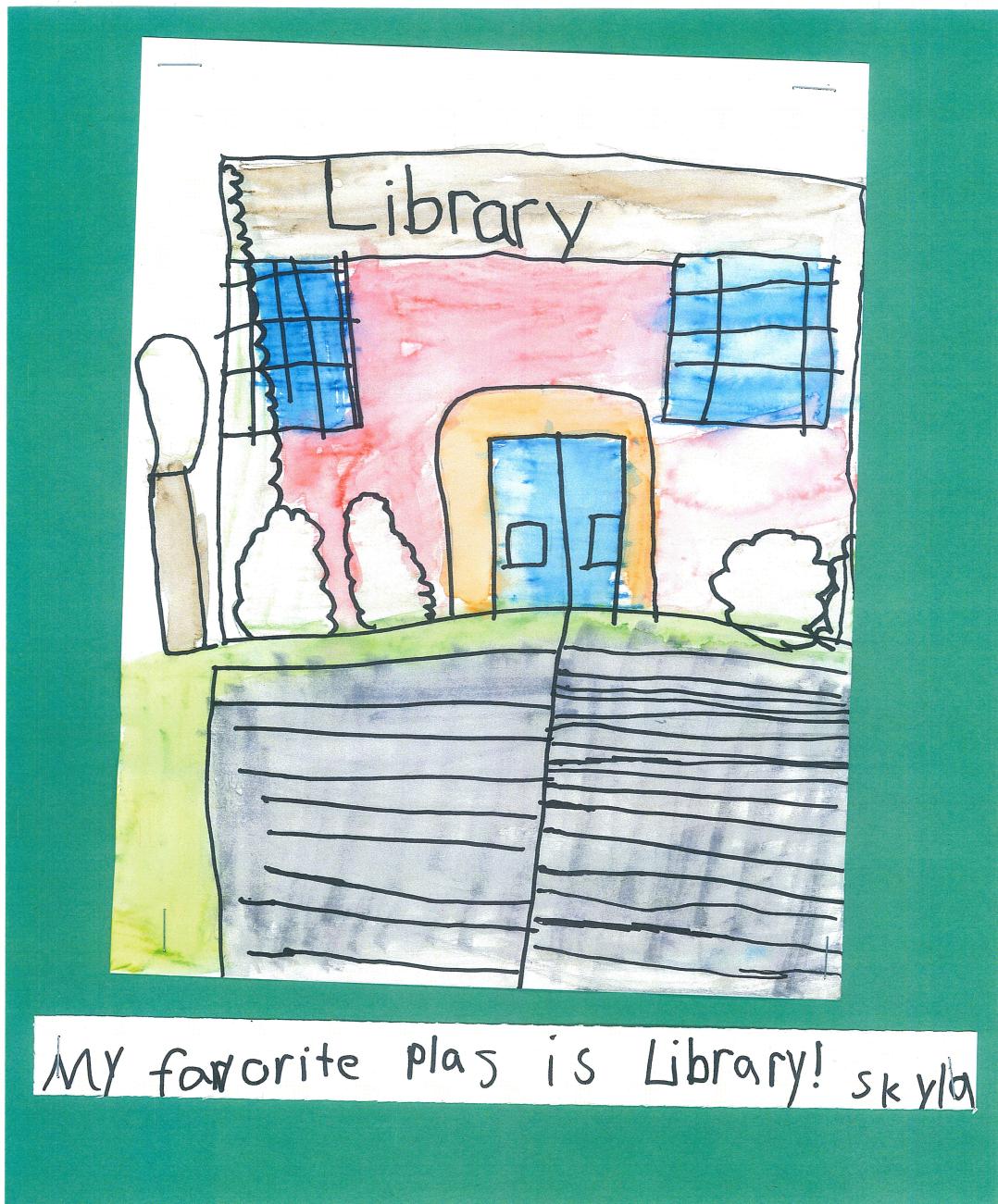


2013 ANNUAL REPORT
THE TOWN OF
SOUTHBOROUGH, MASSACHUSETTS



Skyla DeChellis – Grade 2

Credits

Front Matter and Layout

Donna L. McDaniel

Reports

Department heads, committee chairs

Artwork

Second and Third Graders of Woodward School

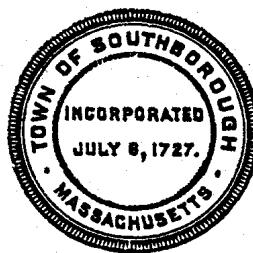
One Hundred Fortieth

ANNUAL REPORT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS



For the Year Ending

December 31, 2013

Southborough Through Our Children's Eyes



Artwork by students in Grades 2-3

Heather Dubois, Elementary Art Teacher



What is your favorite place in Southborough?

What did Ms. Dubois' students draw?

120—their home

60—the library or a municipal-related building

5—religious buildings

30—Woodward School

35—various sport-related fields

25—various businesses

Forty-four drawings were reviewed and ten chosen for this publication (with parents' permission): One winner (front cover); two runners-up (back cover); seven others throughout.

The Criteria

Neatness and use of tools—color and white space. *Communication*—How well the illustration communicates the theme. *Creativity and originality*—Was the design their own? Was it expressive and imaginative? *Elements of design*—Use of line, shape, color to create familiar objects and use of foreground/background to demonstrate use of balance.

The Judges: Selectman Bill Boland, Susan Fitzgerald, originator of "My Southborough," and Sarah Cassell, Asst. Director of Youth and Family Services.

HONORING SOUTHBOROUGH'S RETIREES

"Quite A Journey"

Jane Moran, first woman Police Chief, after thirty years

Jane Moran will be remembered not only as the first woman to be a police officer in Southborough (1984), but even more notably for going on to become the town's first female police chief. Along the way she held practically every other job in the department. Being the first in any organization can be difficult. Being the first woman in any traditionally male organization is by all accounts especially challenging; few would be surprised to know that the first woman chief would not always be welcome; more likely her service would be fraught with special challenges.

Chief Jane Moran has met those challenges, recognized now for "putting her heart and soul" into her work, for having her finger "on the pulse of the town," and for her professionalism through it all. As she moves into retirement, let us remember her commitment, her pride in her accomplishments and those of her department, and for comporting herself in a way that should make us all proud.

Richard Rock

Public Works Department — Thirty-Five Years

Richard "Dicky" Rock, a Senior Highway Equipment Operator, has retired after thirty-five years of service to Southborough. Rock served as a volunteer call fire-fighter before joining the Highway Department in 1979 which shortly became a division in the newly-organized Department of Public Works (DPW). Rock will be remembered as the man at the controls of the town's backhoe or the street sweeper or a roadside mower. And, come winter weather, he could be seen plowing and sanding Route 85. In 2006 Rock was also Tree Warden. Residents of Southborough have benefitted from Rock's knowledge, dedication, and work ethic in his years of service.

Michael Nelson

Public Works Department — Thirty-Eight Years

Water Supervisor Michael Nelson retired this year as well after serving for over thirty-eight years, first as a Water Department employee and then, with the merger, transitioned to the Water Division. For over twenty-two years he was Water Supervisor and five as Department Foreman. Southborough has benefitted from Nelson's tireless loyalty to the town and its water system. His quiet strength of character will be missed.

***Employees and Volunteers of the Town of Southborough
2013***

In Memoriam
Mary Noberini Bezokas
Chef, Woodward School Cafeteria

In Memoriam
William E. Gray
Reserve Police Officer

In Memoriam
Charles F. Hamel
Animal Control Officer
Special Police Officer

In Memoriam
Francis J. Mattioli
Southborough Police Chief (27 years)

In Memoriam
Margaret "Peg" Fuller Rossi
Secretary, Water Department

In Memoriam
Carolyn Zeleseyk Urban
Math Teacher, Southborough Schools

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



- My favorite place is church! -Omar

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NEED INFORMATION?	<i>Inside of Back Cover</i>

Southborough at a Glance

Settled in 1688

Incorporated July 6, 1727

Area	13.79 square miles. 67.8 miles of town roads; 10.72 miles of state roads
Population	9,767
Tax Rate	\$16.18
Form of Government	Open Town Meeting; Board of Selectmen
Public Library	25 Main Street
Public Safety	Police Department: 19 Main Street Fire Department and emergency ambulance service: 21 Main Street
Schools	Elementary Schools: Mary E. Finn School, 60 Richards Road Albert S. Woodward Memorial School, 28 Cordaville Road Margaret A. Neary School, 53 Parkerville Road P. Brent Trottier Middle School, 49 Parkerville Road High Schools: Algonquin Regional, 79 Bartlett Street, Northborough Assabet Valley Regional Vocational, 215 Fitchburg Street, Marlborough Private Schools: St. Mark's School, 25 Marlboro Road Fay School, 48 Main Street
Recreation	South Union Building, 21 Highland Street
Hospitals within 10 miles	UMASS Memorial-Marlborough Hospital, 157 Union St. (508-481-5000) MetroWest Medical Center-Framingham Union Campus, 115 Lincoln St. (508-383-1000)
Houses of Worship	Roman Catholic: St. Anne's, 20 Boston Rd; St. Matthew's, 105 Southville Rd. Episcopal: St. Mark's, 27 Main Street United Church of Christ, Congregational: Pilgrim Church, 15 Common St. Federated: First Community Church, 137 Southville Road Evangelical, nondenominational: Chinese Gospel Church, 60 Turnpike Road
Utilities	Electricity: National Grid Gas: NSTAR Water: from Quabbin Reservoir by Mass. Water Resources Authority Cable TV and Internet: Charter Communications (1-800-634-1008) Verizon (1-800-837-4966)
Transportation	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.....	Deval L. Patrick
Lieutenant Governor.....	vacant
Secretary of State.....	William Francis Galvin
Attorney General	Martha Coakley
Treasurer.....	Steven Grossman
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 th 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 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 (2014)
Joseph E. Green (2016)
Arthur K. Holmes (2015)

BOARD OF COMMISSIONERS

OF TRUST FUNDS - 3 years
Michael S. Bakshi (2015)
William J. Boland (2014)
Nicolas A. McCoy (2016)

BOARD OF HEALTH - 3 years

Louis Fazen, III (2015)
Nancy A. Sacco (2014)
Mary Lou Woodford (2016)

BOARD OF SELECTMEN - 3 years

William J. Boland (2015)
Daniel L. Kolenda (2014)
John F. Rooney, III (2016)

BOARD OF TRUSTEES

SOUTHBOROUGH LIBRARY - 3 years
Judith K. Budz (2014)
Nicole C. DeBonet (2015)
Marguerite H. Landry (2016)
Nancy E. Mayo (2014)
Jane A. Smith (2015)
Richard J. Wallace (2016)

MODERATOR - 1 year

David A. Coombs (2014)

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

Southborough Committee
Paul C. Butka (2014)
Susan P. Dargan (2015)
Kathleen A. Harragan (2015)
Daniel L. Kolenda (2016)
David C. Rueger (2014)

Northborough Committee

Joan G. Frank (2016)
Scott Michael Karpuk (2014)
Shirley J. Lundberg (2014)
Ganaraja Thejaswi (2015)
Helynne B. Winter (2015)

PLANNING BOARD - 5 years

Kathleen B. Bartolini (2016)
Paul M. Cimino (2015)
Philip A. Jenks (2014)
Andrew S. Mills (2018)
Donald C. Morris (2017)

SCHOOL COMMITTEE - 3 years

Gerald V. Capra (2015)
Roger W. Challen (2016)
Paul H. Desmond (2014)
Kathleen A. Harragan (2014)
Marybeth R. Strickland (2015)

SOUTHBOROUGH HOUSING AUTHORITY -
5 years

Jean A. Chappelle (2018)
Robert P. Jachowicz (2015)
Nancy G. Morris (2014)
Marianna Surette (2017)
Vacancy (State Appointee) (2010)

TOWN CLERK - 3 years

Paul J. Berry (2014)

APPOINTED OFFICIALS

Appointed by Moderator

ADVISORY COMMITTEE - 3 years

John B. Butler, Jr. (2014)
Kathryn M. Cook (2016)
James F. Hegarty (2014)
Janet M. Maney (2016)
Teresa N. Mauro (2016)
Karen S. Muggeridge (2015)
Brian E. Shea (2015)
Sam R. Stivers (2015)
John M. Wood (2014)

PERSONNEL BOARD - 3 years

Brian J. Donovan (2016)
Susan L. Grinblatas (2014)
Joseph C. Laning (2014)
Russell B. Millholland (2016)
Stephen A. Morreale (2015)

PUBLIC WORKS PLANNING BOARD

3 years

Appointed by Town Moderator

Mark S. Bertonazzi (2014)

Robert B. Bezokas (2015)

Vacancy (2016)

Appointed by Planning Board

Michael N. Hartnett (2014)

Vacancy (2016)

Appointed by Board of Selectmen**AFFORDABLE HOUSING TRUST****COMMITTEE** (ad hoc) – 2 years

Brian P. Ballantine (2015)

William J. Boland (2015)

Daniel L. Kolenda (2015)

Donna L. McDaniel (2015)

John F. Rooney, III (2015)

Vacancy (2015)

Vacancy (2015)

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

Vacancy (2014)

Vacancy (2014)

Vacancy (2014)

Vacancy (2014)

Vacancy (2014)

AMERICANS WITH DISABILITIES ACT**(ADA) COORDINATOR** - 1 year

Vacancy (2014)

ANIMAL CONTROL OFFICER/**ANIMAL INSPECTOR** - 1 year

Leslie E. Boardman (2014)

ASST. ANIMAL CONTROL OFFICER

1 year

Jennifer A. Condon (2014)

ASST. TOWN ACCOUNTANT – 1 year

Cynthia R. Foster (2014)

ASST. TOWN ADMINISTRATOR - 1 year

Vanessa D. Hale (2014)

ASST. TREASURER/COLLECTOR - 1 year

Karen M. Hamelin Figueroa (2014)

BUILDING DEPARTMENT**Inspector of Buildings** - 3 years

Mark S. Robidoux (2016)

BUILDING DEPARTMENT (cont'd)**Alternate Building Inspector** – 1 year

Michael Connelly (2014)

Electrical Inspector - 1 year

James J. Colleary (2014)

Assistant Electrical Inspectors - 1 year

Stephen A. Curtis (2014)

John F. Nemensky (2014)

Appointed by Inspector of Buildings**Plumbing/Gas Inspector** - 1 year

Richard M. Araujo (2014)

Assistant Plumbing/Gas Inspectors – 1 yr.

Austin P. Beliveau (2014)

Henry G. Pacific (2014)

CENTRAL MASS. RESOURCE RECOVERY**COMMITTEE** - 1 year

Karen M. Galligan (2014)

COMMUNITY PRESERVATION COMM.

3 years

Frederica J. Gillespie (2016)

Joseph E. Hubley (2016)

Andrew S. Mills (2015)

Christopher Molinaro (2015)

Nancy G. Morris (2014)

Mark W. Murphy (2015)

Sharon A. V. Shoemaker (2014)

Jesse T. Stein (2014)

CONSERVATION COMM. – 3 years

Kathleen Curtiss (2015)

Russell S. Gregory, Jr. (2016)

Carl C. Guyer (2014)

Christopher Molinaro (2016)

Mark S. Possemato (2014)

Rebecca Waterfall (2014)

Vacancy (2015)

Community Gardens – 1 year

Debra Molinaro (Coordinator) (2014)

Vacancy (Co-Coordinator) (2014)

CONSTABLES – 1 year

Charles R. O'Connell (2014)

William E. Pickett, Jr. (2014)

COUNCIL ON AGING - 3 years

Leah R. Alea (2016)
Leo D. Buck (2015)
Thomas J. Conlin (2016)
William W. Harrington (2015)
Susan M. Keir (2016)
Margery L. Lubanko (2014)
Elaine A. Yetman (2016)
Alternate Members - 1 year
Susan G. Baust (2014)
Arthur K. Holmes (2014)
Marie A. Kensinger (2014)
William J. Yetman (2014)

ECONOMIC DEVELOPMENT

COMMITTEE (ad hoc) – 1 year

David W. Bakstran (2014)
Jennifer L. Burney (2014)
Julie W. Connelly (2014)
Benjamin W. Johnson (2014)
Daniel L. Kolenda (2014)
David K. McCay (2014)
William M. Pezzoni (2014)
Mark J. Purple (2014)
Christopher Robbins (2014)
Vacancy (2014)

ETHICS COMMISSION LIAISON

1 year
Michelle A. Jenkins (2014)

FACILITIES MANAGER – 1 year

John A. Parent (2014)

FENCE VIEWERS - 1 year

Paul O. Smith (2014)
Vacancy (2014)

FIELD DRIVERS - 1 year

Robert C. Lagasse (2014)
Vacancy (2014)

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 (2014)

GRANT COORDINATOR - 1 year

Heidi A. Kriger (2014)

GREEN TECHNOLOGY AND RECYCLING

COMMITTEE (ad hoc) - 1 year

John L. Cook, III (2014)
Carl C. Guyer (2014)
Stanley D. Tanenholz (2014)
Vacancy (2014)
Vacancy (2014)

HIPPA PRIVACY OFFICER – 1 year

Vanessa D. Hale (2014)

HISTORICAL COMMISSION - 3 years

Joseph E. Hubley (2016)
Amanda J. Martinot (2014)
Katherine T. Matison (2016)
Maria T. Romero (2014)
Vacancy (2015)
Vacancy (2015)
Vacancy (2016)

INDUSTRIAL DEVELOPMENT

COMMISSION - 5 years - *Inactive*

INDUSTRIAL DEVELOPMENT FINANCING
AUTHORITY - 5 years - *Inactive*

METROPOLITAN AREA
PLANNING COUNCIL - 3 years

Kathleen B. Bartolini (2016)
Vacancy (2016)

METROWEST REGIONAL

COLLABORATIVE - 1 year

Kathleen B. Bartolini (Planning Bd. rep.) (2014)
William J. Boland (Selectman rep.) (2014)

METROWEST REGIONAL TRANSIT

AUTHORITY – 1 year

Kathleen B. Bartolini (2014)

MUNICIPAL COORDINATOR

(Right-to-Know Law) - 1 year

Joseph C. Mauro (2014)

MUNICIPAL HEARING OFFICER

1 year
John E. Thorburn (2014)

MUNICIPAL TECHNOLOGY COMMITTEE

(ad hoc) – 1 year
Brian P. Ballantine (2014)
Roger W. Challen (2014)
Alexander Neihaus (2014)
Mark J. Purple (2014)
Vacancy (2014)

OPEN SPACE PRESERVATION

COMMISSION - 5 years
Lisa M. Braccio (2018)
Sean R. Connelly (2015)
Frederica J. Gillespie (2016)
Helen C. Hamman (2014)
Maryellen Luttrell (2017)

PARKING CLERK – 1 year
Brian P. Ballantine (2014)

PHASE II STORMWATER COMMITTEE

(ad hoc) – 1 year
Karen M. Galligan (2014)
Paul C. Pisinski (2014)
Vacancy (2014)
Vacancy (2014)
Vacancy (2014)

PILOT COMMITTEE (ad hoc) – 1 year

Brian P. Ballantine (2014)
Paul T. Cibelli (2014)
John F. Rooney, III (2014)

POLICE DEPARTMENT

Chief of Police

Kenneth M. Paulhus (2017)
Constable

Kenneth M. Paulhus (2014)

Jail Keeper

Kenneth M. Paulhus (2014)

Lieutenant – 1 year

Sean R. James (2014)

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)
Keith A. Nichols (2015)
Aaron L. Richardson (2015)
Thomas R. Rock (2015)
Michael T. Whelan (2015)

POLICE DEPARTMENT (cont'd)

Regular Officers - 2 years
William J. Woodford, III (2015)
Admin. Assistant to Chief of Police - 1 year
Richard L. Mattioli (2014)
Communications Officers (full-time) - 1 year
Michael R. Cunningham (2014)
Kyle M. DeVincent (interim) (2014)
Jonathan C. Kersting (2014)
David J. Maida (2014)
Michael D. Osattin (2014)
Dispatchers (part-time) - 1 year
Cameron M. Chapski (2014)
Kyle M. DeVincent (2014)
Stephen B. Neivert (2014)
John E. Thorburn (2014)
Reserve Officers - 1 year
Richard L. Mattioli (2014)
Ronald G. Mattioli (2014)
Michael D. Osattin (2014)
Special Officers - 1 year
Leslie E. Boardman (2014)
Jennifer A. Condon (2014)
Michael R. Cunningham (2014)
Kyle M. DeVincent (2014)
Jonathan C. Kersting (2014)
Frederick P. Mabardy (2014)
David J. Maida (2014)
Jane T. Moran (2014)
Chaplain – 1 year
Vacancy (2014)

PROCUREMENT OFFICER, CHIEF

1 year
Vanessa D. Hale (2014)

PUBLIC WORKS DEPARTMENT

Superintendent of Public Works
Karen M. Galligan (2016)

RECREATION COMMISSION - 3 years

Sean N. Cronin (2014)
Joseph C. Laning (2014)
Mark W. Murphy (2016)
Craig W. Nicholson (2015)
Brian G. Shifrin (2016)

REGISTRAR OF VOTERS - 3 years

Paul J. Berry (ex-officio)
Susan E. Ruane (2015)
Jacob J. Walter (2014)
Vacancy (2016)

SEALER OF WEIGHTS AND MEASURES

1 year
Vacancy (2014)

SEXUAL HARRASSMENT OFFICER

1 year
Gregory A. Manousos (2014)

SITE PLAN REVIEW COMMITTEE

Neal P. Aspesi
Jennifer L. Burney
Karen M. Galligan
Joseph C. Mauro
Paul C. Pisinski
Mark S. Robidoux
Appointed by Board of Selectmen
Mark J. Purple

SOUTHBOROUGH CULTURAL ARTS

COUNCIL - 2 years
Susan G. Baust (2014)
Judith Christensen (2015)
Louise F. Clough (2015)
Alexandra H. DeCollibus (2014)
Raymond J. Gendreau (2015)
Jane E. Gordon (2015)
Jennifer P. Hansen (2015)
Kiera S. Joujoute (2015)
Sandra L. Kiess (2015)
Michael R. Krausert (2014)
Jane L. Lesniewski (2015)
Nicole A. Neal (2014)
Jennifer L. Saffran (2015)
Mary S. Simmons (2015)
Robyn L. Stewart (2015)

SOUTHBOROUGH ELDERLY HOUSING COMMITTEE (ad hoc) - 1 year

Leah R. Alea (2014)
Susan G. Baust (2014)
Leo D. Buck (2014)
Thomas J. Conlin (2014)
Arthur K. Holmes (2014)
Marie A. Kensinger (2014)
Margery L. Lubanko (2014)

SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE [SEPC]

SARA Title III (ad hoc)
Dana Amendola
Neal P. Aspesi
Lisa M. Braccio
Jennifer L. Burney
Leslie R. Chamberlin
Susan Chorey

SOUTHBOROUGH EMERGENCY

PLANNING COMMITTEE [SEPC]

SARA Title III (cont'd)

Aldo A. Cipriano
Steven E. Dahill
Christopher DeMoranville
Charles R. Dilts
Karen M. Galligan
Charles E. Gobron
Linda C. Hubley
Robert C. Lagasse
Sherri A. Lajeunesse
Pamela M. LeFrancois
Richard L. Mattioli
Joseph C. Mauro
Scott E. Navaroli
JoAnne O'Leary
John A. Parent
Paul C. Pisinski
Nelson R. Pleau
Mark J. Purple
Donn V. Pusher
Mark S. Robidoux
John F. Rooney, III
Beth C. Rosenblum
Mark A. Spruill
John P. Tommaney
Carol A. Willoughby

SOUTHBOROUGH EMPLOYEE SCREENING COMMITTEE (ad hoc)

1 year
Brian J. Donovan (2014)
Karen M. Galligan (2014)
Vanessa D. Hale (2014)
Alternate Members
Jennifer L. Burney (2014)
Joseph C. Mauro (2014)

SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE - 3 years

Tara A. Bayko (Private Citizen) (2015)
Craig W. Nicholson (Private Citizen) (2015)
Vacancy (Private Citizen) (2014)
Vacancy (Private Citizen) (2016)
Vacancy (Private Citizen) (2016)
Ex-officio members - 1 year
John F. Rooney, III (Selectman) (2014)
Vacancy (Housing Authority) (2014)
Vacancy (Planning Board) (2014)

SOUTHBOROUGH SCHOLARSHIP
ADVISORY COMM. (ad hoc) - 3 years
Cynthia J. Barnes (2014)
Ann Cave (2015)
Denise D. Howard (2016)
Doriann M. Jasinski (2016)
Renee Maiorana (2015)
Mary M. Mathon (2014)
Mary C. O'Brien (2016)
Vacancy (2014)

SOUTHBOROUGH STEWARDSHIP
COMMITTEE – 1 year
Paul R. Bourdon (2014)
Kathleen Curtiss (2014)
Yun Gao (2014)
Frederica J. Gillespie (2014)
James F. Gorss (2014)
Joyce M. Greenleaf (2014)
Vacancy (Recreation Rep) (2014)
Vacancy (2014)

SOUTHBOROUGH TRAILS COMMITTEE
(ad hoc) - 1 year
Jeffrey J. Beane (2014)
Daniel M. Frank (2014)
Daniel A. Guilford (2014)
Peter A. Kachajian, Jr. (204)
Anthony P. Schoener (2014)

SPECIAL LEGAL COUNSEL – 1 year
Philip Collins (2014)
Lisa L. Mead (2014)

TAXATION AID COMMITTEE (ad hoc)
1 year
Brian P. Ballantine (2014)
Arthur K. Holmes (2014)
James C. Mullins (2014)
James H. Nutter (2014)

TOWN ACCOUNTANT - 3 years
Heidi A. Kriger (2014)

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

TOWN COUNSEL - 1 year
Aldo A. Cipriano (2014)

TRANSPORTATION TASK FORCE
1 year
Kathleen B. Bartolini (2014)

TREE WARDEN - 1 year
Richard C. Rock (2014)

VETERANS' AGENT AND BURIAL AGENT -
1 year
John H. Wilson (2014)

VETERANS' GRAVE OFFICER - 1 year
Stephen W. Whynot (2014)

YOUTH COMMISSION - 3 years
Robert Basow (2016)
Susan A. Butka (2015)
Laura Ann Walsh Eppen (2015)
Deborah Hart (2015)
Kimberly A. Jordan (2014)
Sara B. Michas (2014)
Jessica T. Petrie (2016)

ZONING BOARD OF APPEALS – 5 years
Leo F. Bartolini, Jr. (2018)
Thomas Bhistikul (2016)
Arlon I. Brown (2015)
David J. Eagle (2017)
Edward D. Estella (2014)
Alternate members – 1 year
Lisa M. Cappello (2014)
Paul N. Drepanos (2014)

Appointed by Board of Assessors

PRINCIPAL ASSESSOR/APPRASIER
3 years
Paul T. Cibelli (2015)

Appointed by Board of Health

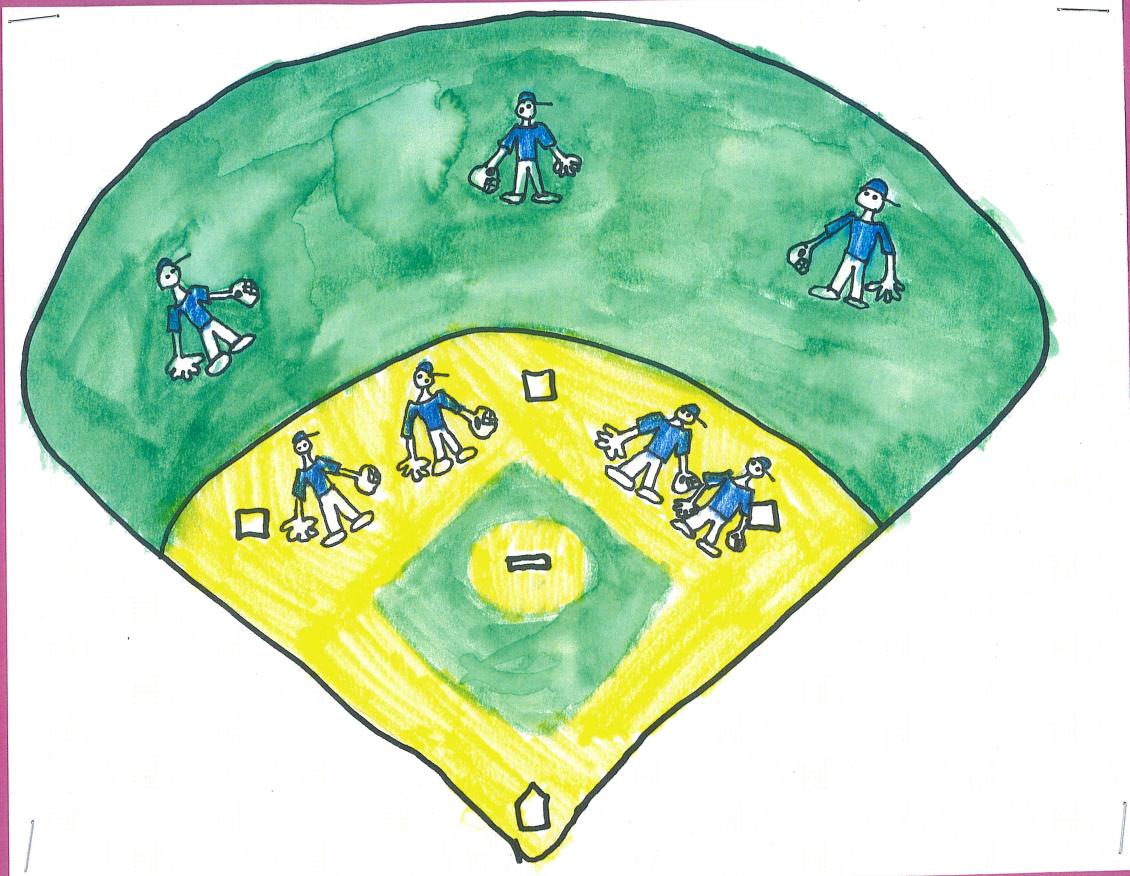
PUBLIC HEALTH DIRECTOR
Paul C. Pisinski

BURIAL AGENT
Paul J. Berry

Appointed by Town Clerk

ASSISTANT TOWN CLERK – 1 year
Michelle A. Jenkins (2014)

ADMINISTRATION



My favorite place is the Finn Baseball fields.

