



**TOWN OF SOUTHBOROUGH
MASSACHUSETTS
2019 ANNUAL REPORT**



Photo courtesy of Jonny Ratner

ON THE COVER

The Southborough Public Safety Facility was officially dedicated on Saturday, October 26, 2019. The building is the result of countless hours from dedicated volunteers, employees and committee members. It is truly a project built on collaboration. The men and women of our Public Safety departments now have a building that serves them as well as they serve our Community.

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

Dedication Contribution: Lisa Braccio, Vanessa Hale

Report compiled and formatted by: Lori Esposito

Front Cover Photos:



Jonny Ratner



Emma Purple



Jonny Ratner

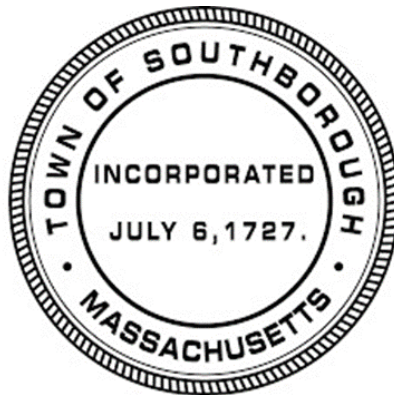
One Hundred Forty-Sixth

ANNUAL REPORT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS



For the Year Ending

December 31, 2019

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Brian G. Shifrin

1976-2019

Brian G. Shifrin was a gentleman, a statesman and a giant of a human being that we were lucky enough to claim as one of our cherished Southborough citizens. When he died, incredibly prematurely, on Saturday, November 16, 2019, after a battle with ALS, he left a void for his entire family, including his beloved wife and children. He also left an indelible mark on this community and a chasm with the loss of his smile, gentle nature and incredible intelligence.

Brian was raised in Townsend and attended Applewild School in Fitchburg, and later the Choate Rosemary Hall High School, the University of Rochester, Fitchburg State and Suffolk Law School. His legal expertise was an asset to all the town committees he participated in, and was a bonus when aiding the town in a myriad of housing challenges.

Brian and Kristine married in 2004 in Walt Disney World. They settled in Southborough, a place he loved, and volunteered his time on several boards. He was the chair of many committees which quickly proved his commitment to this town as well as his passion for public service. An avid sports fan, little made that smile shine so bright as when he was at Fenway with his family. This was so evident when scores of loved ones, at the family's request, wore Red Sox gear to his wake.

"A man does what he must — in spite of personal consequences, in spite of obstacles and dangers, and pressures — and that is the basis of all human morality."

— John F. Kennedy

In his "Letter to the Editor" during his campaign for the Board of Selectmen, Brian wrote about his belief that an "inclusive, thorough, collaborative process" is necessary to make decisions and accomplish goals. This would be his pursuit as an elected official in the Town of Southborough. He was a fierce advocate

for those who needed a helping hand, for careful strategic planning and for thoughtful deliberation on the myriad challenges he helped usher the Town through during his tenure.

Although he ultimately lost his battle with ALS, he fought it with diplomacy, grit and fortitude that remains an inspiration to so many, participating in Selectmen's meetings when it clearly was a physical trial for him. It is for this, and many more reasons, that we are indebted to him for his civic devotion and to Kristine, Charlie and Courtney for allowing him to bestow so much of his time and dedication for a better Southborough.



- ◆ Member, Board of Selectmen
- ◆ Chair, Recreation Commission
- ◆ Chair, Southborough Housing Opportunity Partnership (SHOPC)
- ◆ Chair, Affordable Housing Trust Fund Committee
- ◆ Member, Community Preservation Committee
- ◆ Commissioner, Southborough Men's Softball
- ◆ Chair, St. Marks Golf Course Master Planning Committee
- ◆ Little League Coach

"I have found that among its other benefits, giving liberates the soul of the giver." *Maya Angelou*

In Memoriam

<i>Evelyn J. Littlefield</i>	<i>January 4th</i>	<i>Jacqueline Beck</i>	<i>June 12th</i>
<i>Christopher P. Davie</i>	<i>January 8th</i>	<i>Ryan Nicholson</i>	<i>June 23rd</i>
<i>Donald J. Croatti</i>	<i>January 11th</i>	<i>Edward W. Barnes</i>	<i>June 24th</i>
<i>Bradford D. Nickerson</i>	<i>January 12th</i>	<i>Darryl B. Hupfer</i>	<i>June 27th</i>
<i>William Greaves</i>	<i>January 21st</i>	<i>Marianne J. Geary</i>	<i>June 29th</i>
<i>Brian P. Maguire</i>	<i>January 21st</i>	<i>David M. Corderman Sr.</i>	<i>July 3rd</i>
<i>Kathleen L. McDermott</i>	<i>January 23rd</i>	<i>Elda Key</i>	<i>July 7th</i>
<i>Katherine T. Matison</i>	<i>January 29th</i>	<i>Robert G. Wachholz</i>	<i>July 24th</i>
<i>Elizabeth Hagopian</i>	<i>February 1st</i>	<i>Ruth D. Brefka</i>	<i>July 25th</i>
<i>Kenneth C. Farrar</i>	<i>February 2nd</i>	<i>Annette M. Labarre</i>	<i>July 30th</i>
<i>Clarence W. Shaw</i>	<i>February 3rd</i>	<i>Jory D. McKinley</i>	<i>August 9th</i>
<i>Eric J. Hanslip</i>	<i>February 4th</i>	<i>Xinmin Xu</i>	<i>August 12th</i>
<i>John H. Wilson</i>	<i>February 5th</i>	<i>Napoleon R. DePina</i>	<i>August 16th</i>
<i>Barbara J. Barnes</i>	<i>February 13th</i>	<i>James B. Haugen</i>	<i>August 20th</i>
<i>Karen A. Robillard</i>	<i>March 1st</i>	<i>Elisabeth Berndt</i>	<i>August 29th</i>
<i>Aaron B. Debruyne</i>	<i>March 5th</i>	<i>Gloria Grumney</i>	<i>September 2nd</i>
<i>John A. Shoucair</i>	<i>March 5th</i>	<i>John A. Mylotte</i>	<i>September 22nd</i>
<i>Charles D. Jones</i>	<i>March 18th</i>	<i>Kurt E. Edgren</i>	<i>October 4th</i>
<i>Stephen P. Morrison</i>	<i>March 29th</i>	<i>Barbara Ferreira</i>	<i>October 10th</i>
<i>Anita K. Backer</i>	<i>April 30th</i>	<i>Walter M. Foster</i>	<i>October 11th</i>
<i>Louis H. Aswad</i>	<i>May 11th</i>	<i>Mary D. Broderick</i>	<i>October 25th</i>
<i>Ruth Krivanec</i>	<i>May 11th</i>	<i>Marilyn J. Borelli</i>	<i>November 11th</i>
<i>Rosemary Petersante</i>	<i>May 13th</i>	<i>Brian G. Shifrin</i>	<i>November 16th</i>
<i>Paul J. Weber</i>	<i>June 1st</i>	<i>Robert H. Titus</i>	<i>December 9th</i>
<i>Lan Chan Lai</i>	<i>June 10th</i>	<i>Margaret J. De Fazio</i>	<i>December 28th</i>

Southborough, MA

WORCESTER COUNTY

Area

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

Population

10,596*

Tax Rate

\$16.66

Form of Government

Open Town Meeting; Board of Selectmen

*Based on Town Clerk's most recent census data

Southborough At A Glance

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

First settled in 1660 and officially incorporated July 6, 1727, land use now is primarily residential, with substantial open space. A tenth of the town's area is flooded by the Sudbury Reservoir. Light industrial land use is concentrated along main roads, primarily MA Route 9, and there are several small business districts in the villages and along Route 95.^[1]

SOUTHBOROUGH TOWN HOUSE

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

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

www.southboroughma.com

Town House

17 Common Street

Public Library

25 Main Street

Public Safety

Police Department: 32 Cordaville Road

Fire Department & Emergency Ambulance Service: 32 Cordaville Road

Recreation

South Union Building, 21 Highland Street

Schools

Elementary Schools:

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

High Schools:

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

Private Schools:

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

Fun Fact: In 1898 the Fayville Dam was constructed to produce several reservoirs to supply a growing Boston with water. As a result, manufacturing vanished, and Southborough did not see substantial growth until the high-tech boom of the 1970s^[2]

1. "Southborough, Massachusetts." *Wikipedia*, Wikimedia Foundation, 17 Jan. 2019, en.wikipedia.org/wiki/Southborough_Massachusetts
2. Southborough Massachusetts Facts for Kids, *Kiddle Encyclopedia*, 21 Nov. 2019, https://kids.kiddle.co/2010_United_States_Census

OFFICERS OF THE UNITED STATES OF AMERICA

President..... Donald J. Trump
Vice President Michael R. Pence
U. S. Senators in Congress..... Edward J. Markey and Elizabeth A. Warren
U. S. Representative in Congress, Fifth District..... Katherine M. Clark

STATE OFFICIALS

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

COUNTY AND DISTRICT OFFICIALS

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

ELECTED OFFICIALS

ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL DISTRICT COMMITTEE- 4 years

Mark E. Pietrewicz (2020)

BOARD OF ASSESSORS - 3 years

Thomas J. Beaumont (2020)

Arthur K. Holmes (2021)

Jeffrey W. Klein (2022)

BOARD OF COMMISSIONERS

OF TRUST FUNDS – 3 years

William J. Boland (2020)

Nicolas A. McCoy (2022)

Susan Delarda Wood (2021)

BOARD OF HEALTH - 3 years

Daniel P. O'Rourke (2021)

Nancy A. Sacco (2020)

Mary Lou Woodford (2022)

BOARD OF SELECTMEN - 3 years

Lisa M. Braccio (2020)

Martin F. Healey (2022)

Daniel L. Kolenda (2020)

Brian E. Shea (2021)

Sam Stivers (2022)

BOARD OF TRUSTEES

SOUTHBOROUGH LIBRARY - 3 years

Jane C. Davis (2020)

Marguerite H. Landry (2022)

Amy B. Vachris (2020)

Kimberly L. Regan (2021)

Amy Yazdani (2022)

Nicole C. DeBonet (resigned 2019)

Richard J. Wallace (resigned 2019)

MODERATOR - 1 year

Paul M. Cimino (2020)

NORTHBOROUGH-SOUTHBOROUGH REGIONAL

SCHOOL DISTRICT COMMITTEE - 3 years

Southborough Committee

Paul C. Butka (2020)

Jonetta E. Choi (2020)

Paul H. Desmond (2020)

Joan G. Frank (2022)

Kathleen A. Harragan (2021)

Kathleen M. Howland (2021)

John A. Kane, III (2020)

Cathy A. Kea (2021)

Daniel L. Kolenda (2022)

Helynn B. Winter (2021)

PLANNING BOARD - 5 years

Marnie L. Hoolahan (2024)

Meme Luttrell (2021)

Donald C. Morris (2022)

Andrew S. Mills (2023)

Jesse T. Stein (2020)

SCHOOL COMMITTEE - 3 years

Roger W. Challen (2022)

Jessica A. Devine (2021)

Paul H. Desmond (2020)

Keturah Martin (2020)

Jennifer M. Primack (2021)

SOUTHBOROUGH HOUSING AUTHORITY- 5 years

Alexander S. Frisch (2023)

Robert P. Jachowicz (2020)

Nancy G. Morris (2024)

Marianna Surette (2022)

Bertha T. Ginga [State Appointee] (2020)

TOWN CLERK - 3 years

James F. Hegarty (2020)

APPOINTED OFFICIALS—By Moderator

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

ADVISORY COMMITTEE - 3 years

Judith K. Budz (2020)

Kathryn M. Cook (2022)

Andrew R. Dennington II (2022)

Chelsea M. Malinowski (2021)

Timothy W. Martel (2022)

Andrew Pfaff (2020)

John F. Rooney III (2021)

VACANCY (2020)

VACANCY (2021)

PERSONNEL BOARD - 3 years

Jason M. Dietz (2022)

Doriann M. Jasinski (2021)

David A. Nixon (2022)

Beth A. Rosenbloom (2020)

Barry J. Rubenstein (2020)

PUBLIC WORKS PLANNING BOARD—3 years

Appointed by Town Moderator

Mark S. Bertonazzi (2020)

William J. Boland (2021)

James A. Harding (2022)

Appointed by Planning Board

Susan G. Baust (2022)

James P. Hellen (2020)

Town Officers

APPOINTED OFFICIALS—By Board of Selectmen

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

AFFORDABLE HOUSING TRUST FUND COMMITTEE—2 years

William J. Boland (2021)
Lisa M. Braccio (2021)
Martin F. Healey (2021)
Daniel L. Kolenda (2021)
Brian E. Shea (2021)
Sam Stivers (2021)
VACANCY (2021)

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

Vincent P. Acampora (2020)
Heidi M. Davis (2020)
Bonnie J. Phaneuf (2020)
William W. Sines (2020)
VACANCY (2020)

AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR - 1 year

Mark J. Purple (2020)

ANIMAL CONTROL OFFICER/ ANIMAL INSPECTOR - 1 year

Jennifer A. Condon (2020)

ASST. TOWN ACCOUNTANT – 1 year

Heidi Lindsey (2020)

ASST. TOWN ADMINISTRATOR - 1 year

Vanessa D. Hale (2020)

ASST. TREASURER/COLLECTOR - 1 year

David J. Birri (2020)

BUILDING DEPARTMENT

***Inspector of Buildings* - 3 years**

Laurie Livoli (2022)

***Alternate Building Inspector* – 1 year**

Peter N. Tartakoff (2020)

***Electrical Inspector* - 1 year**

James J. Colleary (2020)

***Assistant Electrical Inspectors* - 1 year**

Stephen A. Curtis (2020)
John F. Nemensky (2020)

(Appointed by Inspector of Buildings)

***Plumbing/Gas Inspector* - 1 year**

Austin P. Beliveau (2020)

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

CENTRAL MASS. RESOURCE RECOVERY COMMITTEE - 1 year

Karen M. Galligan (2020)

COMMUNITY PRESERVATION COMMITTEE - 3 years

David J. Candela (2021)
Recreation Commission Representative
Joseph E. Hubley (2022)
Historical Commission Representative

COMMUNITY PRESERVATION COMMITTEE (CONT.) - 3 years

Doriann M. Jasinski (2022)
SHOPC Representative
Andrew S. Mills (2021)
Planning Board Representative
Mark W. Murphy (2020)
Citizen-At-Large
Benjamin B. Smith (2021)
Conservation Commission Representative
VACANCY (2020)
Citizen-At-Large
VACANCY (2020)
Housing Authority Representative
VACANCY (2022)
Open Space Preservation Commission Representative

CONSERVATION COMMISSION - 3 years

Russell S. Gregory, Jr. (2022)
Carl C. Guyer (2020)
Isabel M. Kerber (2021)
Jeffrey H. Peet (2022)
Mark S. Possemato (2020)
Benjamin B. Smith (2020)
Judith Watson (2021)
Sheri R. Widdiss (2021)

CONSTABLE – 1 year

William E. Pickett, Jr. (2020)
Paul Tavalone (2020)

COUNCIL ON AGING - 3 years

Vincent P. Acampora (2020)
Mary Ann Anderson (2021)
Michael L. Backer (2022)
William W. Harrington (2021)
Sandra Kiess (2022)
Joyce Macknauskas (2021)
Douglas C. Peck (2020)
Carol A. Yozzo (2022)

***Alternate Members* - 1 year**

William J. Boland (2020)
Arthur K. Holmes (2020)
VACANCY (2020)

DIRECTOR OF FACILITIES – 1 year

John A. Parent (2020)

ECONOMIC DEVELOPMENT COMMITTEE

Robert S. Anderson (2021)
Kathleen B. Bartolini (2022)
Thomas L. Collins (2022)
Julie W. Connelly (2020)
Suzanne L. Duca (2021)
Christopher Robbins (2022)
John M. Wood (2020)
VACANCY (2021)
VACANCY (2022)

ECONOMIC DEVELOPMENT COORDINATOR – 1 year

Marijke Munsiff (2020)

APPOINTED OFFICIALS—By Board of Selectmen, cont.

ETHICS COMMISSION LIAISON -1 year

James F. Hegarty (2020)

Michelle A. Jenkins (through 10/2019)

FENCE VIEWERS - 1 year

VACANCY (2020)

VACANCY (2020)

FIELD DRIVERS - 1 year

VACANCY (2020)

VACANCY (2020)

FINANCE DIRECTOR/ TREASURER/COLLECTOR – 3 years

Brian P. Ballantine (2021)

FIRE CHIEF - 3 years

Steven E. Achilles (2021)

FIRE WARDEN - 1 year

Steven E. Achilles (2020)

GRANT COORDINATOR - 1 year

Heidi A. Kriger (2020)

HIPPA PRIVACY OFFICER – 1 year

Vanessa D. Hale (2020)

HISTORICAL COMMISSION - 3 years

Kathleen S. Battles (2022)

Rebecca V. Deans-Rowe (2021)

Amanda E. Gleeson (2021)

Joseph E. Hubley (2022)

2 VACANCIES (2020)

VACANCY (2022)

MAIN STREET WORKING GROUP (ad hoc) – 1 year

Susan G. Baust (2020)

John W. Boland, Jr. (2020)

Martin F. Healey (2020)

Brian E. Shea (2020)

3 VACANCIES (2020)

METROPOLITAN AREA PLANNING COUNCIL - 3 years

VACANCY (2022)

VACANCY (Alternate) (2022)

METROWEST REGIONAL COLLABORATIVE - 1 year

Meme Lutrell (Planning Bd. rep.) (2020)

Brian E. Shea (Selectmen rep.) (2020)

METROWEST REGIONAL TRANSIT AUTHORITY – 1 year

Kathleen B. Bartolini (2020)

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

Steven E. Achilles (2020)

MUNICIPAL HEARING OFFICER—1 year

John E. Thorburn (2020)

Town Officers

MUNICIPAL TECHNOLOGY COMMITTEE – 3 years

Larry S. Samberg (2022)

VACANCY (2020)

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

School Committee Appointments:

Jeffrey Bradbury (2021)

William B. Warren (2020)

Andrew Mariotti [Ex-Officio] (2020)

Library Trustees Appointment:

Matthew Jared Probst (2021)

OPEN SPACE PRESERVATION COMMISSION - 5 years

Karen Sorine Cvitkovich (2020)

Frederica J. Gillespie (2021)

Connell McNamara (2022)

Sarah R. Rositano (2023)

VACANCY (2024)

PARKING CLERK – 1 year

Brian P. Ballantine (2020)

PHASE II STORMWATER COMMITTEE (ad hoc) – 1 year

Karen M. Galligan (2020)

Paul C. Pisinski (2020)

VACANCY (Administration rep.) (2020)

VACANCY (Conservation Commission rep.) (2020)

VACANCY (2020)

PILOT COMMITTEE (ad hoc) – 1 year

VACANCY (2020)

VACANCY (2020)

VACANCY (2020)

POLICE DEPARTMENT

Chief of Police – 3 years

Kenneth M. Paulhus (2020)

Constable – 1 year

Kenneth M. Paulhus (2020)

Jail Keeper – 1 year

Kenneth M. Paulhus (2020)

Lieutenant – 1 year

Ryan Newell (2020)

Detective – 1 year

Keith Nichols (2020)

Sergeants - 2 years

James V. DeLuca (2021)

Sean P. McCarthy (2021)

Aaron L. Richardson (2021)

Timothy J. Slatkavitz (2021)

Heath S. Widdiss (2021)

Officers - 2 years

Brendan Campbell (2021)

Cameron M. Chapski (2021)

James R. Gallagher (2021)

Town Officers

APPOINTED OFFICIALS—By Board of Selectmen, cont.

POLICE DEPARTMENT (cont.)

Kevin M. Landry (2021)
Stephen B. Neivert (2021)
John E. Officer (2021)
Thomas R. Rock (2021)
John Vosikas (2021)
Michael T. Whelan (2021)
William J. Woodford, III (2021)

Police Business Administrator - 1 year

Cynthia McLeod (2020)

Communications Officers (full-time) - 1 year

Kyle M. DeVincent (2020)
David J. Maida (2020)
Brittney Remillard (2020)
Robyn E. Richards (2020)

(Part-time) - 1 year

Charles R. Goodwin (2020)
Stephanie Fontaine (2020)

Reserve Officers - 1 year

David C. Hagen (2020)

Special Officers - 1 year

Kyle M. DeVincent (2020)
David J. Maida (2020)
Richard L. Mattioli (2020)
Jane T. Moran (2020)

Student Officer – 1 year

Jeffrey Norton (2021)

Chaplain – 1 year

Rev. James B. Flynn (2020)

PROCUREMENT OFFICER, CHIEF - 1 year

Mark J. Purple (2020)

PUBLIC SAFETY BUILDING COMMITTEE (ad hoc) – 1 year

Brennan R. Barry (2020)
Peter J. Goodney (2020)
John F. Lyons (2020)
Jason W. Malinowski (2020)
Michael D. Moorehead (2020)
David J. Officer (2020)
John F. Rooney III (2020)
John M. Wood (2020)
Kathryn M. Cook [Advisory Comm. Rep.] (2020)

RECREATION COMMISSION - 3 years

David J. Candela (2020)
Donald P. Dumont (2020)
Jennifer P. Hansen (2021)
Kristin L. LaVault (2022)
David A. Nixon (2022)

REGISTRAR OF VOTERS - 3 years

Keith L. Ackley (2020)
James F. Hegarty (ex-officio) (unlimited)
Tomasz Kierul (2022)
Tracey D. Navaroli (2021)

SEXUAL HARRASSMENT OFFICER - 1 year

Gregory A. Manousos (2020)

SITE PLAN REVIEW COMMITTEE – unlimited

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

Appointed by Board of Selectmen:

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

SOUTHBOROUGH CULTURAL ARTS COUNCIL - 2 calendar years

Denise A. Johnson (11/07/20)
Gloria Linden (10/02/21)
Kerry Stgermal Trippi (03/14/20)
Mary A. Piekarz (10/02/21)
Kimberly D. Galbraith (10/02/21)
Catherine M. Weber (10/02/21)
VACANCY
Jennifer P. Hansen (through 11/05/19)

SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE [SEPC]

SARA Title III (ad hoc) - unlimited

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

APPOINTED OFFICIALS—By Board of Selectmen, cont.

SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE [SEPC]

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

Melissa Danza
Mark A. Spruill
John P. Tommaney
Katelyn S. Willis
Carol A. Willoughby
VACANCY – GIS/Engineer Rep.
VACANCY – Animal Protection Liaison
VACANCY – Public Schools Rep.
VACANCY – Communications Officer Rep.

SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE - 3 years

Thomas Bhisitkul [Private Citizen] (2022)
Alexander S. Frisch [Housing Authority Rep.] (2020)
Doriann M. Jasinski [Private Citizen] (2021)
Thomas L. Marcoulier [Private Citizen] (2022)
Lisa M. Braccio [Selectmen Rep.] (2021)
Jesse T. Stein [Planning Board Rep.](2021)
John M. Wood [Private Citizen] (2021)

SOUTHBOROUGH SCHOLARSHIP ADVISORY COMMITTEE - 3 years

Sarah C. Hegarty (2020)
Renee Maiorana (2021)
Isabelle Q. Murphy (2022)
Mary C. O'Brien (2022)
VACANCY (2020)
VACANCY (2021)
VACANCY (2021)

SOUTHBOROUGH STEWARDSHIP COMMITTEE – 1 year

Frederica J. Gillespie [Open Space Commission Rep.] (2020)
James F. Gorss (2020)
Joyce M. Greenleaf (2020)
Kathryn C. McKee (2020)
Jenny S. Peet (2020)
VACANCY [Conservation Commission Rep.](2020)
VACANCY [Recreation Comm. Rep.] (2020)

SOUTHBOROUGH TRAILS COMMITTEE - 1 year

Thomas L. Marcoulier (2020)
Kathryn C. McKee (2020)
Isabelle Q. Murphy (2020)
Satyendra Sharma (2020)
Luisa Vargas (2020)

SPECIAL LEGAL COUNSEL – 1 year

Lisa L. Mead (2020)
Timothy Norris (2020)

SUPERINTENDENT OF PUBLIC WORKS - 3 years

Karen M. Galligan (2022)

Town Officers

TAXATION AID COMMITTEE (ad hoc) - 1 year

Brian P. Ballantine [Treasurer/Collector] (2020)
Thomas J. Beaumont [Bd. Of Assessors Chair] (2020)
Arthur K. Holmes (2020)
Elizabeth S. Kesselman (2020)
VACANCY (2020)

TOWN ACCOUNTANT - 3 years

Heidi A. Kriger (2020)

TOWN ADMINISTRATOR - 3 years

Mark J. Purple (2021)

TOWN COUNSEL - 1 year

Aldo A. Cipriano (2020)

TRANSPORTATION TASK FORCE—1 year

Kathleen B. Bartolini (2020)

TREE WARDEN - 1 year

Christopher B. Leroy (2020)

VETERANS' AGENT AND BURIAL AGENT—1 year

Brian Stearns (2020)

VETERANS' GRAVE OFFICER - 1 year

Stephen W. Whynot (2020)

YOUTH COMMISSION - 3 years

Susan J. Beyer (2021)
Susan A. Butka (2021)
Mary E. Dambacher (2022)
Nital Giandhi (2020)
Leslie A. Hadden (2021)
Marguerite H. Landry (2022)
Sara B. Michas (2020)

ZONING BOARD OF APPEALS – 5 years

Deborah Demuria (2023)
Paul N. Drepanos (2020)
Craig W. Nicholson (2021)
Michael A. Robbins (2024)
David C. Williams (2022)

Alternate members – 1 year

VACANCY (2020)
VACANCY (2020)

APPOINTED OFFICIALS—By Board of Assessors

PRINCIPAL ASSESSOR/APPRaiser – 3 years

Paul T. Cibelli (2021)

APPOINTED OFFICIALS—By Board of Health

PUBLIC HEALTH DIRECTOR

Paul C. Pisinski

BURIAL AGENT

James F. Hegarty

APPOINTED OFFICIALS—By Town Clerk

ASSISTANT TOWN CLERK – 3 years

Amy Berry (2022)
Michelle A. Jenkins (through October 2019)

Board of Selectmen

Names and Faces

During 2019, the Southborough community lost some tremendously valued friends. Foremost in our hearts and minds is the Shifrin family, which is why this report is dedicated to Brian Shifrin. Although his tenure on the Board of Selectmen was brief, the stamp Brian left on this community is vast. The Board will soldier on but always recall how passionate he was about local government. Sadly, we also mourn several other true blue residents who gave hundreds of hours, in addition to their heart, to this community. John Wilson served as Town Moderator and then became Southborough's Veterans Agent. He served both posts for many years with absolute distinction, which is why last year's report was dedicated in his honor. Ruth Brefka served on the Board of Health and was a delightful and steadfast supporter of the Council on Aging; Pete DePina was a true Patriot that showed so many the lessons he learned through serving his country with honor; Robert Titus honorably donated his expertise to the Southborough Housing Partnership Committee to help so many; the perseverance of Kate Matison will be long remembered. Kate brought her tireless yet boundless energy to the Southborough Historical Commission starting in 2007. We honor her accomplishments including South Union School's addition to the National Historic Register, the recent preservation of the Old Burial Ground, and documenting numerous buildings since demolished or renovated. Kate also served as the CPC representative for the Historical Commission.

WHAT DO WE DO?

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

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

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

Steven Achilles, Fire Chief

Kate Barry, ZBA Business Administrator, Building Dept.

Tim Davis, Recreation Director

Frank Durkin, Maintenance Technician

Julieann Lamy, Business Administrator, Building Dept.

Laurie Livoli, Building Commissioner

Marijke Munsiff-Vegting, Economic Development Coordinator

Alexandra Officer, Program Coordinator, Recreation Commission

In May of 2019, the Board welcomed new members Marty Healey and Sam Stivers, whom the voters selected to serve as Selectmen in the annual town election.



Board of Selectmen

(l-r): Daniel Kolenda, Lisa Braccio, Brian Shea, Martin Healey, Sam Stivers

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

Doreen Ferguson, Recreation Director

Sean James, Police Lieutenant

Richard "Rick" Mattioli, Police Business Administrator

Aaron Richardson, Police Sergeant

2019 Highlights

- ◆ The Town welcomed the completion of the new Public Safety Building, with a grand opening ceremony on October 26. It was an added bonus that the project came in more than \$3,000,000 under budget, thanks to the efforts of the Building Committee and Town officials. The renovations to the clubhouse and the golf course were also completed, so that the 2020 golf season will be able to unveil the new features. Many thanks to the Assabet students for their work on the clubhouse, which saved the Town significant funds, and the Golf Committee for their input and advocacy. The conservation restriction on the golf course was also completed, which ensures that the property will remain as open space in perpetuity.
- ◆ The Board was thrilled to vote unanimously to appoint Steven Achilles as Fire Chief in April. Chief Achilles quickly made an impact by ushering the department into the new building, has hit the ground running and has been a tower of support ever since.
- ◆ Change comes slowly [we were incorporated in 1727!] but in 2019 Southborough's Annual Town Meeting was permanently moved to a Saturday session and took place in late-March. Come spend the day with us again on Saturday March 28, 2020 at Trottier School .
- ◆ Coordination with our academic and non-profit partners continues. Selectman Healey has been the point person this year on PILOT discussions.
- ◆ The newly reinstated Cable Committee had a successful negotiation with Verizon. All current agreements provide operational funding at a level of 4% of gross revenue. The Committee sought to increase this to 5% and Verizon agreed to do so once Charter and Comcast did the same. Additionally, the public safety building and Library will be able to broadcast live and SAM will be provided an HD channel.
- ◆ The Board met in August to hold a goal setting meeting, and have been working since that time to implement priority short and long term goals for the Town.
- ◆ Southborough was pleased to host the Green Communities award ceremony in September, along with Secretary Theoharides and staff from various state agencies, while we accepted a grant for \$250,000 for viable energy projects across our community.
- ◆ The Board hosted a breakfast in November to recognize and appreciate board and committee volunteers for all the hard work they put in during the course of the year. We hope to continue this recognition annually, as a way of saying thanks to those that step up to serve their community.
- ◆ Also in November, the Board set a fine example for honoring those that came before them, who made a memorable impact on the Town, by naming the road from the new Public Safety building to the golf clubhouse as John Wilson Drive.
- ◆ Members of the Board have been invigorated with the reception they have received at their monthly "Office Hours" and have enjoyed connecting with their constituents in an informal setting. This program will continue as long as folks continue to show up-so bring your accolades, concerns or questions! Keep an eye on the Town website [www.southboughtown.com] for future dates.
- ◆ Fayville Village Hall [back to change comes slowly] has been declared as surplus property and was sold to Jon Delli Priscoli in 2019. We look forward to seeing this building transformed into an auction house after renovations have taken place. The footprint and exterior of the building are planned to be restored to their original character, and parking spaces will be earmarked for residents who want to use Fayville Park across the street.

In Closing

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

The Board also extends its sincere appreciation to all department heads, staff and boards and committees for their loyal service and contributions made to the Town of Southborough! The Selectmen's Office continues to expand our social media footprint. Find us at www.southboughtown.com or @17Common.

Board of Assessors

Last fall, the Board of Assessors completed its annual revaluation of all real and personal property within the Town of Southborough as required by Massachusetts General Laws. As a result of this year's revaluation, Southborough's overall assessment of all real estate and personal property increased from \$2.517 billion to \$2.625 billion in FY2020. Analysis of real estate sales and market conditions yielded increased residential assessments of lower and middle level homes while high end property assessments increases were minimal. Commercial, industrial and mixed use property assessments experienced a modest increase over the previous year. The average single family home assessment in Southborough rose from \$613,800 to \$634,400 in FY2020, a 3.4% increase. The FY20 tax rate decreased from \$16.74 to \$16.66 per thousand. The average assessed single family home's tax bill increased from \$10,275 to \$10,569 in FY2020, a \$294 or 2.86% increase. It should be noted, FY2020 assessments reflect the value of real and personal property as of January 1, 2019. Real estate values in all neighborhoods were adjusted based on sales transactions occurring in calendar year 2018. Calendar year 2019 real estate sales and market conditions will not be reflected in taxpayer's assessments until FY2021. In FY2020, the Assessors calculated \$53.479 million in "new growth" value generated from new construction, renovations and new personal property. This represents \$895,251 in additional revenue for the community, a 43.5% increase from \$623,675 collected in FY2019. This year's "new growth" exceeded the past five year average of \$686,165, and also exceeded the past ten year average of \$616,072. Based on projections, "new growth" is expected to decrease significantly over the next year as there are few new projects planned for the upcoming year.

In FY2020, the Assessors focused their efforts on conducting cyclical inspections on all condominiums, two and three family properties. This project consisted of measuring, inspecting, and photographing each improvement. Data was collected on all pertinent physical characteristics of each improvement and then data entered into our real estate software for assessment purposes. Cyclical inspections will resume in FY22 with a four year project focusing on single family homes throughout the community.

In 2019 the Board of Assessors the departure of both staff members as they pursued other opportunities within our organization. In January, Administrative Assistant Tammi Rice, who split time between the Assessor's office and Board of Health was promoted to the Business Administrator position at the DPW. The Board thanks her for the four years spent with us and all the amazing work she produced. Barbara Spiri was promoted from the Southborough Library to succeed Tammi as Administrative Assistant in the Assessors/Board of Health and is doing a great job in her new role.

In October Deputy Assessor Cindy McLeod was promoted to the Business Administrator position at the Police department. This was a huge loss to our department as the Deputy Assessor position is the center piece of our operation. The Board would like to acknowledge the incredible work that Cindy did for us on a daily basis over the past seven years, especially the last four as our Deputy Assessor. Coryn Dias, a recent Worcester State University graduate was hired to assume the Deputy Assessor duties and responsibilities. She brings with her three years of experience working for the Milford Assessor's office. We are very excited to have Coryn joining our department and look forward to helping her develop into an integral part of our finance team.

The Board of Assessors would like to acknowledge the continued efforts of Cindy McLeod and Tammi Rice with regards to our department. Despite moving on to new positions, they both make time to come back to the Assessor's office and help train and mentor our new staff members. It is a true testament to their professionalism and overall commitment to our organization as a whole. The citizens of this community are very fortunate that these two chose to further their careers within our organization as they are talented and dedicated members of our team.

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.

WHAT DO WE DO?

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

Board of Assessors (continued)

Seniors must be 65 years of age as of the first day of the current fiscal year (July 1, 2019 for FY2020). Income limits for a single person are \$21,177 or \$31,765 combined for a married couple. The Assessors will then deduct a “minimum social security” allowance, which is set by the DOR each year. This year, the deduction is \$4,758 for an individual and \$2,379 for a spouse, for a total of \$7,137. Asset limits for a single person is \$42,353; \$58,235 for a married couple.

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

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

The last program to assist seniors is a Clause 41A Tax Deferral, which permits taxpayers to defer up to 100% of their real estate taxes. To be eligible, the applicant must be 65 years of age as of July 1, 2019, have lived in Massachusetts at least 10 years, and have owned and occupied any real estate in the Commonwealth for 5 years or is a surviving spouse who has inherited the real estate and occupied it for 5 years. Income cannot exceed \$40,000; there are no estate limits. Unlike a tax exemption, the deferred taxes must eventually be paid. Applications and additional information regarding this program is available at the Assessors’ office or on the department’s website.

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



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

Town Moderator

Once again, warm greetings from your Moderator, Paul Cimino. I thank you for your support at the 2019 Town election, and I look forward to continuing my service to our Town in this role.

Annual Town Meeting

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

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

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

As we look ahead to Annual Town Meeting for 2020, we again will be convening on a Saturday in March so designated by the Board of Selectman. As in the past, if all of the business in the Warrant has not been disposed of on the first day, Town Meeting shall be continued to another session, which in this case would be the following Monday evening (and each evening after that through Thursday if necessary). Note that any Town Meeting must be formally "concluded" after consideration of all of the business contained in the Warrant, before any action of the meeting becomes official.

Appointments

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

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

To the Advisory Committee:	Kathryn M. Cook (2022) Timothy W. Martel (2022) Andrew R. Dennington, II (2022) Andrew Pfaff (2020)
To the Personnel Board:	Jason M. Dietz (2022) David A. Nixon (2022)
To the Public Works Planning Board:	James A. Harding (2022)

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

Best regards,
Paul Cimino
Town Moderator

WHAT DOES A MODERATOR DO?

The Moderator serves Town Meeting directly, and acts independently of the other components of our Town government. The Moderator is elected during the Annual Town election each year, for a term of one year. In Southborough, the Moderator performs two essential functions on behalf of Town Meeting. First, as the title implies, the Moderator presides over the proceedings at the Annual Town Meeting (ATM) in the spring each year, as well as any Special Town Meeting (STM) that may be called at any other time during the year. Second, on behalf of Town Meeting the Moderator appoints members to the Advisory Committee, Personnel Board, and Public Works Planning Board.

THE CURRENT MEMBERS ARE:

Beth A. Rosenbloom, Chair

Jason M. Dietz

Doriann M. Jasinski

David A. Nixon

Barry J. Rubenstein

Is an independent citizen board appointed by the Town Moderator to administer the Town's Personnel Bylaw aka "The Salary Administration Plan" (SAP). The SAP governs employees who are not covered by a union or employment contract. The Board typically meets once a month on Wednesday mornings. Its authority and responsibilities are defined by the SAP (Town Code Chapter 31) and include: classifying new positions, reclassifying existing positions, approving salary raises, administering tuition reimbursement and employee training funds, reviewing salary schedules and recommending SAP changes to Town Meeting.

Members are: Jay Dietz, Doriann Jasinski, Dave Nixon, Betsy Rosenbloom (Chair) and Barry Rubenstein. We serve three year terms.

ACCOMPLISHMENTS

- ◆ Recommended a revised SAP to the voters at Annual Town Meeting in March 2019, which passed overwhelmingly;
- ◆ Continued to institute new Personnel Board procedures to streamline and clarify the Board's work;
- ◆ Continued to work closely with the Town Administrator, who serves as the Town's Personnel Director under the Town Administrator Bylaw (Town Code, Chapter 27, Article IX);
- ◆ Continued its dialogue with the Board of Selectmen regarding how the personnel function is handled;
- ◆ With the Town Administrator, instituted a new "Performance Evaluation" form for SAP employees;
- ◆ Prepared and approved new recommendations for revisions to the SAP for Annual Town Meeting March 2020.

ACKNOWLEDGEMENTS

It takes a village. We receive a great deal of assistance from Town employees throughout the year:

Mark Purple, Town Administrator/Personnel Director and Vanessa Hale, Assistant Town Administrator. Mark and Vanessa attend our meetings, serve as conduits with the employees and public bodies who come before us, and offer their expertise and experience in a variety of matters. Vanessa also provides administrative support to the Board.

Brian Ballantine, Finance Director and Kristen Pasacane, Payroll/Benefits Administrator, provide us with the numbers, including SAP salary and benefits information. Brian attends many of our meetings and is an important advisor.

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

Jim Hegarty, Town Clerk and Amy Berry, Assistant Town Clerk. Jim keeps us on the right side of the Open Meeting and Public Records Laws. Amy, in her role of Administrative Assistant and now Assistant Town Clerk, scans and posts our our Agendas, Minutes and meeting packets and is always available to assist us.

Michelle Jenkins, former Assistant Town Clerk. Michelle assisted us throughout the year until her departure to a promotion as Town Clerk in another municipality. We miss her and wish her well.

