator shall appoint, subject to approval by the Board of Selectmen, a fire chief who shall have the authority to appoint firefighters and other department personnel, subject to approval by the Town Administrator. The chief shall be appointed for a term not to exceed three (3) years, but may be appointed for successive terms of office. The Town Administrator may recommend removal of the chief to the Board of Selectmen, who must act within thirty (30) days to accept or reject the Town Administrator's recommendation for removal. The fire chief shall have charge of extinguishing fires in the Town and the protection of life and property in case of fire, and any emergency medical services provided or supervised by the Department. He or she shall purchase, subject to the approval of the Town Administrator, and keep in repair all property and apparatus used for and by the fire department. He or she shall have and exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers in Towns except as herein provided, and shall appoint a deputy chief and such officers and firemen as he or she may think necessary, and may remove the same at any time for cause and after a hearing. He or she shall have full and absolute authority in the administration of the department, shall make all rules and regulations for its operation, shall report to the Town Administrator from time to time as he or she may require, and shall annually report to the Town the condition of the department with his or her recommendations thereon; he or she shall fix the compensation of the permanent and call members of the fire department subject to the approval of the Town Administrator. In the expenditure of money the chief shall be subject to such further limitations as the Town may from time to time prescribe.

### ***Annual Town Meeting (continued)***

#### **Section III**

Superintendent of Public Works. The Town Administrator shall appoint a Superintendent of Public Works, notwithstanding the provisions of Chapter 447 of the Acts of the General Court of 1991, and may provide an employment contract, for a period of up to three years, to provide for the salary, fringe benefits and other conditions of employment, including, but not limited to, severance pay, relocation expenses, reimbursement of expenses incurred in the performance of duties or office, liability and disability insurance, and leave, for the Superintendent of Public Works. Such an employment contract shall prevail over and preempt any provision of any local personnel bylaw, Code section, rule or regulation covering the subject matter of the employment contract. Nothing contained in this section shall affect the appointment or removal powers of the Town Administrator over the above-referenced department head, nor shall it grant tenure to such department head.

Proposed by: ADVISORY BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

*Summary: This article seeks to change the hiring and reporting authority for the Police Chief, Fire Chief, and Public Works Director, from the Board of Selectmen to the Town Administrator. The article does not seek additional changes to the existing Special Acts which currently govern the Fire Chief and Public Works Director positions.*

**MOTION MADE:** That the Town vote to accept and approve the following text of a Special Act, and further that the Town vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts pursuant to the provisions of the State Constitutional Amendment, Article 2, Section 8, thereof, and all other applicable laws, therefor for Special Law substantially in the following form. The legislature may reasonably vary the form and substance of the petitioned legislation, subject to the approval of the Board of Selectmen who are hereby authorized to approve amendments within the scope of the general public objectives of this petition. In addition, the Board of Selectmen is authorized to pursue a more limited or specific scope as the Board of Selectmen deem appropriate, so long as to accomplish the general public objectives of this petition.

#### **MOTION DEFEATED.**

**ARTICLE 23:** To see if the Town of Southborough will vote to allow donations, without specific usage designation, made to various town departments, i.e. Fire, Library, Police, Recreation under the dollar amount of \$5,000, to be used at the discretion of the department manager for use in their department. Such authority shall be obtained without the Board of Selectmen approval. Accounting of funds received and expenditures made shall be maintained in a manner acceptable to the Board of Selectmen for their review as warranted, or do or act anything in relation thereto.

Proposed by: MELVIN KIZNER

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: Not Support

*Summary: This is a citizen's petition seeking to allow departments to accept donations of less than \$5,000 to be used at their discretion without further approval of the Board of Selectmen.*

**MOTION MADE:** That this article be indefinitely postponed.

#### **MOTION PASSED UNANIMOUSLY.**

***Annual Town Meeting (continued)***

**ARTICLE 24:** To see if the Town will vote to adopt the following non-binding resolution, or take any action thereon:

WHEREAS, the Town of Southborough has for many years followed the policy of implementing a single tax rate for residential, commercial, industrial and personal property; and

WHEREAS, pursuant to State law, the Board of Selectmen may, at their annual tax classification hearing for each fiscal year, vote to implement a split tax rate for such fiscal year, whereby one property tax rate applies to residential property and a second, different property tax rate applies to commercial, industrial and personal property; and

WHEREAS, approximately 30% of all cities and towns in Massachusetts have adopted a split tax rate, providing property tax relief for residential property owners; and

WHEREAS, of the cities and towns in Massachusetts with over 15% of their total taxable property value in the classes of commercial, industrial and personal property (including Southborough, with over 19% of its taxable real property in these classes), over 60% have adopted a split tax rate; and

WHEREAS, the average annual single-family residential property tax bill for Southborough residents has increased by 19% over the past seven fiscal years (from \$7,289 in FY07 to \$8,676 in FY14); and

WHEREAS, the adoption of a split tax rate in Southborough, with one tax rate for residential property and a different, higher tax rate for commercial, industrial and personal property, can provide property tax relief for all Southborough residential property owners.

Therefore be it RESOLVED, that the 2014 Annual Town Meeting:

ACKNOWLEDGES that property tax relief for Southborough residential property owners is a valuable result for the vast majority of the citizens of the Town; and

FURTHER ACKNOWLEDGES that residential property tax relief is particularly valuable for those Southborough residential property owners living on a fixed income, without the means to produce additional income to pay the increasing residential property taxes; and

ENDORSES a cautious implementation of a split tax rate for FY15; and

REQUESTS that the Board of Selectmen, at their Fall, 2014 tax classification hearing, adopt a split tax rate with the commercial/industrial/personal property tax rate set at a value of at least 105% of the residential property tax rate; and

FURTHER REQUESTS that the Board of Selectmen, subsequent to a vote to implement a split tax rate as requested above, carefully monitors any significant impacts from this split tax rate policy and presents a report to the 2015 Annual Town Meeting on the details of any such impacts identified.

Proposed by: SAM STIVERS

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

*Summary: Establishing a single tax rate or a split tax rate is the responsibility of the Board of Selectmen. Town Meeting (without changes to State law) cannot require that the Selectmen vote for a split tax rate. This non-binding article seeks to gain a "sense of Town Meeting" relative to adoption of a split tax rate for FY15, and thereby influence the FY15 tax classification vote by the Selectmen.*

**MOTION MADE:** That the Town accept the following non-binding resolution pertaining to the implementation of a split tax rate for FY15, as printed in the warrant.