-Sean Desmond

Sean Desmond - Grade 3

Board of Assessors

Thomas J. Beaumont, Chair
Arthur K. Holmes
Joseph E. Green

Last fall, the Board of Assessors completed its annual revaluation of all real and personal property within the Town of Southborough as required by Massachusetts General Laws. As a result of this year's revaluation, Southborough's overall assessment of all real estate and personal property increased from \$2.068 billion to \$2.150 billion in FY2014. For the third consecutive year, Southborough's FY2014 overall residential values were adjusted upward reflecting changing conditions of the real estate market that occurred during 2012.

The average single family home assessment in Southborough rose from \$518,300 to \$536,200 in FY2014, a 3.45 percent increase, while the tax rate decreased from \$16.54 to \$16.18 per thousand during this period. The average assessed single family home's tax bill increased from \$8,573 to \$8,676 in FY2014, a \$103 or 1.2 percent increase. It should be noted, FY2014 assessments reflect the value of real and personal property as of January 1, 2013. Real estate values in all neighborhoods were adjusted based on sales transactions occurring in calendar year 2012. Calendar year 2013 real estate sales and market conditions will not be reflected in taxpayer's assessments until FY2015.

Southborough experienced significant building activity in FY2013, most notably a 140-unit apartment complex that resulted in a large increase in new growth over the previous year. In FY2014, new growth accounted for a robust \$873,625 in additional revenue for the community, a 99.4 percent increase from \$438,066 in FY2012. This breaks a nine-year downward trend in new growth and is the largest amount since FY2005 yielded \$889,543 in new revenue. This year's new growth far exceeded the five year average of \$490,936 and ten year average of \$661,847. Based on projections, new growth is expected to exceed the five year average as new construction remains active.

In May of 2013 Shirley A. Bator retired from the Board of Assessors after 13 years of service with the Town of Southborough. Shirley began her stint with the Assessors after a career as Collector/Treasurer for the communities of Agawam and Dennis. Her 25+ years' experience at the local level of government and extensive knowledge in municipal finance were a great asset to the Board of Assessors and the department's overall operation. The Board of Assessors and department staff wish Shirley a happy and healthy retirement with her family.

The Town election this past May provided the Board of Assessors with its newest member, Joseph E. Green, MAI, a recently retired real estate appraiser. He has been appraising real estate since 1973 and was the owner of the Green & Moody appraisal firm located in Southborough, a business he established in 1981. Joe is a licensed and certified general real estate appraiser in the Commonwealth of Massachusetts. His vast appraisal experience, knowledge of the local real estate market and analytical skills are a welcome addition to the department.

The Board of Assessors would like to remind senior citizens of the various programs available to assist with their property taxes. First, the Clause 41C Senior Exemption is available to individuals who meet the age, income, and asset requirements. Seniors must be 65 years of age as of the first day of the current fiscal year (July 1, 2013 for FY2014). Income limits for a single person are \$20,000; \$30,000 combined for a married couple. Asset limits for a single person is \$40,000; \$55,000 for a married couple.

The asset limit does not include the applicant's home (up to a three-family dwelling) or vehicles. If an applicant meets the above criteria, he or she is eligible to receive a \$1,000 annual reduction off their real estate taxes. Applications for Clause 41C are available at the Assessors' office or on their website: www.southboroughtown.com. Applications must be returned to the Assessors' office within three months after the actual tax bill is mailed.

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 percent of their real estate taxes. To be eligible, the applicant must be 65 years of age as of July 1, 2013, 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.

Board of Selectmen

Daniel L. Kolenda, Chair
William J. Boland
John F. Rooney, III

The Board of Selectmen is comprised of three members, each elected for a three year staggered term. The Board has several important responsibilities under state statute: the authority to prepare the town meeting warrant or agenda; to make appointments to town boards and offices; to employ professional administrative staff and town counsel; and grant licenses and permits. Apart from the strict legal responsibilities, the Board of Selectmen sets policy and strategic direction, coordinates, through the Town Administrator and his staff, the activities of other boards, and hears appeals and resolves problems that have not been settled at lower levels.

Names and Faces

The Board said goodbye to some dear friends this year and watched others move on to more exciting challenges. That list includes David Gusmini, Building Inspector and his Administrative Assistant Maegan Cox. Both departed for the Town of Natick. Library Director Jane Cain and Town Planner Eric Denoncourt also left their positions to pursue other interests. We also bid adieu to retiring Facilities Manager Phil Rinehart. Phil was with the Town for six years and made great strides in updating our mechanical systems, dealing with every weather system imaginable and creating office space where none had existed before.

Without question, the retirement of Police Chief Jane Moran in November was a milestone. She was appointed as a part-time dispatcher in 1982 and quickly was promoted to a full-time Police Officer position and then Sergeant. In 2008, she replaced Chief William Webber after his premature passing. She will be remembered for her dedication to the young members of our Town and her devotion to the DARE and Explorers programs. The Board especially extends their appreciation to these employees for their many years of dedicated service and wishes them great health and happiness in their future.

The Board is especially grateful to the members of the Police Chief Screening Committee who stood up to the task of a rigorous recruitment and donated many hours of service to the community. Additionally, the Employee Screening Committee spent a whirlwind summer doing the same when recruiting a Town Planner, Building Inspector and Facilities Manager. We do not know of any other community who could muster up such dedicated and diligent volunteers to meet as these groups did. The Town has seen a large turnover in staff this year. We are excited about 2014 and all the changes it will bring with a new team in place. We express our gratitude to these dedicated and civic minded volunteers. They included Brian Donovan, David Flynn, Russ Millholland, Claire Reynolds and Steve Trask.

2013 in Retrospect

During 2013 the Board of Selectmen worked tirelessly on the following initiatives:

- The most dramatic change the Town will observe in 2014 is the expansion of the Board of Selectmen from three to five members. This provision was approved in 2013 and the first election will take place in May of 2014
- The 2013 Annual Town Meeting funded the start of the Town's OPEB contribution by funding \$50,000, which pays for retirees post-employment benefits [health insurance].

Board of Selectmen (continued)

- The Town Administrator By-law approved at the 2013 Annual Town Meeting expanded the duties of the Administrator which now include the following tasks: supervise and be responsible for the efficient administration of all personnel under the jurisdiction of the Selectmen; advise all elected officials to consult with the Town Administrator; provides full jurisdiction over use of all Town facilities; provide a budget developed with directives agreed upon by the Board of Selectmen. He shall also have the ability to sign all warrants and payables and shall serve at the Town's Chief Information Officer
- The Board created a Trails Committee and dissolved the Capital Budget Committee. Much of this work will now be handled by an internal working group who will focus on financial forecasts and analysis of capital projects submitted to town meeting
- 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
- As 2013 came to a close, the Cable Committee was putting the final touches on their project to create the Southborough Access Media, Inc. non-profit. They just recently hired an Executive Director and have exciting plans in store for 2014!

Senior Tax Work-Off

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

In Closing

The Board takes this opportunity to once again remind you of your town's website, www.southboroughtown.com. The Town sincerely appreciates the 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 it out under 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 thank and welcome new staff: John Parent, Facilities Manager, Mark Robidoux, Building Inspector, Jessica Baptista, Administrative Assistant, Building Department, and Town Planner Jennifer Burney. 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.

Personnel Board

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

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
- Lucien R. Philippon [resigned August 2013] and replaced by Brian Donovan
- Roger W. Challen* [resigned June 2013 and replaced by Joseph Laning]
- Susan L. Grinblatas

* Mr. Challen resigned after election to the School Committee, as Personnel Board members cannot serve if elected to another position.

2013 ACCOMPLISHMENTS

The Personnel Board exceeded its 2013 goals, including the major project accomplishments listed below:

Salary Administration Plan: Updates in 2013 included the following items:

- Addition of Schedule B incorporating group of employees formerly represented by the SEIU Union
- Addition of Section H to accommodate pay and administrative procedures for Public Safety Communications Officers
- Inclusion of date specific language to grandfather paid leave procedures prior to 7/1/2005
- Stipulation that annual merit percentage(s) shall be set between November & January of each year
- Deleted step system and implemented a min/mid/max classification schedule

Employee Selection Role: The Board's members and staff routinely serve on selection committees for positions in Town. During 2013, the Personnel Board and various elected boards collaborated on the recruitment of a new Building Inspector, Facilities Manager, Town Planner and Police Chief. Russ Millholland once again served the Town most dutifully by chairing the Police Chief Search Committee. In the other recruitments, a new Employee Screening Committee was appointed. The Board wishes to thank Brian Donovan for chairing this committee and the many hours he spent overseeing the three other recruitments. As the year closed, Mr. Millholland moved from assisting public safety to the search for a new Library Director.

Additionally this year, Vanessa Hale, Assistant Town Administrator, participated in the recruitment of a new Administrative Secretary to the Building department. Ms. Hale also serves as the Town's personnel liaison and assists departments with their recruitment activities and other employment related issues.

Personnel Board (continued)

Other Deliberations and Activities: The Board was pleased to fund a workshop for the department heads 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.

The Board spent a great deal of time reviewing job descriptions in the Library and Police Department this year, during transition in both departments. It is the beginning of an effort to update tasks and duties for mid-level employees who jobs have not been reviewed in a great many years. As a continuation of this process, the Board will seek funding in FY15 for a major review of Schedule B employee tasks and pay scales. This action is also the result of monthly conversations with members of the Salary Administration Plan group.

As they have done every few years, the Board discussed the performance evaluation tool and settled on adding an addition self-evaluation form. This document will be used to see if the employee wants to address any issues or highlight any accomplishments that were not mentioned in the evaluation process.

2014 GOALS

The Personnel Board's goals for 2014 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;
- Issue an RFP for a 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 2013

<u>ACCOUNT</u>	OPENING BALANCE 7/1/2012	RECEIPTS	LESS EXPENDITURES	CLOSING BALANCE 6/30/2013
GRANTS	117,555	84,506	122,877	79,184
GIFTS	853,619	263,518	97,368	1,019,769
OTHER REVOLVING FUNDS	307,244	538,532	465,970	379,806
SALE OF CEMETERY LOTS	220,139	10,200	100,000	130,339
TITLE V SEPTIC BETTERMENTS	256,017	71,353	50,547	276,823
AMBULANCE FUND	512,881	355,229	277,228	590,882
OTHER RECEIPTS RESERVED FOR APPROPRIATION	41,772	3,528	11,168	34,132
COMMUNITY PRESERVATION FUND	<u>787,558</u>	<u>404,694</u>	<u>197,506</u>	<u>994,746</u>
FY 2013 TOWN REVOLVING FUNDS	<u>2,721,067</u>	<u>1,731,560</u>	<u>1,322,664</u>	<u>3,505,681</u>

Reserve Fund Transfers

ORIGINAL BALANCE	\$ 150,000.00
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TRANSFERS OUT:

DATE	DEPARTMENT	PURPOSE OF TRANSFER	AMOUNT APPROVED
6/13/2013	Liability Insurance	Increase in premium	11,025.00
6/13/2013	Election/Registration	Additional election	8,993.00
6/13/2013	Building/Zoning	Salaries	4,400.94
6/13/2013	Facilities	Unanticipated expenditures	7,687.00
6/30/2013	Facilities	Repairs to buildings	31,694.57
6/30/2013	Planning	Salaries	<u>5,697.69</u>
		TOTAL BALANCE	\$ <u>80,501.80</u>

Town of Southborough						
Balance Sheet - All Funds						
June 30, 2013						
		Special	Capital			
		General	Revenue	Project	Enterprise	Long-term Debt
		Fund	Funds	Funds	Funds	Agency Funds
						Account Group
						TOTAL
ASSETS						
Cash and cash equivalents	8,574,662	4,381,080	185,505	1,718,171	3,804,407	18,663,825
Receivables:						0
Septic Bett Int Added to Tax						0
Property Taxes	139,674					139,674
Tax Liens and foreclosures	517,623					517,623
Motor vehicle excise	179,597					179,597
Departmental		696,697		484,842		1,181,539
Less: Allowance for abatements	(745,180)					(745,180)
Due from Commonwealth		661,277				661,277
Amounts to be Provided for Ret of Debt					22,978,368	22,978,368
Total Assets	8,666,376	5,739,054	185,505	2,203,013	3,804,407	22,978,368
						43,576,723
LIABILITIES & FUND BALANCES						
Liabilities:						
Warrants and accounts payable	1,047,285	107,621		31,248	19,093	1,205,247
Other accrued liabilities	1,438,555	50,413				1,488,968
Notes payable						0
Bonds payable						22,978,368
Deferred revenue	91,714	696,697		484,842		1,273,253
Other liabilities	423,228				207,233	630,461
Total Liabilities	3,000,782	854,731	0	516,090	226,326	22,978,368
						27,576,297
Fund Balances:						
Reserved for:						
Encumbrances & continued appropriations	1,300,894	2,025,021		619,747		3,945,662
Overlay Deficits						0
Overlay Surplus						0
Petty cash	400					400
Subsequent year expenditures	1,742,053					1,742,053
Reduction of Future Exc Debt	108,489					108,489
Unreserved	2,513,758	2,859,302	185,505	1,067,176	3,578,081	-
Total Fund Balances	5,665,594	4,884,323	185,505	1,686,923	3,578,081	0
						16,000,426
Total Liabilities & Fund Balances	8,666,376	5,739,054	185,505	2,203,013	3,804,407	22,978,368
						43,576,723

Town of Southborough

Statement of Activities

June 30, 2013

	Governmental Funds	Enterprise Funds	Total
Revenues:			
Program Revenues:			
Charges for service	\$ 2,734,730	\$ 1,882,780	\$ 4,617,510
Operating grants and contributions	6,548,232	-	6,548,232
Capital grants and contributions	1,151,683	-	1,151,683
General Revenues:			
Property taxes	34,645,901	-	34,645,901
Excise taxes	1,905,391	-	1,905,391
Other	1,652,307	-	1,652,307
Total revenues	48,638,244	1,882,780	50,521,024
Expenses			
General government	3,054,960	-	3,054,960
Public safety	5,257,236	-	5,257,236
Education	34,374,096	-	34,374,096
Public works	3,889,896	-	3,889,896
Health & human services	768,838	-	768,838
Culture & recreation	1,161,342	-	1,161,342
Interest on debt	790,392	-	790,392
Water activities	-	1,761,639	1,761,639
Total expenses	49,296,760	1,761,639	51,058,399
Changes in net position before transfers	(658,516)	121,141	(537,375)
Transfers	65,000	(65,000)	-
Total change in net position	\$ (593,516)	\$ 56,141	\$ (537,375)

Town Treasurer

CASH BALANCES AS OF JUNE 30, 2013

BANK ACCOUNTS

Century Bank	Lock Box	131,755
Century Bank	Investment	2,302,493
First Trade Union Bank	Investment	1,690,067
Marlboro Savings - Escrow	Planning	158,556
Marlboro Savings - Escrow	Road Openings	40,388
Marlboro Savings	Operating Account	8,040,659
Marlboro Savings	Student Activity Account	39,681
Marlboro Savings	School Lunch Receipts	63,577
Mass.Mun.Dep.Trust	Investment	161,122
Mass.Mun.Dep.Trust	Law Enforcement Trust	11,581
Mass.Mun.Dep.Trust	Southwood Eng. B. O. H.	11,417
Mass.Mun.Dep.Trust	Southboro Cultural Arts Council	9,619
TD Bank	Ambulance Receipts	236,843
Unibank	Online Payments	120,805
Unibank	Investment & State Payments	1,311,179
Unibank	Payroll	39
Unibank	Accounts Payable	658

TRUST FUNDS

Bartholomew & Company	Stabilization Fund	428,485
Bartholomew & Company	Comm. Preservation & Town Trusts	3,904,501

CASH BALANCES

18,663,425

Town Collector

	<u>Opening</u>		<u>Reversals and</u>			<u>Exemptions/</u>		<u>Lien to</u>	<u>Transfer</u>	<u>Closing</u>
	<u>Balance</u>	<u>Commitment</u>	<u>Refunds</u>	<u>Dr adjustment</u>	<u>Payment</u>	<u>Abatement</u>	<u>Cr adjustment</u>	<u>Real Estate</u>	<u>Tax Title</u>	<u>Balance</u>
REAL ESTATE										
FY 2013	0.00	33,056,233.96	85,322.01	4,291.37	32,847,029.99	54,374.29	19,372.97	0.00	93,089.09	131,981.00
FY 2012	87,354.08	0.00	55,147.80	2,583.88	71,246.53	33,191.91	2,432.03	0.00	38,215.29	0.00
FY 2011	0.00	0.00	46.74	0.00	46.74	0.00	0.00	0.00	0.00	0.00
FY 2010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FY 2009 PRIOR	1,733.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,733.79	0.00
<i>RE Subtotal</i>	<i>89,087.87</i>	<i>33,056,233.96</i>	<i>140,516.55</i>	<i>6,875.25</i>	<i>32,918,323.26</i>	<i>87,566.20</i>	<i>21,805.00</i>	<i>0.00</i>	<i>133,038.17</i>	<i>131,981.00</i>
TAX TITLE	206,915.92	109,214.76	0.00	0.00	130,984.29	0.00	1,875.41	0.00	0.00	183,270.98
TAX TITLE WTR	3,241.23	1,801.61	0.00	0.00	3,950.35	0.00	27.58	0.00	0.00	1,064.91
TAX TITLE CPA	661.76	755.49	0.00	0.00	634.65	0.00	49.21	0.00	0.00	733.39
TAX DEFERRAL	141,217.76	33,623.86	0.00	0.00	27,278.96	0.00	0.00	0.00	0.00	147,562.66
PERSONAL PROPERTY										
FY 2013	0.00	1,153,191.95	13,012.16	393.16	1,158,624.40	216.67	396.58	0.00	0.00	7,359.62
FY 2012	4,697.90	0.00	1,148.72	384.27	2,541.06	2,825.66	309.47	0.00	0.00	554.70
FY 2011	62.18	0.00	0.00	0.00	0.00	0.00	62.18	0.00	0.00	0.00
<i>PP Subtotal</i>	<i>4,760.08</i>	<i>1,153,191.95</i>	<i>14,160.88</i>	<i>777.43</i>	<i>1,161,165.46</i>	<i>3,042.33</i>	<i>768.23</i>	<i>0.00</i>	<i>0.00</i>	<i>7,914.32</i>
MOTOR VEHICLE										
2013	0.00	1,715,357.71	25,248.71	3,678.63	1,542,125.97	31,887.22	1,531.65	0.00	0.00	168,740.21
2012	53,170.14	161,186.66	18,777.25	545.64	208,181.21	18,804.67	182.58	0.00	0.00	6,511.23
2011	10,039.84	141.25	1,307.31	0.00	5,876.81	1,326.06	0.00	0.00	0.00	4,285.53
2010	6,907.21	0.00	530.73	0.00	885.53	6,552.41	0.00	0.00	0.00	0.00
2009	60.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
<i>EX Subtotal</i>	<i>70,177.19</i>	<i>1,876,685.62</i>	<i>45,864.00</i>	<i>4,224.27</i>	<i>1,757,069.52</i>	<i>58,570.36</i>	<i>1,714.23</i>	<i>0.00</i>	<i>0.00</i>	<i>179,596.97</i>
WATER LIENS										
FY 2013	0.00	49,317.70	796.60	0.00	46,491.84	0.00	1,847.01	0.00	645.73	1,129.72
FY 2012	2,625.26	0.00	0.00	0.00	312.40	0.00	0.00	0.00	1,155.88	1,156.98
FY 2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>WL Subtotal</i>	<i>2,625.26</i>	<i>49,317.70</i>	<i>796.60</i>	<i>0.00</i>	<i>46,804.24</i>	<i>0.00</i>	<i>1,847.01</i>	<i>0.00</i>	<i>1,801.61</i>	<i>2,286.70</i>
SEPTIC BETT										
FY 2013	0.00	39,230.53	0.00	0.00	0.00	39,201.32	0.00	29.21	0.00	0.00
FY 2012	825.00	0.00	0.00	0.00	825.00	0.00	0.00	0.00	0.00	0.00
FY 2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>SL Subtotal</i>	<i>825.00</i>	<i>39,230.53</i>	<i>0.00</i>	<i>0.00</i>	<i>825.00</i>	<i>39,201.32</i>	<i>0.00</i>	<i>29.21</i>	<i>0.00</i>	<i>0.00</i>
SEPT BETT INT										
FY 2013	0.00	23,450.92	0.00	0.00	23,184.44	14.30	252.18	0.00	0.00	0.00
FY 2012	660.00	0.00	0.00	0.00	660.00	0.00	0.00	0.00	0.00	0.00
FY 2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>SL Subtotal</i>	<i>660.00</i>	<i>23,450.92</i>	<i>0.00</i>	<i>0.00</i>	<i>23,844.44</i>	<i>14.30</i>	<i>252.18</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
WATER										
Rates	363,096.90	1,841,637.05	1,710.01	7,482.34	1,629,514.15	51,661.84	9,710.01	0.00	44,988.87	478,051.43
Other Charges	6,668.36	87,476.41	0.00	27.58	88,301.31	27.58	904.78	0.00	1,500.00	3,438.68
<i>WTR Subtotal</i>	<i>369,765.26</i>	<i>1,929,113.46</i>	<i>1,710.01</i>	<i>7,509.92</i>	<i>1,717,815.46</i>	<i>51,689.42</i>	<i>10,614.79</i>	<i>0.00</i>	<i>46,488.87</i>	<i>481,490.11</i>
TOTAL	889,937.33	38,272,619.86	203,048.04	19,386.87	37,788,695.63	240,083.93	38,953.64	29.21	181,328.65	1,135,901.04
CPA Tax 2013	0.00	274,734.60	320.03	95.82	272,174.88	1,376.51	114.64	0.00	468.01	1,016.41
CPA Tax 2012	645.00	0.00	0.00	0.00	386.94	0.00	18.36	0.00	239.70	0.00

TOWN SERVICES



My favorite place is Mary Finn playground -Julia

Building Department

PERMITS ISSUED BY TYPE OF PERMIT AND FEES COLLECTED

<u>NUMBER</u>	<u>TYPE</u>	<u>FEES COLLECTED</u>
397	Building Permits	\$282,622
401	Wiring Permits	51,552
214	Plumbing Permits	17,620
247	Gas Permits	<u>13,845</u>
	Total Permit Fees	\$365,639

The total number of Permits issued for calendar year 2013 was 1472. Building and Sheet Metal Permits totaled 441, Plumbing & Gas totaled 469, and Electrical Permits totaled 562. Permit fees collected are shown in the table above.

The State Building Code and construction-related information is available on line at the Department of Public Safety web site at www.mass.gov/dps and its link to the Board of Building Regulations and Standards. This site provides a great deal of information that can be helpful in planning and executing construction projects. It also contains a great deal of helpful information on the 8th Edition of the State Building Code.

Southborough building and zoning information is available online on the town's website. The town's website is located at www.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

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

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

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 is actively working on a project to locate and protect Wild Brook Trout in local streams. 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.

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 Commission continues to work with local boy scouts on projects to obtain their Eagle Scout ranking.