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

Respectfully submitted,

Beth A. (Betsy) Rosenbloom, Chair
December 31, 2019

Town Accountant

TOWN REVOLVING FUNDS ACTIVITY - FISCAL 2019

<u>ACCOUNT</u>	<u>OPENING BALANCE 7/1/2019</u>	<u>RECEIPTS</u>	<u>LESS EXPENDITURES</u>	<u>CLOSING BALANCE 6/30/2019</u>
GRANTS	99,990	379,017	418,325	60,682
GIFTS	241,154	238,785	278,344	201,595
OTHER REVOLVING FUNDS	411,505	779,199	719,104	471,600
SALE OF CEMETERY LOTS	220,539	25,200		245,739
TITLE V SEPTIC BETTERMENTS	291,813	39,819	55,920	237,712
AMBULANCE FUND	761,101	404,973	690,125	475,949
OTHER RECEIPTS RESERVED FOR APPROPRIATION	480,994	197,413	274,809	403,598
COMMUNITY PRESERVATION FUND	<u>2,103,095</u>	<u>543,420</u>	<u>501,653</u>	<u>2,144,862</u>
FY 2019 TOWN REVOLVING FUNDS	<u>4,610,191</u>	<u>2,607,826</u>	<u>2,938,280</u>	<u>4,279,737</u>

ORIGINAL BALANCE

\$ 200,000.00

TRANSFERS OUT:

<u>DATE</u>	<u>DEPARTMENT</u>	<u>PURPOSE OF TRANSFER</u>	<u>AMOUNT APPROVED</u>
12/3/2018	Facilities	Engineering related to water issues at library	18,900.00
6/5/2019	DPW	Engineering related to Parkerville landfill	4,700.00
6/5/2019	DPW	Repair of transfer station trailers	5,155.15
6/5/2019	DPW	New copier & new vehicle diagnostic scanner	9,764.50
6/17/2019	Employee Benefits	Sick & vacation time pay-outs for new retirees	57,805.00
6/17/2019	Other Insurance	Liability insurance budget shortfall	4,099.00
6/17/2019	Court Judgments	Payment to Town of Northborough budget shortfall	660.00
6/30/2019	Legal	Additional legal issues	5,000.00
6/30/2019	Inspectional Services	Temporary building inspector	15,000.00
6/30/2019	Facilities	Golf related work	7,000.00
6/30/2019	DPW	Refuse disposal budget shortfall	24,769.32
			<u>47,147.03</u>

Town Accountant (continued)

TOWN OF SOUTHBOROUGH BALANCE SHEET—ALL FUNDS JUNE 30, 2019

	General Fund	Special Revenue Funds	Capital Project Funds	Enterprise Funds	Trust and Agency Funds	Long-term Debt Account Group	TOTAL
ASSETS							
Cash and cash equivalents	7,893,804	5,537,415	5,684,384	1,533,305	5,975,084		26,623,992
Receivables:							
Septic Bett Int Added to Tax							0
Property Taxes	440,888						440,888
Tax Liens and foreclosures	396,018	1,225		4,506			401,749
Motor vehicle excise	160,784						160,784
Departmental		379,473		109,035			488,508
Less: Allowance for abatements	(548,934)						(548,934)
Prepaid Expenses							0
Due from Commonwealth	355,795	209,034					564,829
Amounts to be Provided for Ret of Debt						33,722,282	33,722,282
Total Assets	8,698,355	6,127,147	5,684,384	1,646,846	5,975,084	33,722,282	61,854,098
LIABILITIES & FUND BALANCES							
Liabilities:							
Warrants and accounts payable	763,550	405,442	1,312,442	47,413	52,583		2,581,430
Other accrued liabilities	1,948,435	20,337					1,968,772
Notes payable							0
Bonds payable						33,722,282	33,722,282
Deferred revenue	448,756	380,698		113,541			942,995
Other liabilities	30,702						30,702
Total Liabilities	3,191,443	806,477	1,312,442	160,954	52,583	33,722,282	39,246,181
Fund Balances:							
Reserved for:							
Encumbrances & continued appropriations	1,282,933	1,349,087		174,267			2,806,287
Petty cash	650						650
Subsequent year expenditures	1,762,283	321,951					2,084,234
Reduction of Future Exc Debt	19,925						19,925
Unreserved	2,441,121	3,649,632	4,371,942	1,311,625	5,922,501		17,696,821
Total Fund Balances	5,506,912	5,320,670	4,371,942	1,485,892	5,922,501 -		22,607,917
Total Liabilities & Fund Balances	8,698,355	6,127,147	5,684,384	1,646,846	5,975,084	33,722,282	61,854,098

Town Accountant (continued)

TOWN OF SOUTHBOROUGH STATEMENT OF ACTIVITIES JUNE 30, 2019

	Governmental	Enterprise	
	Funds	Funds	Total
Revenues:			
Program Revenues:			
Charges for service	\$ 2,884,457	\$ 1,901,076	\$ 4,785,533
Operating grants and contributions	9,019,346		9,019,346
Capital grants and contributions	775,461		775,461
General Revenues:			
Property taxes	42,389,575		42,389,575
Excise taxes	2,468,993		2,468,993
Other	1,880,054	80,000	1,960,054
Total revenues	59,417,886	1,981,076	61,398,962
Expenses			
General government	5,527,144		5,527,144
Public safety	7,701,110		7,701,110
Education	43,203,603		43,203,603
Public works	3,678,123		3,678,123
Health & human services	967,125		967,125
Culture & recreation	1,189,360		1,189,360
Interest on debt	677,586		677,586
Water activities		2,280,061	2,280,061
Total expenses	62,944,051	2,280,061	65,224,112
Changes in net position before transfers	(3,526,165)	(298,985)	(3,825,150)
Transfers	30,290	(30,290)	-
Total change in net position	\$ (3,495,875)	\$ (329,275)	\$ (3,825,150)



CASH BALANCES AS OF JUNE 30, 2019

BANK ACCOUNTS

Belmont Savings Bank	Investment	122,444
Century Bank	Lock Box	19,633
Century Bank	Investment	2,851,983
East Boston Savings	Investment	1,806,214
Marlboro Savings - Escrow	Planning	66,400
Marlboro Savings - Escrow	Road Openings	23,475
Marlboro Savings	Operating Acct & Transfer Permits	7,500,771
Marlboro Savings	Student Activity Account	44,224
Marlboro Savings	School Lunch Receipts	1,616
Mass.Mun.Dep.Trust	Investment	182,604
Mass.Mun.Dep.Trust	Law Enforcement Trust	7,540
Mass.Mun.Dep.Trust	Southwood Eng. B. O. H.	12,094
Mass.Mun.Dep.Trust	Southboro Cultural Arts Council	2,990
Needham Bank	Capital Projects	5,182,802
TD Bank	Ambulance Receipts	114,080
Unibank	Online Payments	58,622
Unibank	Investment & State Payments	435,897
Unibank	Payroll	65
Unibank	Accounts Payable	197

TRUST FUNDS:

Bartholomew & Co.	Stabilization Fund	590,099
Bartholomew & Co.	Other post Employment Trust	1,569,371
Bartholomew & Co. & BOA	Comm. Preservation & Town Trusts	6,030,223

Cash Balances

26,623,344

Tax Collector

	Opening Balance	Commitment	Reversals and Refunds	Dr adjustment	Payment	Exemptions/ Abatement	Cr adjustment	Lien to Real Estate	Transfer Tax Title	Closing Balance
REAL ESTATE										
FY 2019	0.00	40,653,983.38	286,677.42	27,039.32	40,141,884.11	61,252.28	439,519.13	0.00	13,421.74	311,622.86
FY 2018	-168,036.89	0.00	0.00	433,859.76	63,585.59	0.00	12,559.29	0.00	180,952.03	8,725.96
<i>RE Subtotal</i>	-168,036.89	40,653,983.38	286,677.42	460,899.08	40,205,469.70	61,252.28	452,078.42	0.00	194,373.77	320,348.82
TAX TITLE	330,954.07	196,546.60	0.00	0.00	326,527.51	0.00	5,418.45	0.00	0.00	195,554.71
TAX TITLE WTR	4,805.93	3,136.87	0.00	0.00	3,436.52	0.00	0.00	0.00	0.00	4,506.28
TAX TITLE SEPTIC	2,200.00	1,100.00	0.00	0.00	3,300.00	0.00	0.00	0.00	0.00	0.00
TAX TITLE SEPT INT	1,265.00	550.00	0.00	0.00	1,815.00	0.00	0.00	0.00	0.00	0.00
TAX TITLE CPA	1,658.94	1,504.96	0.00	0.00	2,307.37	0.00	0.00	0.00	0.00	856.53
TAX DEFERRAL	151,785.53	13,421.74	0.00	2,865.59	61,441.25	0.00	0.00	0.00	0.00	106,631.61
PERSONAL PROPERTY										
FY 2019	0.00	1,489,809.84	2,355.76	221.37	1,475,687.89	2,174.53	445.87	0.00	0.00	14,078.68
FY 2018	7,462.07	0.00	19.77	64.65	2,005.11	5,707.94	4.17	0.00	0.00	-170.73
FY 2017	755.12	0.00	0.00	0.00	755.12	0.00	0.00	0.00	0.00	0.00
FY 2016	1,148.30	0.00	30.95	0.00	1,179.25	0.00	0.00	0.00	0.00	0.00
<i>PP Subtotal</i>	9,365.49	1,489,809.84	2,406.48	286.02	1,479,627.37	7,882.47	450.04	0.00	0.00	13,907.95
MOTOR VEHICLE										
2019	0.00	2,155,236.95	39,141.53	6.81	2,012,436.13	51,790.22	0.00	0.00	0.00	130,158.94
2018	98,248.75	277,378.25	32,946.53	0.00	355,599.12	35,643.04	47.08	0.00	0.00	17,284.29
2017	17,529.78	0.00	1,707.24	51.00	8,624.11	1,654.48	5.00	0.00	0.00	9,004.43
2016	2,944.47	0.00	1,669.69	17.00	248.85	1,539.18	2,843.13	0.00	0.00	0.00
<i>EX Subtotal</i>	118,723.00	2,432,615.20	75,464.99	74.81	2,376,908.21	90,626.92	2,895.21	0.00	0.00	156,447.66
WATER LIENS										
FY 2019	0.00	49,726.46	0.00	0.00	42,971.26	0.00	0.00	0.00	0.00	6,755.20
FY 2018	4,344.28	0.00	0.00	0.00	682.63	0.00	0.00	0.00	3,136.87	524.78
<i>WL Subtotal</i>	4,344.28	49,726.46	0.00	0.00	43,653.89	0.00	0.00	0.00	3,136.87	7,279.98
SEPTIC BETT										
FY 2019	0.00	16,431.15	0.00	0.00	16,431.15	0.00	0.00	0.00	0.00	0.00
FY 2018	1,150.13	0.00	0.00	165.62	215.75	0.00	0.00	0.00	1,100.00	0.00
<i>SL Subtotal</i>	1,150.13	16,431.15	0.00	165.62	16,646.90	0.00	0.00	0.00	1,100.00	0.00
SEPT BETT INT										
FY 2019	0.00	5,269.16	0.00	0.00	5,256.46	12.70	0.00	0.00	0.00	0.00
FY 2018	559.82	0.00	0.00	33.12	42.94	0.00	0.00	0.00	550.00	0.00
<i>SL Subtotal</i>	559.82	5,269.16	0.00	33.12	5,299.40	12.70	0.00	0.00	550.00	0.00
WATER										
Rates	114,345.08	1,849,063.03	1,543.25	4,881.28	1,823,100.67	120.07	2,340.65	46,490.47	0.00	97,780.78
Other Charges	-647.94	52,549.75	0.00	2,340.65	49,763.17	240.00	0.00	265.00	0.00	3,974.29
<i>WTR Subtotal</i>	113,697.14	1,901,612.78	1,543.25	7,221.93	1,872,863.84	360.07	2,340.65	46,755.47	0.00	101,755.07
TOTAL	572,472.44	46,763,653.18	366,092.14	471,546.17	46,395,174.59	160,134.44	463,182.77	46,755.47	199,160.64	907,288.61
CPA Tax 2019										
CPA Tax 2019	0.00	349,709.70	276.04	37.20	342,003.79	993.75	4,562.88	0.00	0.00	2,462.52
CPA Tax 2018	1,883.71	0.00	0.00	108.87	529.92	0.00	18.95	0.00	1,397.59	46.12

PERMITS ISSUED IN 2019

Building (606)	\$302,204
Demolition (1)	\$270
Wiring (529)	\$47,842
Plumbing (266)	\$20,228
Mechanical (17)	\$4,169
Sheet Metal (43)	\$47,474
Gas (297)	\$17,324

Permit Fees

Total	\$439,511
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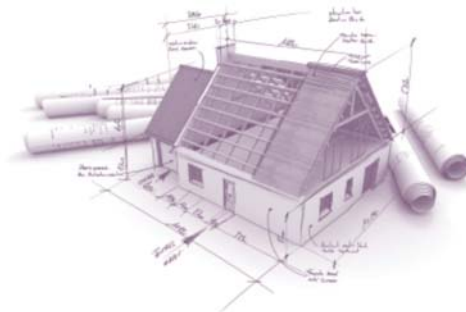
The total number of Permits issued for calendar year 2019 was 1,759. Building, Mechanical and Sheet Metal Permits totaled 650. Plumbing & Gas totaled 563 and Electrical Permits totaled 529. Permit fees collected are shown in the table above.

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

In 2019 the Building Department began an audit of outstanding permits dating back as far as 2005. Our goal is to close all delinquent open permits for the benefit and safety of homeowners and their guests. We have worked with over 120 residents/contractors to successfully close over 50% of these building permits. The Building Department focused on open pool permits to ensure the safety for all inhabitants. After extensive work with pool companies and homeowners, numerous inspections were completed. Most pool inspections were found to have unsafe pool barriers and resulted in required corrections that will dramatically increase safety. All delinquent open pool permits have been closed or are pending updates to the property and working in conjunction with the Building Inspector. The goal of the Department is to have 100% compliance by early 2020.

The State Building Code (780 CMR) and construction-related information is available online at the Department of Public Safety web site at www.mass.gov/dps and its link to the Board of Building Regulations and Standards. This site provides a great deal of information that can be helpful in planning and executing construction projects. It also contains a great deal of helpful information on the 9th Edition of the State Building Code.

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



Community Preservation Committee

2019 was another productive year for the Community Preservation Committee (CPC). The April 2019 Town Meeting voted to accept our recommendations to appropriate from the Community Preservation Act (CPA) funds:

- ◆ **\$50,812.00** from the CPA Historic Perpetual Reserve Fund to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation.
- ◆ **\$178,404.00** for the bond on the Halloran Property for the purpose of Open Space Preservation: \$175,000.00 Principal payment and \$3,404.00 FY19 short-term note.
- ◆ **\$1,000,040.00** for historic restoration of the Southborough Library building, including costs incidental or related thereto, for a period of not less than twenty (20) years, excluding the term of any temporary loans issued and anticipation therefor. This consists of
- ◆ **\$886,959** for historic restoration and **\$113,081** contingency funding for the Southborough Library Façade Restoration Project.
- ◆ **\$50,990** from the CPA General Unreserved Fund to conduct conservatory and restorative work for Historic Preservation on significant historical items of the Southborough Historical Society including the restoration of a civil war flag.
- ◆ **\$20,300** from the CPA General Unreserved Fund for invasive species removal and native plantings for pollinators on town-owned conservation land as requested by the Open Space Preservation Commission. \$18,300 for invasive species removal and \$2,000 for contingency funding.

The CPC is presently reviewing two applications for the FY2020 Annual Town Meeting:

- ⇒ From St. Mark's Church for the historic restoration of the St. Mark's Bell Tower.
 - ⇒ From the Southborough Recreation Commission for the restoration of Kallander Field in Southborough.
-

This year, after many years of volunteer service, Freddie Gillespie made the decision to step down as Chair but will stay on in a consulting/administrative capacity. The Committee would like to thank Freddie, who was a founding member of the CPC, for her continued hard work and dedication to the CPC. This year we said goodbye to Tim Martel, member at large, who stepped down to take on another town leadership role. Thank you, Tim for your many contributions to this Committee. We welcome back Joe Hubley who will once again represent the Historic Commission on the Committee. We welcome Doriann Jasinski who joined the Committee as a representative of the Southborough Housing Opportunity Partnership Committee (SHOPC). Thank you both for your continued interest in serving on the CPC. Also, we would like to thank Andrew Mills and Benjamin Smith for graciously accepting to fill the Chair and Vice Chair positions this year. The CPC looks forward to another productive year ahead.

Conservation Commission

WHAT DO WE DO?

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

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Areas subject to the Commission's jurisdiction include (1) isolated wetlands, (2) bordering and isolated land subject to flooding, (3) wetlands bordering on water bodies or waterways, (4) all land within 100 feet of (#1 -3) above, and (5) all land within 200 feet of any perennial stream or river. Any activity proposed in these areas requires review by the Commission and a public hearing if the proposed activity affects any of the statutory public interests. If the Commission determines that a proposal meets the regulatory performance standards, a permit and special conditions are

issued that protects the following public interests: 1) private and public water supply, 2) ground water protection, 3) pollution prevention, 4) flood prevention, 5) storm damage protection, 6) land containing shellfish, 7) fisheries and 8) wildlife habitat. In addition, the Commission has jurisdiction over projects which may have significant stormwater and/or erosion impacts in accordance with the provisions of the Stormwater and Erosion Control Bylaw under the Zoning Code. The Commission advises other municipal officials and boards on conservation issues in Town. The Commission manages the Town's conservation properties, Community Garden, and oversees Conservation Restrictions held by the Town which this year now includes the Southborough Golf Course. The Southborough Stewardship Committee, whose stewardship and management of Breakneck Hill Conservation Land and the Town Forest has been invaluable, reports to the Commission. The Commission is served by a salaried Conservation Agent. One Commission member serves on the Community Preservation Committee and the Agent serves on the Southborough Emergency Planning and Management Committee.

Mark Pietrewicz stepped down towards the end of his term to allow for new members to join the Commission. In 2019, the Commission welcomed new members Judith Watson, Jeffrey Peet, and Sheri Widdiss while members Mark Possemato, chair, Benjamin Smith, vice-chair, Russell Gregory, and Carl Guyer generously continued to volunteer their time.

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

In 2019, the Commission held 27 **public hearings** for Notices of Intent, Requests for Determination of Applicability, and Abbreviated Notices of Resource Area Delineation and discussed 2 Permit Extensions, 3 Amendment Requests, 7 Administrative Enforcement and 1 Emergency Certificates:

Request for Determination:

I-90 (resurfacing)
26 Jericho Hill Road
Bigelow Road Wildlife Refuge
14 Learned Street
Northboro Road (farm)
2 Lovers Lane
32 & 36 Cordaville Road

Notice of Intent:

28 Cordaville Road
17 White Bagley Road
18 Lovers Lane
5 Gilmore Road
40-42 Central Street
7 Clemmons Street
154 Main Street
11 Prentiss Street
206 Turnpike Road

13 Foley Drive
53 Parkerville Road
118-120 Turnpike Road (parking lot -withdrawn)
Park Central, 0 Turnpike Road
32 Marlboro Road (withdrawn)
9 Wentworth Drive
23 Woodbury
30 Presidential Drive
118 Turnpike Road (parking garage)

Conservation Commission (continued)

Enforcement/Violations:

141 Deerfoot Road
11 Blackthorn
18-20/20-24 Turnpike Road
229 Parkerville Road
337 Turnpike Road (Trask)
18 Parkerville Road
84 Main Street
Deerfoot Road Ext

Extensions:

Route 9 Resurfacing
154-156 Northboro Road

Permit Amendments:

141 Deerfoot Road
133 Deerfoot Road (SMP)
32 Cordaville Road

Emergency Certificates:

11 Cordaville Road

Abbreviated Notices of Resource Area

Delineation

26 Granuaile Road
259 Turnpike Road

In 2019, the Commission held 9 **Stormwater Management Permit** public hearings:

124 Deerfoot Road
133 Deerfoot Road
18 Lovers Lane
10 Turnpike Road
40-42 Central Street

118-120 Turnpike Road (parking lot-withdrawn)
33 East Main Street
28 Marlboro Road
118-120 Turnpike Road (parking garage)

In 2019, the Commission considered 13 **Requests for Certificate of Compliance:**

40 Presidential Drive
10 Killam Farm Lane
26 Jericho Hill Road
St. Mark's Solar (off Sears Rd)
5 Rockpoint Road
7 Eastbrook Farm Road
9 Wentworth Drive

26 Lynbrook Road
17 Oregon Road (SMP)
37 Clifford Road
259 Turnpike Road
10 Leeds Way
8 Leeds Way

In FY19, the Commission collected \$24,030 in state regulated wetland filing fees, \$32,655 in local filing fees and for necessary peer reviews, and \$2,650 in Stormwater permit filing fees.

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

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

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

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

MISSION STATEMENT

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

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

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

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

ACTIVITIES AND SERVICES

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

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

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

Weekly Classes and Programs Include:

Beginner Tai Chi
Intermediate Tai Chi
Advanced Tai Chi (2)
Yoga
Chair Yoga
Bridge

Fitness
Senior Singers
Knitting/Crocheting
Mah Jongg
Book Club
Canasta

Dull Men's Club
Exciting Women's Circle
Pool
Cribbage
Strength and Cardio classes
Bocce

Council on Aging/Senior Center (continued)

Support from the Southborough Community Fund

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

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

Trailblazers Group

Our Trailblazers are an active group of seniors who meet monthly and plan activities that include; snow shoeing, horseback riding, zip lining, hiking at various State Parks, biking, and local nature walks. They are a group of about 75 people who participate in some or all of the activities. New participants and ideas are welcome. Please contact the Senior Center for more information.

Raised Bed Gardens

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

Sustainable Gardens

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

Dull Men's Club

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

Caregiver Support

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

Dementia and Alzheimer's support

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

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

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

Senior Tax Work-Off Program This program offers seniors the opportunity to work in a town department for 125 hours in exchange for a \$1500 property tax credit. The \$1500 tax credit is the obvious benefit for seniors who participate in the program. The benefit that may not be so obvious to the general public is the community involvement and feeling of giving back to the community that the seniors receive and so often express when participating in the program. Almost all who participate continue to volunteer for the town even after their hours are completed. One of the unseen benefits of this program is that participants have become a vital part of the town's work force and are utilized in number of different departments. Registration for the program takes place in early April at the Senior Center.

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

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

Renovations: In an effort to continue to meet the anticipated growing needs and requests of our elder populations the Council on Aging is pursuing a building renovation plan. A professional design has been created which includes more activity space and additional bathrooms. A detailed plan for this project will be presented at Town Meeting.

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

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



Cultural Arts Council

The Southborough Cultural Arts Council (SCAC) serves to enriches the Southborough community through a variety of cultural arts experiences.

The Massachusetts Cultural Council (MCC), a state agency funded by the state legislature and the National Endowment for the Arts, funds and manages 329 Local Cultural Councils across the state. As a local council, the Southborough Cultural Arts Council annually awards money to individuals and groups involved in the arts, humanities, and sciences, which offer unique experiences to the residents of Southborough. Over the years the Southborough Cultural Arts Council has provided significant funding to enrich the cultural experiences of Southborough residents.

New grants or programming ideas are always welcome. The next deadline for submitting a grant request is October 15, 2020. All of the required materials and details of the process may be found at the MCC's website: www.massculturalcouncil.org

WHO ARE WE?

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

In **2019** the Southborough Cultural Arts Council awarded **\$4260** in grants to the following:

Symphony Pro Musica	36th Season
Messiah Community Chorus	Presentation of Handel
Interboro Community Band	ICB Winter Concert
Assabet Valley Mastersingers	American Folk Songs Concert
Southborough Library	VisionBoard: Inspirational Collage
Southborough Library	Ballroom Dancing
Labyrinth Choir	World House; 7 Continents = 1 World
Southborough Recreation	Annual Southborough Summer Concert Series
Catherine Weber	Art on the Trails

As a group of volunteers, our mission is to provide opportunities for everyone within the Southborough community to engage in and enjoy cultural activities. Over the past year we have partnered with other individuals and organizations in town to sponsor new initiatives including:

- ⇒ Art Exhibits at the Southborough Library
- ⇒ Music at the Rotary Food Truck Events
- ⇒ An Arts & Crafts Fair at Heritage Day

The council meets monthly. We are always looking for people who would like to become members or volunteers of the Southborough Cultural Arts Council. If you have an idea or a program that would benefit our community, please reach out! For more information and any upcoming events please visit our Facebook page or our website at www.southborougharts.org.