***Annual Town Meeting (continued)***

**MOTION TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**MAIN MOTION DEFEATED BY MAJORITY VOTE.**

**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 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 Panzano Market Inc., located at 154 Turnpike 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, Panzano Market, Inc. 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: WILLIAM DEPIETRI

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: Support

*Summary: This is a citizen's petition seeking an All Alcohol Retail license for Panzano Market, Inc. 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 MADE TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

**Annual Town Meeting (continued)**

**ARTICLE 26:** 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 Eastbrook, Inc. d/b/a Sperry's Country Market Beer and Wine, located at 205 Turnpike 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, Eastbrook, Inc. d/b/a Sperry's Country Market Beer and Wine 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: ANTHONY MJ SPERANZELLA

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: Support

*Summary: This is a citizen's petition seeking an All Alcohol Retail license for Sperry's Country 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 BY MAJORITY VOTE.**

**MOTION MADE:** That the Town vote to combine discussions concerning Articles 27 and 28.

**MOTION PASSED BY MAJORITY VOTE.**

### ***Annual Town Meeting (continued)***

**ARTICLE 27:** To see if the Town of Southborough will vote to create a Special Committee, the “Main Street Reconstruction Review Committee”, for the purpose of assessing whether the current Main Street reconstruction proposal is in the best interests of the Town, and to report on its findings and recommendations. The Committee shall consist of nine members to be appointed by the Moderator. Town departments shall cooperate with the Committee by providing copies of, and access to, all records of the currently proposed plan, and such other assistance as is appropriate. The Committee shall report its findings and recommendations to the next Annual Town Meeting, and may also provide such report to other boards, committees and agencies.

Proposed by: DAVID PARRY

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: Support

*Summary: This is a citizen's petition that seeks to create a special committee appointed by the Moderator to review the current Main Street project and bring back its findings to the next Annual Town Meeting.*

**MOTION MADE:** That the Town vote to create a Special Committee, the “Main Street Reconstruction Review Committee”, for the purpose of assessing whether the current Main Street reconstruction proposal is in the best interests of the Town, and to report on its findings and recommendations. The Committee shall consist of nine members to be appointed by the Moderator. Town departments shall cooperate with the Committee by providing copies of, and access to, all records of the currently proposed plan, and such other assistance as is appropriate. The Committee shall report its findings and recommendations to the next Annual Town Meeting, and may also provide such report to other boards, committees and agencies.

**AMENDMENT TO THE MAIN MOTION:** That the Town vote to amend the main motion by striking the words: “nine” in sentence 2, “shall” in sentence 3 and “next annual” and “such” in sentence 4, and inserting the words, “specifically including recommendations on project Right of Way acquisition and appropriation by Town Meeting” in sentence 1, “seven” in sentence 2, “may” in sentence 3, and “considering such Right of Way acquisition” and “an earlier” and “Town Meetings” in sentence 4.

So that the complete amended text is as show below:

To see if the Town of Southborough will vote to create a Special Committee, the “Main Street Reconstruction Review Committee”, for the purpose of assessing whether the current Main Street reconstruction proposal is in the best interests of the Town, and to report on its findings and recommendations, specifically including recommendations on project Right of Way acquisition and appropriations by Town Meeting. The Committee shall consist of nine seven members to be appointed by the Moderator. Town departments shall may cooperate with the Committee providing copies of, and access to, all records of the currently proposed plan, and such other assistance as is appropriate. The Committee shall report its findings and recommendations to the next Annual Town Meeting considering such Right of Way acquisition, and may also provide such an earlier report to Town Meetings, other boards, committees and agencies.

**AMENDMENT PASSED BY MAJORITY VOTE.**

**MOTION TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**MAIN MOTION WITH AMENDMENT DEFEATED: 121 in favor, 124 opposed**

**ARTICLE 28:** To see if the Town of Southborough will vote to raise and appropriate the sum of \$15,000 to fund the work of the Main Street Street Reconstruction Committee, or do anything in relation thereto.

Proposed by: DAVID PARRY

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

*Summary: This is a citizen's petition that seeks Town funding, and which will be supplemented by private funding, to hire a consultant to review the current plan for the Main Street project and to make recommendations thereon.*

***Annual Town Meeting (continued)***

**MOTION MADE:** That this article be indefinitely postponed

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 29:** To see if the Town of Southborough will vote to raise and appropriate or borrow and appropriate a sum of money for the renovation of the artificial turf field known as “9/11 Field” or do or act anything in relation thereto.

Proposed by: JAMES F. HEGARTY

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

*Summary: This is a citizen's petition that seeks funding authorization to replace the turf at the 9/11 Field, which has reached the end of its useful life.*

**MOTION MADE:** That the Town vote to raise and appropriate by borrowing the sum of \$600,000 for the renovation of the artificial turf field known as “9/11 Field”, said borrowing is expected to be paid in the first instance through user fees of 9/11 Field.

Requires a 2/3 vote.

**MOTION TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**MOTION PASSED: 201 in favor, 21 opposed**

**ARTICLE 30:** To see if the Town of Southborough will vote to amend the Zoning Map by removing from the Residence A District and placing in the Industrial District the following property:

An 8.213 acre parcel of land located at the southeast corner of the intersection of Cordaville Road and Mount Vickory Road, shown as “Lot 1/3” on a plan entitled “Plan of Land in Southborough, MA”, prepared by Connorstone, prepared for Michael G. & Alice D. Gulbankian, dated September 13, 2005, recorded with Worcester District Registry of Deeds as Plan 59 in Plan Book 832;

or take any other action relative thereto.

Proposed by: MICHAEL GULBANKIAN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

*Summary: This is a citizen's petition that seeks to rezone a parcel of property as part of a mediated legal agreement.*

**MOTION MADE:** That the Town vote to amend the Zoning Map by removing from the Residence A District and placing in the Industrial District the following property:

An 8.213 acre parcel of land located at the southeast corner of the intersection of Cordaville Road and Mount Vickory Road, shown as “Lot 1/3” on a plan entitled “Plan of Land in Southborough, MA”, prepared by Connorstone, prepared for Michael G. & Alice D. Gulbankian, dated September 13, 2005, recorded with Worcester District Registry of Deeds as Plan 59 in Plan Book 832;

**MOTION TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**MAIN MOTION PASSED: 235 in favor, 10 opposed.**

*Approved by the Attorney General on May 12, 2014.*

**At 11:17 PM, it was unanimously voted to dissolve the ANNUAL TOWN MEETING.**

True Copy

Attest:

Paul J. Berry, Town Clerk

***Annual Town Election***  
***Monday, May 12, 2014***

**TOWN CLERK** 3 years – Vote for One

<b>Paul J. Berry</b>	<b>1,362</b>
All Others	4
Blanks	328
<b>Total</b>	<b>1,694</b>

**BOARD OF SELECTMEN** 3 years

Vote for Two	
<b>Daniel L. Kolenda</b>	<b>842</b>
Lisa M. Cappello	137
<b>Paul M. Cimino</b>	<b>961</b>
Alfred C. Hamilton	469
David W. Parry	481
All Others	2
Blanks	496
<b>Total</b>	<b>3,388</b>

**BOARD OF SELECTMEN** 2 years

Vote for One	
Louis Fazen, III	449
Joseph E. Hubley	547
<b>Bonnie J. Phaneuf</b>	<b>588</b>
All Others	2
Blanks	108
<b>Total</b>	<b>1,694</b>

**TOWN MODERATOR** 1 year – Vote for One

<b>David A. Coombs</b>	<b>1,286</b>
All Others	2
Blanks	406
<b>Total</b>	<b>1,694</b>