In 2013, the Commission held 25 **public hearings** for Notices of Intent, Requests for Determination of Applicability, Abbreviated Notice of Resource Area Delineation, Permit Extensions, Amendment Requests, and Administrative Enforcement:

1/10/13	0 East Main St, Heritage Crossing
2/21/13	0 Deerfoot Road (The Estates at Deerfoot), Amended
3/14/13	14 Mitchell Street
3/14/13	206 Turnpike Road
4/04/13	28 Wildwood Drive
4/04/13	Mass Bay Commuter Rail, Right of Way
4/25/13	114 Middle Road
5/16/13	23 Richards Road
5/16/13	Lot #1 Kenley Lane
6/06/13	168 Middle Road
6/06/13	36 Framingham Road

Conservation Commission (continued)

6/06/13	0 Pine Hill Road
8/29/13	2 Winter Street
8/29/13	Route 9, White Bagley thru Westboro Town Line
8/29/13	6 Lynbrook Road
10/10/13	36 Boston Road
10/30/13	39 Lynbrook Road
10/30/13	0 Oregon Road (Stonebrook Village), Amended
11/21/13	112 Marlboro Road
11/21/13	0 Firmin Avenue
12/12/13	10 Metcalf Lane
12/12/13	16 Wood Street
12/12/13	1 White Bagley Road
12/12/13	14 Thayer Lane
12/12/13	11 Thayer Lane

In 2013, the Commission held 7 **Stormwater Management Permit** public hearings:

East Main Street, LLC	Heritage Crossing at E. Main St.
Brendon Homes, Inc.	The Estates at Deerfoot (Amended)
E. W. Tarca Construction	2 Wyndemere Road
David Sears	74 Deerfoot Road
Lynbrook Development	39 Lynbrook Road
Capital Group Properties	Stonebrook Village (Amended)
NREF III Pleasant LLC	0 Firmin Avenue

In 2013, the Commission considered 16 **Requests for Certificate of Compliance**:

344 Turnpike Road	4 Prentiss Street
61 Main Street	Fay School Athletic Fields
59 Woodland Road	15 Pleasant Street
6 Mitchell Street	75 Deerfoot Road
Barn Hollow Subdivision	4 Watkins Lane
Fisher Road Water Line	20 Learned Street
254 Parkerville Road	6 Metcalf Lane
4 William Colleary Lane	9 Metcalf Lane

In 2013, the Commission collected \$1,662.50 in state regulated wetland filing fees, \$6,325 in local filing fees and \$650 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 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 guardianship 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.

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

Council on Aging

The Senior Center is located near the center of town at 9 Cordaville Road. The Center is easily accessible to seniors who drive and also accessible by inexpensive bus service provided through the MWRTA which will pick seniors up at their homes and bring them to the center. The Senior Center's regular business hours are 8:30 a.m. to 3:00 p.m. Monday through Friday, and Saturday for 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. Thank you to our volunteer webmaster John Del Rios for providing his time and expertise in creating and maintaining this valuable service.

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.

Renovations currently underway include; improving the audio visual system in the large function room to show movies and televised events on a larger scale; adding a second automatic door opener to the building; and renovating bathroom facilities.

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 raises 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 WRTA 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.

Department of Public Works

In accordance with the Code of the Town of Southborough, the Department of Public Works (DPW) herewith submits its twenty-first annual report for the year ending December 31, 2013.

THE DEPARTMENT: The DPW experienced several personnel changes near the end of 2013.

- On November 13th Richard Rock, Senior Highway Equipment Operator, retired from service to the Town of Southborough. Mr. Rock's career in Southborough began as a volunteer/call firefighter. Then in 1979 Mr. Rock joined the Highway Department which transitioned into the DPW. Mr. Rock was a well-known DPW employee because of his constant presence in the Town's backhoe, street sweeper and roadside mower. Mr. Rock was also the Town's Tree Warden since 2006 and many residents saw him plowing and sanding Route 85. Southborough has benefitted from Mr. Rock's knowledge, dedication and work ethic over the past 34 plus years.
- On September 13th Michael Nelson, Water Supervisor, worked his last day for the Town of Southborough. Mr. Nelson served the residents of Southborough for over 38 years, first as a Water Department Employee and then he transitioned into a DPW Water Division employee. Mr. Nelson's retirement comes after over 22 years as the DPW Water Supervisor and 5 years as the Water Department Foreman. Mr. Nelson's tireless loyalty to the Town and its water system as well as his quiet strength of character is a loss for the Town and the DPW.
- John Parent, the DPW Office Manager also left the DPW this year. Although he has left the DPW he continues to serve the Town's residents as the new Facilities Manager.

The loss of these three personalities, their work ethics and combined institutional knowledge is significant. Office employees Jean Johnson and Chris Demoranville continued to perform the DPW's administrative duties. The Department ended the year 3 people short of our full staffing of 19 employees.

HIGHWAY: The Highway Division consists of 5 Highway Crew members plus the Transfer Station Operator. Crew members in 2013 were Jim Harding, Dick Rock, Dean Cibelli, Mark McLaughlin and Mike Dayotas. Cemetery employee George Mooney joined the Highway Division upon Dick Rock's retirement.

Snow Removal:

- The 2012-2013 snow season was very active. The season started with a flurry event on November 27 and ended with a 16.5" storm on March 7 and 8, 2013. The season brought 18 snow events, 8 were plow-able. The largest event was a blizzard that occurred on February 8 and 9, 2013. The blizzard dumped 27" on Southborough.
- In total, the season brought Southborough over 70" of snow.

All 15 crew employees, from each of the DPW Divisions, along with 12 pieces of contractor equipment kept the roads clear for emergency vehicles and the public during the 2012-2013 season.

Roadways:

- The DPW's striping contractors applied centerline and edge-line paint in August 2013.
- 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 2013.
- The DPW hired contractors to perform infrared repair to roadway areas throughout town that were in need of minor repair.

Roadway Projects:

- The Paving Contract began in May 2013 and ended in September 2013.
- The regional contract for crack-sealing that Southborough joined in 2012 was renewed for 2013. Crack-sealing on several streets was performed in November 2013.
- In spring 2013 Southborough's Main Street Reconstruction Project was listed to receive funding through the Federal Transportation improvement Program in FY17.
- In August 2013, MassDOT inspected and closed the Bridge Street Bridge. MassDOT plans on repairing the bridge in 2014.

Department of Public Works (continued)

Stormwater:

- The regional catch basin cleaning contract was extended for FY14.
- The DPW Highway Crew repaired 8 catch basins in 2013.
- In April, the DPW helped sponsor the Annual Spring Clean-up.
- The Town continued to try to meet the requirements of its expired National Pollution Discharge Elimination System (NPDES) Municipal Small Storm Sewer System (MS4) Phase II General Permit. A new 5-year permit should be forthcoming in 2014. The DPW continued to track quantities of materials diverted from the waterways by the DPW.
- In April, a private contractor improved the drainage system on Deerfoot Rd., near Rte. 9.

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 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 2013, Wheelabrator reimbursed the Town for the cost of our mercury recycling.
- Refuse disposal cost \$74.01/ ton from January to June and \$74.81/ ton from July to December.
- The Town does not pay for hauling or processing of any materials not listed above that are collected at the Transfer Station.
- The DPW hauled 2766.14 tons of refuse in 2013 to Wheelabrator in Millbury, where it was burned to make electricity. This is about 120 tons less refuse than residents generated in 2012. This is the third 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 1,230 tons of material at the Transfer Station, about 100 tons less than in 2012.
- Recycling quantities, not including yard waste, translate into a recycling rate of about 24.24 percent, 1.4 percent higher than in 2012. This is the third year our recycling percent has increased.
- DEP Transfer Station, Compost Site and Recycling reporting occurred as usual in 2013.

Trees: The Town's Tree Warden, in 2013, was Highway Division employee Richard Rock. The DPW does not have a Tree Division.

- The Town's tree contractors removed about 40 trees in 2013 and ground 2590 inches of stumps.
- The Tree Warden and DPW Highway Division employees removed an additional seventeen trees themselves and removed hanging limbs and low branches along roadways and sidewalks.

GROUNDS: The DPW Grounds Division consisted of one employee, Chris Leroy for the majority of 2013. However, in fall 2013, Mike Dayotas, from the Highway Division was transferred to a position that is split between the Grounds and Fleet Divisions.

Maintenance: The DPW Grounds Division is responsible for maintaining and overseeing the maintenance of 55 acres of town grounds and recreation fields.

- Standard and preventative maintenance was performed on all the athletic fields during 2013. This includes:
 - Aerating, fertilizing, over seeding, auditing and maintaining irrigation systems and applying lime as needed
 - Collecting trash at the 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

Department of Public Works (continued)

- 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 2013.

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

- Erecting the ice rink at Choate Field
- Hydroseeding roadway shoulders and the Rural Cemetery after paving was completed
- Building a planting bed at the northern Route 85 traffic triangle
- Installing drip irrigation in the Library's garden that was donated by the Southborough Gardeners and in the Town House island
- Re-landscaping both the Library entrance and the Town House beds.
- Assisting with some special landscaping at Trottier School

WATER: In 2013 the Water Division consisted of 4 employees, Mike Nelson, Norm Buzzell, Paul Harding and Stephen Aspesi. The Water Division is a Special Revenue Fund, meaning that it is funded solely through water billing.

In April, Southborough's Water System received DEP's 2013 Water System Award in the Consecutive System category for outstanding performance in 2012.

Consumption:

- Spring 2013 was wet, summer 2013 was somewhat dry and fall 2013 was very dry.
- The Town put a voluntary water ban in place for the summer months.
- Southborough used about 346 Million Gallons (MG) of water in 2013. This is a 4 percent increase from the Town's 2012 usage. This usage is about 8MG, or about 2 percent, higher than the Town's 5 year average usage. Southborough's 2013 average day's usage was 0.947MG, about 2.2 percent more than Southborough's 5 year average of .926MG.

Rates:

- Water Rates stayed steady throughout 2013.
- Southborough's water rates are stepped to encourage water conservation.
- The DPW did not analyze the water rates in 2013, however, capital improvements will require that in 2014.

Breaks:

- 2013 brought the Town one water main break and nine water service leaks. The main break was in late January. It was the cast iron pipe in the center lane of Route 9, eastbound, just before the Oak Hill lights. This pipe is problematic and development of the specifications for the replacement of this 1931, unlined, cast iron main began in 2013, funding for the work will be on the 2014 Town Meeting Warrant.
- The DPW's leak detection contractor performed our Annual Leak Detection Survey in February 2013.
- The Water Division repaired 27 hydrants.

Infrastructure Improvements:

- 14 hydrants, 50 valves, 4,515ft of water main and 18 water services were added to the Town's water system in 2013.
- The DPW bid and executed a contract for upgrades to the Boland Pumping Station. Work on this contract began in fall 2013.
- The Water Division completed its meter replacement program in 2013. Water Division employees replaced 196 residential and small size commercial meters in 2013.
- The Fayville Pump Station demolition was completed in 2013.
- The DPW's contractor completed the water main installation work on Route 9, westbound, between 47 Turnpike Road and Pleasant Street.

Department of Public Works (continued)

System Maintenance:

- Water sampling and DEP reporting was conducted as usual in 2013.
- Water system flushing occurred as usual during the last week of April 2013.
- The DEP performed a Sanitary Survey on the water system in May 2013, all action items were completed by October.

CEMETERY: The Cemetery Division consists of three employees, Bridget Gilleney-DeCenzo, George Mooney and Andy Remillard. Both Mr. Mooney and Mr. Remillard transferred to the Highway Division at the end of 2013.

Maintenance, operations and improvements:

- Maintenance and operation of the Rural Cemetery and the Old Burial Grounds was carried out on a regular basis throughout 2013.
- Burial Rights to 17 graves and 2 crypts were sold in 2013.
- There were 27 cremation burials and 31 full body burials in 2013.
- In September the Rural Cemetery avenues were paved, or repaved, as part of the paving contract.

GEOGRAPHIC INFORMATION SYSTEM (GIS): In 2013, 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.

Facilities Management Department

The department's mission statement reads as follows: *To provide maintenance, repairs, and operation of municipally owned buildings and grounds that will extend the life of the facilities and associated equipment installed within those facilities and/or any part of such facility. We also ensure that public safety is provided by performing sound operational procedures that comply with federal, state, and local building code requirements, clean air, water, and health requirements.*

It is the policy of this department that its resources be directed towards planning and providing essential services, maintaining and operating equipment and facilities in a safe manner (subject to budgetary constraints), in accordance with appropriate building and fire codes, federal and state regulations.

DESCRIPTION OF SERVICES

Our services consist of, but not are limited to, the following areas of service:

1. Design of facility and system needs and requirements for all municipal departments.
2. Construct, demolish, modify, renovate, repair and/or replace facilities, equipment, and building systems.
3. Operate and maintain building systems such as, mechanical, electrical, structural, fire, security, health, and safety.
4. Provide environmental and global cleaning and safe operation of facilities.
5. Administer the purchase of services and repair contractors to ensure compliance with local, state, federal, and industry standards.
6. Purchase of building systems, replacement equipment, and custodial supplies.
7. Participation in all types of town committee's from safety to emergency management.

STAFFING

Our department is divided by craft, but it is also integrated for mission accomplishment. That means that any person will perform other duties as the need arises. It is this unity and ability to combine skills for mission accomplishment that has set our department apart from other municipalities' facilities or maintenance departments.

Our current FY14 staff is as follows:

- € Facilities Manager
- € Maintenance Supervisor
- € Maintenance Mechanic II
- € Maintenance Custodian/Boiler Maint.
- € Maintenance Electrician, part-time
- € Administrative Secretary

STAFF FUNCTIONS

Facilities Manager - Performs project planning, estimating, prepares proposals, reviews operational control procedures, and coordinates vendor and contractor activities. Develops and implements budgets based on the goals and objectives outlined for the town.

Maintenance Supervisor - Develops the weekly work schedule based on assigned work by the Facilities Manager for normal maintenance and repairs to all facilities. Ensures all town buildings are maintained, clean, and safe for normal work every day. Possesses a CSL license and is responsible for all carpentry projects.

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 system.

Facilities Management Department (continued)

Maintenance Custodian - Performs and maintains the buildings in clean and safe conditions at all town structures. This includes sweeping, mopping, and snow removal. Also performs inspections of building equipment to ensure that all equipment is operating properly.

Electrician - Performs all facets of electrical maintenance, preventive maintenance, repairs, and renovations in accordance with established procedures, NEC codes regulations and work schedules. The maintenance electrician performs various duties such as; inspections, repairs, replacements, and service calls on all electrical systems and equipment.

Administrative Secretary - Prepares purchase orders, processes invoices for payments, maintains a running account of all department expenditures, maintains time schedules for on-going projects. Performs analytical calculations for review of the department's financial performance. Works with Facilities Manager preparing documents, maintaining files and project folders in the day-to-day operation of the department. Qualified to work with procurement of supplies and building construction contracts via Associate MCPPO certification. Maintains Preventative Maintenance System entering, distributing, and closing all department work orders. Interfaces with town departments and vendors as necessary to keep a smooth work flow for the department.

ACHIEVEMENTS

As always, the Facilities Department staff is constantly trying to improve service to our customers. Our objectives for the coming year will be to continue to upgrade mechanical systems that are nearing the end of their life cycles. The Facilities Department is constantly looking for ways to save energy, which in turn saves money.

Below is a list of projects the Facilities Department completed in 2013 and projects we are still working on for 2014.

- Senior Center**
 - Replaced 6 Windows.
 - Removed the Board of Health Entry Carpet; Installed Vinyl Flooring in Its Place.
- Police Station**
 - Installed New Personnel Lockers.
 - Installed a New Toilet in Cell #3; Ordered Another Toilet for Cell # 1.
 - Painted Both Locker Rooms.
- Fire Station**
 - Replaced the Carpet in the Break Room.
 - Replaced the Entry Door on the Lower Level.
 - Rehabbed the Bathroom Next to the Chief's Office.
 - Painted Three Offices.
- DPW**
 - Replaced the Heater Units Servicing the Office Building.
- Library**
 - Replaced Another VAV Box on the Lower Level.
 - Rehabbed the Front Brick Walkway.
 - Replaced a Boiler Three Way Mixing Valve.
 - Replaced Air Handler Supply and Return Air Fan Shafts.
 - Performed Roof Repairs.
- Town House**
 - Installed New Carpeting on the First Floor.
 - Added Push Button Handicap Entry Systems.
- Transfer Station**
 - Installed a New Ceiling and Door in the Office.
- Cemetery**
 - Repaired the Garage Heater.

Facilities Management Department (continued)

Upcoming Projects Planned for 2014.

- * **Senior Center**
 - o Installation of a New Emergency Generator.
 - o Installation of 7 Replacement Windows.
- * **Town House**
 - o Phase One of New Window Installation.
- * **Fire Station**
 - o Installation of New Circuit Breaker Boxes.
- * **Police Station**
 - o Installation of New Toilets in Jail Cells #'s 1 & 2.

Recreation Commission

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

Town Activities and Programs (TAP)

This year the Commission has increased service to the community through the addition and expansion of many year round programs for pre-school age residents through seniors. Examples of programs include summer playground, kayak, canoeing and rowing, lacrosse clinics, sports camps for pre-teens & teens, and senior walking club.

Recreation After-School Program (RAP)

The Recreation After-school Programs provide enrichment activities open for a fee to K-8 Southborough children. These activities are not limited to athletic teams but also include classes such as science, crafts, drama and dance. They are popular with all parents and provide a needed service for working parents who do not have the ability to drive a child to an after-school activity. They are also helpful to students on Individual Education Plans. Administrators from the schools and parents have all requested programs that we strive to provide. Other benefits of recreation in an after school setting include socialization for students who find it difficult to make friendships during the regular school day. There is also an opportunity for children who do not have the capability to participate in organized sports to have a chance to try a sport or activity that they may not otherwise have an opportunity to enjoy. Developing an interest in different activities can lead to life long participation in healthy 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

Gym and Field Use Scheduling

The Recreation Office schedules use of over 47 acres of athletic fields and facilities, and approximately 11,000 hours. This includes statewide use for the artificial surface, 9-11 Memorial Field, on Acre Bridge Road.

Southborough Fields and Facilities

- *Harold E. Fay Memorial Field/Playground:* soccer, outdoor basketball, softball, school age playground, tot-lot, picnic pavilion and walking path.
- *Mooney Fields:* baseball
- *Liberty Estates Field:* multi-purpose athletic field
- *Kallender Field:* multi-purpose athletic field
- *Lundblad Field:* multi-purpose athletic field
- *9-11 Memorial Field:* soccer, football, lacrosse

Recreation Commission (continued)

- *Choate Field at Woodward School:* soccer, outdoor basketball, softball, field hockey, sand volleyball
- *Neary School:* tennis, soccer, baseball, playground, walking, outdoor ice skating, outdoor basketball
- *Trottier School:* soccer, baseball, track, field hockey, outdoor basketball
- *Finn School:* soccer, outdoor basketball, baseball, playground, tennis

Development, Expansion, and Maintenance

The Recreation Commission gathers information on facility needs from the various town organizations that use the fields and facilities. In turn, we work with 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.

Friends of Recreation

This year the Recreation Commission is delighted to have the support of the newly established Friends of Recreation. This group supports recreation through scholarships, donations and volunteer time. They successfully ran the 7th Annual Gobble Wobble Thanksgiving Road Race.

Scholarships

Southborough recreation provides scholarships for all types of activities.

Health Benefits of Recreation

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 Cultural Arts Council

The 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.

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 2013 the Southborough Cultural Arts Council awarded approximately \$4,000 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 performance at the Senior Center. Over the years the Southborough Cultural Arts Council has provided significant funding to the cultural experience of Southborough residents. Over \$60,000 in the past 15 years has been granted!

New grants or programming ideas are always welcome; it is a fulfilling task. The next deadline for submitting a grant request is October 15, 2014. All of the required materials and details of the process may be found at the MCC's website: www.massculturalcouncil.org

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

Southborough Housing Authority

The Southborough Housing Authority (SHA) is a public housing agency which provides housing for low-income elderly, handicapped, and families. It is regulated by the Commonwealth of Massachusetts through the Department of Housing and Community Development (DHCD), and must adhere to regulations and funding requirements of DHCD. The SHA is a surplus authority and continues to run on its own revenues, receiving no subsidy from the State.

The SHA Board of Commissioners consists of five members who are responsible for establishing policy, planning programs, and setting operational goals. Four members are elected; the Governor of Massachusetts appoints the fifth member. Current board members are Jean Chappelle, Robert Jachowicz, Nancy Morris, and Marianna Surette. The State Appointee seat continues to remain vacant. The Board meets on the third Wednesday of each month at 6:30 p.m. in the Colonial Gardens Community Building at 49 Boston Road.

The Authority owns and operates 56 elderly/handicapped housing units and three family units within Southborough. Present net income limits for determining admission to state-aided public housing range from \$45,500 for one person to \$85,800 for eight people. SHA also owns eight special needs low-income housing units. This special needs facility was developed and constructed in cooperation with the Department of Mental Health. The program is managed by the Bridge of Central Massachusetts, Inc.

Lynne Moreno, SHA's Executive Director, manages the daily operations of the SHA including office administration, property maintenance, and the oversight of development projects. Lynne can be reached at (508) 481-2166 to answer questions about applying for housing as well as eligibility requirements. The SHA office is located at 49 Boston Road and is open weekdays between the hours of 9:00 a.m. to 12:00 p.m. Michael Williams continues to maintain the Authority's properties as full-time maintenance employee.

The Southborough Housing Authority continues to persevere in maintaining a safe and affordable place to live for the people of the community. We would like to thank all Southborough Boards, Department Heads and their employees for their help and cooperation throughout the past year.

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.

Library Welcomes a New Director

The Library closed out 2013 by saying goodbye to Director Jane Cain and wishing her well in her new Library Director job on Cape Cod. At the writing of this, a five-member search committee was beginning the interviewing process to hire her replacement. Trustees would like to thank Children's Librarian Kim Ivers for serving as interim director.

Thank you also to our Southborough Library Director Search Committee: Maureen Ambrosino, Westborough Library Director; Nicole De Bonet, Library Trustee; Nancy Mayo, Library Trustee; Russ Millholland, Personnel Board; and Jane Smith, Library Trustee.

Overview of Library Services

Phone: 508-485-5031 **Fax:** 508-229-4451 **Website:** www.southboroughlib.org

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

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

Closed Saturdays in July and August

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 and color copies for a fee. Visit 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 *Encyclopaedia Britannica*, *Opposing Viewpoints*, full text of *The New York Times* and many other resources perfect for students doing research projects. The Library has two pre-loaded Nooks and two Kindles available for loan, and Library card holders can download books and e-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/>.

Interlibrary Loans

Southborough is a member of the Central/Western Massachusetts Automated Resource Sharing (CWMARS) network. Through inter-library loan, card holders can request materials Southborough does not own or have on hand. Unless there is a waiting list, you can expect to receive the book you order in just a few days. You'll be emailed when the book arrives. To search library catalogs, visit bark.cwmars.org.

Meeting Rooms

Two meeting rooms are available to local, non-profit groups for educational, informational, or cultural meetings or programs; one holds 35 people, the second 25. In 2013, 173 (non-Library) meetings were held at the Library. For details and reservation information, call 508-485-5031.

Programs & Book Groups for All

The Library was a busy place in 2013, with 218 children's programs, 38 young adult programs, and 49 adult programs taking place. Adult programming included an author series organized by Sandy Pochapin and Hal Kiess, with support from the Southborough Cultural Arts Council. Among the authors speaking at the Library were Maryanne O'Hara, William Martin, Donna McDaniel, Steve Ulfelder, Toni L.P. Kelner, Frankie Y. Bailey, Barbara Ross, Hank Phillipi Ryan, Craig Miller, and B.A. Shapiro. 472 children registered for the 2013 summer reading program. We also partnered with the Board of Health to offer talks on septic systems and gun safety, and hosted a Southborough Open Land Foundation program on "The Pollinator Garden" by Kim Smith. Several Library volunteers known as the "Southborough Business Network" continued their INSIDE STORY speakers' series, with informative programs by the owners of Red Barn Coffee Roasters, Mark and Lisa Verrochi, and a dean from Clark University Graduate School of Management. If you have programming ideas, please put them in our suggestion box in the Library.

Southborough Library (continued)

The Library offers five book groups for children, teens, and adults, starting at second grade, as well as story times for babies, toddlers, and preschoolers. Visit www.southboroughlib.org to learn more about these groups, as well as all children's and teen programming.

Staff – the People Who Make it All Happen

The Library has six full-time staff members: the Library Director; Children's Librarian Kim Ivers, Senior Library Assistants Patricia Ellis and Heidi Lindsey, and Library Assistants Naomi Magnoni and Barbara Spiri. There are also three part-time employees: Leah Selleck, Sue Merloni-Serra, and technology specialist, Christopher McGinn, and two teen pages. Dave Falconi from the Facilities Department keeps the Library clean and does minor repairs.

Volunteers

In 2013, 36 volunteers donated over 1,100 hours. The staff and Trustees acknowledge the hard work and dedication of volunteers who help the Library run smoothly, shelving books, dusting, alerting patrons when books are in, and assisting with correspondence and various projects. Special thanks to these regular volunteers: Colleen Burke, Marie Kensington, Lois Seltzer, Dot Spiro, Carol Vanberkel, Jeanette Castelda, Anne Jones, Tracey Westlake, Whitney Swenson, Karen Perry, and Prudence and Dean Webster. Staff and patrons enjoy the monthly flower arrangements provided by Southborough Gardeners, and we thank them for all of their efforts to beautify the town. Its "Art in Bloom" show at the Library in April 2013, showcasing the artwork of Algonquin Regional High School students and a floral design interpretation of each piece created by garden club members, delighted the large number of people who came into the Library to view it.

Friends

Thank you also to the Friends of the Library, a group of dedicated volunteers who raise money for "extras" at the Library through book and cookie sales and other fundraisers. Last year, the Friends spent more than \$8,000 on the Library, paying for museum passes, programming, and an online database. The Trustees thank all involved, especially Beth Melo, president of the Friends, Amy Yazdani, vice president; Prudence Webster, treasurer; Dolores Fallon, recording secretary; and Diana Tremblay, who works tirelessly organizing our book sales. Last but not least, thank you to everyone who baked cookies for Heritage Day.

	FY10	FY11	FY12	FY13
Total material holdings	70,370	75,485	79,185	90,695*
<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)	121,279	124,187	132,770	148,523
Inter-library loans processed through Southborough (sending and receiving)	28,154 (13,905 received; 14,249 provided)	29,575 (13,753 received; 15,822 provided)	32,470 (16,495 received; 15,975 provided)	35,100 (17,214 received; 17,886 provided)
Total attendance at adult/young adult programs	771	987	1,173	1,283
Total attendance at children's programs	5,391	5,497	6,344	6,407
Fines & fees collected and turned back to the town	\$5,889.40	\$5,242.00	\$7,584.17*	\$8055.35**

**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.*

Southborough Youth and Family Services

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

COUNSELING: The counseling component of Youth and Family Services is available to any resident of Southborough, free of charge, though we do prioritize clients with financial need or other special circumstances. We are staffed by mental health professionals offering individual, couples, family and group counseling, and have also been fortunate to have the assistance of mental health interns over the last several years. Our office also provides clinical coordination of the town's school and community based Traumatic Incident Support Network. In 2013, 149 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, eight age-appropriate social skills groups were held in the schools, led or co-led by our staff members or interns. Sixty-nine 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 earn credits for being trained and then being matched up with younger children in a supervised after-school program. This year, ten Algonquin students were paired with ten elementary school students
3. **Summer Activities Program:** This program unfortunately was eliminated due to lack of funding after over 25 years of operation.
4. **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 staffing the Teen Centers and "fests" that we run for middle school students. The Chaperones were trained to work with younger teens at these events, learning about communication skills and limit setting, and then going on to help plan for, organize, and staff the Teen Centers. Approximately 111 students participated this year.
5. **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 from 5 to 3, in an effort to increase interest and participation. The number of attendees at all three events was 240.