In accordance with the Code of the Town of Southborough, the Department of Public Works (DPW) herewith submits its twenty fifth annual report for the year ending December 31, 2019.

Department of Public Works

THE DEPARTMENT

In 2019 the DPW was a Department of 16 full time employees. The Department consists of the 7 person Highway Division, which includes the Transfer Station, the 3 person Water Division, the 1-1/2 person Grounds Division, the 1-1/2 person Fleet Division and the 3 person Office.

- In January 2019 the DPW Water Division filled the open water position, which was open because of a retirement, with Colby Norton. Colby has been a great addition to the Department.
- In February, the DPW was sad to see Cindy Foster retire as our Business Administrator. Cindy came to the DPW from the Town Accountant's Office and was a great asset to the Department.
- The DPW hired Tammi Rice to fill the DPW Business Administrator position left vacant by Cindy Foster's retirement. Tammi had been working for the Southborough Assessor's and Board of Health Departments prior to taking the position at the DPW. The transition was seamless for the DPW and Tammi has already become an asset to the Department.

Highway Division:

Dean Cibelli
George Mooney
Mark McLaughlin
Andrew Remillard
Alex Petruska
Bridget Gilleney
Tim Collins

Water Division:

Paul Harding
Stephen Aspesi
Colby Norton
Grounds Division:
Chris Leroy
Tate LaQuerre

Fleet Division:

Dave Daniels
Office:
Tammi Rice
Jean Johnson
Karen Galligan

HIGHWAY



Roads

Winter 2018-2019 statistics

- About 49 inches of precipitation
- 14 events between 11/5/18 and 3/24/19
- All 13 DPW crew employees, from all DPW Divisions and 20 pieces of contractor equipment plowed

Maintenance information

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

Projects

- Main Street
 - ◇ underground utility work was completed between Sears Road and Middle Road
 - ◇ road base and binder paving were completed between Sears Road and Middle Road
 - ◇ stone wall work was completed west of Route 85
- Paving contract
 - ◇ awarded in spring 2018, paving contract work was completed in 2019, except the Central Street basketball court and a repair and add on at Granuaille
 - ◇ Woodward School parking lot work completed
 - ◇ Town Hall lot paved



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

- Household Hazardous Waste Day occurred in October
- 350 tons brush and yard waste were recycled
- sharps and mercury items were properly disposed of or recycled
- 902 tons of comingled, newsprint and corrugated cardboard were recycled
- 2,591 tons of refuse was transported to Wheelabrator and recycled into electricity for \$68.97/ton
- 2019-2020 permits were sold at the DPW
- DEP Landfill and Transfer Station reporting, including third party inspections, as well as Compost Site and

Department of Public Works (continued)

recycling reporting occurred as required in 2019.

⇒ Storm-water

- The DPW helped sponsor the Annual Spring Clean-up.
- storm water annual reporting was submitted as required
- the Town works to comply with our new storm water permit
- 22 catch basins were repaired in 2019
- The catch basin cleaning contractor cleaned 1,291 catch basins

⇒ Cemetery

- Burial Rights to 17 lots, containing 30 graves, 6 lawn crypts, and 2 niches were sold
- There were 29 cremation burials and 25 full body burials at the Rural Cemetery

GROUNDINGS

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

⇒ Maintenance

- performed standard and preventative maintenance on the Cemetery grounds and all athletic fields, including:
 - ◇ Aerating, fertilizing, over seeding, applying lime, auditing and maintaining irrigation systems
 - ◇ collecting trash at cemetery, fields, playgrounds
 - ◇ inspecting, repairing school and recreation playgrounds, maintaining Fibar at all playgrounds
 - ◇ monitored the Town's Integrated Pest Management Program as required by the Children's Protection Act.
 - ◇ grounds contractor mowed all Town and school grounds, performed spring and fall clean-up

⇒ Trees

DPW does not have a Tree Division

- Town tree contractors removed 16 trees, spent 5 days trimming tree limbs overhanging streets, one day grinding stumps
- National Grid removed 12 trees
- The Town planted 4 trees

WATER

Water is an enterprise fund

⇒ Consumption

- 2019 usage in Southborough was about 341 Million Gallons (MG) of water, average day's usage was 0.94MG
- consumption is up from last year

⇒ Rates

- A rate study began in 2019, water rates did not increase in 2019
- water rates are stepped to encourage water conservation.

⇒ Breaks

- DPW's leak detection contractor found three service leaks and six hydrant leaks
- There were four main breaks and six service leaks (total) repaired

⇒ Infrastructure Improvements

- 22 water services, 3 hydrants and 200 feet of 8" main were added to water system
- About 3,200 feet of 10" cast iron water main installed in 1931, was replaced with 12" cement lined ductile water main on Main Street (Route 30).

⇒ System Maintenance

- exercised gate valves, flushed system, repaired 18 hydrants
- sampling and DEP reporting completed

⇒ Department of Environmental Protection (DEP) Sanitary Survey

- DEP performed the tri-annual sanitary survey on Southborough's water system, no violations were found, one deficiency (fencing at two storage tank ladders) was reported. Fencing was installed at the ladders in August 2019.

INTRODUCTION

Economic Development Committee

The Economic Development Committee (EDC) continues to pursue the mission detailed in Article VII of the town code which was voted at the April 2017 Town Meeting. The EDC is permanently established to expand and strengthen the local economy, promote job creation and enhance the Town's quality of life through balanced and sustainable economic development.

With the assistance of a newly hired part-time coordinator, the EDC continued its efforts throughout 2019 to evaluate current economic conditions, assist the Town with the creation and execution of appropriate economic development initiatives and marketing opportunities, coordinate activities to enhance or expand economic development, and engage in related activities as necessary to further EDC's mission and purpose.

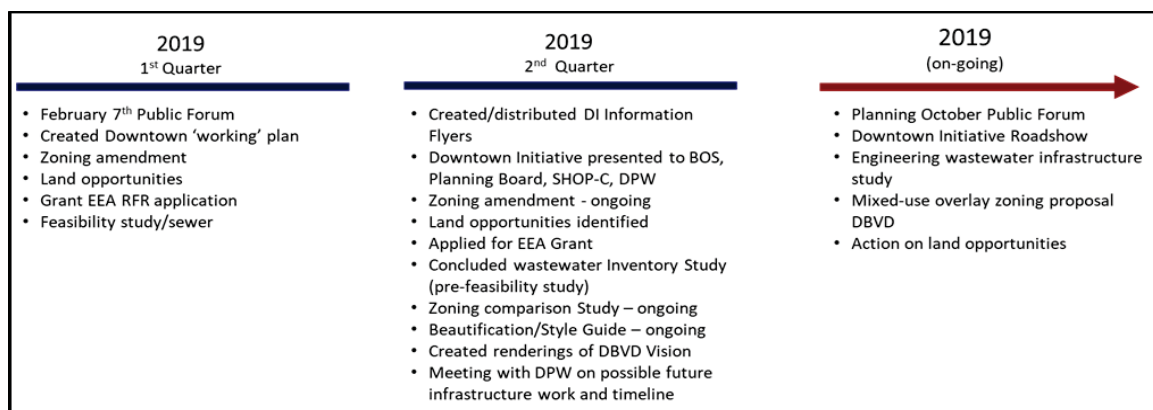
Key to EDC efforts is to work closely with the business community, residents, nonprofits, town leaders and committees to retain and attract businesses that will expand and strengthen our business tax base while preserving the character and charm of Southborough. This will help the Town reduce its reliance on residential taxes and enhance the quality of life.

For 2019, the EDC identified three priority areas in line with the current Master Plan recommendations namely, the revitalization of the Downtown Business Village (a.k.a. the Downtown Initiative), Business Outreach and Business Development.

THE DOWNTOWN INITIATIVE

2019 saw a continuation of efforts outlined in the Downtown Initiative program started in 2017. The ultimate aim of the initiative is to restore downtown Southborough to a vibrant village center and keep with the goals outlined in the Master Plan of "promoting growth and development within the Downtown to encourage a mixed-use environment" as well as "reinvigorate Southborough's villages by creating small, resident driven businesses to provide the types of goods and services that Southborough residents now have to obtain in adjacent communities".

In an effort to make positive change happen, the EDC held meetings with multiple Town Boards and Committees, businesses and residents to inform, garner support and encourage cooperation among as many stakeholders as possible. The timeline below depicts the various Downtown Initiative activities over the course of 2019.



2019 highlights of the EDC's Downtown Initiative include:

- ◆ Creating a Downtown Initiative working plan presentation, used to inform Boards and Committees of the EDC's work and direction as well as provide background research that was conducted with regard to the DI project
- ◆ The awarding of a \$50,000 Planning Assistance Grant from the Executive Office of Energy and Environmental Affairs. The award is being used specifically for zoning and wastewater treatment efforts in the historic Downtown Business Village District (DBVD)
- ◆ Conclusion of a pre-feasibility study that focused on the current wastewater performance and inventory in the DBVD. This study will be followed up by contracting a technical engineering study in 2020
- ◆ Creation of a Village Mixed Use District Overlay Zoning article to be presented to the Planning Board
- ◆ Information outreach through two Public Forums, a Downtown Initiative "Roadshow" and production of a Downtown Initiative information brochure
- ◆ Working with Southborough Access Media on the production of several informational videos on the EDC and the Downtown Initiative
- ◆ Identified investment opportunities in the DBVD as well as a location for a potential wastewater treatment facility

Economic Development Committee (continued)

The EDC will continue its efforts in executing the 2008 Master Plan goals for the Downtown Business Village and looks forward to close cooperation with other Town Committees, Boards, residents and businesses.

BUSINESS OUTREACH

In 2019, there were close to 500 businesses in Southborough, which collectively employ more than 8,000 people. The town boasts a diverse economy with commercial activity spanning 16 different Industry sectors and includes large global companies, small to mid-sized businesses as well as non-profits (*Source: MA DLWD*). Southborough's excellent location and highly skilled talent are the main factors mentioned by companies who have located here.

2019 saw an increase in office space vacancies, especially along Route 9, despite a strong economy. The absence of wastewater infrastructure, aging office buildings and lack of amenities makes Southborough a tougher sell for new companies looking for office space. Last Mile transportation options were also mentioned as a factor that makes hiring trainees and young professionals from Worcester and Boston challenging for businesses in Southborough.

Consistent with the Master Plan goal (ED-2.2), the EDC recognizes the importance of establishing and maintaining a personal relationship with businesses in town. The committee continued its efforts to meet and learn about Southborough businesses in a multitude of ways. The following activities were organized in 2019:

- ◆ Business visits and meetings
- ◆ Invited Downtown businesses to attend the EDC Public Forums
- ◆ Welcomed all newly registered businesses through welcome email and/or personal visit
- ◆ Published the 2019 edition of the Shop SOBO Local Business Directory. The directory is distributed to businesses and residents at local events, company visits, and is available at the Town House.
- ◆ "Thank You for Shopping Local" stickers were created for local retailers
- ◆ Southborough Works videos are now featured on the EDC website. Meet locally grown businesses by watching these SAM produced videos.
- ◆ Heritage Day Invitations to businesses were sent out to advertise at the EDC booth.
- ◆ "Local Helping Local" Business Networking Event in cooperation with Main Street Bank was held in December. The EDC mailed over 400 invitations to Southborough businesses. The EDC anticipates this to be an annual event with Main Street Bank
- ◆ Business database – The Town now has a business database which the EDC compiled from the Assessor's Personal Property listing and the Town Clerk's DBA list. The database provides a 'one stop' service for locating and/or mailing to businesses. In addition, the database is the source for the Shop SOBO local business guide.

BUSINESS DEVELOPMENT

In 2019, 9% of Southborough land use was zoned for commercial and/or industrial use and 4% of this land was available for development. In order to bolster the Town's commercial tax base, to relieve pressure on residential taxes and keep up with increased spending by the Town, it is vital that existing commercial zones in Southborough are utilized to its fullest potential.

Apart from identifying under-developed lots in Southborough's Downtown Business Village District, the EDC classified parcels and buildings within Southborough's other commercially zoned areas that are deemed under-utilized. The committee continues to reach out to real estate owners, developers and the business community to see how the Town can be of assistance in attracting, retaining and promoting businesses in Southborough and growing its commercial and industrial tax base.

OTHER EDC ACTIVITIES

An In-house Knowledge Center was established providing ready access to various research reports, economic data, and local business information. Some of these reports available on the EDC website include; the Southborough Community Guide, the shop SOBO local business directory, Southborough Permitting Guide and the 2014 Southborough Employment Report.

In an effort to make communication to businesses and the community more recognizable, the EDC designed a logo together with style guidelines for all external marketing and informational materials.

The EDC continues to support a single tax rate for Southborough, signaling a business-friendly environment, and consistent with most of our surrounding towns and the majority of towns in Massachusetts.

Unemployment Rates

In 2019, there were 5,608 Southborough residents in the labor force. From January to November 2019, the average monthly unemployment rate in Southborough was 2.09%, compared to 2.9% for the state of Massachusetts (*Source: MA DLWD*).

Tax Revenue

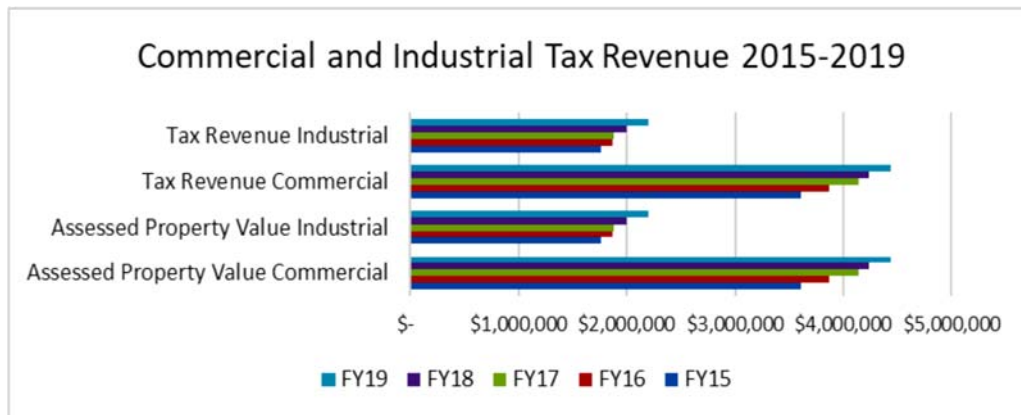
For fiscal year 2019 the combined commercial and industrial property tax, generated a total revenue of \$6,642,808 (\$16.74 rate) which is an increase of 6.5% over the previous year.

FY 18 assessed value generated tax revenues of \$6,236,311 (\$16.14 rate)

FY17 assessed value generated tax revenue of \$5,730,445 (\$16.38 rate)

FY16 assessed value generated tax revenue of \$5,730,446 (\$15.82 rate)

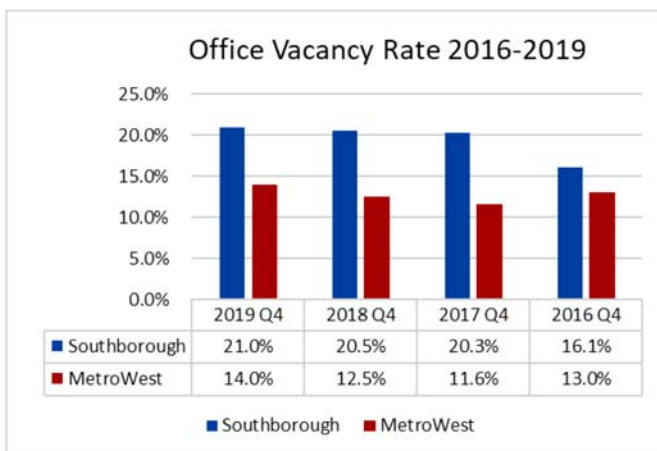
FY15 assessed value generated tax revenue of \$5,364,216 (\$16.02 rate)



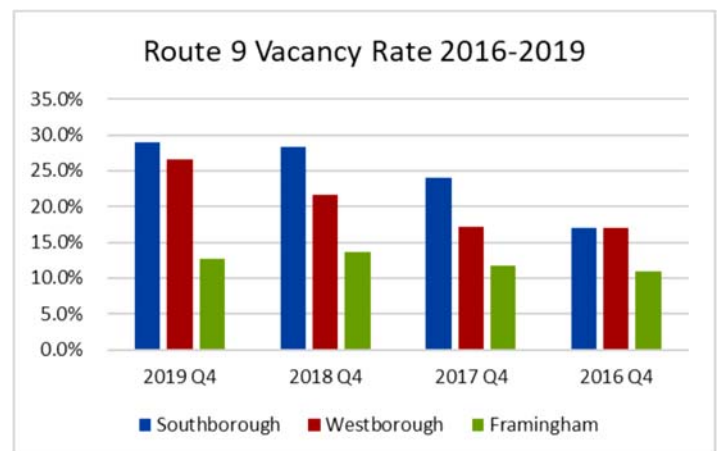
Source: Southborough Assessors Office, 2019

Office Vacancy Rate

The average office vacancy rate for Southborough in the 4th quarter of 2019 was 21%. A 0.5% increase over the same period the previous year. The average office vacancy rate for the whole of MetroWest was 14%.



Source: CBRE



Source: CBRE

When we look at vacancies along Route 9 of office buildings greater than 5,000 Sq. Ft, Southborough shows a higher vacancy rate than its neighboring towns of Westborough and Framingham. Southborough's vacancy rate for this segment of the market was 29% in the 4th quarter of 2019 compared to Westborough's 26.6% and Framingham's 12.7%.

Facilities Management Department

DESCRIPTION OF SERVICES

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

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

STAFFING

Our department is divided by craft; but it is also integrated to help ensure mission accomplishment. This means that, as the need may arise, any person may be called upon to perform duties that may normally be considered outside of their specialty. It is this unity and ability to combine skills for mission accomplishment that sets our department apart from other municipalities' facilities or maintenance departments.

Our current FY20 staff is as follows:

Director of Facilities

3 Maintenance Technicians, full-time

Maintenance Electrician, part-time

Business Administrator

STAFF FUNCTIONS

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

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

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

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

MISSION STATEMENT

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

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

ACHIEVEMENTS

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

Below is a list of projects undertaken by the Facilities Department in 2019. Although most of these projects have been finalized, we will continue to work on completing the remainder in 2020.

TOWN HOUSE

- ◆ Installed new ADA compliant service counters at the Board of Selectmen's, Clerk's, and Treasurer's offices.
- ◆ Installed new exterior bollard lighting at the parking lot entrance to the building.
- ◆ Made various repairs to the elevator system.
- ◆ Made repairs to electronic and mechanical components on the boilers and related HVAC control systems; reprogrammed VFD.
- ◆ Recharged air conditioning condensing units to optimal pressures.

LIBRARY

- ◆ Completed the closeout of the open insurance claim related to a major flooding event on the lower level of the building. Tasks performed include:
 - ◇ Demolition/removal of water damaged walls, floors, ceilings, etc.
 - ◇ Installation of new insulation
 - ◇ Installation of new drywall
 - ◇ Repairs to damaged, but salvageable walls
 - ◇ Installation of new ceiling tiles
 - ◇ Installation of new LED lighting fixtures
 - ◇ Installation of new carpeting and hard flooring surfaces
 - ◇ Installation of new baseboard heating covers
 - ◇ Installation of new shelving and furniture
 - ◇ Painting
- ◆ Began the installation of a new air conditioning condensing unit.
- ◆ Installed a new DX coil at the air handler unit.
- ◆ Made repairs to the membrane roofing system.
- ◆ Made repairs to walls/masonry.
- ◆ Replaced 4 sump pumps on the lower level of the building.
- ◆ Installed 3 battery back-up power units for sump pumps.
- ◆ Replaced the sump pump control panel.
- ◆ Re-piped various sump pump drain lines away from the building.
- ◆ Replaced the burner motor, controller, solenoid valve and pressure regulator on the boiler.
- ◆ Installed water sensors on the lower level of the building and tied them into the security system.
- ◆ Made various repairs to the elevator.

FORMER FIRE DEPARTMENT

- ◆ Repaired the generator unit.
- ◆ Made preparations to transfer ownership of the property to St. Marks School.

FORMER POLICE DEPARTMENT

- ◆ Made preparations to transfer ownership of the property to St. Marks School.

Facilities Management Dept. (continued)

PUBLIC SAFETY COMPLEX

- ◆ Installed Automated External Defibrillator cabinets (AEDs).
- ◆ Installed a new pass-through window tray in dispatch.
- ◆ Hung televisions within the building.
- ◆ Installed numerous items needed for day-to-day operations throughout the complex.

D.P.W.

- ◆ Replaced a capacitor in an apparatus bay Modine type heater.
- ◆ Replaced the battery and coolant heater in the generator unit.
- ◆ Installed a new air compressor and associated air dryer unit.
- ◆ Rerouted air piping and electrical wiring in the apparatus bay prior to the installation of new overhead doors.
- ◆ Removed 6 overhead doors and replaced them with 3 larger sized new overhead doors.
- ◆ Repaired and replaced damaged building panels and painted the exterior of the main building complex.
- ◆ Installed new exterior lighting around the building.
- ◆ Installed an awning at the main office entrance door.