**BOARD OF COMMISSIONERS OF TRUST FUNDS** 3 years – Vote for One

<b>William J. Boland</b>	<b>1,179</b>
All Others	5
Blanks	510
<b>Total</b>	<b>1,694</b>

**BOARD OF ASSESSORS** 3 years

Vote for One	
<b>Thomas J. Beaumont</b>	<b>1,194</b>
All Others	0
Blanks	500
<b>Total</b>	<b>1,694</b>

**BOARD OF HEALTH** 3 years - Vote for One

<b>Nancy A. Sacco</b>	<b>1,237</b>
All Others	0
Blanks	457
<b>Total</b>	<b>1,694</b>

**BOARD OF TRUSTEES LIBRARY** 3 years

Vote for not more than Two	
<b>Judith K. Budz</b>	<b>1,155</b>
<b>Nancy E. Mayo</b>	<b>1,151</b>
All Others	2
Blanks	1,080
<b>Total</b>	<b>3,388</b>

**SOUTHBOROUGH SCHOOL COMMITTEE**

3 years – Vote for not more than Two	
<b>Paul H. Desmond</b>	<b>906</b>
<b>Kathleen A. Harragan</b>	<b>862</b>
Timothy W. Martel	683
All Others	2
Blanks	935
<b>Total</b>	<b>3,388</b>

**NORTHBOROUGH/SOUTHBOROUGH REGIONAL SCHOOL DISTRICT COMMITTEE, SOUTHBOROUGH**

<b>CANDIDATE</b> 3 years (Southborough Vote)	
Vote for not more than Two	
<b>Paul C. Butka</b>	<b>1,163</b>
<b>David C. Rueger</b>	<b>1,033</b>
All Others	2
Blanks	1,190
<b>Total</b>	<b>3,388</b>

**NORTHBOROUGH/SOUTHBOROUGH REGIONAL SCHOOL DISTRICT COMMITTEE, SOUTHBOROUGH**

<b>CANDIDATE</b> 3 years (Northborough Vote)	
Vote for not more than Two	
<b>Paul C. Butka</b>	<b>846</b>
<b>David C. Rueger</b>	<b>841</b>
All Others	12
Blanks	869
<b>Total</b>	<b>2,568</b>

***Annual Town Election***  
***Monday, May 12, 2014***

**NORTHBOROUGH/SOUTHBOROUGH  
 REGIONAL SCHOOL DISTRICT  
 COMMITTEE, NORTHBOROUGH**

**CANDIDATE** 3 years (Southborough Vote)

Vote for not more than Two

<b>Patricia A. Kress</b>	<b>1,089</b>
All Others	4
John A. Kane, III	2
Blanks	2,293
<b>Total</b>	<b>3,388</b>

**NORTHBOROUGH/SOUTHBOROUGH  
 REGIONAL SCHOOL DISTRICT  
 COMMITTEE, NORTHBOROUGH**

**CANDIDATE** 3 years (Northborough Vote)

Vote for not more than Two

<b>Patricia A. Kress</b>	<b>948</b>
All Others	34
John A. Kane, III	16
<b>Barbara H. Omara</b>	<b>40</b>
Blanks	1,530
<b>Total</b>	<b>2,568</b>

**PLANNING BOARD** 5 years – Vote for One

<b>Philip A. Jenks</b>	<b>1,202</b>
All Others	1
Blanks	491
<b>Total</b>	<b>1,694</b>

**SOUTHBOROUGH HOUSING**

**AUTHORITY** 5 years – Vote for One

<b>Nancy G. Morris</b>	<b>1,198</b>
All Others	3
Blanks	493
<b>Total</b>	<b>1,694</b>

**QUESTION – NON BINDING**

Shall the Town vote to have its elected Town Clerk become an appointed Town Clerk of the Town?

Any incumbent in such office shall continue in such office until the expiration of the current term.

Summary: The Town seeks to change the Town Clerk's position from elected by the voters, to an appointed position by the Board of Selectmen. Said appointment shall not take effect until the expiration of the term of office of the Town Clerk, as may be re-elected at the annual election on May 12, 2014.

<b>YES</b>	<b>489</b>
<b>NO</b>	<b>848</b>
Blanks	357
<b>Total</b>	<b>1,694</b>

A true copy:

Attest: \_\_\_\_\_  
 Paul J. Berry, Town Clerk

*State Primary*  
*Tuesday, September 9, 2014*

**DEMOCRATIC PARTY**

**SENATOR IN CONGRESS**

<b>Edward J. Markey</b>	<b>513</b>
Blanks	178
All Others	8
<b>Total</b>	<b>699</b>

**GOVERNOR**

Donald M. Berwick	177
<b>Martha Coakley</b>	<b>257</b>
<b>Steven Grossman</b>	<b>257</b>
Blanks	8
All Others	0
<b>Total</b>	<b>699</b>

**LIEUTENANT GOVERNOR**

Leland Cheung	166
<b>Stephen J. Kerrigan</b>	<b>306</b>
Michael E. Lake	103
Blanks	122
All Others	2
<b>Total</b>	<b>699</b>

**ATTORNEY GENERAL**

<b>Maura Healey</b>	<b>461</b>
Warren E. Tolman	211
Blanks	27
All Others	0
<b>Total</b>	<b>699</b>

**SECRETARY OF STATE**

<b>William Francis Galvin</b>	<b>537</b>
Blanks	160
All Others	2
<b>Total</b>	<b>699</b>

**TREASURER**

Thomas P. Conroy	224
Barry R. Finegold	173
<b>Deborah B. Goldberg</b>	<b>234</b>
Blanks	67
All Others	1
<b>Total</b>	<b>699</b>

**AUDITOR**

<b>Suzanne M. Bump</b>	<b>487</b>
Blanks	208
All Others	4
<b>Total</b>	<b>699</b>

**REPRESENTATIVE IN CONGRESS.**

<b>Fifth District</b>	
<b>Katherine M. Clark</b>	<b>478</b>
Sheldon Schwartz	138
Blanks	80
All Others	3
<b>Total</b>	<b>699</b>

**COUNCILLOR, Third District**

<b>Marilyn M. Petitto Devaney</b>	<b>335</b>
Charles N. Shapiro	197
Blanks	167
All Others	0
<b>Total</b>	<b>699</b>

**SENATOR IN GENERAL COURT,  
Middlesex and Worcester District**

<b>James B. Eldridge</b>	<b>508</b>
Blanks	187
All Others	4
<b>Total</b>	<b>699</b>

**REPRESENTATIVE IN GENERAL  
COURT, Eighth Middlesex District**

<b>Carolyn C. Dykema</b>	<b>546</b>
Blanks	147
All Others	6
<b>Total</b>	<b>699</b>

**DISTRICT ATTORNEY, Middle District**

<b>Joseph D. Early, Jr.</b>	<b>506</b>
Blanks	191
All Others	2
<b>Total</b>	<b>699</b>