EDUCATION: This year, due to our tight budget and declining funds in Friends of the Southborough Youth Commission, we provided only one educational presentation, on the topic of Children's Mental Health, to preschool teachers and parents. Approximately 10 people attended.

HALLOWEEN PARTY: In 2013, we again hosted our annual Halloween Party, attended by approximately 300 children and adults. Forty-two middle school and high school students volunteered and helped to set up and run the party. Thank you to these kids and to all the other volunteers who helped!

Southborough Youth and Family Services (continued)

SUMMER CONCERT SERIES: This year we, together with the Recreation Department, ran a 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. Six concerts were scheduled, with 2 rained-out. The remaining 4 were fun events, attended by a total of approximately 290 people. We look forward to continuing and building this program next summer.

CAMPERSHIPS: This year, Youth and Family Services again coordinated and distributed camperships to children who would not otherwise have been able to attend summer camp. Through Friends of the Southborough Youth Commission, 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 Exploration Summer Program. Thank you to these camps and to all the private citizens who donated. This year, 26 camperships were distributed to Southborough children, many for several weeks.

HOLIDAY GIVING PROGRAM: For the nineteenth 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. Thank you so much to all of you! Eighteen members of four families received Thanksgiving assistance, and 134 members of thirty-seven families had a brighter Christmas or Chanukah because of your generosity.

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, 80 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. This year has seen a continued high number of requests for such help. 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). Fifty-eight 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 6PM, and no homework. We know that there is widespread participation among families with children; however, because it is a "non-event" (i.e. participation is private, not public) there is no way to cite numbers.

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

Veterans' Services

The Veterans' Services office for the Town of Southborough is located in the basement of Cordaville Hall located on Cordaville Road. The office can be reached by calling 508-229-2172 at any time.

All calls will be returned. The regularly scheduled office hours are held on Tuesday from 4 PM to 6 PM. All veterans are urged to contact the Veterans' Services Officer concerning benefits eligibility or discharge documents.

Every city and town in Massachusetts is obligated to employ a Veterans' Services Officer who is trained in providing information concerning local, state and federal veterans' services and is able to assist all veterans, spouses and dependents in completing forms and obtaining veterans' benefits.

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. Basic eligibility is based on the need for the veteran or dependent to be able to provide a copy of the veteran's discharge document stating the dates of service and discharge category; for example, that the veteran was discharged under conditions other than dishonorable. Dates of service and time of service are also important factors in determining which benefits a veteran may be eligible for. Eligibility for many benefits may depend on income or other financial status. 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 take as long as one year.

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

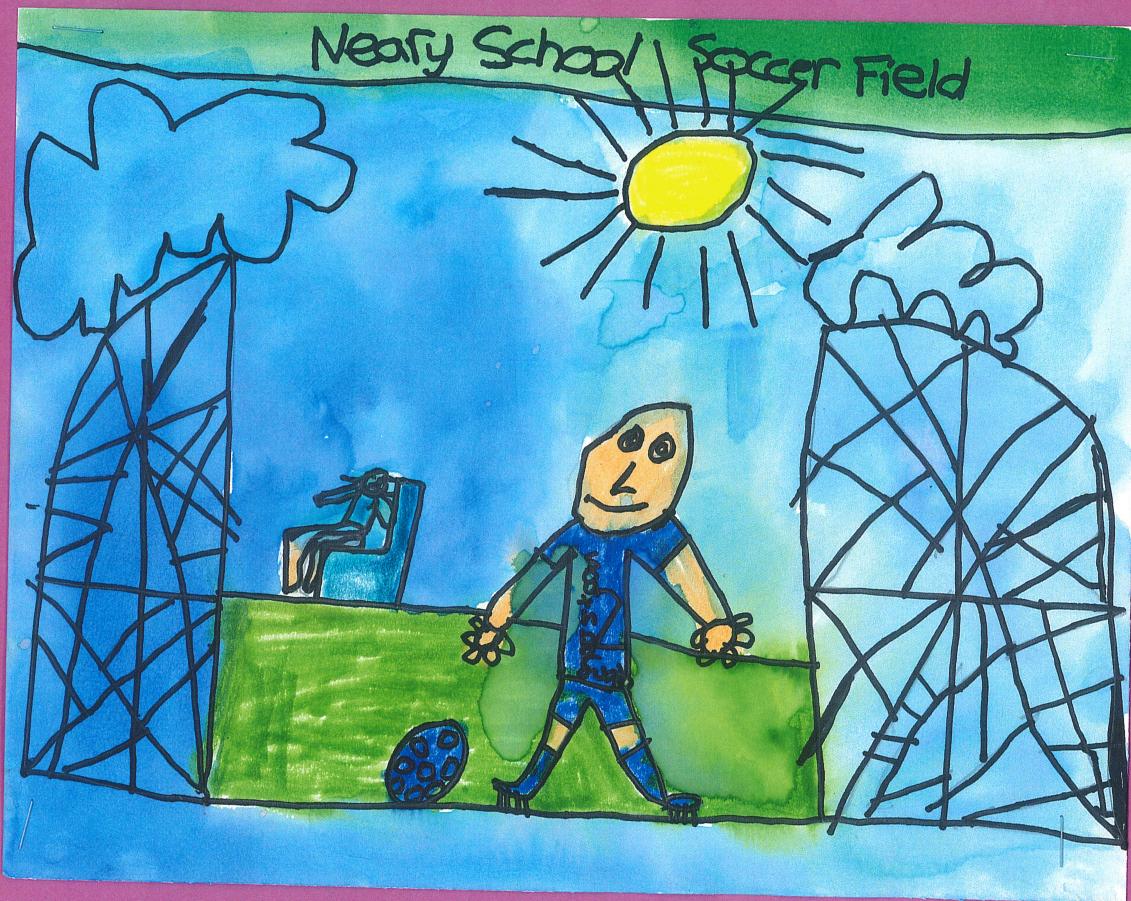
Assistance in completing forms for burial markers for deceased veterans

Currently, the Town of Southborough has four veterans receiving state/town benefits and 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.

Over the past five years the federal Veterans Administration has vastly improved the claims process and time for processing. During 2013 the VA introduced a process named "Fully Developed Claim." This process, when properly used, dramatically reduces the required time to process claims. Also, the VA has improved the post 911 GI Bill benefits.

All details on benefits are available at the Veterans' Services Office on Cordaville Road.

PLANNING



My favorite place is the Soccer field 1st
-Matthew Deeley

Planning Board

The Planning Board reviewed and analyzed many different projects during thirty one (31) meetings in 2013, of which three were joint meetings with other boards.

April saw the departure of Eric Denoncourt, the Town Planner since October 2010. Hillary Brigandi, the Administrative Assistant managed to keep the department going until Jennifer Burney, former Town Planner for Bolton, MA took on the position on September 30, 2013. The Planning Board also saw the departure of Dana Cunningham, a longtime member of the Board and the addition of Phil Jenks to fill the seat vacated by Mr. Cunningham's departure. We wish both Mr. Denoncourt and Mr. Cunningham success and good luck in their endeavors.

The Board reviewed and endorsed four "Approval Not Required" plans creating five additional residential building lots and an additional lot to the Madison Place 40B project.

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.
- Reservoir View Estates Subdivision, William Colleary Lane – With the assistance of the Department of Public Works and Fuss & O'Neill, the Board's engineering consultant; the Board oversaw continued construction of the subdivision.
- Stonebrook Village, Oregon Road – The Planning Board approved a 15 unit age restricted condominium project on the same site that a 15 unit 40B condominium project was approved several years ago.
- Heritage Crossing, East Main Street – After several public hearings the Board reviewed applications for a Definitive Subdivision and Lower Impact Development Special Permit for a five lot subdivision which was approved early in the year. Construction has begun which has been overseen by the Department of Public Works and Fuss & O'Neill, the Board's engineering consultant. This subdivision will convert part of the existing common driveway into a public road.
- Estates at Deerfoot, Deerfoot Road - After several public hearings the Board reviewed applications for an amended Definitive Subdivision and Lower Impact Development Special Permit for a seven lot subdivision on a private road which was approved early in the year and construction has begun.

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. The approval process will continue into 2014.

Other Hearings and Discussions

- ANR, Madison Place – The owner of the Madison Place acquired an additional landlocked parcel adjacent to the approved 40B apartment project for which he has proposed an additional 28 townhouse apartments. The modification to the 40B to allow the additional units is presently before the Zoning Board of Appeals.
- 120 Northboro Road – The Board reviewed an application from the Zoning Board of Appeals for the conversion of a single family home to a two family home. After reviewing plans for the proposal, the Board voted to recommend the project.
- 179 Boston Road – Riverside Tree and Landscape, Inc. appeared before the Minor Site Plan Review Committee and the plan was approved for relocation to an existing site with minor site changes.

Planning Board (continued)

Comprehensive Zoning Bylaw Update Project

In concert with the completion of the Master Plan, Annual Town Meeting approved a Planning Board sponsored article to appropriate funds for a consultant team to update the Zoning Bylaw to insure consistency with the Master Plan. Subsequent to Town Meeting, the Board of Selectmen appointed the Zoning Advisory Committee to oversee this project. The Zoning Advisory Committee was disbanded by the Selectmen in 2012 as their work was complete. The Planning Board continued the work of bringing the new zoning code to an eventual town meeting by discussing the proposed changes and citizen comments at seventeen (17) of the public meetings. Open Space became the focus of much of these discussions and continues to be discussed by the Planning Board as to its definition and how it should be handled in all future developments. There were also four (4) public hearings on a Citizens Petition for zoning changes to the existing zoning bylaws and Medical Marijuana bylaw for the October 7, 2013 Special Town Meeting.

The Planning Board decided in August not to pursue action on the proposed new zoning code at the October 2013 Special Town Meeting as they did not feel that it was ready for presentation.

Zoning Board of Appeals

The Zoning Board of Appeals (the “Board”) is a five-member board (plus two alternate members) established through State law (MGL Chapter 40A) to hear three types of petitions related to the Town’s zoning regulations. These are Appeals of Decisions of the Building Inspector/Zoning Officer, Variances from the zoning regulations’ requirements, and Special Permits when required by the zoning regulations. In addition, the Board hears Comprehensive Permit petitions for affordable housing projects under MGL Chapter 40B. The Board’s activities are administered by staff located on the second floor of the Town House. The Board meets monthly; 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.

Board members are appointed by the Board of Selectmen, with five regular members appointed for five-year staggered terms and 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.

Cases heard by the Board during 2013

- (1) 1/15/13 **179 Boston Road – Special Permit – Dauria Series, LLC – Riverside Tree & Landscaping, Co., Inc.**
The petitioner is seeking a **Special Permit** to allow the site to be used as a storage facility for landscape material and equipment. Application approved with conditions on 1/30/13.
- (2) 1/30/13 **120 Northboro Road - Special Permit – Charles W. Johnson – Trustee, Johnson Family Trust**
The petitioner is seeking a **Special Permit** to convert a single family dwelling to a two-family dwelling. Application approved as requested on 3/27/13.
- (3) 3/27/13 **244-246 Boston Road – Appeal – Brian McCann & Lawrence Hill – Trustees, Lot 11 Rocky Road Realty Trust**
The petitioners are seeking a reversal of the Conservation Commissions denial for a Stormwater Management Permit. Appeal remanded back to the Conservation Commission on 10/30/13.
- (4) 5/29/13 **40 Mt. Vickery Rd – Special Permit – HYE Limited Partnership**
The petitioners are seeking a modification of the Southborough Board of Appeals Decision dated January 26, 2011. Application denied on 5/29/2013.
- (5) 5/29/13 **40 Mt. Vickery Rd – Variance – HYE Limited Partnership**
The petitioners are seeking a modification of Variance Special Conditions. Application denied on 5/29/2013.
- (6) 5/29/13 **1A Overlook Dr – Special Permit – Jonathan & Heather Ann Martin**
The petitioners are seeking the allowance of a proposed two (2) vehicle garage, creating a total of four (4) garage bays on-site. Application approved as requested on 5/29/2013.
- (7) 5/29/13 **1A Overlook Dr – Variance – Jonathan & Heather Ann Martin**
The petitioners are seeking the allowance of a 1-1/2 story accessory building over 17’ in height. Application approved with conditions on 5/29/2013.
- (8) 6/26/13 **6 Powder Mill Lane – Variance – Lynne Kuperstein**
The petitioner is seeking a variance to the side yard setback of 15’ in a Residential B zone for the allowance of an addition to the side of their house. Application approved with conditions on 6/26/2013.

Zoning Board of Appeals (continued)

(9) 8/28/13 **17 Oregon Road and Vacant Land between 13 and 17 Oregon Road – Special Permit – William Depietri**
The petitioner is seeking a Special Permit under Section 174-9(H) for the allowance of multi-family housing for the elderly and more specifically, a fifteen (15) unit over-55 condominium project. Application approved with conditions on 8/28/2013.

(10) 8/28/13 **352 Turnpike Road – Comprehensive Permit – Madison Place Southborough, LLC – Robert Moss**
The petitioner is seeking a Modification to the existing Comprehensive Permit “Titled Madison Place Southborough” dated June 27, 2012. Specifically the petitioner wishes to add 28 rental townhomes on this property to the existing adjacent 140 approved apartments in an Industrial Park Zone. Continued to January 29, 2014.

(11) 8/28/13 **20 Parkerville Road – Special Permit – Alexandric Ho**
The petitioner is seeking a Special Permit under Section 174-8.2(B)(12) for the allowance of an additional garage bay creating a total of 4 garage bays on the property. Application withdrawn without prejudice on 9/25/13.

(12) 8/28/13 **20 Parkerville Road – Variance – Alexandric Ho**
The petitioner is seeking a Variance under Section 174-8.2(D)(4) for the allowance of an accessory building over the allowed 17' in a Residence A Zone. Application withdrawn without prejudice on 9/25/13.

(13) 8/28/13 **0 Firmin Avenue – Special Permit - NREF III Pleasant LLC**
The petitioner is seeking a Special Permit under Section 174-8.7(C)(1) for an office use that is in excess of 50,000 square feet in an Industrial District. Application approved with conditions on 8/28/13.

(14) 8/28/13 **0 Firmin Avenue – Variance - NREF III Pleasant LLC**
The petitioner is seeking a Variance under Section 174-8.7.(E)(4) for the allowance of five (5) stories and up to eighty (80) feet in height where two (2) stories and up to forty-five (45) feet are allowed in an Industrial District. Application approved with conditions on 8/28/13.

(15) 10/30/13 **81 Southville Road – Variance – Brent and Doreen Ferguson**
The petitioners are seeking a Variance under Section 174-8.2(D)(1) for the allowance of a lot to be created that does not meet the minimum lot area in a Residence B Zone.
Application approved as requested on 10/30/13.

The Zoning Board of Appeals met on the following dates to discuss administrative issues:
March 27, May 29, June 26, August 28, October 30, December 4

Summary of 2013 Board Decisions (Approved; Denied; Withdrawn; Pending):

Variances (6)	4 Approved; 1 Denied; 1 Withdrawn
Special Permits (7)	5 Approved; 1 Denied; 1 Withdrawn
Administrative Decisions	
(Findings/Appeals) (1)	1 Remanded
Comprehensive Permits (1)	1 Pending

PROTECTION OF PERSONS & PROPERTY



My favorite place is fire station. Owen
Owen Jones - Grade 3

Animal Control Officer and Animal Inspector

	<i>TOTAL #CALLS</i>	<i>TOTAL #DOGS IMPOUNDED</i>	<i>TOTAL #HUMAN BITE CALLS</i>	<i>TOTAL #DOGS NOT CLAIMED</i>
JANUARY	133	1	1	0
FEBRUARY	54	1	0	1
MARCH	132	0	3	0
APRIL	171	3	0	0
MAY	182	0	1	0
JUNE	151	1	2	0
JULY	202	2	1	0
AUGUST	144	3	0	1
SEPTEMBER	178	1	0	0
OCTOBER	193	2	2	1
NOVEMBER	112	0	0	0
DECEMBER	153	0	0	0
Total 2013	1,805	14	10	3
Comparison Total 2012	1,734	14	6	0
TOTAL # BARN INSPECTIONS COMPLETED FOR STATE ANIMAL CENSUS			11	
TOTAL # DEAD ANIMALS DISPOSED OF BY ANIMAL CONTROL OFFICE			159 (17 Deer)	
TOTAL # QUARANTINE ORDERS ISSUED BY ANIMAL CONTROL INSPECTOR			22	
HUMAN BITE QUARANTINE			10	
DOMESTIC ANIMAL QUARANTINE			11	
TRANSFERRED OUT OF SOUTHBOROUGH			1	
TOTAL # DOGS LICENSED WITH THE TOWN CLERK OFFICE AS OF 12/31/13			1,254	
TOTAL # CITATIONS ISSUED BY ANIMAL CONTROL OFFICE			198	

Board of Health

The philosophy of the Board of Health is based on the fact that one half of all premature deaths are clearly preventable. As part of the greater society around us, we tend to eat too much, drink too much alcohol, drive too fast, smoke too much and not get enough exercise. However, with public health education, proper diets and preventative measures such as seat belts and immunizations, Americans are beginning to live longer and healthier lives. Healthy communities are the basis for strong, productive societies.

The following are a few of the highlights from 2013:

- The Board of Health in concert with the Town Library Department and several other departments conducted a series of Public Health Education sessions (including):
 - Getting to know your septic system
 - Safe storage of firearms to prevent accidents and other domestic tragediesThe series was well received and the Board will add new topics in 2014.
- Discussions with Police Chief Jane Moran concerning joint policies and coordination for police enforcement of Public Health Orders. The policy states that police officers have the authority and responsibility to enforce lawful orders issued by the local Board of Health, to restrict movement of persons into or out of quarantine, to enforce quarantine orders, or to physically remove a person from a residence and to move a person to a hospital for appropriate prophylactic treatment. The Board will notify the Police Chief when to take appropriate action.
- The Dr. Timothy Stone Public Health Award was presented to Susan Fitzgerald from mysouthborough.com and Linda Hubley of southboroughnews.com. Both were very helpful in relaying information to the public during storms, power outages and mosquito related issues.
- The Board requested and the Annual Town meeting approved a Tobacco Revolving Fund in the amount of \$4,000 per year. The Board also jointly sponsored an article to provide funds for a generator at the Senior Center. The generator will accomplish multiple purposes during power outages (i.e. the computer server system for public computers, keep vaccine storage refrigerator operational, and provide the senior center to be operated as a shelter).
- The 2013 Rabies Clinic, sponsored by the Board and administered by Dr. Sharon Westphal and Dr. Joan Ogden of the Southborough Veterinary Hospital on Saturday, April 6th at the DPW Building. Ninety dogs and cats were vaccinated.
- The Board continues to increase its understanding of Mosquito Control and how to keep the residents of Southborough safe. Timothy Deschamps, Executive Director of the Central Massachusetts Mosquito Control Project, provided a comprehensive presentation including a Q. and A. The Board, many other public officials and news media attended the session. The learning objectives included mosquito biology and the current policies and procedures for mosquito control in Southborough and neighboring communities.
- The Board collaborates to expand its public health reach. Over the past year the Board has been working with the Massachusetts Public Health Association, area hospitals and the MetroWest Health Foundation to address concerns about the social, economic, lifestyle behaviors and the causes of chronic diseases. This collaborative group received a Regional Grant from the MetroWest Health Foundation to begin to address some of the risks related to tobacco use. This will be a three year program.
- Medical Marijuana, including its cultivation and dispensing, has been part of many discussions throughout the year as a result of the passage of a Statewide Referendum. The Board is working closely with other Town Departments to recommend the best protective solution for all age groups in Town.

Board of Health (continued)

- On-Site Sewage Disposal Systems, better known as septic systems, continue to dominate Board of Health staff time, especially the Board's Sanitary Inspector and consultant Dennis Costello. Dennis spends the bulk of his time witnessing soil tests, reviewing engineered plans, inspecting installations and general administrative tasks.
- Other issues that require the time of our Sanitary Inspector include:
 - housing inspections, including all Housing Code violations and complaints
 - food inspections, including all restaurants, cafeterias and food service establishments in Town
 - miscellaneous inspections to address nuisance complaints
 - enforcement of the Town's Illicit Discharge Bylaw
 - assistance to the Board when the Public Health Director is not in the office, including numerous permits, licenses and inspections that are listed under the "Activities and Services" section at the end of this report.
- The Board's Public Health Nurse continues to be involved in several major functional areas:
 - Region 4A Emergency Preparedness where she has been instrumental in bringing in State and Federal grant money to purchase needed supplies for emergency equipment, training and professional development.
 - continued work with the Fire Dept. as well as the Medical Reserve Corp. (MRC) with updating the Town's Emergency Dispensing Site Plan (EDS) and Technical Assistance Review (TAR).
 - follow-up on all State Department of Public Health listed Communicable Disease reports
 - this past year saw a large cluster of Salmonella cases
 - organized and successfully conducted the Annual Flu Clinic. Influenza vaccine was available to residents' ages 12 years and older. A total of 255 vaccines were administered by 6 nursing students from UMass Lowell.

ACTIVITIES AND SERVICES PERFORMED IN THE LAST YEAR

SUBSURFACE SEWAGE DISPOSAL SYSTEM (SDS)

- Pre-construction meetings with Engineers/Developers for Private SDS.....	3
- Total Subsurface Sewage Disposal System Permits Issued	34
- Private Sewer Collection Systems for Waste Water Discharge Permits.....	0
- Commercial or Non-Residential Septic Systems.....	0
- New Construction Septic System Permits.....	13
- Complete Replacement SDS Permits.....	27
- Revisions to Septic System Plans.....	2
- Updates and Renewals to Septic System Plans.....	3
- Local Upgrade Waivers (Variances).....	16
- Component Repair.....	12
- Completed SDS.....	31

WELLS

- Private Drinking Water Well Permits.....	7
- Irrigation Well Permits.....	1
- Geo Thermal Well Permits.....	0

SOIL TESTING IN PREPARATION FOR SDS DESIGN AND INSTALLATION

- Residential Complete Replacements.....	25
- Residential Systems New.....	9
- Commercial or Non Residential.....	2
- Re-Tests.....	1

Board of Health (continued)

LICENSES Total 106

- Body Art Practitioner	1
- Body Art Establishment.....	1
- Children's Day Camp.....	6
- Funeral Director.....	1
- Septic Installers.....	15
- Large Septic System Installers.....	2
- Associate Installers.....	2
- Septic Tank Pumper/Haulers.....	11
- Semi Public Pools.....	5
- Tobacco (permit to sell) 2 year permit.....	6
- Food Licenses Total.....	56
-Retail.....	8
- Limited Retail.....	6
- Mobil.....	1
- Residential Kitchen.....	4
- Temporary Food Establishment.....	1
- Restaurant/Cafeteria.....	36

TITLE 5 INSPECTION REPORTS RECEIVED: TOTAL 106

Passing Systems.....	83
Conditional Passed Systems (in need of a component repair).....	15
Failed Systems.....	7
Needs Further Evaluation by the Local Licensing Authority.....	1
 <u>Rental Housing Complaints.....</u>	 6
<u>Miscellaneous, Illicit Discharge and Nuisance Complaints.....</u>	<u>14</u>
<u>Board of Health Meetings.....</u>	<u>12</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.O.H. BUDGET AND REVENUES: SUMMARY FOR 2012 & 2013	2012	2013
TOTAL FEES collected from Licenses & Permits, etc.....	\$65,372	\$45,005
Excess Revolving Fund Revenue returned to the Town General Fund	1,113	
Betterment Loan Interest Revenue.....	23,289	21,512
TOTAL Collected by Board of Health & Returned to the Town General Fund.	\$89,774	\$ 66,517
TOTAL FY 2012 and FY 2013 Budget.....	\$137,449	\$136,666
% Amount Returned to Town.....	65%	49%
% Amount of Board of Health Budget Paid with taxes.....	35%	51%

SOUTHBOROUGH BOARD OF HEALTH CALENDAR-YEAR RECEIPTS AND EXPENSES

Year	B.O.H. Expenses			Approximate Board of Health	
	Approximate Expenditures	Approximate Receipts	Derived from Property Taxes	Population	Per capita expenditure
2013	\$136,666	\$66,517	\$70,149	9,767	\$7.18
2012	\$137,449	\$89,774	\$47,675	9,767	\$4.88
2011	\$137,579	\$88,505	\$49,074	10,093	\$4.89
2010	\$134,415	\$79,371	\$55,044	10,353	\$5.32
2009	\$132,500	\$73,170	\$59,330	9,995	\$5.94
2008	\$128,963	\$70,000	\$58,963	9,700	\$6.08

Fire Department

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

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

The Department is comprised of the following personnel:

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

In 2013, the Southborough Fire Department responded to 1,260 emergency incidents, an increase of 8% over 2012. 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 \$240,670 with \$185,220 from structure losses, \$53,800 from vehicle losses and \$1,650 from other unclassified losses.

The following is a breakdown of the emergency responses:

Fire and Emergency Responses	517
Medical Emergencies and Motor Vehicle Accidents	743

Massachusetts General Laws require the Department to conduct a variety of inspections. A total of **811** inspections, plan reviews and public education programs were conducted in 2013, an increase of 10% over 2012.

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.

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 training budget was increased to allow for the department to train as a group more often while still maintaining proficiency with in-service training done while on duty. The increase has allowed for full department training to be conducted six times per year at 4 hour training blocks. Full department training increases efficiency by allowing all members to work as a team which is important in an emergency situation.

Fire Department (continued)

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.

The Commonwealth of Massachusetts Office of Emergency Medical Services has gone through a major transformation during 2013 and has moved from more of a State system to the National registry for new and existing EMT's. This transformation has changed the requirements for recertification to be more in line with the National Standard as well as enhance the training requirements to recertify which is required every two years. The biggest change will be in the requirements to become and maintain the certification at the EMT-Intermediate level. Currently there are 3 members of the department who are trained and certified at this level.

Voters at the annual Town Meeting approved the purchase and replacement of the one of the two class one ambulances operated by the department. The ambulance being replaced is a 2004 van style that has had major mechanical issues due to the model year issue from the manufacturer. Other warrant article items allowed for the replacement of firefighter personal protective gear as well as self contained breathing apparatus tanks that were beyond the service life of 15 years. These items will greatly enhance firefighter safety and will benefit the residents by ensuring that the firefighters have the proper equipment to assist them if needed.