CEMETERY

- ◆ Replaced various electrical components within the building.

TRANSFER STATION

- ◆ Made repairs to exterior lighting wiring.

STATION II

- ◆ Replaced malfunctioning furnace components.

FAYVILLE HALL

- ◆ Made preparations to transfer ownership of the property.

CORDAVILLE HALL

- ◆ Repaired/rebuilt sections of the chimneys.
- ◆ Completed repairs to water damage located at the large center windows within section A of the meeting room.
- ◆ Replaced rotting window trim on the parking lot and cemetery sides of the meeting room.

SOUTH UNION SCHOOL

- ◆ Repaired a boiler pressure switch.

GOLF CLUBHOUSE

- ◆ Replaced damaged roofing shingles.

Open Space Preservation Commission

COMMISSION CHARGE

Members shall serve as facilitators for protecting and preserving open space in the Town.

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

While we also continue to work to protect land through the traditional methods we formalized our other efforts by creating our “Native Pollinator and Native Plant Initiative” now in its second year.

We are promoting native plants because:

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

Native Pollinator and Native Plant Initiative

Accomplishments 2019

- ◆ Throughout the year, we continued our work with Dr. Robert Gegear on Bumblebee Surveys at Breakneck Hill Conservation Land. This groundbreaking research is already being cited by other scientists. We have been able to bring his expertise to other properties in town and stay tuned for a pollinator pathway in 2020.
- ◆ Hosted Dr. Robert Gegear for *The Status of Our Bumblebees* a presentation at the Library on declining species of bumblebees, including results of research from 4 years of surveys at Breakneck Hill Conservation Land. February 7.
- ◆ Supported the group Native Plant Gardens of Southborough in their successful first participation at the Southborough Gardener’s Annual Plant Sale. Native Plant Gardens of Southborough can be found on Facebook. May 11.
- ◆ Hosted a Bird Walk at Breakneck Hill led by Jeff Collins of Mass Audubon. May 22.
- ◆ Hosted the presentation at the Library by Martha Gach, PhD; Conservation Coordinator Mass Audubon / Broad Meadow Brook Wildlife Sanctuary and Conservation Center, *Supporting Wildlife in Your Backyard*. June 18.
- ◆ Throughout the year we worked with the Planning Board during Site Plan and Low Impact Development Special Permit Review, resulting in several ground breaking native plant designs on projects as varied as St. Mark’s School Campus Dorms and a new parking lot for an office building on Route 9. Both projects involved cooperative and collaborative work with the project proponents. The Planning Board is to be commended on their innovative permitting decision for these projects.
- ◆ Had a tent and promoted our Community Wildlife Habitat Certification Program at Chestnut Hill Farms Harvest Fest. September 15.
- ◆ Had a booth and provided Educational Materials at Heritage Day. October 14.
- ◆ Became a member of the MetroWest Conservation Alliance’s (MCA) Native Pollinator Task force and hosted their *What’s the Buzz* presentation by Dr. Robert Gegear at Cordaville Hall. Over 80 folks attended including many town officials to learn about our declining pollinators and what actions we can do to help. November 6.

Protecting and Promoting Open Space in Southborough

Accomplishments 2019

- ◆ The OSPC continued to follow up on our huge success at 2017 Special Town Meeting as the proponents of the amendment known as Southborough’s Grand Compromise, which resulted in the town purchase of St Mark’s Golf Course for the Public Safety Complex while also permanently protecting 54 acres of open space. Throughout 2019 we continued playing a role in the development of a Conservation Restriction which was finalized September.
- ◆ After working on this project for the past 15 years, the OSPC is proud of the role we played in the Town’s purchase of the 36-acre Halloran Property at 2018 Annual Town Meeting. In 2019 we continued to support the permanent protection of the property by working with the Conservation Commission and SVT, facilitating development of the baseline documentation for the CR.

Open Space Preservation Commission (continued)

- ◆ Partnering with the Conservation Commission and the Recreation Department we received conditional approval of the Southborough's Open Space and Recreation Plan which is now in final review stage in town before being sent back to the state for final approval.
- ◆ The OSPC has a Representative on the Community Preservation Committee and the Stewardship Committee.
- ◆ Karen Cvitkovich has been hard at work representing the OSPC on the Master Plan Committee.
- ◆ Sarah Rositano became our Team Leader in the National Wildlife Foundation's Community Wildlife Habitat Certification Program. You'll be hearing lots more about this in 2020.
- ◆ Welcomed newest OSPC Member Thad Soule who previously sat on the Commission and his expertise was gladly welcomed as he returned after moving back to Southborough.

I'm sure I've missed something but all in all it's been another busy and successful year for the Open Space Preservation Commission.

Freddie Gillespie – Chair



Recreation Commission

RECREATION COMMISSION:

Jen Hansen, Chair

Donald Dumont, Vice-Chair

David Candela

Kristin Lavault

David Nixon

RECREATION DEPARTMENT:

Tim David, CPRP, Director

Alexandra Officer, Program Coordinator

Denise Mayer, Administrative Assistant

Overview

The Recreation Department 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 Department has worked diligently to continue to provide more services and programs to residents without increasing the overall tax burden.

The Department currently consists of two (2) full time positions and 1 part time position. The department serves the community through programs and activities for all ages, special events, and facility management. Programs offered by the department include RAP (Recreational After-school Programs) at all Southborough Schools, youth sports such as Cross Country, Track and Field, and Rugby, as well as various town wide programs throughout the year.

The department is advised by a Recreation Commission composed of 5 appointed residents of the Town. The commission meets monthly to assist in the operations of the department, offer input and feedback on current situations and programs, and recommend action of pressing issues or priorities in town.

Staffing

2019 brought significant turnover in the Recreation Department. With the retirement of long time Director, Doreen Ferguson, Tim Davis was appointed Recreation Director July 2019. Mr Davis came to the town from Stoughton, MA where he served at Recreation Director. Alexandra Officer was appointed Program Coordinator August 2019. A long time part time employee of the Recreation Department and past educator, Mrs. Officer has had an immediate impact with her role. Denise Mayer, Administrative Assistant, continues to be a strong leader in the department responsible for large scale programming such as Heritage Day, Summer Nights, and other community focused events.

Southborough Fields and Facilities

The Recreation Department is responsible for the scheduling of all town owned fields. The department facilitates each season with coaching staff, custodial staff, and various other individuals that are key to the success of Southborough Youth Sport groups. Below is the inventory of fields and facilities the Recreation Department manages:

- ◆ Harold E. Fay Memorial Field/Playground
- ◆ Mooney Fields
- ◆ Liberty Estates Field
- ◆ Kallender Field
- ◆ Lundblad Field
- ◆ 9-11 Memorial Field
- ◆ Choate Field at Woodward School
- ◆ Neary School Fields
- ◆ Trottier School fields and track
- ◆ Finn School Fields
- ◆ South Union Building/Arts Center Playground and program rooms

Facility Development and Maintenance

In response to generous funding through past town meetings, the recreation department has begun to overhaul many facilities in order to offer the best quality to the tax payer. Below please find a list of projects recently completed, or in the works by the department:

- ◆ Trottier Track: Resurfaced, COMPLETED Fall 2019
- ◆ Depietri Field: Re-grade, Irrigation system install, drainage: Anticipated completion Spring 2020

Recreation Commission (continued)

- ◆ Woodward Basketball court: Resurface and lining: COMPLETED Fall 2019
- ◆ Fayville Park Basketball Court: Anticipated completion Spring 2020
- ◆ Moony Field: Field Lighting - In progress (planning)
- ◆ Neary Tennis Court: Lighting - In progress (planning)
- ◆ Lunblad Field – Regrade and resurface – under review with EPA

Volunteers

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

Trails Committee

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

Kathryn Mckee, Chair
Satyendra Sharma
Luisa Vargas
Thomas Marcoulier
Isabelle Murphy

Eagle Scout Projects

Each year the Recreation Director and local scouts collaborate on Eagle Scout projects. This year the recreation department was the benefactor of multiple projects that included little libraries placed at Fayville Park and the Woodward school playground as well as trail head kiosks at various point around town.

The Friends of Southborough Recreation (FOSR)

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

Summer Concert Series

The Recreation Department has partnered with Southborough Youth & Family Services in bringing a free summer concert series to the community. These concerts are supported in part by a grant from Southborough Cultural Arts Council. Starting the summer of 2020 the summer concert series will be solely run by the Recreation Department with continued support from the SCAC and Friends of Southborough Recreation.

Southborough Summer Nights

2019 proved to be a difficult summer for outdoor activities due to the EEE threat. In response, 2019 Summer nights was moved to a day time activity with no fireworks. This did not stop the public as thousands showed to enjoy food vendors, live music, free family activities, and the beautiful weather. Southborough Summer Nights returns in 2020 on August 22.

Department Improvements

As the department changes with staff, many changes and updates have been introduced over the last 6 months of 2019.

Program Expansion

New collaborations between the Recreation Department, Public Library, Senior Center, and Youth and Family services will be on display come Spring 2020. These include free public events such as movie nights and improved concerts, fitness classes, teen adventure programs, and alternative programming such as skateboarding and coding. Our biggest shift will be in

Recreation Commission (continued)

our licensed. Summer Camp program where we will be introducing FULL DAY camp options instead of the traditional half day option. We are hoping to reach a larger portion of our community to fit the needs of working families in need of full day care.

Registration Software

The Recreation department has changed registration software to offer a more streamlined experience for the public and management. This involves clearer calendars for facilities, more dynamic registration processes to cut down of paperwork, alert functionality as it relates to program cancellations, and an easier address of www.southboroughrec.com

Recreation Department Building

Staff has addressed areas of the Recreation department building/arts center in need of updates. On the top floor you will now find an indoor pickleball court for our players in the winter months, an additional program room/classroom/ meeting room, and an additional conference room on the main floor. These improvements will have a direct impact on the number of programs we are able to offer out of our building – as well as the department of Youth and Family Services.

Marketing/Brochure

The department has invested in marketing to our community to be sure as many people are made aware of our programs as possible. Starting February of 2020, every household will receive a brochure of recreation program offerings each season.

Independent Sport Organizations

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

- ◆ Southborough Youth Baseball
- ◆ Northborough/Southborough Youth Lacrosse
- ◆ Southborough Youth Soccer
- ◆ Northborough/Southborough Football
- ◆ Southborough Youth Basketball
- ◆ Various AAU and Adult leagues

Southborough Library

Overview of Library Services

The Southborough Library provides books and other materials to residents of the town to check out and borrow. Any resident of Massachusetts qualifies for a library card. The library has five public computers with Internet access, including one in the Children's Room. There are two catalog terminals to search for books and materials, two Apple iPads for the catalog, a black & white printer, and free Wi-Fi for the public. The library also provides access to a pay-per-use copy machine and a self-service fax machine. The library provides access to a self-checkout machine. Visit www.southboroughlib.org to search the catalog and request items, download electronic books and audiobooks, or to access online resources such as *Massachusetts Newspapers* from Newsbank which sources 234 distinct print publications. The li-

brary also offers electronic resources locally including *Ancestry Library*, *Hoopla*, *Mango Languages*, *JSTOR*, and *ReferenceUSA*. Staff routinely provide reader's advisory service, suggesting books for library users to read. Library card holders also have access to downloadable ebooks and electronic audiobooks on their personal e-readers, smart phones, and tablets via the C/W MARS Overdrive at: <https://cwmars.overdrive.com>.

Thanks in large part to The Friends of the Southborough Library, the library offers reduced price passes to several cultural museums and educational attractions across Massachusetts. The Southborough Library offers two circulating telescopes for patron checkout, as well as a new collection of circulating puzzles. On the main floor circulation desk, the library offers complimentary coffee. On March 23, 2019, the Southborough Library reopened the Children's Room and ground floor following the flood from the previous fall. The library also opened a brand new Teen Room in the former secondary meeting room space. In January 2020, a new LSTA grant-funded technology "Idea Lab" will open in this Teen Room.

Delivery and Interlibrary Loan

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

Ella Eaton Meeting Room

One meeting room is available to local, non-profit groups for educational, informational, or cultural meetings or programs. This room also hosts a variety of adult, teen, and children's library programs. The Ella Eaton Meeting Room holds a maximum of 28 people. In 2019, a total of 143 meetings were held in the room. Due to the flood, the Eaton Meeting Room was unavailable until March 2019.

Board of Trustees

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

Library Staff

Besides providing direct public service to patrons, staff activities include purchasing and processing books, planning programs, deaccessioning material collections, creating booklists and displays, scheduling the meeting room, working with and learning from our regional library consortium, promoting existing online databases, updating records in the automated catalog, and offering computer and e-reader help. Staff also seek out and write grants; in 2019, the library received multiple grant awards from the Southborough Cultural Arts Council, the Choate Recreation Fund, the Mass Cultural Council, the Massachusetts Board of Library Commissioners, and the Southborough Community Fund.

MISSION STATEMENT

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

Southborough Library (continued)

Library Programs

Story and toddler times hosted by the Children's Room staff continue to be a weekly attraction while author programs for adults help to highlight recent, interesting works of fiction & nonfiction. The Southborough Library hosts seven monthly book groups for residents, including: a "first Wednesday" daytime group for adults, one for seniors generally held at the Southborough Senior Center, and three youth reading groups led by staff for specific age ranges. The Children's Librarian also hosts a monthly book discussion group for town employees. Separate story times are held for preschoolers on Mon-Wed and a "Toddler Time" on Thursday mornings. Popular programs such as the Scratch Coding Club, Drop-In Chess, and the Cook Book Club continued. Kim Larkin returned to host chocolate information programs.

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

Library Volunteers

In 2019, 50 volunteers donated a total of 924 hours. The staff, trustees, and library director acknowledge the hard work and dedication of these volunteers, many of whom serve on a weekly basis. Volunteers perform a variety of tasks, including pulling hold requests, reading shelves, and shelving books. Individuals interested in becoming a volunteer should stop by the front desk or call 508-485-5031. The library welcomed over triple the amount of volunteers this year vs. last year due to the community support to assist in reopening the Children's Room and lower level following the flood from the previous fall.

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

Southborough Library Fund

In 2011, the Library Board of Trustees established the Southborough Library Fund, a 501(c) (3) tax-exempt fund under the umbrella of the Community Foundation of North Central Massachusetts. The Fund supported many projects in 2019, including the annual Peggy Tuttle Award for Library Service Distinction. As the library prepares to undertake the planning and design of a new or renovated space, the Fund will help to supplement the costs of this effort with individual giving. Donations can be made online via bit.do/sbh or mailed to: Southborough Library Fund, P.O. Box 141, Southborough MA 01772.

The Friends of the Southborough Library

Since 1972, the Friends of the Southborough Library have been raising supplemental funds for library initiatives, such as youth programming that has not traditionally been supported by the municipal budget. The Friends hold 501(c)3 non-profit status. The library would like to acknowledge and thank the Friends' leadership for their service: President Beth Melo, Vice-President Louise McManus, Secretary Sue Gordon, Treasurer Prudence Webster, and Book Sale Chair Diana Trembley. Want to help support the Southborough Library? Join the Friends group, which meets monthly during the school year typically every second Wednesday evening at 7:30 PM. For more information, please e-mail friends@southboroughlib.org.



Southborough Library (continued)

Staff Acknowledgements

Ryan Donovan, Kim Ivers, Pat Ellis, Leah Selleck,
Amy Townsley, Carol Logan, Val De Angelis, Marianna
Sorensen, Christopher McGinn, Katharine Kolenda,
Nickaela Fiore-Keyes, Kelly Winand, Alicia Winske,
Marjory O'Neill, Kathy Schoener, Linda Benevides, Mia
Bolz, Christophe LaPine, Raiya Sehgal, Jade
Shemligian, Shakila Sivarajan, Acacia Truong, and
Michelle Tremblay

Contact Information

Phone: 508-485-5031

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

Twitter: @SouthboroughLib

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

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

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

Closed Saturdays in July and August

	FY16	FY17	FY18	FY19*
Total material holdings	120,530	145,170	161,569	149,824
Direct circulation (not including inter-library loans)	151,090	146,166	138,906	109,622
Inter-library loans processed through Southborough (sending and receiving)	31,850 (14,881 received, 16,969 provided)	30,976 (13,318 received, 17,658 provided)	30,806 (13,163 received, 17,643 provided)	29,720 (12,945 received, 16,775 provided)
e-book circulation	5,620	6,032	5,897	6,924
Total attendance at adult/young adult programs	1,709	1,818	2,185	2,508
Total attendance at children's programs	9,926	7,320	7,332	8,324
Fines & fees collected and turned back to the town^	\$3,377.10	\$2,792.00	\$2,590.00	\$1,567.47

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



WHAT DO WE DO?

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

SUPPORT SERVICES

⇒ COUNSELING

The counseling component of Youth and Family Services is available to any resident of Southborough, free of charge, though we do prioritize clients who have barriers to getting treatment elsewhere. This may include financial restraints, long wait lists with outside providers, transportation issues, or other special circumstances. We are staffed by mental health professionals offering individual, couples, family, and group counseling, and have also been fortunate to have the assistance of mental health graduate interns over the last several years. In 2019, 97 people received counseling or individual crisis intervention support services from us. This number includes both services offered to clients on an ongoing basis and regular meetings with their supports such as parents, spouses, and guardians.

⇒ GROUPS

This year, our staff ran 16 groups with 209 participants. Groups include DBT informed Social Emotional Skills workshops that we offered to 4th and 5th graders, groups that addressed concerns such as social skills and peer mentoring, as well as our Project Friend, Project Friend Plus Program, and Youth Council.

PREVENTION PROGRAMS

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

⇒ SOUTHBOROUGH UNSCHEDULED/SOUTHBOROUGH UNPLUGGED

On April 11, 2019 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. Through discussion with Town Administration and the Superintendent's office, the decision was made not to schedule Southborough Unscheduled for 2020 as it proved to be logistically challenging for many. SYFS developed a new initiative called Press Pause that aims to bring awareness to our relationship with technology, address technology addiction and encourage unplugged activities year round.

⇒ EDUCATION/AWARENESS

This year, our office promoted Mental Health Awareness Month with several events throughout the month of May including:

- All school assemblies on feeling and emotions at Mary Finn and Woodward School with Meredith Charles from Out of the Box Drama
- Mindful Art Workshops with art therapist, Kimberly Welch (7 participants)
- An outreach and awareness event with Northboro Family and Youth Services during school lunches at Algonquin Regional High School
- Speaking engagement with Licensed Clinical Social Worker, Kerrie Toole on Teen Brains and their Emotions (46 people in attendance)
- Collaborative art project at Trottier Middle School on stress and coping strategies
- All school Classroom workshops at Neary Elementary on feelings, emotions, stigma, and mental health awareness.
- Celebrate Wellness Event- culminating event in recognition of Mental Health Awareness Month (67 people in attendance)

⇒ SUBSTANCE ABUSE PREVENTION COALITION

In 2019, the Northboro Southboro Substance Abuse Prevention Coalition (NSSAPC) was under the coordination of Southborough Youth and Family Services. This community group provided the following services in 2019:

Southborough Youth & Family Services (continued)

- Speaker, Dr Ruth Potee with a resource fair and Hidden In Plain Sight exhibit at Algonquin Regional High School- NSSAPC cosponsored this event. There were approximately 135 people in attendance.
- A community Youth Mental Health First Aid Training. There were 25 participants
- Hidden in Plain Sight exhibit and resource table at Algonquin's Athletic Night
- NSSAPC assembled their own Hidden in Plain Sight exhibit to use throughout the year
- Speaker, Alex Berenson at Algonquin Regional High School. NSSAPC cosponsored this event.
- Provided Hidden in Plain Sight exhibit at Algonquin and Trottier Middle School's parent-teacher conferences
- Participated in Hidden in Plain Sight exhibit at the Natick Mall with Natick coalition

⇒ YOUTH MENTAL HEALTH FIRST AID

In June 2019, two SYFS staff were trained as Youth Mental Health First Aid instructors. They provided one training to 12 teachers at Neary Elementary School and to another group of 6 residents in 2019.

NEED-BASED SERVICES

⇒ CAMPERSHIPS

This year, Youth and Family Services again coordinated and distributed camperships to children who would not otherwise have been able to attend summer camp. Our camp scholarships are possible through funds from the Friends of the Southborough Youth Commission (FSYC), a generous grant from the Southborough Community Fund (SCF), and free and reduced rates from local camps. We would like to thank FSYC, SCF, the Southborough Recreation Department, Fay School Summer Camp, Metrowest YMCA, Hopkinton Center for the Arts, Teamworks, Kidsborough, the Southborough Extended Day Program, and the YMCA of Greater Boston. Thank you also to all the private citizens who donated to FSYC for camperships. In 2019, 34 youth were given 77 weeks of camp.

⇒ HOLIDAY GIVING PROGRAM

For the twenty-fourth year, Youth and Family Services, in cooperation with the schools, has acted as a clearinghouse for holiday donations, identifying and distributing to Southborough families in need. This year we continued to see a sizeable need. However, many groups, companies and individuals continued to come forward with generous donations. 117 members of 30 families had a brighter Christmas or Chanukah because of the generosity of the Southborough community. Thank you so much to all of you!