**REGISTER OF PROBATE,**

<b>Worcester County</b>	
<b>Stephen G. Abraham</b>	<b>465</b>
Blanks	231
All Others	3
<b>Total</b>	<b>699</b>

*State Primary*  
*Tuesday, September 9, 2014*

**REPUBLICAN PARTY**

**SENATOR IN CONGRESS**

<b>Brian J. Herr</b>	<b>264</b>
Blanks	76
All Others	2
<b>Total</b>	<b>342</b>

**GOVERNOR**

<b>Charles D. Baker</b>	<b>270</b>
Mark R. Fisher	70
Blanks	1
All Others	1
<b>Total</b>	<b>342</b>

**LIEUTENANT GOVERNOR**

<b>Karen E. Polito</b>	<b>298</b>
Blanks	44
All Others	0
<b>Total</b>	<b>342</b>

**ATTORNEY GENERAL**

<b>John B. Miller</b>	<b>266</b>
Blanks	76
All Others	0
<b>Total</b>	<b>342</b>

**SECRETARY OF STATE**

<b>David D'Arcangelo</b>	<b>257</b>
Blanks	85
All Others	0
<b>Total</b>	<b>342</b>

**TREASURER**

<b>Michael James Heffernan</b>	<b>265</b>
Blanks	77
All Others	0
<b>Total</b>	<b>342</b>

**AUDITOR**

<b>Patricia S. Saint Aubin</b>	<b>252</b>
Blanks	90
All Others	0
<b>Total</b>	<b>342</b>

**REPRESENTATIVE IN CONGRESS,**

**Fifth District**

Blanks	332
All Others	10
<b>Total</b>	<b>342</b>

**COUNCILLOR, Third District**

Blanks	340
All Others	2
<b>Total</b>	<b>342</b>

**SENATOR IN GENERAL COURT,**

**Middlesex and Worcester District**

Blanks	339
All Others	3
<b>Total</b>	<b>342</b>

**REPRESENTATIVE IN GENERAL**

**COURT, Eighth Middlesex District**

<b>Patricia M. Vanaria</b>	<b>266</b>
Blanks	76
All Others	0
<b>Total</b>	<b>342</b>

**DISTRICT ATTORNEY, Middle District**

Blanks	340
All Others	2
<b>Total</b>	<b>342</b>

**REGISTER OF PROBATE,**

**Worcester County**

<b>Stephanie K. Fattman</b>	<b>247</b>
Blanks	95
All Others	0
<b>Total</b>	<b>342</b>

A true copy:

Attest:

Paul J. Berry, Town Clerk

*State Election*  
*Tuesday, November 4, 2014*

**SENATOR IN CONGRESS**

Edward J. Markey	2,060
<b>Brian J. Herr</b>	<b>2,074</b>
Blanks	110
All Others	0
Brian R. Muello	0
<b>Total</b>	<b>4,244</b>

**GOVERNOR and LIEUTENANT**

**GOVERNOR**

Baker and Polito	2,525
Coakley and Kerrigan	1,558
Falchuk and Jennings	97
Lively and Saunders	26
McCormick and Post	13
Blanks	25
All Others	0
<b>Total</b>	<b>4,244</b>

**ATTORNEY GENERAL**

Maura Healey	2,154
John B. Miller	1,935
Blanks	155
All Others	0
<b>Total</b>	<b>4,244</b>

**SECRETARY OF STATE**

William Francis Galvin	2,464
David D'Arcangelo	1,479
Daniel L. Factor	124
Blanks	176
All Others	1
<b>Total</b>	<b>4,244</b>

**TREASURER**

Deborah B. Goldberg	1,641
<b>Michael James Heffernan</b>	<b>2,280</b>
Ian T. Jackson	101
Blanks	219
All Others	3
<b>Total</b>	<b>4,244</b>

**AUDITOR**

Suzanne M. Bump	1,908
Patricia S. Saint Aubin	1,883
MK Merelice	130
Blanks	321
All Others	2
<b>Total</b>	<b>4,244</b>

**REPRESENTATIVE IN CONGRESS,**

<b>Fifth District</b>	
<b>Katherine M. Clark</b>	<b>2,713</b>
Blanks	1,510
All Others	21
William F. Wilt	0
<b>Total</b>	<b>4,244</b>

**COUNCILLOR, Third District**

<b>Marilyn M. Petitto Devaney</b>	<b>1,980</b>
Thomas Sheff	1,481
Blanks	781
All Others	2
<b>Total</b>	<b>4,244</b>

**SENATOR IN GENERAL COURT,  
Middlesex and Worcester District**

<b>James B. Eldridge</b>	<b>2,696</b>
Blanks	1,531
All Others	17
<b>Total</b>	<b>4,244</b>

**REPRESENTATIVE IN GENERAL  
COURT, Eighth Middlesex District**

<b>Carolyn C. Dykema</b>	<b>2,138</b>
Patricia M. Vanaria	1,890
Blanks	216
All Others	0
<b>Total</b>	<b>4,244</b>

**DISTRICT ATTORNEY, Middle District**

<b>Joseph D. Early, Jr.</b>	<b>2,746</b>
Blanks	1,488
All Others	10
<b>Total</b>	<b>4,244</b>

**REGISTER OF PROBATE,  
Worcester County**

<b>Stephen G. Abraham</b>	<b>1,957</b>
Stephanie K. Fattman	1,876
Blanks	410
All Others	1
<b>Total</b>	<b>4,244</b>

***State Election***  
***Tuesday, November 4, 2014***

**QUESTION 1: LAW PROPOSED BY  
INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

**SUMMARY**

This proposed law would eliminate the requirement that the state's gasoline tax, which was 24 cents per gallon as of September 2013, (1) be adjusted every year by the percentage change in the Consumer Price Index over the preceding year, but (2) not be adjusted below 21.5 cents per gallon.

**A YES VOTE** would eliminate the requirement that the state's gas tax be adjusted annually based on the Consumer Price Index.

**A NO VOTE** would make no change in the laws regarding the gas tax.

<b>YES</b>	<b>2,415</b>
NO	1,732
Blanks	97
<b>Total</b>	<b>4,244</b>

**QUESTION 2: LAW PROPOSED BY  
INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

**SUMMARY**

This proposed law would expand the state's beverage container deposit law, also known as the Bottle Bill, to require deposits on containers for all non-alcoholic non-carbonated drinks in liquid form intended for human consumption, except beverages primarily derived from dairy products, infant formula, and FDA approved medicines. The proposed law would not cover containers made of paper-based biodegradable material and aseptic multi-material packages such as juice boxes or pouches.

The proposed law would require the state Secretary of Energy and Environmental Affairs (EEA) to adjust the container deposit amount every five years to reflect (to the nearest whole cent) changes in the consumer price index, but the value could not be set below five cents.