Lieutenant Neal Aspesi coordinates the Emergency Management Agency for Southborough as the Director of Operations. Neal ensures that contingency plans are updated, equipment is ready, and the town as a whole is ready to respond to any natural or man-made events that may arise. This year we did not see any major incidents that would necessitate the activation of the Emergency Operations Center. This was a change over the past two years when the EOC was activated for Tropical Storm Irene and Tropical Storm Sandy as well as a surprise snow storm on Halloween. The Southborough Emergency Management Agency remains active and ready for any major incidents that occur in the Town. I would like to thank all of the members of the committee for their time and effort in making this a top agency in the State. I would also like to thank the members of the community who volunteer their time and effort as members of the CERT/MRC. They play a valuable role in assisting the first responders in mitigating emergencies in a timely manner.

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

Mission Statement

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

Department Goal

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.

Personnel

In November 2013, Chief Jane Moran retired after serving the town for over thirty years, the last five as Police Chief. We certainly thank her for her leadership and wish the Chief good health and enjoyment in during her retirement.

As a result of the retirement of Chief Moran, the Board of Selectmen chose to bring on an Interim Chief, while the search and process for a new Chief was conducted. A consulting firm was hired to assist in these areas, and as a result, Jeffrey Roy started the end of November as the Interim Chief. Chief Roy is from Cape Cod and was hired to work 2-3 days per week.

We also were able to hire a new part-time dispatcher, Cameron Chapski, to bolster our communications staff. Two employees were on active military duty, and one returned to police duty in October.

Community Policing/School Resource Officer

The Southborough Police Department has a long-standing tradition in community policing. We have diverse programs that have been in place for many years. Programs such as **DARE**, **R.A.D.** Women, **radKIDS**, school resource officer, and Junior Police Academies are among some of the most popular. The SRO or 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 thirteen years. In the course of those years, we have seen the case load of the SRO range from drug activity to thefts and bullying issues. Our SRO also deals with computer issues like social media, cyber threats and inappropriate texting incidents.

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. Just recently, the program went through an extensive three year study, and subsequently, improvements were made in order to keep it fresh and exciting. As of this year, the **DARE** program has graduated over 4,000 fifth grade students. Along with **DARE**, there are many more programs that teach self-awareness and self-empowerment. The **R.A.D.** (for women) program and the **radKIDS** program teach self-confidence and self-reliance when faced with risky situations. The **R.A.D.** for women program has graduated many “students” in the last few years, teaching them how not to be victims. The **radKIDS** program is a direct off-shoot of the **R.A.D.** program, and is designed to keep children safe from harm. Over the years, hundreds of “kids” have graduated this program.

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 superintendant's office and teams of police officers from both towns, the **A.L.I.C.E.** Program was presented to schools last year. The **A.L.I.C.E.** Program is an innovative approach to an outdated school lock-down policy. The program is designed to inform students, teachers, staff, and administrators that there are better alternatives

Police Department (continued)

to the current lock-down policy. The police officer teams, from both towns, are dedicated to implementing this program to all the schools within the next year.

Additionally we have been working with the Southborough Recreation Department in providing police officers, at no cost, for the first ever open gym/basketball on Friday nights at Woodward School, which started in November.

And finally, this department has remained dedicated to our community's children and youth. We have 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 Academies. These academies stress the importance of respect, teamwork, physical conditioning, and integrity. These are achieved by problem solving, teamwork building 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're looking forward to it being the best one ever!

We taught Home Alone for new babysitters; held numerous tours of the police station, and installed over 100 child safety seats. Additionally, officers held safety talks with our residents. We will continue these traditions and expand into other areas to improve our service to the community.

Building improvements

In the fall we began the process of obtaining official quotes from various vendors for labor and equipment in order to move forward with the new public safety communications center project in 2014. This is being funded by mitigation funds from the Madison Place project as approved at the town meetings. By next summer, we should be fully operational and updated with the newest computer-aided dispatch system and radio equipment.

We also were able to get new lockers for the staff. The old lockers were falling apart and unsafe. In the near future, we hope we can again look at the feasibility of getting a new police station or public safety facility.

Criminal Investigations/Detective Bureau

The mission of The Town of Southborough's Detective Division is to enhance the quality of life for the citizens of Southborough by providing a safer community in which to live through the identification and deterrence of criminal activity. The role of the Detective Division is to combat crime by the provision of prompt, diligent, and proactive investigations while respecting the rights of the citizens of Southborough. The Detective Division accomplishes this mission by maximizing the use of traditional investigative techniques in combination with the most current technological resources available. The Detective Division works 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 Lieutenant James. 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 due to low staffing, Detective McCarthy was assigned follow up investigation on approximately eighty cases. The case assignments were broken down into the following categories; breaking and entering, larcenies, motor vehicle thefts, prostitution, human trafficking, assaults, assaults with dangerous weapons, sexual assaults, vandalism, child pornography, check fraud, domestic violence, elder abuse, identity theft, and illegal drug activity.

Police Department (continued)

Throughout 2013 Detective Sean McCarthy worked diligently and tenaciously to recover stolen property that was stolen from the residences and businesses in Southborough. Through the Detective Division's hard and thorough work the department is pleased to announce that we have recovered well over \$100,000 worth of stolen property during 2013. We located stolen property in areas such as Marlborough, Worcester and Boston. However, we also located and retrieved stolen property from places as far away as Texas and Mexico. We appreciate all of the assistance from our allied agencies that assisted us with the successful recovery of stolen property and the apprehension of those responsible for the thefts.

During 2013 we have had an increase in commercial, residential and motor vehicle break-ins. . Throughout the year the Detective Division has solved multiple burglary cases and continues to look for leads on open investigations. Our goal for years to come is to be committed to the community and work together to eliminate criminal misconduct and keep our citizens safe.

Patrol Division

The number of motor vehicle accidents has remained steady over the past few years. The daily traffic volume through our Town has increased dramatically over the years, which has had an impact on calls for service, motor vehicle citations and traffic slowdowns. There was one vehicular homicide and several serious motor vehicle accidents that required many hours of investigation and assistance from CMLEC accident reconstruction team and the Mass. State Police.

We conducted hundreds of traffic assignments as well as additional assignments that were funded by a grant awarded by the Gov. Highway Safety Bureau.

Two patrol officers assisted Framingham Police in a home invasion investigation which came to a successful conclusion. Our patrol functions also included numerous house checks for those who were away on vacation or business trips.

Training

Two officers past the rigorous testing and are now members of the Central Mass Law Enforcement SWAT Team. Two officers were certified in the A.L.I.C.E. program as described earlier in this document. Our Communications officers and dispatchers received various certifications and re-certifications in Emergency Medical Dispatch and Active Shooter Response.

We also sent two officers to become Filed Training Officers. Their skills will be utilized in training of new hires. Other trainings during the year included firearms and firearms instructor re-certification, human trafficking, legal updates, ethics, employee harassment, and vehicle pursuits. We also worked closely with the Fire Department where all communications officers and dispatchers participated in fire scene scenario training.

Social media outreach

Our Facebook page has drawn a lot of attention and 'likes' since its inception. Social media plays an important role in reaching out to our community. We provide daily logs of police activity as well as announcements and other items of interest to the public that we serve. The support from the public has been outstanding

We would like to thank our friends at the Fire Department, DPW and School Department for their continued support.

Conclusion

There is a new mantra that was unveiled statewide: We fully support this approach. "IF YOU SEE SOMETHING, SAY SOMETHING". Residents of and visitors to Southborough have provided us with excellent and timely information in reporting suspicious people, vehicles and activities for many years. You are our extra eyes and ears.

CALENDAR YEAR 2013 STATISTICS OF INTEREST

ANIMAL COMPLAINTS	244	IDENTIFCATION THEFT	4
ALL ARRESTS	178	KIDNAPPING	0
ASSAULTS	5	LARCENY	38
ASSIST CITIZENS/MOTORISTS	491	MISSING PERSONS REPORTED	3
ASSIST OTHER AGENCIES	209	MOTOR VEHICLE ACCIDENTS	410
BUILDING/PATROL CHECKS	2591	MOTOR VEHICLE THEFTS	4
BURGLAR ALARMS	828	MOTOR VEHICLE VIOL. ISSUED	3295
BURGLARY & ATTEMPTS	38	NOISE COMPLAINTS	38
BUSINESS/OTHER ESCORTS	18	PROTECTIVE CUSTODY	9
CIVIL COMPLAINTS	1	ROBBERY	0
DISTURBANCES	13	SEXUAL CRIMES	1
DOMESTIC MATTERS/INVEST	30	SUMMONS/WARRANTS	70
MARIJUANA BYLAW VIOL	38	SUSPICIOUS ACTIVITY	377
FINANCIAL CRIMES	20	TRAFFIC COMPLAINTS BY CITIZENS	37
HARRASSMENT COMPLAINTS	24	VANDALISM	36

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

“Enhancing Community Safety through Education and Preparedness”

The Southborough Emergency Management Agency (SEMA), which includes the Local Emergency Planning Committee (LEPC), is the agency in Town tasked with identifying, preparing for, mitigating and recovering from hazards and disasters (natural, man-made or technological) with the mission of improving community safety, saving lives and ensuring the community's quick return to normal functions following disasters. 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.

In 2013, SEMA, through coordination with the Town & Schools' Facility's Managers, Town Administrator and others, achieved three major town-wide emergency preparedness enhancements that will increase community safety.

1. **CodeRED Emergency Notification System** – This system replaced the discontinued Reverse 9-1-1 system the Town previously used. To learn more and sign-up to receive emergency notifications by cell phones, text messaging and email (*note: published land-line phones are already in the system*) visit the CodeRED link on the Town website. Those without internet access may call the Emergency Management Office. “This system is only as effective as the information citizens enter”. *Please take 5 minutes to log-on and add your information.*
2. **Emergency Generator for Cordaville Hall** – Southborough received Federal funds through a highly competitive post-disaster mitigation grant to install an emergency generator that will fully power Cordaville Hall. This grant funded the town 75% of the total project cost. The remaining 25% was approved through the 2013 Town Meeting. Uses 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 Towns computer network.
3. **Primary Emergency Shelter Generator Upgrades** – The 2013 Town Meeting approved funds to expand the scope of areas/items powered by the existing generator at Trottier Middle School. These upgrades will include powering the entire first floor, kitchen and cooking appliances on the second floor. The capacity of the existing generator is capable of handling this additional load without any modification.

Compared to the past few years 2013, was relatively unremarkable in the disaster category in Southborough. While the Town's Emergency Operations Center (EOC) was not activated this quietness offered SEMA the opportunity to implement numerous identified improvements to further enhance mission capabilities and preparedness with the goal of increased community safety.

SEMA & LEPC (continued)

Emergency Management continued to assist in the planning and operations of Southborough Summer Nights, Heritage Day, New England School for Children's (NECC) 5k Race and Gobble Wobble 5k Race. All events went off without a hitch, with no injuries due in part to pre-planning, and especially, volunteer work of the members of the Southborough Community Emergency Response Team (CERT) and Medical Reserve Corps (MRC). SEMA also was assigned as the State Park Command Post for the 2013, Boston Marathon, managing all aspects on the Park, Traffic and Incidents on the Southborough side of Hopkinton. SEMA is additionally tasked with managing a large part of the event's mass-evacuation plan if/when implemented.

On the day of the Boston Marathon, unrelated to his position with SEMA, Neal Aspesi was activated to the Massachusetts Emergency Management Agency (MEMA) EOC/bunker in Framingham immediately following the detonation of the second bomb on Boylston Street. Lt. Aspesi was activated as an Emergency Support Function – 9 (Search & Rescue) Liaison with the roles of assisting with the coordination and staging of state & federal SAR teams and response planning in the event of additional attacks. The knowledge acquired through this 12 hour activation has directly benefited SEMA and will be instrumental in the 2014 Marathon planning for Hopkinton and the surrounding areas.

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 late 2013, the Team underwent an organizational overhaul to enhance local and state-wide coordination/response. In addition to the restructure the Team will begin a TeenCERT program in early 2014, one of only three in the State. We would like to thank member Carol Willoughby for managing the Team during 2013. 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 it out!

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



/ my favorite place is my swing seat - Sofia

Precinct I
Election Officers 2013 (appointed)

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

Inspectors

Sandra Callinan	Sandra A. Fisher	Karen Muggeridge
Janet M. Capello	Alice B. Gaffney	Nancy D. Powers
Lena A. Carloni	Joan K. Henderson	Elizabeth A. Sherry
Vernelle L. Cibelli	David R. Lowry	Anna R. Sullivan
Dorothy M. Delarda	Joanne M. McCandless	

Tellers

Donna L. McDaniel	Joyce Macknauskas
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Precinct II
Election Officers 2013 (appointed)

Warden: Doriann M. Jasinski
Deputy Warden: Barbara A. Murphy
Clerk: Sheila C. Wilson
Deputy Clerk: Josephine A. Shea

Inspectors

Barbara Jeanne Barnes	Jennifer K. Hulton	Linda R. Petry
Edward W. Barnes	Maryann T. Lamy	Marilyn J. Sheff
Gloria G. Barr	Mildred P. Lemire	Jean Wood
Lorraine S. Brond	Ann M. Maguire	
Janet S. DeNapoli	Cyd C. Ostrovsky	

Tellers

Carol A. Gay	Delia A. Mulvaney
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Precinct III
Election Officers 2013 (appointed)

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

Inspectors

Rachel P. Adelson	Margaret DeFazio	Ann M. Northup
Diane L. Beane	Brian Donovan	Anita W. Reeder
Jeffrey Jacobs Beane	Lidia A. Kiley	Susan M. Ricci
John J. Boiardi	Marie Langley	Sally B. Watters
Lorriane M. Caruso	David A. Monroe	

Tellers

Carol A. Miner	Claudia M. Roche
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Annual Town Meeting
April 8, 2013

At the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, April 8, 2013 at 7:00 PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 184 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
	Thomas J. Conlin	20 Pinecone Lane
	Arthur P. Lamy	12 Bigelow Road
	Barbara A. Murphy	202 Cordaville Road
	George M. Pedersen, Jr.	11 Strawberry Hill Road
	Christopher Robbins	39 Parkerville Road

The Town Moderator, David A. Coombs, called the meeting to order at 7:18 p.m.

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

Troop 72700 - Sophia Brady, Haley Hong, Chloe Chiota, Annalise Kolenda, Olivia Chiota, Lucy Marous, Julianna Eigen, Sophia Scaringi, Hannah Grimm and Elizabeth Webb

Troop Leaders - Christa Brady, Kathryn Marous Cathy Webb

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

Nancy Arone Bassett – Reading Specialist, Trottier Middle School
Eleanora Fantony Burke – Town Clerk and Town Counsel
Marjorie Mitchell Cunningham – First Grade Teacher, Mary Finn School
Eileen Henry Curran – “Meals on Wheels” Volunteer
George R. Boothby – Highway Department, Call Firefighter
Joseph A. Delarda, Jr. – Volunteer Call Firefighter
James (Russ) McCarthy - Pollworker
John C. Misener – Call Firefighter
Willard “Bill” S. Putnam – Administrative Assistant to Police Chief, Town Accountant
Anne Cotagis Sarkis – Senior Volunteer

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

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

Annual Town Meeting (continued)

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

Linda Andrews, Assistant Director of Student Support Services
Neal Aspesi, Fire Department
Brian Ballantine, Finance Director
Jane Cain, Library Director
Paul Cibelli, Town Assessor
Patrick Collins, Assabet Valley High School Assistant Superintendent
Eric Denoncourt, Town Planner
Karen Galligan, DPW Superintendent
Charles Gobron, Superintendent of Schools
David Gusmini, Building Inspector
Vanessa D. Hale, Assistant Town Administrator
Michelle A. Jenkins, Assistant Town Clerk
Christine Johnson, Assistant Superintendent of Schools
Heidi Kriger, Town Accountant
Pam LeFrancois, Senior Center Director
Cheryl Levesque, Director of Business
Shirley Lundberg, Regional School Committee Chair
Joseph C. Mauro, Jr., Fire Chief
Jane T. Moran, Police Chief
Mary Jo Nawrocki, Assabet Valley High School Superintendent
Brad Petrihen, Reporter, MetroWest Daily News
Paul Pisinski, Board of Health Agent
Mark J. Purple, Town Administrator
Philip S. Rinehart, Facilities Manager
Beth Rosenblum, Conservation Commission
Laurie Sugarman-Whittier, Youth and Family Services Director
Klay Thompson, IT Director – NENS (New England Networking System)
Jean Tower, Director of Technology

MOTION MADE: To waive the reading of the Warrant.

MOTION PASSED UNANIMOUSLY.

ARTICLE I: 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 and Nancy A. Sacco– Presentation of the Dr. Timothy Stone Public Health Award – Linda C. Hubley and Susan N. Fitzgerald recipients.

Annual Town Meeting (continued)

- William W. Harrington and Susan M. Keir - Presentation to build awareness of the Senior Center/Council on Aging and the vital services provided to our seniors including its social programs, outreach and health related services.
- Dana E. Cunningham – Update on the Zoning Bylaw Revisions

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, 2013 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 Board of Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2013 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: At Town Meeting

Annual Town Meeting (continued)

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.*

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

Proposed by: **BOARD OF SELECTMEN**

Board of Selectmen Recommendation: **Support**

Advisory Committee Recommendation: **At Town Meeting**

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

MOTION MADE: That pursuant to Mass. General Laws Chapter 150E Section 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and **AFSCME Council 93** and to raise and appropriate \$17,450 for the purpose of funding the collective bargaining agreement; and further, pursuant to Mass. General Laws Chapter 150E Sections 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and Local 167, **Massachusetts Coalition of Police** and to raise and appropriate \$17,270 for the purpose of funding the collective bargaining agreement; *and further, pursuant to Mass. General Laws Chapter 150E Sections 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and Southborough Permanent Firefighters Union, Local 3129, IAFF, and to raise and appropriate \$19,509 for the purpose of funding the collective bargaining agreement.*

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**.

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 [vacant]	III
Director of Recreation Commission	IV
Assistant Superintendent, DPW [vacant].....	V

Annual Town Meeting (continued)

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

SCHEDULE B: [RESERVED]

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
Interim Reserve Police Officer	11
Reserve Police Officer	11
Administrative Assistant.....	11
Animal Control Officer.....	11
Cable Access Facilitator	11
Tree Warden.....	11
Nurse	13
Electrician.....	13
Public Health Director.....	13

Police Lieutenant

See Schedule G

Annual Town Meeting (continued)

<u>Hourly Rates for Part-Time Positions</u>		
Grade	Minimum	Maximum
1	Min. wage	\$8.33
2	\$8.34	\$12.35
3	\$8.84	\$12.98
4	\$9.26	\$13.78
5	\$9.71	\$14.49
6	\$10.25	\$15.22
7	\$10.73	\$15.95
8	\$11.26	\$16.77
9	\$11.82	\$17.62
10	\$12.54	\$18.66
11	\$13.87	\$25.00
12	\$21.00	\$34.00
13	\$29.00	\$41.00

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to approve changes to the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, by inserting the following noted **BOLD** changes in the warrant.

MOTION PASSED UNANIMOUSLY.

ARTICLE 7: To see if the Town will vote to establish a new Bylaw as follows:

A By-law Establishing the Duties and Powers of the Town Administrator for the Town of Southborough

Section 1: Overview

A. General:

- (I)** The Town Administrator shall act as the chief administrative officer of the Town of Southborough and shall be responsible to the Board of Selectmen, as their agent, for the effective management of all Town affairs placed in the Town Administrator's charge by The Town of Southborough Code, Town Meeting vote, or by vote and direction of the Board of Selectmen.
- (II)** The Town Administrator shall be responsible for the implementation of Town policies established by the Board of Selectmen, as well as ensuring that the decisions of the Board of Selectmen are fully executed. The specific functions and duties of the Town Administrator shall include, but not be limited to, the functions and duties described in this By-law.
- (III)** Notwithstanding the provisions of this By-law, the essential chief executive functions of the Town remain vested at all times in the Board of Selectmen who may assert, either preemptively or reactively by applicable statutory authority, that full executive power as elected officials of the town in substitution for the powers delegated under By-law to the Town Administrator. The Board of Selectmen may exercise its executive authority by majority vote.

Annual Town Meeting (continued)

Section 2: Powers and Duties

A. Personnel:

- (I) The Town Administrator, acting as an agent of the Board of Selectmen and as consistent with the Code of the Town of Southborough, shall supervise, direct and be responsible for the efficient administration of all departments and personnel under the jurisdiction of the Board of Selectmen and all functions for which the Town Administrator is given responsibility or control by the Town of Southborough Code, town meeting vote, or by vote of the Board of Selectmen.
- (II) The Town Administrator shall act as Personnel Director and shall be the administrative representative of the Personnel Board. With the guidance and oversight of the Personnel Board, the Town Administrator shall:
 - 1. Develop, maintain, and administer the Personnel By-law which shall be approved annually at Town Meeting, and which includes but is not limited to: classification system, compensation system, personnel rules and regulations which indicate the rights and obligations of employees, disciplinary procedures, personnel appraisal system, development and implementation of an ongoing training program, and any other personnel and hiring policies, practices, and regulations for Town employees not covered by collective bargaining agreements.
 - 2. Administer and enforce the rules and regulations of the Personnel By-law with authority to interpret same but not to rescind or otherwise amend. The Director shall report to the Personnel Board in writing any interpretation made in any area where this By-law is not reasonably clear.
 - 3. Furnish the Personnel Board with all information essential for the actions of that Board.
- (III) The Town Administrator shall direct contract negotiations, subject to the approval of the Board of Selectmen, and ensure ongoing compliance with their provisions.
- (IV) Regarding departments within the jurisdiction of the Board of Selectmen:
 - 1. The Town Administrator shall, based upon merit and suitability, appoint and may remove department heads, subject to the approval of the Board of Selectmen and consistent with the Code of the Town of Southborough. The Town Administrator shall also provide annual evaluations of department heads to the Board of Selectmen.
 - 2. The Town Administrator shall approve the appointment and removal of all other officers, subordinates, and employees, as consistent with the Code of the Town of Southborough.
 - 3. The Town Administrator may transfer personnel between departments, subject to the approval of the Board of Selectmen and consistent with the Code of the Town of Southborough.
- (V) Regarding departments outside the jurisdiction of the Board of Selectmen, with the exception of the schools:
 - 1. All elected boards, officials and committees shall consult with the Town Administrator throughout the process of appointing or removing a department head, and shall provide written notice of intent to appoint or remove to the Town Administrator for the purpose of maintaining compliance with personnel policies, practices, or procedures of the Town.
 - 2. All elected boards, officials and committees shall consult with the Town Administrator throughout the process of contracting personnel services to ensure compliance with personnel policies, practices, or procedures of the Town.
 - 3. Department heads shall consult with the Town Administrator throughout the process of making any appointments or removals within their departments for the purpose of maintaining compliance with personnel policies, practices, or procedures of the Town.

Annual Town Meeting (continued)

4. Elected boards and committees and also department heads shall consult with the Town Administrator to ensure that their management of employees and contracted personnel is consistent with personnel policies, employment contracts, and practices in use in all Town departments.

B. Administrative:

- (I) The Town Administrator shall act as the Chief Procurement Officer under the provisions of Chapter 30B of the General Laws, and, subject to the authority of the Board of Selectmen, shall be responsible for the purchasing of all supplies, materials, equipment, and services for the Town, including the bidding and awarding of all contracts, except as follows:
 1. For supplies, materials, equipment, and services for the School Department, unless specifically requested by the School Committee.
 2. For library materials, supplies, equipment, and services specific to the function of the library, unless specifically requested by the Library Trustees.
 3. For personnel services as described within Section 2.A.V.2.
- (II) The Town Administrator shall coordinate the activities of all Town departments serving under the Board of Selectmen with those under the control of other officers and multiple-member bodies elected directly by the voters.
- (III) The Town Administrator, subject to the authority of the Board of Selectmen, shall have full jurisdiction over the rental and use of all Town facilities, except schools and the library, and shall oversee all Town capital maintenance, construction, repairs and rental/use of Town facilities, consistent with the Code of the Town of Southborough and state statutes.
- (IV) Subject to policies established by the Board of Selectmen, the Town Administrator shall present for approval to the Board of Selectmen all warrants or vouchers, including payroll warrants, for payment of Town funds submitted by the Town Accountant.
- (V) The Town Administrator shall be responsible for working with Town officers and departments on Town loan and grant applications and, in consultation with the office or department receiving the loan or grant, overseeing adherence to the conditions of such loans or grants.
- (VI) The Town Administrator shall negotiate collective bargaining contracts on behalf of the Board of Selectmen, and subject to approval of the Board of Selectmen. The Town Administrator shall administer and enforce collective bargaining agreements and personnel rules and regulations within the purview of the Board of Selectmen.
- (VII) The Town Administrator shall recommend to the Board of Selectmen on the prosecution, defense, and compromise of all litigation to which the Town is a party.

C. Financial Management:

- (I) The Town Administrator shall, after consultations with the Board of Selectmen and the Advisory Committee, issue guidelines for requested appropriations to all departments and elected officials and boards whose budgets are appropriated by Town Meeting. Said guidelines shall be issued on or before October 30th. Nothing herein shall conflict with the Advisory Committee's duties and obligations under state statute, nor shall it limit the Advisory Committee's right to issue independent guidelines for requested appropriations.
- (II) The Town Administrator shall be responsible for preparing the annual requested appropriations from departments under the jurisdiction of the Board of Selectmen.
- (III) The Town Administrator shall provide support, tools, and coordination for departments, elected officials and boards not under the Board of Selectmen in the development of their appropriation requests.
- (IV) The Town Administrator shall provide to the Board of Selectmen and the Advisory Committee by January 30th budget proposal(s) consistent with guidelines described in Section 2.C.I.
- (V) The Town Administrator shall maintain a current estimate of expected revenues and expenditure trends for the next fiscal year.

Annual Town Meeting (continued)

- (VI) The Town Administrator shall develop and maintain a capital facilities plan and budget for all municipal structures.
- (VII) The Town Administrator shall maintain a capital equipment plan and budget for all other municipal capital equipment.
- (VIII) The Town Administrator shall be responsible for the application of modern accounting and financial reporting practices and further shall maintain accurate and centralized records, including but not limited to:
 1. Financial documentation, including therein such information as the Board of Selectmen deems desirable.
 2. Personnel documentation for all employees, including therein evaluations and such information as the Personnel Board deems desirable.
 3. All documentation required to be maintained as per the Code of the Town of Southborough.
- (IX) The Town Administrator shall prepare, annually, a five-year financial forecast of revenue, expenditures, including capital expenditures, and the general financial condition of the Town. Said plan shall be submitted to the Board of Selectmen, the Advisory Committee, the Board of Assessors and the School Committee, and shall be made available to the public.
- (X) The Town Administrator shall oversee the coordination, compilation, and distribution of the annual Town Report.
- (XI) The Town Administrator shall develop and oversee performance measurement systems for municipal services.