⇒ SMILING KIDS PROGRAM

This year, our office again cooperated with another community service program, "Smiling Kids," which was run by a local foundation and was funded entirely through their hard work and generosity. This program helps parents in difficult financial situations to provide birthday gifts to their children. This year, 44 Southborough children benefited.

⇒ EMERGENCY ASSISTANCE

With financial support from Friends of the Southborough Youth Commission and a generous grant from the Southborough Community Fund, our department, the Southborough Senior Center, and Southborough Food Pantry, have been able to provide occasional emergency financial assistance to local families. In 2019, 22 families benefit from this assistance.

⇒ TRANSFER STATION STICKER FEE WAIVERS

Our department was given authority from the Board of Selectmen to waive the Transfer Station Sticker fee for low-income households. In 2019, we assisted 16 families with fee waivers.

⇒ FUEL ASSISTANCE

Our office is an intake site for South Middlesex Opportunity Council's (SMOC) Fuel Assistance Program. We conducted 7 fuel assistance interviews this year.

Southborough Youth & Family Services (continued)

⇒ SOMETHING SPECIAL FUND

Through the generosity of the Southborough Community Fund, SYFS, the Food Pantry, the Southborough Senior Center, have been able to respond to non-emergency but critical needs for families experiencing especially difficult hardships. Such needs include parenting workshops, professional licensure renewal fees, continuing education classes and meals. In 2019, 7 families benefit from this program.

⇒ CASE MANAGEMENT

In more recent years, SYFS has seen an uptick in residents needing help with housing, health insurance, and public assistance programs. As a result, we started offering navigation support for residents applying to these programs through our case management services in the fall of 2019. In 2019, four families benefit from these services.

COMMUNITY INVOLVEMENT

⇒ SUMMER CONCERT SERIES

This year we, together with the Recreation Department, ran the seventh annual summer concert series for families. These concerts provide a venue for families during the summer months to enjoy quality time outside together while enjoying live music including folk, jazz, country and more. Five concerts were held, and were attended by approximately 600 people.

CONSULTATION, INFORMATION AND REFERRAL

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

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

Technology Department

During the course of 2019, the Technology Department made progress on some long-term goals and providing support of other projects in Town while continuing to support all Departments.

Technology Department by the Numbers:

◆ Help Desk Requests	691
◆ Buildings Served:	10
◆ Workstations Managed:	95 (Excluding Library)
◆ Servers Managed:	9 (Including Library)
◆ Email Users:	285

Expanded the Private Fiber Optic Network – As part of the long-term goal of implementing a Municipal Area Network (MAN) built on fiber optic technology, the Technology Department sought to extend the network to the Public Safety Building and one of the two remote radio communications sites. Upon completion of the Public Safety Building, unforeseen complications with continuing the existing communications to the second remote radio site required that the MAN be extended to that location as well. As of the end of 2019, the MAN now connects the following locations: Town House, Library, Cordaville Hall, Public Safety, and two remote radio sites.

Primary Servers Relocated – With the completion of the Public Safety Building, the opportunity to consolidate servers and locate the primary data center in the new building was realized. As part of this process, two virtual servers and one physical server were retired. This change resulted in lower maintenance and licensing costs.

Moving to Hosted Services – In addition to the server reductions from server consolidations, additional servers were retired with the migration to hosted services. These changes include the migration of our email service to Office365 and migrating to a hosted model for our accounting software.

Board/Committee Members Email Addresses – The completion of a long-term goal of providing all Board & Committee members with access to an official Town Email account were issued emails was achieved in 2019.

Public Safety Building – The Technology Department Installed and configured all network equipment in the Public Safety Building include the design and implementation of the Wireless network.

Tom Laflamme, IT Director



MISSION STATEMENT

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

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

The VSO's duties include informing, advising, assisting and counseling Southborough's veterans, their dependents and survivors in obtaining information and benefits from the United States Department of Veterans Affairs, the Commonwealth of Massachusetts Veterans Services and the Town of Southborough Office of Veterans' Services. Additionally, the VSO assists in submitting forms to higher authorities to determine eligibility for service connected disabilities, non-service connected pensions, healthcare benefits, education benefits, burial benefits and other available benefits.

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

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

Eligibility of benefits requires that the veterans or his/her dependents be able to provide proof of service via the veteran's discharge documents stating the dates of service and discharge category. Claims for compensation for a service related injury depend on proof of injury, severity of injury, medical records, medical analysis and many other factors. Processing times can take several months depending on the complexity of the disabilities.

Southborough has over 300 veterans. In 2019, the VSO discussed and processed 22 Federal veterans' benefits applications and 3 recurring State benefits for Southborough veterans and family members .

Southborough is very grateful for our Veterans sacrifices and their service to our Nation.

Sincerely,

Brian Stearns, VSO

Examples of veterans' and dependent benefits include:

- ⇒ Financial assistance
- ⇒ Medical, and prescription RX, eye glasses and hearing aids
- ⇒ Educational benefits
- ⇒ Outreach and counseling
- ⇒ Re-integration services
- ⇒ Researching records
- ⇒ Employment and training
- ⇒ Medical clinics, hospitals and soldiers' homes
- ⇒ Burial markers for deceased veterans

Planning Board

Southborough Planning Board consists of five members who are elected for staggered five-year terms. The Board often proposes amendments to zoning bylaws for Town Meeting approval. The Board may also develop bylaws for approval.

In May, Ms. Marnie Hoolahan was elected to an open seat for a term expiring in May 2024, replacing long seated member Phil Jenks who originally appointed in 2013 chose

not to run for re-election. The Planning Board thanks Mr. Jenks for his years of dedicated service to the Community. Ms. Hoolahan is welcomed as the newest member and serves on the Planning Board with Don Morris, Andrew Mills, Jesse Stein and Meme Luttrell.

2019 STATS

Number of meetings: 22

Applications deliberated: 18

Warrant articles sponsored: 1

ANR'S (APPROVAL NOT REQUIRED)

- ◆ In 2019, the Planning Board endorsed three ANR plans, creating five additional building lots.

SUBDIVISIONS

- ◆ No subdivision applications were received in 2019.

SCENIC ROAD STONEWALL REMOVAL

- ◆ **12 Edgewood Road** – The Planning Board approved the alteration of approximately 20 feet of stone wall for a driveway for a new house on the previously undeveloped lot that was created in the 1960s.

SITE PLAN REVIEW AND SPECIAL PERMITS

- ◆ **0 Firmin Ave-** The Planning Board completed deliberations and approved a Major Site Plan for the redevelopment of an existing five-story, 95,000± square foot building into a UHaul Self-Storage Facility that includes retail space, parking and loading area reconfiguration, pedestrian walkways, lighting, landscaping, and stormwater management improvements, as well as a Conservation Restriction on an associated 1.74± acre parcel.
- ◆ **10 Turnpike Road** – The Planning Board deliberated and approved a Major Site Plan and a Special Permit for Lower Impact Development (LID) for All American Self Storage Facility, the redevelopment and expansion of the existing 42,000 s.f. building into a 123,000 s.f. building including 1,000 s.f. office space, parking, utilities, drainage and septic system, as well as 0.70 acres of permanent Open Space.
- ◆ **325 Turnpike Road** - The Planning Board deliberated and approved a Modification to Major Site Plan Approval for site changes to eliminate loading docks and associated pavement, widening of access drive with associated lighting, and re-location of soils retained on site.
- ◆ **144 Turnpike Road** - The Planning Board began deliberation for Modification of Major Site Plan Approval for a driveway connection to abutting property at 154 Turnpike Road (White's Corner), however the application was withdrawn without prejudice.
- ◆ **154 Turnpike Road** - The Planning Board began deliberation for Modification of Major Site Plan Approval for a driveway connection to abutting property at 144 Turnpike Road (Office Building), however the application was withdrawn without prejudice.
- ◆ **32 Marlboro Road (St. Mark's School)** - The Planning Board began deliberation for Major Site Plan Approval to install athletic field lighting at the school's existing athletic turf Sargent field (formerly Clark Field), however the application was withdrawn without prejudice.
- ◆ **118-120 Turnpike Road** - The Planning Board deliberated and approved a Major Site Plan and Special Permit for Lower Impact Development for the addition of a four-level, 503± space, 46,700 s.f. parking garage within the existing rear parking area to serve the two existing office buildings for a net gain of 375± parking spaces, and including the donation of the southern 6.2± acres contiguous to Breakneck Hill Conservation land to the Southborough Conservation Commission. The project also included improvements to an existing patio area between the buildings.
- ◆ **40-42 Central Street (Fayville Hall)** - The Planning Board deliberated and approved a Major Site Plan and Special Permit for Adaptive Reuse of Historic Buildings for the redevelopment and restoration of the existing two-story Fayville Hall into an Auction House, antique Shop and Fine Art Gallery with 32 parking spaces and including stormwater management, septic system and associated site work.

- ◆ **2 East Main Street** - The Planning Board deliberated a Major Site Plan and Special Permit for Village Business District Site Plan for a 7,000± s.f. 2-1/2 story office building with 23 parking spaces, stormwater management, septic system and associated work. The Major Site Plan was approved however the Special Permit was denied.
- ◆ **25 Marlboro Road (St. Mark's School)** – The Planning Board began deliberations for a Major Site Plan Approval and Special Permit for Lower Impact Development for a new three-story, 95,205± s.f. dormitory to be located between School Street and Marlboro Road and south of their Theriot building in order to relocate and consolidate their West Campus and Main Building students and provide housing for faculty. The project also includes redesign of the access drive from Marlboro Road and redevelopment to install an elevator at an entrance to the Main building.
- ◆ **154-156 Turnpike Road** – The Planning Board approved a one-year extension to the Major Site Plan Approval for the construction of a 25,098 square foot building containing 20 bays for office and/or storage and/or private garages and/or light manufacturing use, along with parking, lighting, landscaping, drainage, and associated infrastructure.

ONGOING DEVELOPMENT

The Town Planner monitored projects that moved into or continued the construction phase including Chestnut Meadow Subdivision, Public Safety Building, Cain's Crossing (over 55 development), 28 Boston Road (Flexible Development), Ken's Foods Site Improvements, Stonebrook Village Subdivision (over 55 development), 118-120 Turnpike court yard improvements, and 154-156 Northboro Road contractor bays to ensure that conditions stipulated in the respective Planning Board decisions were met.

WARRANT ARTICLES SPONSORED BY THE SOUTHBOROUGH PLANNING BOARD

ATM Article 28- This article added a new chapter to the Town Code, Chapter 153, Trees. This Bylaw established policy for ensuring the health and longevity of the Town's existing and future trees and was a precursor for the Town to acquire the Tree City USA designation. Public trees make an important contribution to the character and heritage of Southborough's neighborhoods. Article 28 passed.

ACTION ITEMS

- ✦ **Master Plan Update** – In 2008, the *Town of Southborough Master Plan* was published. Serving as a statement of Southborough's intent for its future goals and the measures it will implement to achieve them, the Master Plan considers the Town's character and the way in which it seeks to develop physically, economically and socially. The Plan provides guidance to local officials in their decisions regarding zoning, budgets and capital improvements. In 2019, community effort continued through the Master Plan Committee (MPC) to update the Master Plan for the coming decade. With the award of an MAPC District Local Assistance (DLTA) grant of \$15,000 and Planning Board funds of \$9,500 for MAPC assistance with the *Phase I Visioning* process, the MPC chaired by Planning Board member Meme Luttrell, with the support of the Planning Board and Planning Department, is progressing the update effort.
- ✦ **Open Space** - The Planning Board, in conjunction with the Open Space Preservation Commission (OSPC), contracted with Lucas Environmental consultant to continue the effort for open space monitoring. Lucas Environmental completed field reports of ten open space areas, submitted these reports to the Planning Department, and presented the reports and findings to the Planning Board. These inspections were found to be extremely thorough and very beneficial. The Town Planner intends to continue and improve this program.
- ✦ **Street Tree Guidelines** – Planning worked with VHB Inc. in coordination with the DPW and Open Space Preservation Commission to update the 2010 Street Tree Guidelines. The guidelines were enhanced to also promote straight native species in the Town.
- ✦ **Tree City USA** – Planning submitted application through the Arbor Day Foundation and in conjunction with the DCR to make Southborough a Tree City USA community. Tree City USA designation enriches the environment, increases property values, enhances the economic vitality of business areas, beautifies the community, and provides opportunities for grant funding. Efforts for eligibility included 2019 ATM Article 28 to add Chapter 153, Trees, to the Town Code, BOS declaration of an Arbor Day, a Tree Planting Program for public participation, and the planting of two new trees.

Planning Board (continued)

- ✦ Housing Production Plan Update - The Planning Department through SHOPC obtained funding approval from the AHTFC to contract with Community Opportunities Group, Inc. to prepare an update to the Town's 2015 Housing Production Plan (HPP). The updated HPP is slated for completion in the first quarter of 2020.
- ✦ Lighting Bylaw Update – The Planning Board contracted with Destin Heilman, Southborough resident and WPI Professor for a draft lighting bylaw to update the approach on lighting in Town to reduce blue light and enhance “dark sky” efforts and to bring forth a warrant article for the 2020 ATM.
- ✦ Improved Efficiencies - A Planning Department ongoing initiative for the digital archiving of plans and documents has continued through 2019 and is expected to be completed in 2020. This improved document management system will streamline office functions and make records more easily accessible to the public.
- ✦ Business Administrator I to Planning – In May 2019, Planning hired Casey Wolfe who departed in September 2019 to take a position closer to her home in New Hampshire. In October 2019, Sarah Hoecker joined the Planning Department and with a Bachelor's Degree in Regional Planning, has transitioned into her role quickly assisting the Town Planner with submissions for site plans, special permits, Planning Board meetings, bylaw amendments, special projects, and office management enhancing the overall operations of the Planning Department.

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

WHAT DO WE DO?

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

Zoning Board of Appeals

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

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

THE FOLLOWING CASES WERE HEARD BY THE BOARD IN 2019:

- (1) 3/27/19 325 Turnpike Road – Mr. William Pezzoni on behalf of Ken’s Foods – Variance
The applicant seeks a variance to allow the enlargement of the *Ken’s* sign from the allowable 75 square feet to 137.5 square feet to be placed at the upper left corner of the building’s façade. Relief was requested under Section 174-E (1) (c) (3) and Section 174-25 (A) (3). Application approved 3/27/19
- (2) 5/15/19 32 Cordaville Road – Mr. Mark Purple on behalf of the Town of Southborough, Public Safety Building – Variance
The applicant seeks a variance to allow the enlargement of the Public Safety Building driveway entry sign from the allowable 10 square feet for a municipal building in a residential district. Relief was requested under Section 174-11 (D) (E) (2). Application approved 5/15/19
- (3) 7/29/19 8A Maple Street – Mr. Gregory and Mr. Anthony Bartolini – Special Permit
The applicant seeks a special permit to convert an existing single-family dwelling with an accessory apartment to a two-family dwelling. Relief was requested under Section 174.9 (G). A special permit was granted in 2012 for the addition of an accessory apartment to the property. Application approved 7/29/19
- (4) 8/26/19 154-156 Northboro Road – Mr. Joel Aho, Aho Development Corp – Variance
The applicant seeks a variance to allow a front yard setback of 15 feet as opposed to the allowed 50 feet from the front property line. A Variance Request was granted in 2018 but has since lapsed. The same variance request was granted in July 2019 but a procedural notice defect occurred requiring the applicant to apply again. Relief was requested under Section 174.8.6 (E) (3) (a). Application approved 8/26/19
- (5) 9/4/19 118-120 Turnpike Road – CURO Southborough, LLC – Special Permit
The applicant seeks a special permit to allow the construction of a private parking garage to contain approximately 500 spaces as opposed to the allowed three cars or one truck in the Business and Highway District and Residence A District. Relief was requested under Section 174.8.5 (C) (10). Application approved 9/4/19
- (6) 9/30/19 43 Highland Street – Ms. Albenia Phillipo and Mr. Peter Kahn – Variance
The applicant seeks a variance to allow a front yard setback of 9 feet, three inches and 11 feet, two inches as opposed to the allowed 15 feet from the side property line in the Residence B District. Relief was requested under Section 174.8.3 (D) (3). Application approved 9/30/19

Zoning Board of Appeals (continued)

- (7) 9/30/19 7 Winchester Street – Mr. Kevin Quinlan – Special Permit
 The applicant seeks a special permit to allow the enclosure of a pre-existing non-conforming carport located within the 10-foot minimum setback into a one-car garage in a Residence B District. Relief is requested under Section 174-8.3 (D) (C). Application approved 9/30/19
- (8) 10/25/19 2 East Main Street – Mr. Peter Bemis – Watershed Investment, Corp.
 The applicant seeks a one year extension for a special permit originally granted on 10/31/18. On October 31, 2018 the Zoning Board of Appeals granted a special permit to Watershed Investment, Corp. to permit multiple uses on the same property as described in Section 174-8.4 B (1-5). On the evening of October 16, 2019, the applicant is requesting a one year extension for a special permit for multiples uses on the same property at 2 East Main Street. Application approved 10/25/19
- (9) 10/25/19 154-156 Northboro Road – Mr. Joel Aho - Aho Development Corp.
 The applicant seeks a one year extension for a special permit originally granted on 11/14/18. On November 14, 2018 the Zoning Board of Appeals granted a special permit to Aho Properties, LLC to allow more than one principal use pursuant to Section 174-8 C (2), private garages pursuant to Section 174-8.6 C (10) and light manufacturing pursuant to Section 174-8.6 C (11) with conditions. On the evening of October 16, 2019, the applicant is requesting a one year extension for a special permit for more than one principal use, private garages and light manufacturing at 154-156 Northboro Road. Application approved 10/25/19
- (10) 11/27/19 149 Southville Road – Ms. Karen Lowell – Special Permit
 The applicant seeks a special permit is to allow the demolition and reconstruction of a pre-existing non-conforming front porch in the Residence B District. Relief is requested under Section 174-9 E and 174-19 A. Application approved 11/27/19

Summary of 2019 Board Decisions (Approved; Denied; Withdrawn; Pending):

Variances: (5)
4 Approved; 1 withdrawn

Special Permits: (7)
6 Approved; 1 withdrawn without prejudice

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

February 21st	August 21st
March 20th	September 18th
May 1st	October 16th
June 19th	November 22nd
July 17th	

MISSION STATEMENT

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

Police Department

Introduction

The Town's Police Department is staffed by a dedicated group of Officers led by Chief Ken Paulhus, Lieutenant Ryan Newell, and five Sergeants who make up the Command Staff. They include Sgt. Tim Slatkavitz, Sgt. James Deluca, Sgt. Heath Widdiss, and Sgt. Sean McCarthy. Sgt. Aaron Richardson resigned from the Department in December to take a position with the Massachusetts State Police.

We are most proud of the professionalism displayed in our daily contacts with the public. Of some 14,462 entries into the Dispatch Log during the past year, we again did not receive a formal complaint of misconduct. In addition, the Department logged 102 in-custody arrests, and applied for 228 Criminal Applications through the Westborough District Court. Officer's also completed 938 Incident Reports.

The major initiative this past year was the completion of our new home located at 32 Cordaville Road. The Southborough Public Safety Complex was opened on September 3rd for official use by the Police Department, followed shortly thereafter by Fire personnel. The project was a culmination of years of planning and hard work by numerous town departments, and the Public Safety Building Committee. The volunteer members sacrificed hundreds of hours of their time to make the state-of-the-art building a huge success!! A heart felt "thank you" from all of the Staff (past and present) at the P.D. for bringing the project to fruition.

The Department continued to maintain and build on its full Accreditation status by the MA Police Accreditation Commission (MPAC Award 2018), along with our D.A.R.E. program expansion to the seventh grade. We again participated in the second BORO'S Youth Police Academy, along with the Northborough and Westborough Police Departments, as well as our continued partnership in the BORO'S Jail Diversion Grant Program through JDP Counselor Christina Fitton of the Advocates Group. The Department continued its use of our Facebook page as a means of distributing information, and crime prevention initiatives to the public including publishing of the Daily Log.

The Department underwent some major staffing changes in 2019. Lieutenant Sean James retired in June after 17 years with the Department. He was replaced with the promotion of Sergeant Ryan Newell in July. Sergeant Aaron Richardson resigned from the Department in December (after eight memorable years as a community policing whirlwind) to pursue an opportunity with the Massachusetts State Police. Lastly, Business Administrator/Reserve Officer Richard "Rick" Mattioli took a well-deserved retirement in October after an amazing 42 years (yes, you read that right), of service with the Department. The Mattioli family had been represented in the Southborough Police Department since at least 1953 when Rick's uncle, Frank Mattioli, became Chief of the Department. His dad (Dick), and brother (Ron), also served with the Department for long tenures over the last fifty years. We wish all of them the very best in their future endeavors.

The Department was pleased to announce the hiring of Ms. Brittany Remillard to a full-time Telecommunications position, and Mr. Jeffrey Norton to a part-time T/C opening. Ms. Cindy McLeod came over from the Town House as our new Business Administrator.

The Department also welcomed newly appointed Officers John Vosikas and Austin Chapski (who was promoted from his full-time dispatch position), to fill the vacancies. Both are thriving in their new positions.