The proposed law would increase the minimum handling fee that beverage distributors must pay dealers for each properly returned empty beverage container, which was 2 $\frac{1}{4}$  cents as of September 2013, to 3 $\frac{1}{2}$  cents. It would also increase the minimum handling fee that bottlers must pay distributors and dealers for each properly returned empty reusable beverage container, which was 1 cent as of September 2013, to 3 $\frac{1}{2}$  cents. The Secretary of EEA would review the fee amounts every five years and make appropriate adjustments to reflect changes in the consumer price index as well as changes in the costs incurred by redemption centers. The proposed law defines a redemption center as any business whose primary purpose is the redemption of beverage containers and that is not ancillary to any other business.

The proposed law would direct the Secretary of EEA to issue regulations allowing small dealers to seek exemptions from accepting empty deposit containers. The proposed law would define small dealer as any person or business, including the operator of a vending machine, who sells beverages in beverage containers to consumers, with a contiguous retail space of 3,000 square feet or less, excluding office and stock room space; and fewer than four locations under the same ownership in the Commonwealth. The proposed law would require that the regulations consider at least the health, safety, and convenience of the public, including the distribution of dealers and redemption centers by population or by distance or both.

The proposed law would set up a state Clean Environment Fund to receive certain unclaimed container deposits. The Fund would be used, subject to appropriation by the state Legislature, to support programs such as the proper management of solid waste, water resource protection, parkland, urban forestry, air quality and climate protection.

The proposed law would allow a dealer, distributor, redemption center or bottler to refuse to accept any beverage container that is not marked as being refundable in Massachusetts.

***State Election***  
***Tuesday, November 4, 2014***

The proposed law would take effect on April 22, 2015.

**A YES VOTE** would expand the state's beverage container deposit law to require deposits on containers for all non-alcoholic, non-carbonated drinks with certain exceptions, increase the associated handling fees, and make other changes to the law.

**A NO VOTE** would make no change in the laws regarding beverage container deposits.

YES	1,056
<b>NO</b>	<b>3,134</b>
Blanks	54
<b>Total</b>	<b>4,244</b>

**QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

**SUMMARY**

This proposed law would (1) prohibit the Massachusetts Gaming Commission from issuing any license for a casino or other gaming establishment with table games and slot machines, or any license for a gaming establishment with slot machines; (2) prohibit any such casino or slots gaming under any such licenses that the Commission might have issued before the proposed law took effect; and (3) prohibit wagering on the simulcasting of live greyhound races.

The proposed law would change the definition of "illegal gaming" under Massachusetts law to include wagering on the simulcasting of live greyhound races, as well as table games and slot machines at Commission-licensed casinos, and slot machines at other Commission-licensed gaming establishments. This would make those types of gaming subject to existing state laws providing criminal penalties for, or otherwise regulating or prohibiting, activities involving illegal gaming.

The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

**A YES VOTE** would prohibit casinos, any gaming establishment with slot machines, and wagering on simulcast greyhound races.

**A NO VOTE** would make no change in the current laws regarding gaming.

YES	1,814
<b>NO</b>	<b>2,362</b>
Blanks	68
<b>Total</b>	<b>4,244</b>

**QUESTION 4: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 6, 2014?

**SUMMARY**

This proposed law would entitle employees in Massachusetts to earn and use sick time according to certain conditions.

Employees who work for employers having eleven or more employees could earn and use up to 40 hours of paid sick time per calendar year, while employees working for smaller employers could earn and use up to 40 hours of unpaid sick time per calendar year.

An employee could use earned sick time if required to miss work in order (1) to care for a physical or mental illness, injury or medical condition affecting the employee or the employee's child, spouse, parent, or parent of a spouse; (2) to attend routine medical appointments of the employee or the employee's child, spouse, parent, or parent of a spouse; or (3) to address the effects of domestic violence on the employee or the employee's dependent child. Employees would earn one hour of sick time for every 30 hours worked, and would begin accruing those hours on the date of hire or on July 1, 2015, whichever is later. Employees could begin to use earned sick time on the 90th day after hire.

***State Election  
Tuesday, November 4, 2014***

The proposed law would cover both private and public employers, except that employees of a particular city or town would be covered only if, as required by the state constitution, the proposed law were made applicable by local or state legislative vote or by appropriation of sufficient funds to pay for the benefit. Earned paid sick time would be compensated at the same hourly rate paid to the employee when the sick time is used.

Employees could carry over up to 40 hours of unused sick time to the next calendar year, but could not use more than 40 hours in a calendar year. Employers would not have to pay employees for unused sick time at the end of their employment. If an employee missed work for a reason eligible for earned sick time, but agreed with the employer to work the same number of hours or shifts in the same or next pay period, the employee would not have to use earned sick time for the missed time, and the employer would not have to pay for that missed time. Employers would be prohibited from requiring such an employee to work additional hours to make up for missed time, or to find a replacement employee.

Employers could require certification of the need for sick time if an employee used sick time for more than 24 consecutively scheduled work hours. Employers could not delay the taking of or payment for earned sick time because they have not received the certification. Employees would have to make a good faith effort to notify the employer in advance if the need for earned sick time is foreseeable.

Employers would be prohibited from interfering with or retaliating based on an employee's exercise of earned sick time rights, and from retaliating based on an employee's support of another employee's exercise of such rights.

The proposed law would not override employers' obligations under any contract or benefit plan with more generous provisions than those in the proposed law. Employers that have their own policies providing as much paid time off, usable for the same purposes and under the same conditions, as the proposed law would not be required to provide additional paid sick time.

The Attorney General would enforce the proposed law, using the same enforcement procedures applicable to other state wage laws, and employees could file suits in court to enforce their earned sick time rights. The Attorney General would have to prepare a multilingual notice regarding the right to earned sick time, and employers would be required to post the notice in a conspicuous location and to provide a copy to employees. The state Executive Office of Health and Human Services, in consultation with the Attorney General, would develop a multilingual outreach program to inform the public of the availability of earned sick time.

The proposed law would take effect on July 1, 2015, and states that if any of its parts were declared invalid, the other parts would stay in effect.

**A YES VOTE** would entitle employees in Massachusetts to earn and use sick time according to certain conditions.

**A NO VOTE** would make no change in the laws regarding earned sick time.

<b>YES</b>	<b>2,072</b>
NO	2,070
Blanks	102
<b>Total</b>	<b>4,244</b>

**QUESTION 5: THIS QUESTION IS NOT BINDING**

Shall the state representative from this district be instructed to vote in favor of a resolution calling upon Congress to propose an amendment to the U.S. Constitution affirming that 1) rights protected under the Constitution are the rights of natural persons only and 2) both Congress and the states may place limits on political contributions and political spending?