D. General:

- (I) The Town Administrator shall serve as the Town's Chief Information Officer for any time period that this role remains unfilled. The Chief Information Officer shall be responsible for activities such as maintaining and enhancing the capabilities and integration of the information systems used in the various Town departments, improving citizen access to user-friendly Town information, and developing, maintaining, and enhancing necessary tools including but not limited to: budgetary tools (operating and capital), a centralized record keeping system, and performance measurement systems.
- (II) The Town Administrator shall prepare the agenda for and attend all meetings of the Board of Selectmen, and shall cause full and complete records of such meetings to be taken and maintained.
- (III) The Town Administrator shall assist in the preparation of the warrants and motions for and attend all sessions of Town Meeting.
- (IV) The Town Administrator shall present reports to the Board of Selectmen identifying priorities, concerns, issues and outcomes of the Town Administrator's office.
- (V) The Town Administrator shall act as the Board of Selectmen's liaison with federal, regional, and state authorities, as well as with all Town boards, committees, and officials outside the purview of the Board of Selectmen.
- (VI) The Town Administrator shall provide leadership and direction in the development of short and long-range plans, including but not limited to the gathering, analysis and preparation of data for studies, reports and recommendations to the Board of Selectmen.
- (VII) The Town Administrator shall perform any other duties consistent with the office of the Town Administrator as may be required by By-law, vote of Town Meeting, or vote of the Board of Selectmen.

Section 3: General Provisions

- (I) If any Section, Subsection, Paragraph, sentence, clause, word, or any other part of this By-Law shall be adjudicated by a Court of competent jurisdiction, to be unconstitutional, unenforceable, or otherwise, invalid, such adjudication shall not affect, impair or invalidate the remainder of the By-Law and it shall be construed to have been the legislative intent to enact this By-Law without such unconstitutional, unenforceable or invalid parts therein.

Annual Town Meeting (continued)

The Board of Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this Petition.

, or do or act anything in relation thereto.

Proposed by: TOWN MANAGER AD HOC LEGISLATIVE COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: This by-law would establish the powers and duties of the Town Administrator when working as an agent and at the direction of the Board of Selectmen and defines the Town Administrator's roles and responsibilities with respect to other independently elected executives and the departments under their jurisdiction. Any revisions to the duties established above could only be changed by Town Meeting.

MOTION MADE: That the Town vote to adopt the bylaw provisions setting forth the powers and duties of the Town Administrator, as printed in the warrant.

AMENDMENT TO THE MAIN MOTION: That the Town vote to establish a new By-Law by inserting in Chapter 27, Article 9 of the Southborough Town Code, as printed in the warrant.

AMENDMENT TO THE MAIN MOTION PASSED BY MAJORITY VOTE.

AMENDMENT MADE: That the Town vote to amend the main motion by striking the words in Section 2 A. (IV) 1-3 and replace it with a new Section 2 A. (IV) 1-3 as follows:

(IV) Regarding departments within the jurisdiction of the Board of Selectmen:

1. The Town Administrator shall, based upon merit and suitability, recommend the appointment or removal of department heads to the Board of Selectmen. The Town Administrator shall also provide annual evaluations of department heads to the Board of Selectmen.
2. Department heads shall consult with the Town Administrator throughout the process of making any appointments or removals within their departments. The Town Administrator shall report to the Board of Selectmen on those appointments or removals.
3. The Town Administrator may transfer personnel between departments, subject to the approval of the Board of Selectmen and consistent with the Code of the Town of Southborough and State law.

AMENDMENT TO THE MAIN MOTION PASSED BY MAJORITY VOTE.

MAIN MOTION WITH AMENDMENTS PASSED BY MAJORITY VOTE.

Approved by the Attorney General on May 22, 2013.

ARTICLE 8: 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 for the passage and enactment of the Special Act as accepted and approved as follows:

Annual Town Meeting (continued)

An Act Establishing the Authority of the Town Administrator to Sign Town Warrants for the Town of Southborough

Section 1: Authority to Sign Warrants

Subject to policies established by the Board of Selectmen, the Town Administrator shall have, on behalf of the Board of Selectmen, the authority to sign all warrants or vouchers, including payroll warrants, for payment of Town funds submitted by the Town Accountant.

Section 2: Transition Provisions

The Town Clerk shall cause the following question to be placed on the ballot at the annual election following adoption of this article by Town Meeting: "Shall an act submitted to the General Court in the year 2013, entitled 'An Act Establishing the Authority of the Town Administrator to Sign Town Warrants for the Town of Southborough' be accepted?" If a majority of the votes cast in answer to the question is in the affirmative, this Act shall take effect in the Town of Southborough upon passage by the General Court.

Upon final adoption of this Special Act, Section 2.B.IV of the Town Administrator By-law shall be revoked.

The Board of Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this Petition.

, or do or act anything in relation thereto.

Proposed by: TOWN MANAGER AD HOC LEGISLATIVE COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article will allow the Town Administrator to sign warrant, payables, vouchers and other related documents on behalf of the Board of Selectmen.*

MOTION MADE: That the Town vote to approve a Special Act to allow the Town Administrator to sign town warrants and to authorize the Board of Selectmen to petition the General Court of the Commonwealth for passage and Enactment of the same, as printed in the warrant.

AMENDMENT TO THE MAIN MOTION: That the Town amend the motion by striking the words, "Upon final adoption of this Special Act, Section 2.B.IV of the Town Administrator By-law shall be revoked.

AMENDMENT TO THE MOTION PASSED BY MAJORITY VOTE.

MAIN MOTION WITH AMENDMENT PASSED BY MAJORITY VOTE.

ARTICLE 9: 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 for the passage and enactment of the Special Act as accepted and approved as follows:

Annual Town Meeting (continued)

An Act Establishing a Five-Member Board of Selectmen for the Town of Southborough

Section 1: Board of Selectmen: Composition and Term

- (a) There shall be a Board of Selectmen consisting of five (5) members, elected for terms of three (3) years each, so arranged that the term of office of as nearly an equal number of members as is possible shall expire each year.

Section 2: Transition Provisions

- (a) The Town Clerk shall cause the following question to be placed on the ballot at the annual election following adoption of this article by Town Meeting: "Shall an act submitted to the General Court in the year 2013, entitled 'An Act Establishing a Five-Member Board of Selectmen for the Town of Southborough' be accepted?" If a majority of the votes cast in answer to the question is in the affirmative, this Act shall take effect in the Town of Southborough upon passage by the General Court.
- (b) At the annual election following the ratification of this Act by the General Court, two (2) additional Selectmen shall be elected, such that one office shall appear on the ballot as serving a term that shall expire three years from the date of election, and one office shall appear on the ballot as serving a term that shall expire two years from the date of election. Thereafter, as the terms of the Selectmen expire, successors shall be elected for terms of three (3) years. The terms of those members currently serving as Selectmen at the time of the adoption of this Act shall be unchanged.

The Board of Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this Petition.

, or do or act anything in relation thereto.

Proposed by: TOWN MANAGER AD HOC LEGISLATIVE COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article would expand the Board of Selectmen from three to five members.*

MOTION MADE: That the Town vote to approve a Special Act that shall expand the Board of Selectmen from three members to five members and to authorize the Board of Selectmen to petition the General Court for passage of same as printed in the warrant.

MOTION PASSED: YES: 131 NO: 30

Presentation by John F. Rooney, III on the Budget Articles.

Presentation by John M. Wood, Chairman of the Advisory Committee.

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

SEE BUDGETS ON THE FOLLOWING PAGES (Pages 11 through 27)

Proposed by: BOARD OF SELECTMEN

Summary: *See budget report including Advisory Committee and Board of Selectmen's FY14 recommendations.*

Annual Town Meeting (continued)

MOTION MADE: To divide the question.

MOTION PASSED UNANIMOUSLY.

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

MOTION PASSED UNANIMOUSLY.

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

MOTION PASSED UNANIMOUSLY.

<i>Budget Name</i>	<i>FY 2014 Request</i>
<i>General Government</i>	
110-119 LEGISLATIVE	
114 MODERATOR	
51000-51990 Personal Services	50
52000-58990 Other Charges and Expenses	25
TOTAL	75
121-129 EXECUTIVE	
121 ELECTED BOARD OF SELECTMEN	
51000-51990 Personal Services	2,400
TOTAL	2,400
122 BOARD OF SELECTMEN	
51000-51990 Personal Services	296,308
52000-58990 Other Charges and Expenses	87,360
<i>Utility Adjustment</i>	(29,850)
ADJUSTED TOTAL	353,818
131 ADVISORY COMMITTEE	
52000-58990 Other Charges and Expenses	275
TOTAL	275
132 RESERVE FUND	
52000-58990 Other Charges and Expenses	150,000
TOTAL	150,000
135 TOWN ACCOUNTANT	
51000-51990 Personal Services	126,596
52000-58990 Other Charges and Expenses	2,705
TOTAL	129,301
136 AUDIT	
52000-58990 Purchase of Services	25,500
TOTAL	25,500

Annual Town Meeting (continued)

<i>Budget Name</i>	<i>FY 2014 Request</i>
<i>General Government, continued</i>	
140 ELECTED BOARD OF ASSESSORS	
51000-51990 Personal Services	2,250
TOTAL	2,250
141 ASSESSORS	
51000-51990 Personal Services	144,935
52000-58990 Other Charges and Expenses	27,600
TOTAL	172,535
145 TREASURER/COLLECTOR	
51000-51990 Personal Services	169,169
52000-58990 Other Charges and Expenses	10,335
TOTAL	179,504
151-159 OPERATIONS SUPPORT	
151 LEGAL	
52000-58990 Other Charges and Expenses	95,000
TOTAL	95,000
152 PERSONNEL BOARD	
51000-51990 Personal Services	0
52000-58990 Other Charges and Expenses	8,440
TOTAL	8,440
153 SPECIAL LEGAL COUNSEL	
52000-58990 Other Charges and Expenses	55,000
TOTAL	55,000
155 MANAGEMENT INFORMATION SYSTEMS	
51000-51990 Personal Services	4,000
52000-58990 Other Charges and Expenses	173,206
TOTAL	177,206
159 OTHER OPERATION SUPPORT	
52000-58990 Other Charges and Expenses (1)	338,043
TOTAL	338,043

(1) Utilities consolidated from budgets shown with a utility adjustment.

160-169 LICENSING AND REGISTRATION

160 ELECTED TOWN CLERK	
51000-51990 Personal Services	46,467
TOTAL	46,467

AMENDMENT MADE: To reduce the Elected Town Clerk Salary to \$45,361.

AMENDMENT DEFEATED.

MAIN MOTION PASSED BY MAJORITY VOTE.

Annual Town Meeting (continued)

<i>Budget Name</i>	<i>FY 2014 Request</i>
<u>General Government, continued</u>	
161 TOWN CLERK	
51000-51990 Personal Services	50,960
52000-58990 Other Charges and Expenses	2,925
TOTAL	53,885
162 ELECTIONS AND REGISTRATION	
51000-51990 Personal Services	50,542
52000-58990 Other Charges and Expenses	14,175
<i>Utility Adjustment</i>	(350)
TOTAL	64,367
171-179 LAND USE	
171 CONSERVATION COMMISSION	
51000-51990 Personal Services	33,043
52000-58990 Other Charges and Expenses	6,050
TOTAL	39,093
175 PLANNING BOARD	
51000-51990 Personal Services	126,534
52000-58990 Other Charges and Expenses	6,779
TOTAL REQUESTED	133,313
TOTAL	130,966
AMENDMENT MADE: To reduce the Planning Board budget to a new total of \$130,966.	
MOTION TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.	
AMENDMENT PASSED BY MAJORITY VOTE.	
176 ZONING BOARD OF APPEALS	
51000-51990 Personal Services	10,083
52000-58990 Other Charges and Expenses	2,800
TOTAL	12,883
177 OPEN SPACE	
52000-58990 Other Charges and Expenses	185
TOTAL	185
191-199 OTHER	
192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE	
51000-51990 Personal Services	288,527
52000-58990 Other Charges and Expenses	186,535
<i>Utility Adjustment</i>	(49,900)
TOTAL	425,162

Annual Town Meeting (continued)

<i>Budget Name</i>	<i>FY 2014 Request</i>
<u>Public Safety</u>	
210 POLICE DEPARTMENT	
51000-51990 Personal Services	1,550,731
52000-58990 Other Charges and Expenses	118,946
<i>Utility Adjustment</i>	(30,275)
TOTAL	1,639,402
220 FIRE DEPARTMENT	
51000-51990 Personal Services	1,643,510
52000-58990 Other Charges and Expenses	179,808
<i>Utility Adjustment</i>	(28,128)
TOTAL	1,795,190
241 BUILDING DEPARTMENT	
51000-51990 Personal Services	100,946
52000-58990 Other Charges and Expenses	8,000
<i>Utility Adjustment</i>	(700)
TOTAL	108,246
291 CIVIL DEFENSE	
51000-51990 Personal Services	2,926
52000-58990 Other Charges and Expenses	6,180
<i>Utility Adjustment</i>	(300)
TOTAL	8,806
292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR	
52000-58990 Other Charges and Expenses	27,936
TOTAL	27,936
<u>Public Works & Facilities</u>	
400, 420 DEPT. OF PUBLIC WORKS (Highway, Cemetery, Tree)	
51000-51990 Personal Services	906,800
52000-58990 Other Charges and Expenses	1,180,625
<i>Utility Adjustment</i>	(168,400)
TOTAL	1,919,025
450 DEPT. OF PUBLIC WORKS – WATER	
51000-51990 Personal Services	388,842
52000-58990 Other Charges and Expenses	985,300
TOTAL	1,374,142
<u>Human Services</u>	
510 ELECTED BOARD OF HEALTH	
51000-51990 Personal Services	450
TOTAL	450

Annual Town Meeting (continued)

<i>Budget Name</i>	<i>FY 2014 Request</i>
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Human Services (continued)

512 BOARD OF HEALTH

51000-51990 Personal Services	91,631
52000-58990 Other Charges and Expenses	45,705
<i>Utility Adjustment</i>	(670)
TOTAL	136,666

541 COUNCIL ON AGING

51000-51990 Personal Services	193,959
52000-58990 Other Charges and Expenses	27,360
<i>Utility Adjustment</i>	(960)
TOTAL	220,359

542 YOUTH COMMISSION

51000-51990 Personal Services	125,967
52000-58990 Other Charges and Expenses	10,567
<i>Utility Adjustment</i>	(1,050)
TOTAL	135,484

543 VETERANS' SERVICES

51000-51990 Personal Services	10,000
52000-58990 Other Charges and Expenses	46,225
<i>Utility Adjustment</i>	(300)
TOTAL	55,925

Culture & Recreation

610 LIBRARY

51000-51990 Personal Services	306,512
57000-57990 Other Charges and Expenses	115,910
<i>Utility Adjustment</i>	(27,160)
TOTAL REQUEST	395,262
TOTAL	393,256

FIRST AMENDMENT MADE: That the main motion be amended to \$393,256.00

SECOND AMENDMENT: To further reduce the Library Budget to a new total of \$383,648.

Presentation by Jane Cain, Library Director.

SECOND AMENDMENT DEFEATED.

FIRST AMENDMENT PASSED BY MAJORITY VOTE.

630 RECREATION COMMISSION

51000-51990 Personal Services	104,913
52000-58990 Other Charges and Expenses	0
TOTAL	104,913

Annual Town Meeting (continued)

<i>Budget Name</i>	<i>FY 2014 Request</i>
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Cultural & Recreation (continued)

691 HISTORICAL COMMISSION

52000-58990 Supplies	990
TOTAL	990

692 MEMORIAL DAY

52000-58990 Other Charges and Expenses	2,350
TOTAL	2,350

Debt Service

DEBT PRINCIPAL AND DEBT INTEREST

0100-710-59100 Principal General Fund	2,941,894
6161-710-59100 Principal Water Fund	145,000
0100-751-59150 Interest General Fund	655,378
6161-751-59150 Interest Water Fund	35,066
TOTAL	3,777,338

910 EMPLOYEE BENEFITS

51700 Police/Fire Accident and Workers' Comp	143,872
51710 Unemployment Payments	55,700
51720 Health Insurance	3,946,106
51730 Retirement Fund	1,196,278
51740 Life Insurance	6,312
51770 Medicare	269,549
51780 Dental Insurance	155,941
51785 Medicare B Penalty	17,000
51750 FSA Fees	3,074
TOTAL	5,793,832

945 LIABILITY INSURANCE

52000-58990 Other Charges and Expenses	220,708
TOTAL	220,708

Education

ELECTED SCHOOL COMMITTEE

51000-51990 Personal Services	500
TOTAL	500

Annual Town Meeting (continued)

<i>Budget Name</i>	<i>FY 2014 Request</i>
<u>Education (continued)</u>	
301 SOUTHBOROUGH SCHOOLS	
REGULAR DAY PROGRAMS	
<i>ADMINISTRATION</i>	
School Committee	13,600
Superintendent's Office	107,223
Administrative Support	372,522
<i>INSTRUCTION</i>	
Supervision	46,600
Principals	805,367
Teaching	7,699,381
Professional Development	93,900
Textbooks & Materials	196,347
Instructional Hardware & Software	171,431
Library Services	249,401
Instructional Equipment	53,033
Guidance Services	251,404
<i>OTHER STUDENT SERVICES</i>	
Personnel Services	500
Health Services	306,129
Transportation	365,244
Athletics	29,100
Student Body Activities	19,550
<i>OPERATION AND MAINTENANCE OF BUILDINGS</i>	
Operation of Buildings	1,216,852
Maintenance of Buildings	302,348
Networking & Telecommunications	93,689
<i>FIXED CHARGES</i>	
Rentals & Leases	4,100
REGULAR DAY PROGRAMS	
	12,397,721
SPECIAL EDUCATIONS PROGRAMS – CHAPTER 766	
<i>INSTRUCTION</i>	
Legal	5,000
Administrative Technology	2,800
Director	128,811
Teaching	3,221,249
Professional Development	1,900
Instructional Technology	9,250
Psychological Services	321,131
<i>OTHER STUDENT SERVICES</i>	
Health Services	92,000
Transportation Sped	410,000

Annual Town Meeting (continued)

<i>Budget Name</i>	<i>FY 2014 Request</i>
<u><i>Education (continued)</i></u>	
<i>OPERATION AND MAINTENANCE OF EQUIPMENT</i>	
Operation of Equipment	9,000
<i>PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS</i>	
Tuition, Out	789,443
<i>PROGRAMS, MEMBER OF COLLABORATIVE</i>	
Assabet Collaborative Assessment	1,750
Tuition Out, Collaborative	281,437
SPECIAL EDUCATION, CHAPTER 766	5,273,771
SUMMARY	
REGULAR DAY PROGRAMS	12,397,721
SPECIAL EDUCATION – CHAPTER 766	5,273,771
TOTAL	17,671,492

BUDGET PASSED BY MAJORITY VOTE.

302 ALGONQUIN REGIONAL HIGH SCHOOL

REGULAR DAY PROGRAMS

ADMINISTRATION

School Committee	59,683
Superintendent's Office	107,485
Administrative Support	375,996

INSTRUCTION

Supervision	83,181
Principals	665,510
Teaching	7,668,096
Professional Development	65,175
Textbooks & Materials	146,979
Instructional Hardware & Software	39,732
Instructional Equipment	20,087
Library Services	145,697
Guidance Services	718,078

OTHER STUDENT SERVICES

Testing	0
Health Services	144,453
Transportation	1,102,185
Athletics/Student Body Activities	450,402
Other Student Activities	7,500

OPERATION AND MAINTENANCE OF BUILDINGS

Operation of Buildings	1,313,905
Maintenance of Buildings	292,600
Payment for Local Northboro Services	45,000
Networking & Telecommunications	49,442

Annual Town Meeting (continued)

<i>Budget Name</i>	<i>FY 2014 Request</i>
<i>Education, continued</i>	
<i>FIXED CHARGES</i>	
Rentals and Leases	73,771
Insurance	2,823,611
Retirement Liability	257,964
<i>NEW EQUIPMENT</i>	
New Equipment	100,000
<i>TUITION, OTHER PUBLIC SCHOOLS</i>	
School Choice	190,000
REGULAR DAY PROGRAMS TOTAL	16,947,532
<i>SPECIAL EDUCATION PROGRAMS – CHAPTER 766</i>	
<i>ADMINISTRATION</i>	
Legal Services	6,500
Administrative Technology	2,800
<i>INSTRUCTION</i>	
Director	110,633
Teaching	1,263,047
Professional Development	2,600
Textbooks	1,000
Instructional Technology	6,000
Psychological Services	114,211
<i>OTHER STUDENT SERVICES</i>	
Health Services	17,800
<i>OPERATION AND AMINTENANCE OF BUILDINGS</i>	
New Equipment	1,500
Equipment Maintenance	500
<i>PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS</i>	
Tuition, Out	392,426
Transportation	275,000
<i>PROGRAMS, MEMBER OF COLLABORATIVE</i>	
Assabet Collaborative Assessment	2,000
Tuition Out, Collaborative	97,230
SPECIAL EDUCATION – CHAPTER 766 TOTAL	2,293,247
SUMMARY	
REGULAR DAY PROGRAMS	16,947,532
SPECIAL EDUCATION – CHAPTER 766	2,293,247
TOTAL	19,240,779
	NON EXEMPT
FY 2014 SOUTHBOROUGH ASSESSMENT BUDGET PASSED UNANIMOUSLY.	6,504,325
	EXEMPT
	477,758
	TOTAL
	6,982,083

Annual Town Meeting (continued)

NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT			
FY 2014 BUDGET & ASSESSMENTS			
RSC voted 2-27-13			
		58.39%	41.61%
		Northboro	Southboro
Step 1			
FY 2014 Proposed Budget	19,240,779.00		
Less Transportation	1,082,185.00		
SPED Transportation	275,000.00	1,357,185.00	
Less Fixed Charges	0.00		
Net School Spending	17,883,594.00		
Less Revenues	20,000.00		
Subtotal	17,863,594.00		
Less Chapter 70 Aid – Preliminary	2,974,671.00		
Less State ward reimbursement	0.00		
Net Budget	14,888,923.00		
Step 2			
Minimum Local Contribution required by Ed Reform	12,057,560.00	6,918,825.00	5,138,735.00
Step 3			
Difference between Min. Contrib. & Net budget balance	2,831,363.00		
Step 4			
Apportion Step 3 amount by agreement	1,653,232.86	1,178,130.14	
Step 5			
Transportation Budget	1,357,185.00		
Less Aid to Transportation Preliminary	506,669.00	850,516.00	496,616.29
		353,899.71	
Step 6			
Other Operational Costs	0.00		
Less Revenues	0.00	0.00	
Step 7			
Debt Payments Not Exempt from Proposition 2 1/2	0.00	0.00	0.00
Step 8			
Total assessments, Minimum local contribution plus apportionments	15,739,439.00	9,068,674.15	6,670,764.85
Step 9			
Excess & Deficiency	400,000.00	233,560.00	166,440.00
FY 2014 Assessment Not Exempt from Proposition 2 1/2	15,339,439.00	8,835,114.15	6,504,324.85
Step 10			
Debt Payments Exempt from Proposition 2 1/2	1,137,518.76	659,760.88	477,757.88
Total FY 2014 Assessment	16,476,957.76	9,494,875.03	6,982,082.73

Annual Town Meeting (continued)

NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT FY2014 BUDGET & ASSESSMENTS RSC voted 2-27-13			
Assessment Comparison			
	Northborough		
	Non Exempt	Exempt	Total
FY 2014 Assessment	8,835,114.15	659,760.88	9,494,875.03
FY 2013 Assessment	8,033,222.65	1,289,094.27	9,322,316.92
Dollar Increase	801,891.50	-629,333.39	172,558.11
Percent Increase	9.98%	-48.82%	1.85%
	Southborough		
	Non Exempt	Exempt	Total
FY 2014 Assessment	6,504,324.85	477,757.88	6,982,082.73
FY 2013 Assessment	6,517,221.35	906,977.73	7,424,199.08
Dollar Increase	-12,896.50	-429,219.85	-442,116.35
Percent Increase	-0.20%	-47.32%	-5.96%

Budget Name	FY 2014 Request
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Education,continued

304 ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL

Southboro Operating Assessment	250,051
Renovation Project – Capital Assessment	276
SOUTHBORO ASSESSMENT	250,327

305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL

Tuition/Transportation Assessment	49,595
TOTAL	49,595

MOTION MADE: That the Town vote to raise a sum of money not to exceed **\$45,121,762** 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	1,401,153.00
Transfer from Overlay Reserve	278,700.00
Transfer from Ambulance Fund, Receipts Reserved (Fund 23)	200,000.00
Transfer from Aerial Ladder Donation Fund	32,000.00
Transfer from Septic Betterment Fund	62,870.00
Transfer from Premium Reserve	218.00
Transfer from Reserve SBAB Fund Balance	19,644.00
Transfer from Water Reserve	65,000.00

That the balance of \$43,056,785 be raised and appropriated.

MOTION PASSED UNANIMOUSLY.

Annual Town Meeting (continued)

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 General Government capital items for the following purposes:

#	ITEM	TOTAL	Recommend	Recommend
			ADVISORY	SELECTMEN
1.	Senior Center Generator	\$152,000	Support	Support
2.	Trottier Electrical	\$30,000	Support	Support
3.	Fire Department Gear	\$78,300	Support	Support
4.	Fire Dept. Breathing Apparatus	\$20,736	Support	Support
5.	Fire Dept. Ambulance	\$200,000	At Town Mtg	Support
6.	Assessors Inspections	\$62,200	Support	Support
7.	Police Cruisers (2)	\$76,800	Support	Support
8.	Police Lockers (22)	\$28,828	Support	Support
9.	Phone System	\$17,600	Support	Support
10.	DPW Equipment & Repair	\$207,500	Support	Support
11.	DPW Roads	\$300,000	Support	Support

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: See above

Advisory Committee Recommendation: See above

Summary:

1. *\$152,000 for a generator at the Senior Center for IT, vaccine, and emergency purposes. A reimbursable grant will offset 75% of this cost.*
2. *\$30,000 for Trottier School electrical upgrades which would allow the school to add outlets and lighting for emergency shelter purposes.*
3. *\$78,300 for Fire Department turnout gear which will be funded from ambulance fund revenue, not tax levy funds.*
4. *\$20,736 for Fire Dept self contained breathing apparatus which includes 18 thirty minute SCBA cylinders funded from the ambulance fund.*
5. *\$200,000 for Fire Department ambulance per the replacement schedule funded from the ambulance fund.*
6. *\$62,200 to fund a DOR required re-inspection program for real estate parcels. Funded by overlay account.*
7. *\$76,800 for two Police cruisers per the regular replacement schedule.*
8. *\$28,828 for the purchase of 22 Police lockers replacing 30+ year old lockers in disrepair.*
9. *\$17,600 for a replacement phone system that is 14 years old and which will reduce the number of phone lines.*
10. *\$200,000 to replace a 2003 Sterling dump sander which no longer has replacement parts available, and \$7,500 for repairs on the 2000 Ford cemetery dump truck (repairs include the dump hoist and metal/painting work).*
11. *\$300,000 for the annual request for road maintenance in conjunction with Chapter 90 state funding for roads.*

Annual Town Meeting (continued)

AMENDMENT MADE: To divide those Capital Articles that were not held.