Community Policing Initiatives

The Southborough Police Department continues to have a harmonious relationship with the community, largely due to great efforts in Community Policing. Programs such as D.A.R.E., Coffee with a Cop, Blue Mass, School Resource Officer, Child Seat Install, Business Resource Officer, Senior Citizen Resource Officer, Drug Take Back Box, Internet Safety Zone, R.A.D., and BORO's Junior Police Academy are among the most popular. Officers also participated on their own time in numerous events sponsored by the Special Olympics, and the Jimmy Fund. For a second year, the Police Union and Police Association conducted a fundraiser of holiday Toys for Tots for patients undergoing treatment at the Boston Children's Hospital.

The Police Union completed its second "Pink Patch" fundraising initiative under the direction of Patrolman John Officer for the Dana Farber Cancer Institute during Breast Cancer Awareness Month in October.

Police Department (continued)

SRO Officer Kevin Landry also conducted numerous forum's on Personal Safety/Active Threat for the Town's schools, businesses, and town employees.

Traffic Enforcement

Under the direction of Sergeant Tim Slatkavitz, areas of enforcement emphasis are noted at roll call, and addressed through speed monitoring or electronic sign board. Officers investigated 349 motor vehicle crash reports over the past year, and issued 4,580 citations. In addition, four separate Federal Grant programs continued to address Speeding, Impaired Driving, and Distracted Driving. Residents with areas of concern are urged to contact the Department for stepped up enforcement initiatives.

Senior Citizen Resource Officer

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

Criminal Investigations/Detective Bureau

The Detective Unit works in close cooperation with the internal divisions of the Southborough Police Department, as well as other state, local, and federal law enforcement agencies to accomplish its ultimate goal of providing excellent service to the citizens of Southborough.

The Detective Division is managed by Lieutenant Newell. Detectives conduct follow-up investigations based on information provided by the patrol division. In addition, 140 Pistol Permits were processed. During this past year, Detective Keith Nichols was assigned to follow up investigation on approximately 116 cases.

Some of the more high-profile cases included the arrest in February of two brothers wanted for the December 30, 2018 Armed Robbery of the Gulf Gas Station on Turnpike Road. The April arrest of the owner of Right Way Auto Sales on Turnpike Road for numerous counts of Larceny over \$1,200.00 in defrauding customers. A July arrest of a Florida man for possessing a handgun without a license, and the discharge of a round across the courtyard into an unoccupied room at the Red Roof Inn. The September arrest of two Worcester men who were captured on video crawling masked and gloved in the July B&E of Sperry's Liquor on Turnpike Road. The information developed by Southborough P.D. stopped a multi-state spree of similar breaks caught on video, and played repeatedly over the local news channels for their brazen actions in avoiding motion sensors. The year ended with the arrest of a Marlborough man for a string of multiple break-ins that occurred just before and after Christmas in the South end of Town.

A very busy and productive year for Detective Nichols, and all the Officers who assisted in solving these crimes. Great work!!

Department Goals

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

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

Kenneth M. Paulhus, Chief of Police

PROTECTING OUR COMMUNITY ...TOGETHER

DID YOU KNOW?

Licenses are required for all dogs older than 6 months.

Animal Control Officer

MONTH	TOTAL # CALLS	COM-PLAINT CALLS	LOST DOG	LOST CAT	OTHER CAT RELATED	WILD-LIFE	MISC CALLS	PICKUPS	HUMAN/ANIMAL-ANIMAL BITE	QUARANTINE ORDERS ISSUED/RELEASED	#DECEASED ANIMALS
JANUARY	79	2	1	1	1	11	26	1		3	10 (4-Deer)
FEBRUARY	41	2	4			6	18		1	2	4 (3-Deer)
MARCH	46	4	3			3	24		3	7	2 (1-Deer)
APRIL	70	1	3	2	1	15	41		2	4	1
MAY	66	2	4	4	1	10	31		3	6	4 (1-Deer)
JUNE	69	4	3	1		11	21	3	6	13	4
JULY	60	5	1		1	12	23	3		2	2
AUGUST	65	2	1	1	1	16	31	1 (Hawk)	1	1	3
SEPTEMBER	77	5	1	1		12	43	1	1	3	5 (2-Deer)
OCTOBER	63	7	3	3	2	6	27	1	1	1	8 (5-Deer)
NOVEMBER	34	2	1		1	3	12		1	3	3 (1-Deer)
DECEMBER	49	1				3	26	2	2	3	
TOTAL 2019	719	37	25	13	8	108	323	12 11-K9, 1-HAWK	21	48	46 (Includes 17 Deer)

NOTES:

→FINES ISSUED IN 2019 FOR NO LICENSE = 54; FOR

LLV = 3 TOTAL # ISSUED = 57

→KENNEL INSPECTIONS COMPLETED

IN 2019 = 9

→SPECIMENS SENT TO STATE LAB FOR TESTING IN 2019 = 3 (2-BATS, 1-GROUNDHOG) ALL NEGATIVE

→"2020" BARN INSPECTIONS COMPLETED/

SUBMITTED TO STATE DAH = 9



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

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

Fire Department

Overview

The Southborough Fire Department is an all-hazards, full service fire department providing emergency response, risk-reduction, and inspection services to the Town of Southborough. The department is made up of 29 men and women, both full-time and

on-call, dedicated to serving the community. The department responds to an average of 1400 requests for services annually. The majority of emergency and community responses include medical emergencies, motor vehicle crashes, building and vehicle fires, smoke and hazardous conditions, fire alarm activations, and incidents related to weather.

The department operates 24-hours a day out of the new Public Safety Building on Cordaville Road. The fire station houses the fire chief and administrative offices, the fire prevention officer, on-duty firefighters and paramedics, and all department apparatus and resources. The department's vehicle fleet is comprised of 2 fire engines, 1 tower-aerial, 2 advanced life support ambulances, 1 squad, and 3 response vehicles. An inflatable boat and multiple support trailers round out the available inventory.

Department members are constantly engaged in firefighting, emergency medical, and rescue training. Through the continued support of the community, the department is staffed with advanced-emergency medical technicians, paramedics, and Massachusetts certified firefighters and officers. By enhancing and maintaining the skills of our members, along with promoting education and professional development, we ensure that the Southborough Fire Department is poised to meet any challenge.

Massachusetts General Laws require the department to conduct a variety of inspections and drills. A total of 815 inspections and plan reviews were conducted in 2019. Community risk reduction and inspection services are the responsibility of the department's fire prevention officer. This position, along with many members of the department, carry out not only inspections, but drills and public education programs. Through these efforts, along with code enforcement, property surveys, and investigations, we demonstrate an ongoing commitment to reducing the loss of life and the destruction of property from fire and other hazards.

Vision Statement

The vision of the Southborough Fire Department is to be a recognized leader within our fire service district, responsive to the ever-changing needs of our members and our community. The department will embrace new technologies and techniques, while at the same time celebrating our rich history and traditions. We will continue to focus on providing the highest level of customer services in a professional and caring manner.

Highlights from 2019

In March Fire Chief Joseph C. Mauro retired from the department following thirty-eight years of service. Chief Mauro began his career as a call member in 1981 and was appointed a permanent member in 1987. He held the positions of firefighter, lieutenant, and captain, before being appointed Fire Chief in February 2012. Throughout his career Chief Mauro experienced and then led the organization through many changes. He championed and was instrumental in the building of a new fire station. As he prepared for retirement, ground was broken and construction was well underway for the new Public Safety Building.

In preparation for the fire chief vacancy, the Town established a Fire Chief Screening Committee in the fall of 2018. The committee conducted numerous interviews, an assessment center, and recommended two finalist for a final interview with the Board of Selectmen. On March 15, the Board of Selectmen chose Steven Achilles as Fire Chief. He came to the department with over 30 years of public safety experience, the last six as Fire Chief. Chief Achilles was sworn in as Southborough's Fire Chief on April 30, 2019.

Two full-time members of the department resigned in 2019 after five years with the department; Firefighter Delarda for a position with Massport Fire and Firefighter Bohnert for a position with the Foxborough Fire Department. The department was able to hire replacements for each over the summer, as well as adding a member to the call force in the fall.

MISSION STATEMENT

Provide prompt and highly effective public safety and community risk-reduction services to our citizens, businesses and visitors.

FIRE DEPARTMENT PERSONNEL:

1 Fire Chief

1 Administrative Assistant

4 Fire Officers

1 Prevention Officer

15 Firefighter/Paramedics

1 Firefighter/EMT

6 Call Firefighter/EMTs

The fire department operated out of the 21 Main Street Fire Station through August. Beginning the first week of September the members of the department began the organized relocation of essential services to the new Public Safety Building on Cordaville Road. On the morning of September 9, 2019 a brief ceremony was held marking the establishment of fire service and police operations at the facility. A formal dedication ceremony, ribbon cutting, and grand opening was held on October 26, 2019.

Department Goals

- ⇒ Strengthen the reliable delivery of essential emergency and non-emergency services.
- ⇒ Implement department-wide career development and succession planning.
- ⇒ Provide cost effective and sustainable customer-centered services.

Respectfully Submitted,
Steven E. Achilles, Fire Chief

2019 Department Activity:

Fires – 36

Medical Emergencies – 819

Hazardous Conditions – 47

Service Calls – 122

Good Intent Calls – 93

False / Accidental Alarms – 233

Weather / Nature – 2

Special Incident -1

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 major hazards and disasters (natural, man-made or technological). The mission of SEMA is to improve community safety, reduce injury, save lives and enhance the community's ability to quickly return to normal functions following disasters and significant emergencies. Additionally, the LEPC is responsible for maintaining information on and developing emergency response plans for locally used/stored Hazardous Materials and those that travel through town via road and rail.

SEMA is comprised of department heads/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 quarterly 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 or exercises.

"Are you Connected to Stay Informed?"

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

- ⇒ CodeRED is the Town's emergency notification system, distributing information via cell/land telephone, text, TTY & email. For information click on the CodeRED icon link on the Town's website
- ⇒ Facebook: Southborough Emergency Management Agency
- ⇒ Twitter: Southborough Emergency Management Agency: @SEMA01772
Town of Southborough: @17Common

2019 Enhancements

In 2019, SEMA continued to work closely with various Town and State departments and organizations to enhance the preparedness and response capabilities of Southborough.

- ◆ This year brought a change in leadership, with the retirement of Fire Chief/Emergency Management Director Joseph Mauro and the hiring of Steven Achilles. We express our sincerest thank you to Chief Mauro and wish him health and happiness in his next chapter. We excitedly welcome Chief Achilles, who brings an extensive educational and experience background in emergency management.
- ◆ Southborough successfully received three state/federal grant awards in 2019, focused on cache maintenance and enhancement and updating the Town's Local Hazard Mitigation Plan, in 2020.

Year 2019 Events

- ◆ From August to November, the Town was designated a critical risk level threat for human contraction of Eastern Equine Encephalitis (EEE) from infected mosquitoes. Representatives from the Town's Board of Health, Emergency Management, Fire and Police Departments and Town Management convened in a coordinated effort to ensure the health and safety of the community. The group quickly made the difficult, but necessary, decision to close the all outdoor Town properties from dusk to dawn. The group maintained a diligent focus throughout the threat, providing the public with safety and preparedness information and regular situational updates provided from the Massachusetts Department of Public Health, including aerial spraying.

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

- ◆ SEMA continued to assist in the planning and operations of Southborough Summer Nights, Heritage Day, New England School for Children's (NECC) 5k Race and Gobble Wobble 5k Race. New this year SEMA also assisted with the ShiftStrong 5k. All events were successful with no injuries due in large part to the coordinated pre-planning among all parties involved and especially the volunteer members of the Southborough CERT/MRC.
- ◆ SEMA & CERT/MRC again took part in the 2019 Boston Marathon, assisting the Town of Hopkinton with planning and staffing one of the pre-designated emergency evacuation/shelter facilities along the course.

CERT/MRC

- ◆ The Southborough Citizen Emergency Response Team (CERT) and Medical Reserve Corps (MRC) continue to be an invaluable group of committed volunteers augmenting the needs of the Town's health and emergency response departments and spearheading public preparedness initiatives. These members dedicate numerous volunteered hours; meeting, training and coordinating with Fire, Police, SEMA, the Board of Health and others and are prepared to assist at a moment's notice.
- ◆ ATTENTION EAGER VOLUNTEERS: The CERT/MRC is always looking for new members to fill a wide-scope of missions from administrating assistance to medical aid to search & rescue. For more information contact Neal Aspesi, naspesi@southboroughma.com

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

MISSION

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

Board of Health

The Board is a member of the Tobacco Control and Prevention Program which is comprised of eight (8) area towns. This program is funded by MetroWest Health Foundation, whose office is located in Framingham. The program has been very successful. The Foundation approved another year extension and most of the towns including Southborough have created sustaining Revolving Funds to carry the program forward which will allow compliance checks of tobacco sales outlets at no cost to the towns. The incidence of young adults and tobacco use continues to decline throughout the 9-Town Coalition. However, the use of electronic-cigarettes, and vaping products continues to be a problem. Eight of the nine towns have also voted to require a minimum age of 21 years before the person can purchase any tobacco product. This may now be a moot point, since the State as well as the Federal government has gone to requiring anybody wishing to purchase any of these products to be 21 years of age or older.

The Board's Public Health Nurse continues to follow up on all communicable diseases mandated by the Massachusetts Department of Public Health (MDPH). The Emergency Dispensing Plan (EDS) and the town's Shelter Plan are reviewed and

updated annually. The Fall Flu Clinic was held and 260 residents and town employees were vaccinated utilizing Medical Reserve Corp (MRC) as well as other nurse volunteers. The Public Health Nurse also meets with school representatives and Youth and Family Services as part of the Substance Abuse Prevention Coalition.

During the past year Southborough and several Massachusetts towns witnessed a substantial increase in mosquitoes carrying the Eastern Equine Encephalitis (EEE) Virus. The Board of Health in concert with the Emergency Preparedness program staff, Public Safety Employees, and the Town's Chief Executive Office made the decision to close all public lands in Town Starting in the Fall from 6:00 PM until 6:00 AM until the first "killer frost" was officially declared. This was a tough decision because of many recreational events already previously scheduled. However, this disease has the potential of being very deadly or can result in lifelong disabling problems.

WHO WE ARE

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

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

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

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

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

The Public Health Director and Sanitary Inspector performed over 350 inspections; the majority of these inspections are required under the various codes and regulations of the Town and State. In addition, more than 50 building department permit applications and 4 residential swimming pool installation plans were reviewed. Two new Condominium complexes as well as several small single-family home subdivisions were started and these all have on-site septic systems. The Sanitary Inspector, who is also a Certified Soil Evaluator, continues to spend increasing amounts of time witnessing more and more problem soils sites and difficult site conditions for the design and placement of on-site septic systems. He must also spend more time reviewing more complex design plans because the better soils and site are already built upon. This issue will continue to be a problem in Southborough and other area towns that rely on septic systems to dispose of domestic waste since these towns have been deemed to be very desirable communities to live in.

The Public Health Director has continued to assist the Economic Development Committee and its "Downtown Improvement Initiative" with issues concerning On-Site Sewerage Disposal. The Committee received a grant from the State to look into hiring a Sewer Civil Engineering Consultant as well as someone to revise the "Downtown" Zoning By-Law.

There were ten (10) summer camps licensed this year which required the Public Health Nurse and Sanitary Inspector each to conducted inspections at each camp.

The Massachusetts Department of Public Health made substantial revisions to the Regulation: Minimum Standards for Recreational Camps for Children which require inspections by both the Sanitary Inspector and Public Health Nurse. Due to the significant substantive changes the Board agreed to an increase in the fee for Summer Camp Application. The increase in the fee is reflective of the increased time the Board's staff must expend.

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

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

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

REMINDER

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

SUBSURFACE SEWAGE DISPOSAL SYSTEM (SDS)

Total Permits Issued	61
New Construction	20
Complete Replacements	11
Component Repair	24
Sewer Connection	0
Well	6
Abandonment of Sewer System	2
Non-Hazard Holding Tank	1

LICENSES Total – 155

Body Art Practitioner	2
Body Art Establishment	2
Day Camp (Recreation)	10
Funeral Director	1
Septic Installers	42
Pumper/Haulers	18
Semi Public Pools	3
Tobacco (permit to sell) 2-year permit	10
Food Licenses	75

SOIL TESTING

Residential Complete Replacements	16
Residential Systems New	10
Commercial or Non-Residential	2

TITLE 5 INSPECTION REPORTS RECEIVED: TOTAL - 125

Passing Systems	84
Conditional Passed Systems (in Need of a Component Repair)	24
Failed Systems	6

Housing Complaints

	3
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Board of Health Meetings

	9
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The Southborough Town Clerk's Office is committed to providing courteous, competent and efficient service to the Town's People. We are dedicated to the thorough preservation of the Town's vital records and historical documents for the benefit of future generations. We respect the right to vote as a fundamental civil right and will assure that all elections are conducted in a fair and open manner providing equal access to all citizens. Our office will operate in a modern, professional and automated environment, with an emphasis on our fiscal responsibility to the taxpayers of Southborough.

At the Annual Town Meeting duly called and held at the P. Brent Trottier Middle School, 49 Parkerville Road, Southborough, on Saturday, March 23, 2019, at 1:00 PM, the following Articles were voted on in a legal manner. There was a quorum present (100 voters = quorum); 320 voters were present.

The Town Moderator, Paul M. Cimino, called the meeting to order at 1:07 PM.

Town Clerk Minutes of Annual Town Meeting March 23, 2019

MOTION MADE: To waive the reading of the Warrant and the return of service of the Warrant.

MOTION PASSED.

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

Articles 1, 2, 3, 4, 5, 6, 8, 9, 12, 14, 15, 16, 17, 28.

MOTION PASSED with the exception of Article 28 which was held.

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

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

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

MOTION PASSED.

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

MOTION PASSED.

ARTICLE 3: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2019 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2019 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.

MOTION PASSED.

ARTICLE 4: To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, 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 complies with State Law to allow the Town to allocate any bond premium receipts to be allocated to the capital projects that they were received for. This vote was required as part of the Municipal Modernization Act of November 2016.*

MOTION MADE: That the Town vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied.

MOTION PASSED.

ARTICLE 5: To see if the Town will vote to appropriate and transfer \$286,148.97 of the bond sale premium paid to the Town upon the sale of its \$10,585,000 General Obligation Municipal Purpose Loan of 2018 Bonds, issued on May 17, 2018 as authorized by M.G.L. c.44, Section 20, as amended, to pay costs of:

710-127	Debt Choate Fields	\$ 6,890.21
710-128	Debt DPW Tank	\$ 20,103.21
710-120	Debt PS Building	\$149,739.23
2310-156	Debt CPA Burnett House	\$ 37,126.09
710-126	Debt Fire Dept Fire Truck	\$ 21,075.95
710-129	Debt 911 Rec Field	\$ 22,980.89
710-456	Debt Water Fund	\$ 28,233.39

or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *A premium receipt is received by the Town when there is a difference between the market price of a bond and its face value (when the market price is higher). The Town receives these excess funds which per State law are allowed to be used for the cost of a bond sale and to offset debt service due for the projects.*

MOTION MADE: That the Town vote to appropriate and transfer \$65,359.48 CPC and Water Funds of the bond sale premium paid to the Town upon the sale of its \$10,585,000 General Obligation Municipal Purpose Loan of 2018 Bonds, issued on May 17, 2018 as authorized by M.G.L. c.44, Section 20, as amended, to pay costs of:

2310-156	Debt CPA Burnett House	\$ 37,126.09
710-456	Debt Water Fund	\$ 28,233.39

MOTION PASSED.

ARTICLE 6: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Board of Selectmen or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Board Recommendation: Support

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

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

MOTION PASSED.

ARTICLE 7: To see if the Town will vote to accept the following changes, as noted in BOLD in the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW

ENTITLED "THE SALARY ADMINISTRATION PLAN"

[revised at **March 23, 2019** Annual Town Meeting]

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

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

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

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

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

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

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

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

“Class” means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position

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

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

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

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

“Department” means a functional unit of Town government.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 2. POSITION TITLES

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

SECTION 3. NEW OR CHANGED POSITIONS

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

SECTION 4. RECLASSIFICATION OF EMPLOYEES

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

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 describ-

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

SECTION 6. COMPENSATION

- a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.
- b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.
- c. The salary schedules set forth in Schedules A, B, C, D, E, F and G of Section 20 hereof reflect the maximum and minimum salaries for each grade.
- d. Salary set forth in Schedule A represents a 40 hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated salary is pro-rated reflective of the posted salary schedule in Schedule A.
- e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.
- f. On-Call Compensation: Employees shall be eligible to earn a weekly stipend not to exceed \$200.00 per week for on-call service if the department head has required them to work outside of their normal schedule. This need is likely to occur on an evening or weekend basis as the need requires. There is no provision to accrue compensation time in lieu of payment.

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

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

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

An evaluation of the employee's performance, in a format approved by the Personnel Board, must accompany a request for an increase **in the case of all employees in Full-Time Graded Positions under Schedule A. Evaluations of employees in Part-Time Hourly Graded Positions under Schedule C and Seasonal Personnel under Schedule F may require performance evaluations under Personnel Policy enacted hereunder.** Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

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

- b. Regular Part-Time employees shall be eligible for consideration for salary increases within their grade one year from the date of their last increase, absent exceptional circumstances as may be authorized by the Personnel Board.

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

Probationary Employees:

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

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

SECTION 8. TRANSFERS AND PROMOTIONS

- a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head

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

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

SECTION 9. NEW PERSONNEL HIRING

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

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town.