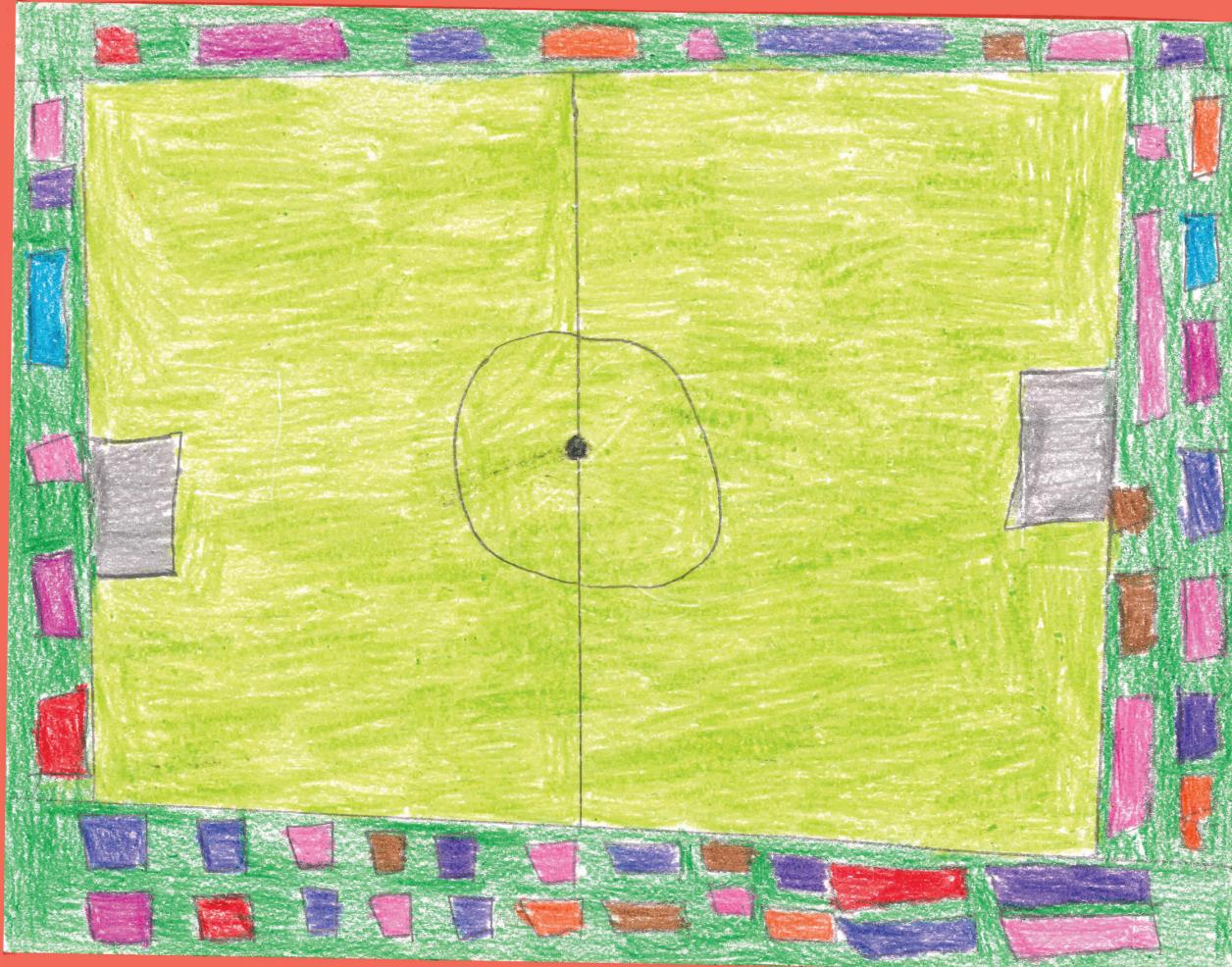
<b>YES</b>	<b>2,543</b>
NO	923
Blanks	778
<b>Total</b>	<b>4,244</b>

A true copy:

Attest:

Paul J. Berry, Town Clerk

# EDUCATION



I like to play soccer in the fall, this is an empty field after the game.

Drew Bouzan

Drew Bouzan

## ***Southborough School Committee***

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

## ***Administration***

Christine M. Johnson <i>B.S., M.A., C.A.G.S.</i>	Superintendent of Schools
Gregory L. Martineau <i>B.S., M.A.</i>	Assistant Superintendent of Schools
Barbara E. Goodman <i>B.S., M.Ed.</i>	Director of Student Support Services
Linda P. Andrews <i>B.A., M.Ed., C.A.G.S.</i>	Assistant Director of Student Support Services
Cheryl L. Levesque <i>B.S.</i>	Director of Business
Jean E. Tower <i>B.S., M.A., C.A.G.S.</i>	Director of Technology
Cheryl M. Lepore	Administrative Assistant to the Superintendent
Pauline D. Joncas	Central Office Secretary
Sandra J. Burgess	Administrative Assistant to the Director of Student Support Services
Bernadette M. Noel	Administrative Assistant to the Assistant Superintendent and the Director of Technology
Jolene A. Chapski	Business Secretary
Nena H. Wall	Personnel Coordinator
Lois S. McMahon	Receptionist/Secretary
Christopher P. Hoey	Budget Officer
Robin A. Mason	Financial Coordinator - Northborough
Pamela E. Hite	Financial Coordinator - Southborough
Caroline Willard	Financial Coordinator - Algonquin
Suzanne L. Houle	Financial Clerk
Andrew F. Mariotti	Network Administrator
Lorraine T. Wolfrey	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 Strategic Plan, *Vision 2020: Strategically Planning for the Future*, articulates a vision for engagement and collaboration with the Southborough community. Our school improvement plans are updated each year and are aligned with the Strategic Plan. We are proud of the partnership that continues to support educational excellence, innovative and strong teaching and learning, and student engagement. Throughout 2014, there were opportunities for community engagement, District reflection for growth and continued achievement, and fulfillment of requirements identified through State and Federal regulations. Together, we provide a multi-faceted and robust learning environment, encouraging all students to love learning. We invite our parents and neighbors to explore and experience our Southborough schools by visiting our websites, serving on study groups, and attending one of many activities open to community members. We appreciate the continued support of the Southborough community, including our elected officials and Town departments, the Southborough Educational Foundation and partnerships with local business and community organizations. We have much to celebrate. There are numerous highlights and here are a few from 2014.

### ***Southborough Public Schools – 2014 Milestones***

- Developed enhanced safe school readiness practices and trained teachers and students on the A.L.I.C.E. (alert, lockdown, inform, counter, evacuate) protocols. Governor Patrick released a landmark Safe School Report which endorsed this preparedness program.
- Embraced the standards of learning which are embedded in the Massachusetts State Curriculum Frameworks for literacy and mathematics. Our schools, K-8, are using state of the art materials and resources and an investment in teaching and learning continues as teachers engage in systemic professional development in both content areas.
- Adopted the newly developed Massachusetts Educator Evaluation plan. Working closely with the Southborough Teachers Association, we successfully developed language, processes, and fully implemented the Plan in 2014. The collaborative spirit and focus on student learning provided the foundation for our very successful adoption of this newly legislated evaluative model.
- Identified effective teaching practices which embrace the use of technology as a tool to enhance teaching and learning. Teachers work to integrate effective technology use in the curriculum, using digital tools to research, read, write, create multimedia presentations, and to access the curriculum in many subject areas through content specific software.
- Engaged teachers and administrators in the analysis of student achievement and growth data available as part of the State assessment process. Several schools implemented the PARCC(Partnership for Assessment of Readiness for College and Careers) assessments, which may be the next generation of the MCAS(Massachusetts Comprehensive Assessment System) tests in 2016.
- Continued to improve access to technology tools that adequately meet teaching, learning, and administrative needs. This has included updated computers and more mobile devices.
- 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.
- Provided students with developmentally appropriate opportunities to learn, grow, and make meaningful progress. Student progress is continually monitored to ensure that all children achieve learning goals.
- Provided comprehensive, building-based assistance utilizing student support teams' interventions to students who are challenged by disabilities, learning differences and/or life events beyond their control.
- Reviewed and revised our science curriculum to embrace the newly proposed Next Generation National Science Foundation/DESE standards.