AMENDMENT PASSED BY MAJORITY VOTE.

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

\$152,000 for the Senior Center generator
\$30,000 for electrical work at Trottier School
\$76,800 for 2 police cruisers and associated equipment
\$28,828 for lockers at the Police Department
\$17,600 for the new phone system
\$207,500 for DPW equipment
And \$300,000 for maintenance of Town roads;

And to transfer from overlay surplus \$62,200 for Assessors' re-inspection program for real estate values

And to further transfer from Receipts Reserve Ambulance Fund:
\$99,036 for Fire Department equipment, and
\$200,000 for Fire Department ambulance.

AMENDMENT MADE: That the Town vote to approve \$152,000 for the Senior Center Generator.

AMENDMENT PASSED UNANIMOUSLY.

AMENDMENT MADE: That the Town vote to approve \$76,800 for 2 Police Cruises.

AMENDMENT PASSED UNANIMOUSLY.

MAIN MOTION PASSED BY MAJORITY VOTE.

ARTICLE 12: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to 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.

, or do or act anything in relation thereto.

Annual Town Meeting (continued)

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

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote, pursuant to Massachusetts General Laws, Chapter 44 § 53E ½, to re-authorize the use of a revolving fund for the following purposes numbered 1-8 in the warrant and to further establish a revolving account for Tobacco Control, see Number 9 in the warrant.

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.

MOTION PASSED UNANIMOUSLY.

ARTICLE 13: To see if the Town will vote to approve Assabet Regional Vocational School District's establishment of a Reserve Fund for Compensated Absences for Employees Terminating Employment per provisions of MGL Ch. 40, Section 13D, or do or act anything in relation thereto.

Proposed by: ASSABET VALLEY REGIONAL SCHOOL COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article would establish a revolving fund for the Assabet Valley School District. There is no separate appropriation associated with this article.*

MOTION MADE: That the Town vote to approve the establishment of a reserve fund for the Assabet Regional Vocational School District for compensated absences of employers terminating employment per provisions of MGL Chapter 40, Section 13D.

MOTION PASSED UNANIMOUSLY.

ARTICLE 14: 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 Planning and Advisory Committees, or do or act anything in relation thereto.

Annual Town Meeting (continued)

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: 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 \$29,000 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.

ARTICLE 15: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, \$87,071 for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to raise and appropriate, \$87,071 for the purpose of paying to retirees the amount due for accrued vacation and sick time.

MOTION PASSED UNANIMOUSLY.

ARTICLE 16: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate the sum of \$25,000 for legal fees associated with the legal suit with Northborough over the Algonquin reimbursement formula, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Funding for special legal counsel assisting the Town in the suit filed by Northborough regarding the regional school debt assessment.*

MOTION MADE: That the Town raise and appropriate the sum of \$25,000 for legal fees associated with the legal suit with Northborough over the Algonquin reimbursement formula.

MOTION PASSED UNANIMOUSLY.

ARTICLE 17: To see if the Town will 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 Mass. General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections):	\$272,101.89
State Match (projected State match).....	\$68,025.47
Total Projected Revenue	\$340,127.36

Annual Town Meeting (continued)

Set Aside- Open Space

\$34,012.74 to be set aside, held in the Community Preservation Fund, and spent in FY2014 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

\$34,012.74 to be set aside, held in the Community Preservation Fund, and spent in FY2014 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

Set Aside – Community Housing

\$34,012.74 to be set aside, held in the Community Preservation Fund, and spent in FY2014 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

\$17,006.37 to defray the administrative and operating expenses of the Community Preservation Committee in FY2014 for the Community Preservation Fund (discretionary)

FY 2012 Interest/Adjustments

To accept \$24,000.00 of interest/adjustments received in FY013 and to set aside 10% in each of the Historic, Open Space and Housing Reserve Accounts and 70% to the Budgeted Reserve/Discretionary.

\$ 2,400.00 Set Aside – Open Space

\$ 2,400.00 Set Aside – Community Housing

\$ 2,400.00 Set Aside – Historic Preservation

\$ 16,800 – 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.

MOTION MADE: That the Town vote to accept the report of the Community Preservation Committee for the FY 2013 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as printed in the warrant.

MOTION PASSED UNANIMOUSLY.

ARTICLE 18: To see if the Town will vote to appropriate \$204,076.41 (\$36,412.74 from the Open Space Reserve Fund, and \$167,663.68 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.

Annual Town Meeting (continued)

MOTION MADE: That the Town vote to appropriate \$204,076.41 (of which \$36,412.74 will be from the Open Space Reserve Fund, and \$167,663.67 will be from the CPA General Unreserved/Fund Balance), to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee.

MOTION PASSED UNANIMOUSLY.

ARTICLE 19: To see if the Town will vote to appropriate \$51,062 from the CPA Historic Preservation Fund to fund the Southborough Town Clerk's project to preserve the Town House records. Monies will be used for the preservation and microfilming of historic town records; said funds to be expended under the direction of the Community Preservation Committee in conjunction with the Town Clerk, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: Paul J. Berry, Town Clerk, who has presided over the Town's records for many years, will be responsible for this project in which public records will be preserved. Unless this is done, important records will continue to deteriorate and will eventually become illegible.

MOTION MADE: That the Town vote to appropriate the sum of \$51,062 from the CPA Historic Preservation Fund to fund the Southborough Town Clerk's project to preserve the Town House records. Monies will be used for the preservation and microfilming of historic town records; said funds to be expended under the direction of the Community Preservation Committee in conjunction with the Town Clerk.

AMENDMENT MADE: That this article be indefinitely postponed.

AMENDMENT PASSED BY MAJORITY VOTE.

ARTICLE 20: To see if the Town will vote to appropriate \$8,600 from the CPA Historic Preservation Fund to fund the restoration of the brick path way to the Southborough Library. Monies will be used to restore the brick path way to its original condition; 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: Phil Rinehart, Facilities Manager, will oversee the project. Funds are requested due to the current safety hazards of the uneven walkway.

MOTION MADE: That the Town vote to appropriate \$8,600 from the CPA Historic Preservation Fund to fund the restoration of the brick path way to the Southborough Library. Monies will be used to restore the brick path way to its original condition; said funds to be expended under the direction of the Community Preservation Committee.

MOTION PASSED UNANIMOUSLY.

ARTICLE 21: To see if the Town will vote to delete Sections 9-2 through 9-7, Capital Committee, of the Southborough Code and support an internal Capital Committee comprised of the Town Administrator, Town Accountant, Finance Director, and other members as deemed appropriate by the Board of Selectmen, or do or act anything in relation thereto.

Annual Town Meeting (continued)

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article would disband the current Capital Budget Committee. The Board of Selectmen would like to bring this process internal. It will be managed by the Town Administrator, Finance Director, Town Accountant, and other participants as needed.*

MOTION MADE: That the Town vote to delete Sections 9-2 through 9-7, Capital Committee, of the Southborough Code.

MOTION PASSED UNANIMOUSLY.

ARTICLE 22: To see if the Town will vote to accept the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws relative to establishing an Other Post-Employment Benefits Liability Trust Fund, and further to raise and appropriate or transfer from available funds and appropriate a sum of money to be deposited into the Fund, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article requests that the Town accept the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws relative to establishing an Other Post-Employment Benefits Liability Trust Fund. The statute, if accepted, is intended to help the Town address the fiscal challenges associated with unfunded liabilities for pension and “Other Post-Employment Benefits” (or “OPEB”) liabilities.*

Once the statute is accepted, the Town may appropriate amounts to be credited to the fund. Any interest or other income generated by the fund shall be added to and become part of the fund. All monies held in the fund shall be segregated from other funds and may only be used for health insurance-related expenses. The custodian of the fund is the Town Treasurer.

MOTION MADE: That the Town vote to accept the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws relative to establishing an Other Post-Employment Benefits Liability Trust Fund, known as OPEB, and further to raise and appropriate the sum of \$50,000 to be deposited into the Fund.

MOTION PASSED UNANIMOUSLY.

ARTICLE 23: To see if the Town will vote to establish an Enterprise Fund for solid waste disposal operations pursuant to the provisions of M.G.L. Ch. 44, §53F ½, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article would permit the Town to operate an enterprise fund for its trash collection and processing. This fund operates on a self funded basis where user fees are intended to finance the operation without tax levy funding, and any excess funds at the end of the year remain within the fund to be applied to future expenses for trash collection and processing only.*

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 amend the Code of the Town of Southborough by adding to Chapter 133 entitled Peddlers and Solicitors, the following Sections 133-3 through 133-11, as authorized by Chapter 256 of the Acts of 2010, and codified into the Massachusetts General Laws as Chapter 6, 172, §B 1/2, to enact the following by-law enabling the Police Department to conduct State and Federal Fingerprint Based Criminal History checks for individuals applying for or in possession of certain licenses including but not limited to those engaged in the business of Hawking and Peddling or other Door-to-Door Salespeople, Pawn Dealers, Hackney Drivers, and Ice Cream Truck Vendors, to adopt appropriate policies and procedures to effectuate the purposes of this by-law.

Criminal History Check Authorization

133-3 The Police Department may conduct State and Federal Fingerprint Based Criminal History check for individuals applying for or in possession of certain licenses including but not limited to those engaged in the business of Hawking and Peddling or other Door-to-Door Salespeople, Pawn Dealers, Hackney Drivers, and Ice Cream Truck Vendors.

133-4 An applicant, employee or volunteer seeking to engage in the above employment shall submit, if required by the licensing authority, fingerprints taken by the Police Department along with a fee of One Hundred Dollars [\$100].

133-5 Upon receipt of the fingerprints and the appropriate fee, the Police Department will transmit the fingerprints to the State Police Identification Unit through the Department of Criminal Justice Information Services (DCJIS), formerly the Criminal History System Board (CHSB). The State Police will compare the subject's fingerprints against its criminal file and then submit the fingerprints to the Federal Bureau of Investigation (FBI) for a comparison with national records. The results of the FBI check will be returned to the State Police, which will then disseminate the state and national results back to the Police Department.

133-6 In rendering a fitness determination, the Police Department will decide whether the record subject has been convicted of or is under pending indictment for a crime, which bears upon his/her ability or fitness to serve in that capacity, any felony or a misdemeanor, which involved force or threat of force, controlled substances, or was a sex-related offense.

133-7 A record subject may request and receive a copy of his/her criminal history record from the Police Department. Should the record subject seek to amend or correct his/her record, he/she must contact CHSB for a state record or the FBI for records from other jurisdictions maintained in its file.

133-8 Police Department shall establish, by rule or regulation, a civilian fingerprinting system for the purpose of conducting state and national criminal history records checks of persons applying for certain licensures within the Town. Any person applying for a license for the following activities within the Town is required to submit with the application a full set of fingerprints taken by the Police Department within 6 months prior to the date of application:

- Hawking and Peddling or other Door-to-Door Salespeople;
- Pawn Dealers;
- Hackney Drivers; and,
- Ice Cream Truck Vendors.

133-9 A person applying for a license and who is required to submit a full set of fingerprints to the licensing authority, pursuant to Paragraph 133-3 of this section, may request and receive a copy of their criminal history records from the Police Department. Should the license applicant seek to amend or correct their record, they must contact the CHSB, or its successor, for a state record or the FBI for records from other jurisdictions maintained in its file.

Annual Town Meeting (continued)

- 133-10 The fee charged to the applicant by the Police Department for the purpose of enforcing this section shall be One Hundred Dollars [\$100] for each application. A portion of the fee, as specified in Chapter 172B of the Massachusetts General Laws, shall be deposited into the Firearms Fingerprint Identity Verification Trust Fund, and the remainder of the fee may be retained by the Police Department for costs associated with the administration of the fingerprinting system.
- 133-11 The Town or any of its officers, departments, boards, committees or other licensing authorities is hereby authorized to deny any application for, or to revoke or suspend any license or permit, including renewals and transfers thereof, for any person who is determined unfit for the license, as determined by the licensing authority after notice and hearing, due to information obtained pursuant to this by-law.

, or do or act anything in relation thereto.

Proposed by: POLICE CHIEF

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will enable the police department to conduct State and Federal Fingerprint Based Criminal History checks for Door-to-Door Salespeople, Pawn Dealers, Hackney Drivers, and Ice Cream Truck Vendors before they engage in business, for the safety of the public.*

MOTION MADE: That this article be indefinitely postponed.

MOTION PASSED UNANIMOUSLY.

MOTION MADE: To bring Article 27 forward in order to indefinitely postpone.

MOTION PASSED BY MAJORITY VOTE.

ARTICLE 27: 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: Support

Advisory Committee Recommendation: At Town Meeting

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 this article be indefinitely postponed

MOTION PASSED BY MAJORITY VOTE.

ARTICLE 25: To see if the Town will vote to accept as a public way Barn Lane, together with drainage easements and a drainage and landscape easement shown and described 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 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.

Annual Town Meeting (continued)

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The purpose of this article is to accept Barn Lane as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

MOTION MADE: That the Town vote to accept Barn Lane as a public way, together with drainage easements and landscape easements.

Requires a 2/3 vote

MOTION DEFEATED: 3 in favor, 78 opposed

ARTICLE 26: To see if the Town will vote to accept as a public way Nipmuc Lane shown and described 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 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: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The purpose of this article is to accept Nipmuc Lane as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

MOTION MADE: That the Town vote to accept Nipmuc Lane as a public way.

Requires a 2/3 vote

AMENDMENT MADE: That this article be indefinitely postponed.

AMENDMENT PASSED UNANIMOUSLY.

At 11:15 PM, it was unanimously voted to dissolve the ANNUAL TOWN MEETING.

True Copy

Attest:

Paul J. Berry, Town Clerk

Special State Primary
Tuesday, April 30, 2013

DEMOCRATIC PARTY

SENATOR IN CONGRESS

Stephen F. Lynch	258
Edward J. Markey	467
Blanks	0
Write Ins	2
Total	727

REPUBLICAN PARTY

SENATOR IN CONGRESS

Gabriel E. Gomez	235
Michael J. Sullivan	127
Daniel B. Winslow	54
Blanks	0
Write Ins	0
Total	416

A true copy:

Attest: _____
Paul J. Berry, Town Clerk

Special State Election
Tuesday, June 25, 2013

SENATOR IN CONGRESS

Vote for One	
Gabriel E. Gomez	1,245
Edward J. Markey	1,070
Richard A. Heos	2
Blanks	2
All Others	3
Total	2,322

A true copy:

Attest: _____
Paul J. Berry, Town Clerk

Annual Town Election
Monday, May 13, 2013

TOWN MODERATOR 1 year –Vote for One

David A. Coombs	320
All Others	1
Blanks	66
Total	387

BOARD OF SELECTMEN 3 years

Vote for One	
John F. Rooney, III	307
All Others	2
Blanks	78
Total	387

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

Nicolas A. McCoy	278
All Others	0
Blanks	109
Total	387

BOARD OF ASSESSORS 3 years

Vote for One	
Joseph E. Green	291
All Others	0
Blanks	96
Total	387

BOARD OF HEALTH 3 years – Vote for One

Mary Lou Woodford	291
All Others	0
Blanks	96
Total	387

BOARD OF TRUSTEES LIBRARY 3 years

Vote for not more than Two	
Marguerite H. Landry	301
Richard J. Wallace	272
All Others	0
Blanks	201
Total	774

BOARD OF TRUSTEES LIBRARY 2 years

Vote for One	
Nicole C. DeBonet	287
All Others	0
Blanks	100
Total	387

SOUTHBOROUGH SCHOOL COMMITTEE

3 years – Vote for One	
Roger W. Challen	283
All Others	1
Blanks	103
Total	387

NORTHBOROUGH/SOUTHBOROUGH

<u>REFGIONAL SCHOOL DISTRICT</u>	
<u>COMMITTEE, SOUTHBOROUGH</u>	
<u>CANDIDATE</u> 3 years (Southborough Vote)	
Vote for One	
Daniel L. Kolenda	294
All Others	0
Blanks	93
Total	387

NORTHBOROUGH/SOUTHBOROUGH

<u>REGIONAL SCHOOL DISTRICT</u>	
<u>COMMITTEE, SOUTHBOROUGH</u>	
<u>CANDIDATE</u> 3 years (Northborough Vote)	
Vote for One	
Daniel L. Kolenda	221
All Others	2
Blanks	70
Total	293

NORTHBOROUGH/SOUTHBOROUGH

<u>REGIONAL SCHOOL DISTRICT</u>	
<u>COMMITTEE, NORTHBOROUGH</u>	
<u>CANDIDATE</u> 3 years (Southborough Vote)	
Vote for One	

Joan G. Frank	267
All Others	0
Blanks	120
Total	387

NORTHBOROUGH/SOUTHBOROUGH

<u>REGIONAL SCHOOL DISTRICT</u>	
<u>COMMITTEE, NORTHBOROUGH</u>	
<u>CANDIDATE</u> 3 years (Northborough Vote)	
Vote for One	

Joan G. Frank	246
All Others	4
Blanks	43
Total	293

Annual Town Election
Monday, May 13, 2013

PLANNING BOARD 5 years –Vote for One

Andrew S. Mills	296
All Others	0
Blanks	91
Total	387

SOUTHBOROUGH HOUSING AUTHORITY

5 years –Vote for One

Jean A. Chappelle	278
All Others	0
Blanks	109
Total	387

QUESTION 1

Shall an act be submitted to the General Court in the year 2013, entitled 'An Act Establishing a Five-Member Board of Selectmen for the Town of Southborough' be accepted?

Summary: If passed, two (2) additional members of the Board of Selectmen shall be elected, such that one office shall appear on the ballot as serving a term that shall expire three years from the date of election, and one office shall appear on the ballot as serving a term that shall expire two years from the date of election. Thereafter, as the terms of the Selectmen expire, successors shall be elected for terms of three (3) years. The terms of those members currently serving as Selectmen at the time of the adoption of this Act shall be unchanged.

Yes	250
No	134
Blanks	3
Total	387

QUESTION 2

Shall the Town of Southborough cause an act to be submitted to the General Court in the year 2013, entitled 'An Act Establishing the Authority of the Town Administrator to Sign Town Warrants for the Town of Southborough' be accepted?

Summary: This article will allow the Town Administrator to sign warrant, payables, vouchers and other related documents on behalf of the Board of Selectmen.

Yes	312
No	69
Blanks	6
Total	387

A true copy:

Attest: _____

Paul J. Berry, Town Clerk

Special Town Meeting
October 7, 2013

At the Special Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, October 7, 2013 at 7:00 PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 167 voters were present.

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

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

Tellers:	Desiree Aselbekian	137 Woodland Road
	Mary C. Boland	35 East Main Street
	Timothy W. Martel	7 Bantry Road
	Barbara A. Murphy	202 Cordaville Road

The Town Moderator, David A. Coombs, called the meeting to order at 7:11 p.m.

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

Charles Francis Hamel – Animal Control Officer for 25 years and Special Police Officer
Frank J. Mattioli – Police Chief for 27 years
Margaret Rossi – Water Department Secretary

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area.

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

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

Audrey Alenson, School Department
Brian Ballantine, Finance Director
Jennifer Burney, Town Planner
Jane Cain, Library Director
Karen Galligan, DPW Superintendent
Vanessa D. Hale, Assistant Town Administrator
Sean James, Police Lieutenant
Michelle A. Jenkins, Assistant Town Clerk
Heidi Kriger, Town Accountant
Pamela LeFrancois, Senior Center Director
Joseph Mauro, Fire Chief
Jane T. Moran, Police Chief
Brad Petrishen, Reporter, MetroWest Daily News
Mark J. Purple, Town Administrator
Beth Rosenblum, Conservation Commission
Laurie Sugarman-Whittier, Youth and Family Services Director

MOTION MADE: To waive the reading of the Warrant.

MOTION PASSED UNANIMOUSLY.

Special Town Meeting (continued)

ARTICLE 1: 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:

(1) 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 section establishes specific zoning standards and 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, local historic districts, 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 DPH regulations for medical marijuana (105 CMR 725.004).

(d) Nothing in this § 174-9(J) shall be construed to supersede 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 held invalid, the remainder hereof shall not be affected thereby, and to this end the provisions of this § 174-9(J) are severable.

(2) Basic requirements.

(a) The Board of Appeals may grant a special permit for a Registered Marijuana Dispensary only in the Industrial Park District (as identified in § 174-8.6(C)(15)), 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.

(ii) The applicant has consented in writing to a criminal background check that includes jurisdictions beyond Massachusetts.

Special Town Meeting (continued)

- (iii) No Registered Marijuana Dispensary or cultivation activities shall be located less than one thousand (1,000) linear feet of a property line from a residential zoning district, school, library, church or other religious use, child care facility, park, playground, or any establishment licensed under the provisions of Massachusetts General Laws c. 138, § 12. The distance of one thousand (1,000) 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.

(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 Planning Board.”

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

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

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

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 a new subsection “J. Medical Marijuana”, as printed in the warrant.

AMENDMENT MADE: That the Town vote to amend the main motion by adding the following words, “the Industrial District (as identified in § 174-8.7(c)(14)), and the Business Highway District (as identified in § 174-8.5(c)(14))”, before the words, “and only upon compliance...”.

AMENDMENT DEFEATED BY MAJORITY VOTE.

Special Town Meeting (continued)

AMENDMENT MADE: That the Town vote to amend the main motion by, striking one-thousand (1,000) linear feet in § 174-9 J (2)(a)(iii) and replace it with five hundred (500) linear feet in the second and fifth line of said paragraph.

AMENDMENT PASSED BY MAJORITY VOTE.

AMENDMENT MADE: That this article be indefinitely postponed.

AMENDMENT PASSED: 83 in favor, 67 opposed

ARTICLE 2: 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; or do or act anything in relation thereto.

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

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

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

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

SECTION 1. DEFINITIONS

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

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

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

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

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

Special Town Meeting (continued)

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

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

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

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

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

“Department” means a functional unit of Town government.

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

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

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

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

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

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

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

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

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

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

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

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

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

Special Town Meeting (continued)

SECTION 2. POSITION TITLES

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

SECTION 3. NEW OR CHANGED POSITIONS

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

SECTION 4. RECLASSIFICATION OF EMPLOYEES

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

SECTION 5. JOB DESCRIPTIONS

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

SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at **11:59 p.m.** a week the following 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. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

SECTION 7. ADJUSTMENT POLICIES

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

Special Town Meeting (continued)

approval of the Department Head, the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees. Upon receiving such approvals, the Personnel Board shall have final review and approval of all adjustments, in advance. An evaluation of the employee's performance, in format approved by the Personnel Board, must accompany a letter requesting a merit increase. An employee may appear before the Personnel Board prior to its action on any request for a merit increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

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

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

SECTION 8. TRANSFERS AND PROMOTIONS

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

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

SECTION 9. NEW PERSONNEL

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. 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.

Special Town Meeting (continued)

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board.

SECTION 11. EMPLOYEE BENEFITS

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

a. Holidays with Pay

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

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

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

Employees whose regular day off falls on a holiday may have one day off with pay the following week in lieu of holiday pay, with the specific choice of day subject to Department Head approval.

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

b. Vacations with Pay

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

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

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

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

Special Town Meeting (continued)

The probationary period for new hires would still apply.

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

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

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

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

c. Sick Leave

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

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

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason and period of time the employee was absent.

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

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

d. Personal Days

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

Special Town Meeting (continued)

e. Military Leave

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

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

f. Jury Duty

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

g. Miscellaneous Paid Time Off

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

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

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

(3) Blood donation authorized by the Department Head.

(4) Attendance at educational programs authorized by the Department Head.

h. Court Time Pay

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

i. Employee Educational Support/Professional Development

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

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

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head.

Special Town Meeting (continued)

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

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

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

j. Group Medical Insurance

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

SECTION 12. UNPAID LEAVES OF ABSENCE

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

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

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

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

b. A Full-Time employee whose hours of employment total less than 20 hours per week for a period of more than three consecutive months shall thereafter be deemed a Part-Time employee.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

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

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

Special Town Meeting (continued)

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan and Personnel By-Laws. Said Board is to be appointed by the **Town** Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. All members shall continue to hold office until their successors have been appointed and qualified. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

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

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

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

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

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

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

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

Special Town Meeting (continued)

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan and Personnel By-Laws. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

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

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

SECTION 18. AMENDMENT OF THE PLAN

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

SECTION 19. SEVERABILITY PROVISION

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

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

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

Special Town Meeting (continued)

Director of Recreation Commission	IV
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 on a case by case basis by the Personnel Board.

SCHEDULE B: FULL-TIME HOURLY POSITIONS

Position Title	Grade
Receptionist – Selectmen/Town House	1
Administrative Assistant – Assessor, Bldg/Zoning, DPW, Facilities, Fire, Health, Planning, Town Clerk, Treasurer/Collector	2
Communications Officer – Public Safety	2
Library Assistant	2
Administrative Assistant to the Chief of Police/ Head Dispatcher	3
Administrative Assistant to the Principal Assessor	3
Assistant Town Accountant	3
Assistant Town Clerk	3
Assistant Treasurer/Collector	3
Conservation Administrator	3
Executive Assistant to the Board of Selectmen	3
Executive Assistant to DPW	3
Senior Library Assistant	3

Special Town Meeting (continued)

Classification Schedule – Schedule B employees

Grade	Minimum	Midpoint	Maximum*
1	15.99	18.59	21.19
2	17.79	20.55	23.30
3	19.66	22.58	25.50

*Increases in salary for long term employees will be considered on a case by case basis 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
Reserve Police Officer.....	11
Administrative Assistant	11
Animal Control Officer	11
Cable Access Facilitator	11
Tree Warden	11
Interim Reserve Police Officer	12
Nurse	13
Electrician.....	13
Public Health Director	13
Police Lieutenant	See Schedule G

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

Hourly Rates for Part-Time Positions

Grade	Minimum	Midpoint	Maximum
1	Min wage	\$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

Special Town Meeting (continued)

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
Website Administrator	\$4,000

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Junior Playground Counselor	1
Senior Playground Counselor	2
Assistant Instructor	2
Assistant Supervisor	3
Monitors	3
Lifeguards	4
Instructors I	5
School Monitors	6
Activity Coordinator	6
Program Driver	6
Coordinator/Supervisor	11
Program Assistant/Coordinator	11
Instructor II	12
Master Instructor	13
Seasonal Nurse	13

Special Town Meeting (continued)

SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

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

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

Police Lieutenant:

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

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

SCHEDULE H: COMMUNICATIONS OFFICERS

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

Shift differential

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

Differential is set at:

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

Clothing Allowance

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

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

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

Proposed by: PERSONNEL BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article will incorporate those employees who were formally clerical union employees[SEIU] into the SAP bylaw as non-union employees, as well as make other minor changes, including revising the pay schedules by eliminating the steps and establishing a range with a midpoint. New language is indicated by bold print.*

Special Town Meeting (continued)

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, by approving the following noted **BOLD** changes in the warrant.