*Superintendent's Report (continued)*

***Southborough Schools - 2014 Highlights***

***Finn School***

- The Finn School received its NAEYC (National Association of Education for Young Children) accreditation.
- Staff worked with consultant TLA (Teaching and Learning Alliance) for professional development to update the writing curriculum and implement the Lucy Calkins“Six Traits of Writing” to enhance the standards for developing writers.
- Continued to foster strong social/emotional and character development in our students through our monthly whole school CARE (Compassion, Acceptance, Respect for Everyone) assemblies and Walk to School Wednesdays.
- Conducted “Table Talk” in the school cafeteria to encourage conversations about healthy habits and the monthly whole school CARE themes.
- Classrooms are continuing to utilize parent volunteers and “adopted” seniors to work in different classrooms.
- Continued to have partnerships with NECC, Framingham State University and Simmons College.
- Students continue to draw pictures and write cards for soldiers. Woodward School received a special recognition for our dedication to honoring our service men and women.
- The school is continuing its charitable efforts with Southborough Food Pantry for food donations as well as working with FIT - Families in Transition, Clothing donation (coats, winter items) drive.

***Woodward School***

- The addition of “Abbie’s Buddy Bench” to support our Anti-Bullying program.
- The addition of the “Dr. Charles Gobron Outdoor Classroom.” Grant for \$20,000 from SEF.
- The addition of the Fire Department’s SAFE (Student Awareness of Fire Education) program for third grade students.
- Community Outreach – Senior Volunteers and Cards/Pictures for Troops
- Continued to foster strong social/emotional and character development in our students through our monthly whole school CARE assemblies.
- Conducted “Table Talk” in the school cafeteria to encourage conversations about healthy habits and the monthly whole school CARE themes.
- Held “Wake Up and Work Out at Woodward” which encourages students to come and exercise at Woodward on Tuesday and Friday mornings each week.
- Classrooms are continuing to utilize parent volunteers and “adopted” seniors to work in different classrooms. Some listen to students read, play math games or help with center activities.
- Students continue to draw pictures and write cards for soldiers.
- Continue charitable work by working with Southborough Food Pantry for food donations as well as FIT - Families in Transition, Clothing donation (coats, winter items) drive.

***Neary School***

- Grant supported *Lights, Camera, Action Literacy Program*.
- *Caught Caring* recognizes students demonstrating our CARE theme of the month who are "Caught Caring".
- School-Wide Collaborative Cohorts. Developed a whole school Teaching and Learning Mission Statement.
- One School, One Field Trip to The Spirit of Boston; One School, One Picture (USA flag); One School, One Read: Rules; One School, One Weekly Meeting.

*Superintendent's Report (continued)*

***Neary School***

- Monthly *Community Caring* donations to Southborough Food Pantry, Candy for Troops Collection, King Arthur Bread Baking Program (students will each bake a loaf of bread to donate to Father Bill's in Boston for their Thanksgiving meal), Jared's Box Toy Collection for children with terminal illnesses in hospitals; Cards for Kids at St. Jude's Hospital.
- Implementing the 1:1 iPads grade 4, 1:2 iPads grade 5 offering professional development at monthly technology presentations to Neary School Council by grade-level teacher teams.
- Neary Wizard contest with more than 150 participants! A new wizard was selected and presented to students at the end of October.
- *Putting Our Best Neary Foot Forward!* Encourages students and parents to do their best each day by participating and recognizing the personal best in themselves and others.

***Trottier Middle School***

- Added 20 iPads for teacher use which has enhanced our ability to develop curriculum using cutting-edge technology for the classroom.
- Focused on 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.
- Invited Team Hoyt and showed the documentary "Shooting Beauty" to enhance our student response to people with disabilities.
- Investigated homework practices across the grades to review the quality and quantity to ensure maximizing student learning.
- Hosted parent meetings on pertinent topics like social media and security protocols.
- Enhanced our Facebook and Twitter use. We model appropriate use of social media tools to help communication with our school community and beyond.

## ***Grants***

**T**he following is a brief summary of the federal and state grants the Southborough Public Schools received in 2014.

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 - \$34,565**

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 - \$19,935**

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 - \$29,218 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 - \$56,260**

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 - \$6,250 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 - \$20,628**

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 - \$336,719**

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, 2014**

<b>School</b>	<b>Pre-K</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>Total</b>
<b>Finn</b>	40	119	107								<b>266</b>
<b>Woodward</b>			126	152							<b>278</b>
<b>Neary</b>				128	166						<b>294</b>
<b>Trottier</b>					152	160	181				<b>493</b>
<b>Total</b>	40	119	107	126	152	128	166	152	160	181	<b>1,331</b>

**TOWN OF SOUTHBOROUGH SCHOOL FINANCIAL STATEMENT FOR THE 2014 FISCAL YEAR - JULY 1, 2013 THROUGH JUNE 30, 2014**

**APPROPRIATION:**

Regular Education	\$ 12,394,025
Special Education	\$ 5,277,467
Total Beginning Appropriation	<u>\$ 17,671,492</u>

**Total Appropriation** \$ 17,671,492

**EXPENDITURES:**

**REGULAR DAY PROGRAMS**

**ADMINISTRATION:**

School Committee	\$ 13,232
Superintendent's Office	\$ 113,366
Administrative Support Services	\$ 375,307
<b>Total Administration</b>	<u>\$ 501,905</u>

**INSTRUCTION:**

Supervision	\$ 40,600
Principals' Offices	\$ 804,516
Teaching	\$ 7,797,081
(includes Salaries, Supplies and Materials)	
Professional Development	\$ 91,027
Textbooks & Instructional Equip	\$ 372,938
Library Services	\$ 247,714
Guidance Services	\$ 269,045
<b>Total Instruction</b>	<u>\$ 9,622,921</u>

**OTHER SCHOOL SERVICES:**

Attendance Services	\$ 500
Health Services	\$ 309,783
Pupil Transportation	\$ 356,920
After School Activities	\$ 25,375
Student Body Activities	\$ 15,074
<b>Total Other School Services</b>	<u>\$ 707,652</u>

**OPERATION OF PLANTS:**

Custodial Services (Salaries & Supplies)	\$ 724,219
Heating	\$ 199,126
Electricity	\$ 235,644
Telephones	\$ 30,115
Water	\$ 17,000
Technology Telecommunications	\$ 32,847
<b>Total Operation of Plants</b>	<u>\$ 1,238,950</u>