MOTION PASSED BY MAJORITY VOTE.

ARTICLE 3: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, a sum of money associated with funding the FY14 Salary Administration Plan (SAP) as it pertains to the newly classified SAP employees, formerly part of the SEIU collective bargaining group, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article will provide the funding for pay increases and other agreed upon benefits for former clerical union employees who are now incorporated into the SAP bylaw.*

MOTION MADE: That the Town vote to raise and appropriate the sum of \$10,455 to fund the FY14 Salary Administration Plan (SAP) as it pertains to the newly classified SAP employees, formerly part of the SEIU collective bargaining group, as follows;

Line Item/Department	Dept.
	Total
51000-51990 Personal Services	
Dept. 122 Board of Selectmen	1,560.00
51000-51990 Personal Services	
Dept. 135 Town Accountant	505.00
51000-51990 Personal Services	
Dept. 141 Assessors	935.00
51000-51990 Personal Services	
Dept. 145 Treasurer/Collector	600.00
51000-51990 Personal Services	
Dept. 161 Town Clerk	850.00
51000-51990 Personal Services	
Dept. 162 Elections & Registration	680.00
51000-51990 Personal Services	
Dept. 175 Planning Board	625.00
51000-51990 Personal Services	
Dept. 192 Public Buildings & Property Maintenance	1,275.00
51000-51990 Personal Services	
Dept. 220 Fire Department	430.00
51000-51990 Personal Services	
Dept. 400 Dept. of Public Works	430.00
51000-51990 Personal Services	
Dept. 512 Board of Health	230.00
51000-51990 Personal Services	
Dept. 610 Library	1,845.00
51000-51990 Personal Services	
Dept. 450 Dept. of Public Works - Water	490.00
Total	10,455.00

Special Town Meeting (continued)

MOTION PASSED UNANIMOUSLY.

ARTICLE 4: To see if the Town will vote to appropriate the sum of \$338,000 from available funds received from Madison Place 40B project as mitigation funds to be used to improve and upgrade the Town of Southborough's Public Safety (Police and Fire) CAD communication system and consoles pursuant to the provisions of the issuance of a Chapter 40B Comprehensive Permit, 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 allow the Town to authorize the Madison Place mitigation funds for use in the upgrade of the public safety CAD system, as articulated by the developer in his agreement with the Zoning Board of Appeals.*

MOTION MADE: That the Town vote to appropriate \$338,000 from available funds from the Madison Place 40B project to be used to improve and upgrade the Town of Southborough's Public Safety CAD communication system.

MOTION PASSED BY MAJORITY VOTE.

ARTICLE 5: To see if the Town will vote to accept as a public way Barn Lane, together with drainage easements and a drainage and landscape easement shown and described 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 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: *The purpose of this article is to accept Barn Lane as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

MOTION MADE: That the Town vote to accept Barn Lane as a public way.

2/3 VOTE REQUIRED.

MOTION PASSED UNANIMOUSLY.

ARTICLE 6: To see if the Town will vote to accept as a public way Nipmuc Lane shown and described 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 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: *The purpose of this article is to accept Nipmuc Lane as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

MOTION MADE: That the Town vote to accept Nipmuc Lane as a public way.

Special Town Meeting (continued)

2/3 VOTE REQUIRED.

MOTION PASSED UNANIMOUSLY.

ARTICLE 7: 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: At Town Meeting

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 this article be indefinitely postponed.

MOTION PASSED: 79 in favor, 66 opposed

ARTICLE 8: To see if the Town will vote to accept as a public way Blendon Woods Drive shown and described on a plan entitled “Road Acceptance Plan of Land (Blendon Woods Drive) in Southborough, MA”, prepared by Bruce Saluk & Associates, Inc., dated August 16, 1994, 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; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article will allow the Town to accept Blendon Woods Drive 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 Blendon Woods Drive as a public way.

2/3 VOTE REQUIRED.

MOTION PASSED UNANIMOUSLY.

ARTICLE 9: To see if the Town will vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, Zoning, by deleting the following sections in their entirety and inserting in place thereof the following text, or do or act anything in relation thereto:

(1) § 174-8.1A(2) [C Conservation District]

(2) Agriculture, horticulture, floriculture or viticulture, but excepting, to the extent permitted pursuant to applicable State law and regulation, piggeries and fur farms.

(2) § 174-2.B [Definition for “FARM”]

FARM – Land or premises used to raise agricultural, silvicultural or horticultural products, livestock, poultry and dairy products, but excepting, to the extent permitted pursuant to applicable State law and regulation, piggeries, dog kennels, riding stables and the raising of carnivorous fur-bearing animals.

Special Town Meeting (continued)

(3) § 174-8.C(3) [Schedule of Use Regulations – Notes Applying to all Districts]

(3) For uses subject to a Special Permit: (i) refer also to § 174-9, Special Permit requirements; (ii) references to a Special Permit being required for piggeries, dog kennels, riding stables and the raising of carnivorous fur-bearing animals are effective to the extent that such activities are not allowed by applicable State law or regulation; (iii) references to a Special Permit being required for riding stables are effective to the extent that such activities are not allowed by applicable State law or regulation; (iv) references to a Special Permit being required for a private school, nursery or kindergarten are effective to the extent that such activities are not allowed by applicable State law or regulation; (v) references to a Special Permit being required for multifamily dwellings are effective if such dwellings are within a major residential development created with an optional Special Permit as specified in § 174-13.2.A, and not for multifamily dwellings within a major residential development created by right as specified in § 174-13.2.A; and (vi) references to a Special Permit being required for major residential development are effective if a major residential development is created with an optional Special Permit as specified in § 174-13.2.A, and not for a major residential development created by right as specified in § 174-13.2.A.

(4) § 174-13.2.A(1) [Major residential development – “Applicability”]

(1) Special permit option. Major residential development, that is, the creation of eight (8) or more lots or construction of eight (8) or more dwelling units within an eight-year period from or on a property or set of contiguous properties in common ownership as of January 1, 1986, is allowed either (at the applicant's option): (i) with a special permit from the Planning Board, as indicated in § 174-8, Schedule of Use Regulations, with applicants applying under this section required to concurrently file the application with the Southborough Housing Opportunity Partnership Committee (SHOPC) or (ii) by right, commonly referred to as “conventional” development (and without the flexible development option available only with the special permit option (i) above), provided that the plan conforms to the State Subdivision Control Law, to other applicable State and Town laws and regulations, to the recommendations of the Board of Health and to the Planning Board's regulations relative to the subdivision of land.

(5) § 174-8.10.B(2) [CR Critical Resource District – Regulations]

(2) Submittals under major residential development pursuant to an optional Special Permit as specified in § 174-13.2.A must include a flexible development proposal.

(6) § 174-8.10.B(3) [CR Critical Resource District – Regulations]

(3) In acting on major residential development proposals pursuant to an optional Special Permit as specified in § 174-13.2.A, if the Planning Board determines that neither the basic development proposal before it nor any submitted alternatives can adequately protect scenic views, habitats, fragile natural environments or other critical environmental resources, it shall grant a special permit only either:

(a) Upon determination that non-development alternatives for utilization of site value have been reasonably pursued and found to be infeasible, including transfer of development rights or sale of land or rights to the town or other organization having land preservation purposes; or

(b) Upon imposition of a stipulation that no building permit is to be issued under the Special Permit and no site preparation is to take place until either one hundred twenty (120) days lapse from the date of approval or a town meeting has earlier acted on a proposal for acquisition of fee or rights over part or all of the premises in question.

(7) § 174-19.B [Extensions or alterations – Nonconforming Structures]

B. Single Family and Two-Family Residential Structures: In the following circumstances, alterations, reconstruction, extension or structural change of a small-scale nature to a single family or two-family residential structure shall not be considered an increase in the nonconforming nature of the structure and shall be permitted as of right:

Special Town Meeting (continued)

(1) Alteration to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient area; where the alteration will also comply with all of said current requirements;

(2) Alteration to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient frontage, where the alteration will also comply with all of said current requirements;

(3) Alteration to a structure which encroaches upon one or more required setbacks, where the alteration will comply with all current setbacks, open lot coverage and building height requirements. The provisions of this clause 3 shall apply regardless of whether the lot complies with current area and frontage requirements.”

Proposed by: JOHN BUTLER, et al.

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This warrant would amend selected areas of the Town’s current Zoning Bylaw to bring it into compliance with current Massachusetts law, as interpreted by various court rulings, but would make no other Bylaw changes than those that an individual could obtain through legal process.*

MOTION MADE: That the Town vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, Zoning, as printed in the warrant.

AMENDMENT MADE: That the Town vote to amend (7) § 174-19.B, by striking the words, “of a small-scale nature”.

AMENDMENT TO THE MAIN MOTION PASSED UNANIMOUSLY.

AMENDMENT MADE: That the Town vote to amend (4) § 174-13.2.A(1), by striking the words, “to other applicable State and Town laws and regulations, to the recommendations of the Board of Health.”

AMENDMENT DEFEATED: 51 in favor, 56 opposed

MAIN MOTION WITH AMENDMENT PASSED UNANIMOUSLY.

Approved by the Attorney General on November 18, 2013.

ARTICLE 10: To see if the Town will vote to establish a new Bylaw as follows: Notwithstanding any past practice and/or provision of the Code of the Town of Southborough (“the Code”) to the contrary, the Town of Administrator for the Town of Southborough (“the Town Administrator”), acting as an agent of the Southborough Board of Selectmen and consistent with the Code, shall supervise, direct, and be responsible for the efficient administration of the Office of the Southborough Town Planner, including, based upon merit and suitability, appoint and may remove the Town Planner subject to the approval of the Board of Selectmen and consistent with the Code., or do or act anything in relation thereto.

Proposed by: LEO BARTOLINI JR.

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This article would change the reporting authority for the Town Planner to the Board of Selectmen from the Planning Board. Based on an agreement between the Planning Board and Board of Selectmen on the Town Planner reached on September 3, 2013, the proponent of the article intends to withdraw the article at the special town meeting.*

MOTION MADE: That this article be indefinitely postponed.

Special Town Meeting (continued)

MOTION PASSED UNANIMOUSLY.

ARTICLE 11: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, a sum of money for the purpose of updating the Town of Southborough's Code Book, or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The article will fund the required updates to the Town Code Book, which will incorporate all of the bylaw changes made at the meeting under articles 1, 2 and 9.*

MOTION MADE: That the Town vote to raise and appropriate the amount of \$1,000.00 to update the Town of Southborough Code Book.

MOTION PASSED UNANIMOUSLY.

At 10:45 PM, it was unanimously voted to dissolve the SPECIAL TOWN MEETING.

True Copy

Attest:

Paul J. Berry, Town Clerk

Special State Primary
Tuesday, October 15, 2013

DEMOCRATIC PARTY

REPRESENTATIVE IN CONGRESS

William N. Brownsberger	40
Katherine M. Clark	102
Peter J. Koutoujian	47
Martin Long	2
Paul John Maisano	3
Carl M. Sciortino, Jr.	62
Karen E. Spilka	178
Blanks	0
All Others	0
Total	434

REPUBLICAN PARTY

REPRESENTATIVE IN CONGRESS

Frank John Addivinola, Jr.	63
Michael P. Stopa	69
Tom Tierney	39
Blanks	0
All Others	0
Total	171

A True Copy:

Attest: _____
 Paul J. Berry, Town Clerk

Special State Election
Tuesday, December 10, 2013

REPRESENTATIVE IN CONGRESS

Vote for One	
Frank John Addivinola, Jr.	296
Katherine M. Clark	313
James V. Aulenti	11
James O. Hall	2
Blanks	0
All Others	2
Total	624

A True Copy:

Attest: _____
 Paul J. Berry, Town Clerk

EDUCATION



My favorite place in Southborough is Woodward School! *Gaby*

Gaby McCarthy – Grade 2

Southborough School Committee

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

Chairperson
Vice Chairperson
Secretary

Administration

Charles E. Gobron
A.B., M.Ed., Ed.D.

Superintendent of Schools

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

Assistant Superintendent of Schools

Barbara E. Goodman
B.S., M.Ed.

Director of Student Support Services

Linda P. Andrews
B.A., M.Ed., C.A.G.S.

Assistant Director of Student Support Services

Cheryl L. Levesque
B.S.

Director of Business

Jean E. Tower
B.S., M.A., C.A.G.S.

Director of Technology

Cheryl M. Lepore
Pauline D. Joncas
Sandra J. Burgess

Administrative Assistant to the Superintendent
Central Office Secretary
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
Nena H. Wall
Deborah A. Gabriau
Lois S. McMahon
Christopher P. Hoey
Robin A. Mason
Pamela E. Hite
Caroline Willard
Suzanne L. Houle
Andrew F. Mariotti
Lorraine T. Wolfrey

Business Secretary
Personnel Coordinator
Personnel Clerk
Receptionist/Secretary
Budget Officer
Financial Coordinator - Northborough
Financial Coordinator - Southborough
Financial Coordinator - Algonquin
Financial Clerk
Network Administrator
Data Specialist

Business Office

53 Parkerville Road
Southborough, MA 01772

Office Hours:
Telephone:
FAX:

8:00 a.m. - 4:30 p.m.
(508) 486-5115
(508) 486-5123

Superintendent's Report

***Charles E. Gobron, Ed.D.
Superintendent of Schools***

We are most fortunate to have experienced again in 2013, a strong partnership between the Southborough Public Schools and the Southborough community. I am tremendously grateful for the excellent tradition of support for quality education that has been clearly evident among parents, educators, and community members during my forty-two year association with the schools. The Southborough Public Schools have continued to be a vibrant force in the community during calendar year 2013, and we are happy to report that students benefit from very dedicated staff members who ensure that educational experiences are current and relevant to the skills needed to be proficient in today's society.

The following are a few highlights from 2013. Please consult our district webpage at www.nsboro.k12.ma.us for more details about the Southborough Public Schools.

- The teachers and staff at Finn School spent considerable time preparing for re-accreditation from the National Association for the Education of Young Children (NAEYC); Finn received this prestigious accreditation five years ago; a very successful site visit occurred in December
- The kindergarten and first grade teams redesigned their weekly schedules in order to incorporate longer literacy and math blocks
- Quality and focused professional development this past year has included analyzing and aligning Finn School's curriculum to the Common Core standards; continuing with Stage 2 of mapping the curriculum via Atlas software; updating the writing curriculum; and training and implementation of the new Envision Math program
- Technology committees have been established at Finn and have met to discuss hardware and software needs for staff and students and curriculum integration; iPads with educational applications have been added to the technology inventory and are used in each classroom on a rotating basis; Technology Mondays are used to train staff during faculty meeting time on the latest trends in technology
- At Woodward School, data teams have been developed and implemented in order to analyze student academic information
- The Woodward School Community participated in a successful One School, One Read, using the popular book *Trumpet of the Swans*
- Community outreach continues to be a focus at Woodward School; senior volunteers contribute valuable time on behalf of students; cards and pictures for the Troops have been initiated; classrooms are continuing to utilize parent volunteers and "adopted" seniors to work in different rooms; volunteers listen to students read, play math games or help with center activities.
- Woodward School continues to foster strong social/emotional and character development in students through monthly whole school Compassion Acceptance and Respect for Everyone (CARE) assemblies; successful "Table Talk" reminders in the school cafeteria are used to encourage conversations about healthy habits and the monthly whole school CARE themes
- The very successful initiative, *Wake Up and Work Out at Woodward* continues; students are encouraged to come and exercise at Woodward on Tuesday and Friday mornings each week
- At Neary, work on a revised standards-based report card and on a new progress report has been completed; feedback is focused on student work habits and growth as a learner; teachers have developed and are implementing new standards-based assessments to support the new reporting system
- Neary teachers are continuing to work on curriculum alignment with the Common Core standards; new math materials have been adopted in both grades and teachers are continuing to refine the curriculum and instruction in this area; teachers began implementing a new initiative in the area of writing, designed to improve students' ability to write fluently and effectively in different genres

Superintendent's Report (continued)

- Teachers at Neary are participating with the rest of the district in curriculum mapping using the Atlas software, to enable educators to better analyze curriculum and align it with the new curriculum frameworks
- During the spring of last school year, this past summer, and this fall, a group of Neary teachers and parents planned and initiated a proposal for a 1:1 iPad pilot project; present plans call for implementing it, as revised, in January 2014
- Faculty members at Neary have engaged in a significant amount of professional development work on the new evaluation system and have collaborated during faculty meeting time on implementing the new system
- Technology professional development for Neary faculty has continued throughout the year, including such things as *Appy Hour*, an after-school time to explore apps for the iPads and how they can be used to promote student learning, as well as faculty meeting presentations on such topics as the use of Apple TV in the classroom; through summer professional development work, building professional development days, and additional half-day times, teachers have been preparing for expanded use of iPads in the classroom
- Staff members at Trottier are actively engaged in conversations about alignment to the Common Core Curriculum Standards in mathematics and English; the mathematics conversation includes teacher input and direction; grade level professional development opportunities, as well as, consultation at the building level are being implemented to infuse best practice for adopting the new standards
- All teachers at Trottier have set goals for the school year and beyond; goals involving curriculum development are the anchors; all areas of curriculum are being reviewed with a high degree of examination
- An official Facebook page and a Twitter feed have been implemented to keep parents abreast of Trottier events and information; the appropriate use of social media is an important topic
- Trottier has added two new laptop carts, secured laptops for every teacher, increased internet band width, and procured iPads and other devices to help support learning in the classrooms
- On the district-wide level, the theme *Ten Schools, Three Districts, One Community of Learners* has been integrated into the plan *Vision 2020: Strategically Planning for the Future*
- Targeted professional development has been designed to support the four focus areas identified in the strategic plan – Curriculum, Communications, Technology, and Student Support Services
- Implementing the new Massachusetts Framework for Educator Evaluation has included developing SMART GOALS, conducting self-assessments, unpacking the educator rubric, and gathering evidence
- District-wide goals around Safe Schools Readiness training have included the enhancement of current practices and the integration of the A.L.I.C.E program
- An important initiative in 2013-2014 involves determining district, school, and student performance based on the transitions in assessments – MCAS and the Partnership for Assessing Readiness to College and Career (PARCC)
- Another vital district-wide goal implemented this past year supports instruction for English Language Learners through the implementation of Rethinking Equity Teaching English Language Learners (RETELL) as well as the new assessment, ACCESS based on the World Class Instructional Design Assessments (WIDA)
- Student Support Services are provided to students at the building level in Southborough Public Schools to ensure that all students have developmentally appropriate opportunities to learn, grow, and make meaningful progress; student progress is continually monitored to ensure that all children meet appropriate standards
- Comprehensive, building-based, student support teams provide assistance and interventions to students who are challenged by disabilities, learning differences and/or life events beyond their control

Superintendent's Report (continued)

- Student Support Services personnel partner with general education teachers to implement instructional strategies that meet the learning challenges that students encounter; multi-disciplinary teams collaborate at the building and district levels to create opportunities for students to build on their strengths and minimize their challenges
- Instructional technology has played an integral role in the education of students in Southborough; the Strategic Plan outlines a goal to provide adequate access to digital tools that support 21st Century teaching and learning and the organizational processes necessary for each building; the Southborough Public Schools have continued to improve the technological infrastructure, working toward providing a robust and modern infrastructure that adequately meets teaching, learning, and administrative needs
- The most important part of Southborough's technology program has been that students and 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; the district continues to effectively expand the use of technology to meet the needs of all learners, to enhance and accelerate learning, and to engage all learners.

Grants

The following is a brief summary of the federal and state grants the Southborough Public Schools received in 2013.

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 - \$31,714

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, 2013

<i>School</i>	Pre-K	K	1	2	3	4	5	6	7	8	<i>Total</i>
Finn	43	93	123								259
Woodward				141	130						271
Neary					170	150					320
Trottier						159	177	187			523
Total	43	93	123	141	130	170	150	159	177	187	1,373

**TOWN OF SOUTHBOROUGH SCHOOL FINANCIAL STATEMENT
FOR THE 2013 FISCAL YEAR - JULY 1, 2012 THROUGH JUNE 30, 2013**

APPROPRIATION:

Regular Education	\$ 12,294,633
Special Education	\$ 4,705,359
Total Beginning Appropriation	<u>\$ 16,999,992</u>

Total Appropriation

\$ 16,999,992

EXPENDITURES:

REGULAR DAY PROGRAMS

ADMINISTRATION:

School Committee	\$ 13,857
Superintendent's Office	\$ 94,629
Administrative Support Services	\$ 338,820
Total Administration	\$ 447,305

INSTRUCTION:

Supervision	\$ 46,600
Principals' Offices	\$ 787,514
Teaching	\$ 7,638,618
(includes Salaries, Supplies and Materials)	
Professional Development	\$ 97,255
Textbooks & Instructional Equip	\$ 476,388
Library Services	\$ 238,502
Guidance Services	\$ 244,783
Total Instruction	\$ 9,529,660

OTHER SCHOOL SERVICES:

Attendance Services	\$ 500
Health Services	\$ 292,861
Pupil Transportation	\$ 352,094
After School Activities	\$ 23,847
Student Body Activities	\$ 18,542
Total Other School Services	\$ 687,844

OPERATION OF PLANTS:

Custodial Services (Salaries & Supplies)	\$ 716,358
Heating	\$ 189,313
Electricity	\$ 253,046
Telephones	\$ 28,956
Water	\$ 12,490
Technology Telecommunications	\$ 61,387
Total Operation of Plants	\$ 1,261,550

MAINTENANCE:

Grounds	\$ 6,908
Buildings	\$ 231,457
Equipment	\$ 90,237
Technology Maintenance	\$ 35,483
Total Maintenance	\$ 364,085

LEASE OF BUILDING & EQUIPMENT:

	\$ 1,848
	\$ 12,292,292

**TOTAL EXPENDITURES,
REGULAR DAY PROGRAMS**

SPECIAL EDUCATION PROGRAMS

Legal Services	\$ 12,996
Supervision	\$ 127,873
Teaching (Salaries & Supplies)	\$ 3,082,842
Professional Development	\$ 1,840
Psychological Services	\$ 280,777
Health Services	\$ 42,038
Transportation	\$ 378,721
Equipment Maintenance	\$ 7,828
Programs - Other Schools in Massachusetts	\$ 671,004
Payments to Collaboratives	\$ 92,759
TOTAL EXPENDITURES, SPECIAL EDUCATION	\$ 4,698,679

TOTAL EXPENDITURES

\$ 16,990,971

BALANCE RETURNED TO GENERAL FUND:

\$ 9,022

SCHOOL LUNCH ACCOUNT

INCOME:	
Cash Balance from FY12	\$ 13,120
Total Receipts, FY13	\$ 279,935
Total Revenues	\$ 293,055

EXPENSES:

Total Expenditures, FY13	\$ 277,283
BALANCE TO FY14	\$ 15,772

KINDERGARTEN ENHANCEMENT

Expenditures	\$ 56,260
Unexpended Balance	\$ -
Total Grant Received	\$ 56,260

TITLE 1

Expenditures	\$ 28,562
Unexpended Balance*	\$ 3,871
Total Grant Received	\$ 32,433

TITLE IIA

Expenditures	\$ 8,166
Unexpended Balance*	\$ 12,633
Total Grant Received	\$ 20,799

**Balance carried forward to FY 2014*



NEED INFORMATION???

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

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

Email: selectmen@southboroughma.com

Website: www.southboroughtown.com

EMERGENCY NUMBER.....911 [Police, Fire, Ambulance]

DEPARTMENT	PHONE	CONTACT NAME
Accounting	485-0710	Heidi Kriger, Town Accountant
Animal Control Officer	485-7817	Leslie Boardman
Assessors	485-0720	Paul Cibelli, Principal Assessor
Board of Appeals	485-0717	Jessica Baptista, Administrative Assistant
Board of Health	481-3013	Paul Pisinski, Public Health Director
Board of Selectmen	485-0710	Mark Purple, Town Administrator
Building Department	485-0717	Mark Robidoux, Building Inspector
Conservation Commission	485-0710	Beth Rosenblum, Conservation Administrator
Facilities Department	485-8175	John Parent, Facilities Manager
Fire Department	485-3235	Joseph Mauro, Fire Chief
Housing Authority	481-2166	Lynne Moreno, Director
Library	485-5031	
Planning Board	485-0710	Jennifer Burney, Town Planner
Police Department	485-2147	Kenneth Paulhus, Police Chief
Public Works Department	485-1210	Karen Galligan, DPW Superintendent
Cemetery Division	485-1618	Bridget Gilleney-DeCenzo, Division Supervisor
Transfer Station	485-2511	
Water Division	485-1845	<u>Hours:</u> 8:00 a.m. - 6:00 p.m. Wednesday through Saturday
Recreation Commission	229-4452	Doreen Ferguson, Director
Senior Center	229-4453	Pamela LeFrancois, COA Director
Town Clerk	485-0710	Michelle Jenkins, Assistant Town Clerk
Treasurer/Collector	485-0710	Brian Ballantine, Finance Director
Veterans' Agent	229-2172	John Wilson [4:00 p.m. – 6:00 p.m. Tuesday]
Youth and Family Services	481-5676	Laurie Sugarman-Whittier, Director
OTHER SERVICES		
Arts Council	481-9351	
Citizen Information	1-800-392-6090	Secretary of State's Office
Historical Museum		<u>Hours:</u> 1:00 p.m. – 4:00 p.m. Sunday
Meals on Wheels Program	229-4453	Call by 12:00 p.m. [noon] for next day's reservation
Baypath [home delivery]	573-7246	Call by 12:00 p.m. [noon] for next day's reservation
National Grid	1-800-322-3223	Customer Service
NSTAR	1-800-592-2000	Customer Service
Post Office, 162 Cordaville Road	485-4736	
Southborough Access Media	485-8156	Katelyn Willis, Executive Director
Charter Communications	1-800-634-1008	Cable TV provider
Verizon	1-800-837-4966	Cable TV provider
Southborough Community House	485-4887	Bertha Ginga
SCHOOLS		
Albert S. Woodward [Gr. 2-3]	229-1250	James Randell, Principal
Algonquin Reg. High School	351-7010	Thomas Mead, Principal
Assabet Valley Reg. Vocational	485-9430	Patrick Collins, Superintendent/Director
Margaret Neary [Gr. 4-5]	481-2300	Linda Murdock, Principal
Mary Finn [Pre-K-1]	485-3176	James Randell, Principal
Superintendent's Office	486-5115	Charles Gobron, Superintendent
Trottier Middle School [Gr. 6-8]	485-2400	Keith Lavoie, Principal



My favorite place in Southborough is my house.

-Keira

Keira Megan – Grade 2



In the woods. My favorite place in Southborough is a path

-Lana

Lana Pechonis – Grade 3