**MAINTENANCE:**

Grounds	\$ 10,955
Buildings	\$ 215,749
Equipment	\$ 58,370
Technology Maintenance	\$ 34,735
<b>Total Maintenance</b>	<u>\$ 319,809</u>

**LEASE OF BUILDING & EQUIPMENT:**

	\$ 699
<b>TOTAL EXPENDITURES, REGULAR DAY PROGRAMS</b>	<u><u>\$ 12,391,936</u></u>

**SPECIAL EDUCATION PROGRAMS**

Legal Services	\$ 14,900
Supervision	\$ 130,240
Teaching (Salaries & Supplies)	\$ 3,377,011
Professional Development	\$ 2,537
Psychological Services	\$ 348,709
Health Services	\$ 65,749
Transportation	\$ 526,493
Equipment Maintenance	\$ 10,837
Programs - Other Schools in Massachusetts	\$ 645,156
Payments to Collaboratives	\$ 150,779
<b>TOTAL EXPENDITURES, SPECIAL EDUCATION</b>	<u><u>\$ 5,272,409</u></u>

**TOTAL EXPENDITURES** \$ 17,664,345

**BALANCE RETURNED TO GENERAL FUND:** \$ 7,147

**SCHOOL LUNCH ACCOUNT**

<b>INCOME:</b>	
Balance from FY13	\$ 25,282
Total Receipts, FY14	\$ 279,720
<b>Total Revenues</b>	<u>\$ 305,002</u>

**EXPENSES:**

Total Expenditures, FY14	\$ 280,654
<b>BALANCE TO FY15</b>	<u>\$ 24,348</u>

**SPECIAL ED - CIRCUIT BREAKER**

<b>INCOME:</b>	
Balance from FY13	\$ 998,655
Total Receipts, FY14	\$ 783,137
<b>Total Revenues</b>	<u>\$ 1,781,792</u>

**EXPENSES:**

Total Expenditures, FY14	\$ 998,655
<b>BALANCE TO FY15</b>	<u>\$ 783,137</u>

**KINDERGARTEN GRANT**

Expenditures	\$ 56,260
Unexpended Balance	\$ -
<b>Total Grant Received</b>	<u>\$ 56,260</u>

**FY14 TITLE I GRANT**

Expenditures	\$ 27,204
Unexpended Balance*	\$ 7,361
<b>Total Grant Received</b>	<u>\$ 34,565</u>

**FY14 TITLE IIA GRANT**

Expenditures	\$ 19,498
Unexpended Balance*	\$ 437
<b>Total Grant Received</b>	<u>\$ 19,935</u>

**FY13 TITLE I GRANT**

Expenditures	\$ 3,871
Unexpended Balance	\$ -
<b>Total Grant Received</b>	<u>\$ 3,871</u>

**FY13 TITLE IIA GRANT**

Expenditures	\$ 12,633
Unexpended Balance	\$ -
<b>Total Grant Received</b>	<u>\$ 12,633</u>

\*Balance carried forward to FY 2015



## NEED INFORMATION???

Address: Southborough Town House, 17 Common Street, Southborough, MA

Phone: 508-485-0710 Fax: 508-480-0161

Email: [selectmen@southboroughma.com](mailto:selectmen@southboroughma.com)

Website: [www.southboroughtown.com](http://www.southboroughtown.com)

### EMERGENCY NUMBER.....911 [Police, Fire, Ambulance]

#### DEPARTMENT

Accounting  
Animal Control Officer  
Assessors  
Board of Appeals  
Board of Health  
Board of Selectmen  
Building Department  
Conservation Commission  
Facilities Department  
Fire Department  
Housing Authority  
Library  
Planning Board  
Police Department  
Public Works Department  
    Cemetery Division  
    Transfer Station  
    Water Division  
Recreation Commission  
Senior Center  
Town Clerk  
Treasurer/Collector  
Veterans' Agent  
Youth and Family Services

#### PHONE

508-485-0710  
508-485-7817  
508-485-0720  
508-485-0717  
508-481-3013  
508-485-0710  
508-485-0717  
508-485-0710  
508-485-8175  
508-485-3235  
508-481-2166  
508-485-5031  
508-485-0710  
508-485-2147  
508-485-1210  
508-485-1618  
508-485-2511  
508-485-1845  
508-229-4452  
508-229-4453  
508-485-0710  
508-485-0710  
508-229-2172  
508-481-5676

#### CONTACT NAME

Heidi Kriger, Town Accountant  
Leslie Boardman  
Paul Cibelli, Principal Assessor  
Karen Finelli, Administrative Assistant  
Paul Pisinski, Public Health Director  
Mark Purple, Town Administrator  
Mark Robidoux, Building Inspector  
Beth Rosenblum, Conservation Administrator  
John Parent, Facilities Manager  
Joseph Mauro, Fire Chief  
Lynne Moreno, Director  
Ryan Donovan, Director  
Jennifer Burney, Town Planner  
Kenneth Paulhus, Police Chief  
Karen Galligan, DPW Superintendent  
Bridget Gilleney-DeCenzo, Division Supervisor  
Hours: 8:00 a.m. - 6:00 p.m. Wednesday through Saturday  
Doreen Ferguson, Director  
Pamela LeFrancois, COA Director  
Michelle Jenkins, Assistant Town Clerk  
Brian Ballantine, Finance Director  
John Wilson [4:00 p.m. – 6:00 p.m. Tuesday]  
Laurie Sugarman-Whittier, Director

#### OTHER SERVICES

BayPath Elder Services  
    [home-delivered meals]  
Charter Communications  
Citizen Information  
Historical Museum  
National Grid  
NSTAR  
Southborough Access Media  
Southborough Community House  
Southborough Post Office  
Verizon

508-573-7246  
1-800-634-1008  
1-800-392-6090  
1-800-322-3223  
1-800-592-2000  
508-485-8156  
508-485-4887  
508-485-4736  
1-800-837-4966

Cable TV provider  
Secretary of State's Office  
Hours: 1:00 p.m. – 3:00 p.m. Sunday  
Customer Service  
Customer Service  
Katelyn Willis, Executive Director  
Bertha Ginga  
Cable TV provider

#### SCHOOLS

Albert S. Woodward [Gr. 2-3]  
Algonquin Reg. High School  
Assabet Valley Reg. Vocational  
Margaret Neary [Gr. 4-5]  
Mary Finn [Pre-K-1]  
Superintendent's Office  
Trottier Middle School [Gr. 6-8]

508-229-1250  
508-351-7010  
508-485-9430  
508-481-2300  
508-485-3176  
508-486-5115  
508-485-2400

James Randell, Principal  
Thomas Mead, Principal  
Mary Jo Nawrocki, Interim Superintendent/Director  
Kathleen Valenti, Principal  
James Randell, Principal  
Christine Johnson, Superintendent  
Keith Lavoie, Principal



My favorite thing to do in fall is going back to school.

-Stephanie

*Stephanie Root*



I love to horseback ride in  
fall.  
-Camilla

*Camilla Ferencz*