A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience at a rate not exceeding the mid-point of the pay scale set forth in Schedules A and C of the Salary Administration Plan. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

SECTION 10. DEPARTMENT BUDGETS

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

SECTION 11. EMPLOYEE BENEFITS

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

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

a. Holidays with Pay

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

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

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

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

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

b. Vacations with Pay

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

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
serving twenty years of full

prior to July 1, 2005, shall be eligible to earn twenty hours per month after time employment with the Town.

(2)

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

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

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

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

(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 [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave.

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

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

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

d. Personal Days

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

e. Military Leave

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

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

f. Jury Duty

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

g. Miscellaneous Paid Time Off

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

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

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

(3) Blood donation authorized by the Department Head.

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

h. Court Time Pay

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

i. Employee Educational Support/Professional Development

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

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

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

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

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

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

j. Group Medical Insurance

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

SECTION 12. UNPAID LEAVES OF ABSENCE

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

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

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

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

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

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

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

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

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation. **For purposes of this section, Election Workers and Wardens shall not be considered "employees of the Town."**

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

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

The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern.

c. The Board shall meet annually in July and organize by the choice of a Chair and Clerk. The Board shall meet at least monthly, except **when there is no business before the Board**. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

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

f. **Not later than six (6) months prior to Annual Town Meeting**, the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

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

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

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

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

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

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

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented by a signed petition to, and acted upon by, the Personnel Board. Upon receipt of such a written petition, the Board, after giving the petitioner(s), the Department Head(s) and the affected employee(s) at least two weeks' written notice, shall hold a hearing to consider the proposed amendment. If the Personnel Board approves of any proposed amendment, it shall bring it before the next available Special or Annual Town Meeting for its consideration. If the Personnel Board disapproves any proposed amendment or shall fail to act thereof within fifteen days after the hearing (which failure shall be deemed disapproval), the petitioner(s) may 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 bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

SECTION 20: CLASSIFICATION SCHEDULE
SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

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

POSITION TITLE	PAY GRADE
ADMINISTRATIVE & SUPPORT STAFF	
Administrative Assistant	3
Administrative Assistant II	
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

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Hourly Rates for Full-Time Positions

Grade	Minimum	Midpoint	Maximum
1	\$37,712	\$43,396	\$49,080
2	\$40,541	\$46,622	\$52,703
3	\$43,581	\$50,119	\$56,656
4	\$48,487	\$56,973	\$65,458
5	\$52,124	\$61,245	\$70,366
6	\$56,033	\$65,839	\$75,644
7	\$67,343	\$80,812	\$94,280
8	\$79,128	\$94,954	\$110,780
9	\$92,975	\$111,571	\$130,166

SCHEDULE B: [RESERVED FOR FUTURE USE]

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

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

Hourly Rates for Part-Time Positions

Grade	Minimum	Maximum
1	\$11.00	\$14.00
2	\$12.00	\$17.00
3	\$18.00	\$25.00
4	\$22.00	\$31.00
5	\$28.00	\$42.00

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

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

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

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

\$50.00 per hour

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

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent	\$8,000
Clerk, Board of Registrars	\$1,638.33
Emergency Management Coordinator	\$2,000
Energy Management Stipend	\$6,000
Registrar of Voters	\$205.66
Town Counsel (not including fees)	\$1,704.33
Tree Warden	\$4,000
Veterans' Agent and Director of Veterans' Services	\$15,000

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

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

Hourly Rates for Recreation Seasonal Personnel

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

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

SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

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

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

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

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

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

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

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

FIRST AMENDMENT MADE: I move to amend the Article by striking the word ‘hourly’ before the words rate for Full-time and replace the word Annual in its place.

FIRST AMENDMENT PASSED.

SECOND AMENDMENT MADE: I move to strike the words Energy Management stipend for \$6,000 from Schedule E of the SAP.

SECOND AMENDMENT FAILED.

MOTION AS AMENDED PASSED.

ARTICLE 8: To see if the Town will accept the provisions of Chapter 44, Sec. 53F1/2 of the Massachusetts General Laws establishing the water fund as an enterprise fund effective July 1, 2019; 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 formally creates a Water Enterprise Fund, which segregates water revenue and expenses from General Fund revenue and expenses. An enterprise fund is considered the best practice to promote and maintain long-term financial sustainability for water operations & activities.*

MOTION MADE: That the Town vote to accept the provisions of Chapter 44, Sec. 53F1/2 of the Massachusetts General Laws establishing the water fund as an enterprise fund effective July 1, 2019.

MOTION PASSED.

ARTICLE 9: 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: Support

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

MOTION MADE: 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 \$38,037 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 \$34,353 for the purpose of funding the collective bargaining agreement; and further, pursuant to Mass. General Laws Chapter 150E Section 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and **Local 445, Massachusetts Coalition of Police** and to raise and appropriate \$7,946; and further, pursuant to Mass. General Laws Chapter 150E Section 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and **Local 3129, Southborough Permanent Firefighters Union** and to raise and appropriate \$44,789.

MOTION PASSED.

ARTICLE 10: To see if the Town will vote to transfer a sum of money between and among various accounts for the fiscal year ending June 30, 2019, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED.

ARTICLE 11: To see if the Town will vote to raise a sum of money as may be necessary for the Town’s use for Fiscal Year 2020, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

100-199 GENERAL GOVERNMENT**110-119 Legislative**

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
114 MODERATOR						
51000-51990 Personal Services	0	50	50	50	50	
52000-58990 Other Charges and Expenses	49	25	25	25	25	
MODERATOR TOTAL	49	75	75	75	75	0.00%

120-129 Executive

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
121 ELECTED BOARD OF SELECTMEN						
51000-51990 Personal Services	3,800	3,800	4,000	4,000	4,000	
ELECTED BOARD OF SELECTMEN TOTAL	3,800	3,800	4,000	4,000	4,000	0.00%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
122 BOARD OF SELECTMEN						
51000-51990 Personal Services	359,128	370,070	375,079	390,087	390,087	
52000-58990 Other Charges and Expenses	66,313	62,432	59,444	50,268	50,268	
BOARD OF SELECTMEN TOTAL	425,441	432,502	434,523	440,355	440,355	1.3%

130-149 Financial Administration

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
131 ADVISORY COMMITTEE						
52000-58990 Other Charges and Expenses	901	341	806	2,500	2,500	
ADVISORY COMMITTEE TOTAL	901	341	806	2,500	2,500	210.2%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
132 RESERVE FUND						
52000-58990 Other Charges and Expenses	150,000	150,000	200,000	180,000	180,000	
RESERVE FUND TOTAL	150,000	150,000	200,000	180,000	180,000	-10.0%

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BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
135 TOWN ACCOUNTANT						
51000-51990 Personal Services	141,815	128,230	147,338	157,963	157,963	
52000-58990 Other Charges and Expenses	1,666	2,439	3,465	2,265	2,265	
TOWN ACCOUNTANT TOTAL	143,481	130,669	150,803	160,228	160,228	6.2%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
136 AUDIT						
52000-58990 Other Charges and Expenses	24,700	32,500	26,140	34,450	34,450	
AUDIT TOTAL	24,700	32,500	26,140	34,450	34,450	31.8%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
140 ELECTED BOARD OF ASSESSORS						
51000-51990 Personal Services	2,250	2,250	2,250	2,250	2,250	
ELECTED BOARD OF ASSESSORS TOTAL	2,250	2,250	2,250	2,250	2,250	0.0%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
141 ASSESSORS						
51000-51990 Personal Services	160,652	167,235	171,013	177,243	177,243	
52000-58990 Other Charges and Expenses	31,635	31,165	34,150	34,045	34,045	
ASSESSORS TOTAL	192,287	198,400	205,163	211,288	211,288	3.0%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
145 TREASURER/COLLECTOR						
51000-51990 Personal Services	191,797	198,938	204,697	214,439	214,439	
52000-58990 Other Charges and Expenses	20,634	10,302	12,550	10,375	10,375	
TREASURER/COLLECTOR TOTAL	212,431	209,240	217,247	224,814	224,814	3.5%

150-159 Operations Support

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
151 LEGAL						
52000-58990 Other Charges and Expenses	85,567	94,158	95,000	95,000	95,000	
LEGAL TOTAL	85,567	94,158	95,000	95,000	95,000	0.0%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
152 PERSONNEL BOARD						
51000-51990 Personal Services	2,000	2,000	1,250	5,000	5,000	
52000-58990 Other Charges and Expenses	12,592	21,160	17,450	11,435	11,435	
PERSONNEL BOARD TOTAL	14,592	23,160	18,700	16,435	16,435	-12.1%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
153 SPECIAL LEGAL COUNSEL						
52000-58990 Other Charges and Expenses	46,905	89,492	55,000	50,000	50,000	
SPECIAL LEGAL COUNSEL TOTAL	46,905	89,492	55,000	50,000	50,000	-9.1%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
154 MUNICIPAL TECHNOLOGY COMMITTEE						
52000-58990 Other Charges and Expenses	0	0	0	1,000	1,000	
MUNI. TECHNOLOGY COMMITTEE TOTAL	0	0	0	1,000	1,000	N/A

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
155 TECHNOLOGY						
51000-51990 Personal Services	81,629	94,195	96,422	99,615	99,615	
52000-58990 Other Charges and Expenses	161,428	185,364	215,229	210,239	210,239	
MANAGEMENT INFORMATION SYSTEMS TOTAL	243,057	279,559	311,651	309,854	309,854	-0.6%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
159 OTHER OPERATION SUPPORT						
52000-58990 Other Charges and Expenses	313,504	332,818	341,297	359,895	359,895	
OTHER OPERATION SUPPORT TOTAL	313,504	332,818	341,297	359,895	359,895	5.4%

160-169 Licensing and Registration

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
160 ELECTED TOWN CLERK						
51000-51990 Personal Services	50,284	66,674	83,064	85,141	85,141	
TOWN CLERK TOTAL	50,284	66,674	83,064	85,141	85,141	2.5%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
161 TOWN CLERK						
51000-51990 Personal Services	129,310	117,342	126,269	125,247	125,247	
52000-58990 Other Charges and Expenses	78,725	95,695	82,450	66,479	66,479	
TOWN CLERK TOTAL	208,035	213,037	208,719	191,726	191,726	-8.1%

170-189 Land Use and Development

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
171 CONSERVATION COMMISSION						
51000-51990 Personal Services	49,915	56,395	58,567	68,866	68,866	
52000-58990 Other Charges and Expenses	9,910	9,639	14,525	21,125	21,125	
CONSERVATION COMMISSION TOTAL	59,825	66,034	73,092	89,991	89,991	23.1%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
175 PLANNING BOARD						
51000-51990 Personal Services	125,884	113,316	135,212	135,546	135,546	
52000-58990 Other Charges and Expenses	22,999	29,556	17,160	23,060	23,060	
PLANNING BOARD TOTAL	148,883	142,872	152,372	158,606	158,606	4.1%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
176 ZONING BOARD OF APPEALS						
51000-51990 Personal Services	4,699	44,838	46,919	25,550	25,550	
52000-58990 Other Charges and Expenses	3,114	454	3,650	3,400	3,400	
ZONING BOARD OF APPEALS TOTAL	7,813	45,292	50,569	28,950	28,950	-42.8%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
177 OPEN SPACE						
52000-58990 Other Charges and Expenses	1,496	1,500	1,500	2,000	2,000	
OPEN SPACE TOTAL	1,496	1,500	1,500	2,000	2,000	33.33%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
182 ECONOMIC DEVELOPMENT COMMITTEE						
51000-51990 Personal Services	20,615	8,540	25,920	27,885	27,885	
52000-58990 Other Charges and Expenses	14,078	19,755	12,620	10,850	10,850	
ECONOMIC DEVELOPMENT COMMITTEE TOTAL	34,693	28,295	38,540	38,735	38,735	0.5%

190-199 Other

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE						
51000-51990 Personal Services	340,437	347,726	363,006	348,212	348,212	
52000-58990 Other Charges and Expenses	121,828	166,245	171,179	170,179	170,179	
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	462,265	513,971	534,185	518,391	518,391	-3.0%

200-299 PUBLIC SAFETY

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
210 POLICE DEPARTMENT						
51000-51990 Personal Services	1,735,763	1,816,508	1,987,666	2,012,783	2,012,783	
52000-58990 Other Charges and Expenses	125,797	119,274	129,085	129,980	129,980	
POLICE DEPARTMENT TOTAL	1,861,560	1,935,782	2,116,751	2,142,763	2,142,763	1.2%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
220 FIRE DEPARTMENT						
51000-51990 Personal Services	1,809,391	1,905,704	1,962,945	1,976,148	1,976,148	
52000-58990 Other Charges and Expenses	181,814	187,857	193,813	187,176	187,176	
FIRE DEPARTMENT TOTAL	1,991,205	2,093,561	2,156,758	2,163,324	2,163,324	0.3%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
241 BUILDING DEPARTMENT						
51000-51990 Personal Services	125,101	121,418	130,701	120,228	120,228	
52000-58990 Other Charges and Expenses	9,549	8,226	10,775	10,775	10,775	
BUILDING DEPARTMENT TOTAL	134,650	129,644	141,476	131,003	131,003	-7.4%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
291 CIVIL DEFENSE						
51000-51990 Personal Services	2,926	2,926	3,926	3,926	3,926	
52000-58990 Other Charges and Expenses	6,066	6,395	6,464	8,224	8,224	
CIVIL DEFENSE TOTAL	8,992	9,321	10,390	12,150	12,150	16.9%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS RECOMM	Percent Inc./Decr.
292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR						
52000-58990 Other Charges and Expenses	27,650	27,720	28,212	28,490	28,490	
ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL	27,650	27,720	28,212	28,490	28,490	1.0%

400-499 PUBLIC WORKS & FACILITIES

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
400, 420 DEPT. OF PUBLIC WORKS (Highway, Cemetery, Tree)						
51000-51990 Personal Services	836,795	901,522	949,190	947,359	947,359	
52000-58990 Other Charges and Expenses	1,334,939	1,308,742	1,253,350	1,287,950	1,287,950	
DEPT. OF PUBLIC WORKS TOTAL	2,171,734	2,210,264	2,202,540	2,235,309	2,235,309	1.5%

500-599 HUMAN SERVICES

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
510 ELECTED BOARD OF HEALTH						
51000-51990 Personal Services	300	150	450	450	450	
ELECTED BOARD OF HEALTH TOTAL	300	150	450	450	450	0.0%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
512 BOARD OF HEALTH						
51000-51990 Personal Services	102,078	104,297	106,944	109,605	109,605	
52000-58990 Other Charges and Expenses	48,997	55,148	55,939	55,817	55,817	
BOARD OF HEALTH TOTAL	151,075	159,445	162,883	165,422	165,422	1.6%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
541 COUNCIL ON AGING						
51000-51990 Personal Services	229,494	248,607	255,124	267,038	267,038	
52000-58990 Other Charges and Expenses	57,731	59,213	61,145	60,915	60,915	
COUNCIL ON AGING TOTAL	287,225	307,820	316,269	327,953	327,953	3.7%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
542 YOUTH COMMISSION						
51000-51990 Personal Services	126,908	134,032	140,661	172,300	172,300	
52000-58990 Other Charges and Expenses	15,077	10,752	10,800	11,300	11,300	
YOUTH COMMISSION TOTAL	141,985	144,784	151,461	183,600	183,600	21.2%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
543 VETERANS' SERVICES						
51000-51990 Personal Services	15,000	15,000	15,000	15,000	15,000	
52000-58990 Other Charges and Expenses	21,684	18,278	36,060	35,120	35,120	
VETERANS' SERVICES TOTAL	36,684	33,278	51,060	50,120	50,120	-1.8%

600-699 CULTURE & RECREATION

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
610 LIBRARY						
51000-51990 Personal Services	347,085	375,071	388,870	412,366	412,366	
52000-58990 Other Charges and Expenses	137,210	129,518	131,658	127,799	127,799	
LIBRARY TOTAL	484,295	504,589	520,528	540,165	540,165	3.8%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
630 RECREATION COMMISSION						
51000-51990 Personal Services	121,122	125,622	128,510	135,814	135,814	
52000-58990 Other Charges and Expenses	9,368	8,979	9,900	9,900	9,900	
RECREATION COMMISSION TOTAL	130,490	134,601	138,410	145,714	145,714	5.3%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
691 HISTORICAL COMMISSION						
52000-58990 Other Charges and Expenses	1,115	3,500	3,500	2,500	2,500	
HISTORICAL COMMISSION TOTAL	1,115	3,500	3,500	2,500	2,500	-28.6%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
692 MEMORIAL DAY						
52000-58990 Other Charges and Expenses	2,950	3,050	3,150	3,150	3,150	
MEMORIAL DAY TOTAL	2,950	3,050	3,150	3,150	3,150	0.0%

700-799 DEBT SERVICE

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
DEBT PRINCIPAL AND DEBT INTEREST						
0100-710-59100 Principal General Fund	2,808,123	2,507,043	2,617,060	2,397,976	2,397,976	
0100-751-59150 Interest General Fund	400,367	317,778	595,715	914,032	914,032	
DEBT PRINCIPAL AND DEBT INTEREST TOTAL	3,208,490	2,824,821	3,212,775	3,312,008	3,312,008	3.1%

900-999 UNCLASSIFIED

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
910 EMPLOYEE BENEFITS						
51700 Police/Fire Accident and Workers' Comp.	204,058	224,210	239,877	238,636	238,636	
51710 Unemployment Payments	3,261	1,740	27,500	25,000	25,000	
51720 Health Insurance	4,045,173	4,402,669	4,767,440	5,038,971	5,038,971	
51730 Retirement Fund	1,531,807	1,611,713	1,777,094	1,959,533	1,959,533	
51740 Life Insurance	5,437	4,840	5,090	5,110	5,110	
51750 Flexible Spending Account	0	7,056	6,025	6,912	6,912	
51770 Medicare	320,412	333,997	334,168	357,495	357,495	
51780 Dental Insurance	200,073	216,688	229,242	239,549	239,549	
51785 Medicare B Penalty	16,863	17,527	17,535	17,740	17,740	
59660 Transfer to OPEB Trust	250,000	250,000	250,000	250,000	250,000	
EMPLOYEE BENEFITS TOTAL	6,577,084	7,070,440	7,653,971	8,138,946	8,138,946	6.3%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
930 BUDGET CAPITAL						
<i>Police Cruisers - (2)</i>				97,528	97,528	
<i>Police - Taser Annual Replacement Plan</i>				9,892	9,892	
<i>Library - New Roof</i>				175,000	175,000	
52000-58990 Other Charges and Expenses	417,808	70,211	326,515	282,420	282,420	
BUDGET CAPITAL TOTAL	417,808	70,211	326,515	282,420	282,420	-13.5%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
941 COURT JUDGMENTS						
57600 Court Judgments	215,948	217,999	220,000	225,000	225,000	
COURT JUDGMENTS TOTAL	215,948	217,999	220,000	225,000	225,000	2.3%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
945 LIABILITY INSURANCE						
52000-58990 Other Charges and Expenses	249,495	245,886	263,131	272,340	272,340	
LIABILITY INSURANCE TOTAL	249,495	245,886	263,131	272,340	272,340	3.5%

300-399 EDUCATION

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
300 ELECTED SCHOOL COMMITTEE						
51000-51990 Personal Services	200	150	500	500	500	
ELECTED SCHOOL COMMITTEE TOTAL	200	150	500	500	500	0.00%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
301 SOUTHBOROUGH SCHOOLS						
REGULAR DAY PROGRAMS						
Administration	562,326	580,759	610,997	642,676	642,676	
Instruction	10,353,163	10,330,651	10,978,287	11,310,744	11,310,744	
Other Student Services	785,917	785,117	845,086	826,273	826,273	
Operation and Maintenance Buildings	1,695,499	1,706,742	1,691,826	1,680,550	1,680,550	
Fixed Charges	4,100	4,100	4,100	4,100	4,100	
Contractual Obligation	0	465,896	0	0	0	
REGULAR DAY PROGRAMS TOTAL	13,401,005	13,873,265	14,130,296	14,464,343	14,464,343	
SPECIAL EDUCATION PROGRAMS						
Administration	17,800	17,800	17,800	18,500	18,500	
Instruction	4,387,012	4,496,269	4,631,617	4,886,531	4,886,531	
Other Student Services	692,000	530,000	510,608	578,500	578,500	
Operation and Maintenance Buildings	7,000	7,000	4,500	5,000	5,000	
Programs, Other Systems in Massachusetts	831,046	788,924	1,111,165	868,000	868,000	
Programs, Member of Collaborative	66,000	68,000	0	0	0	
SPECIAL EDUCATION TOTAL	6,000,858	5,907,993	6,275,690	6,356,531	6,356,531	
GRAND TOTAL OPERATING BUDGET	19,401,863	19,781,258	20,405,986	20,820,874	20,820,874	2.03%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
302 ALGONQUIN REGIONAL HIGH SCHOOL						
REGULAR DAY PROGRAMS						
Administration	615,887	628,305	663,443	688,349	688,349	
Instruction	10,600,887	10,582,115	11,509,251	11,440,824	11,440,824	
Other Student Services	1,889,703	1,902,072	2,003,707	2,029,191	2,029,191	
Operation and Maintenance Buildings	1,795,817	1,667,507	1,702,050	1,736,088	1,736,088	
Fixed Charges	3,390,748	3,686,120	3,620,778	3,875,748	3,875,748	
New Equipment	97,410	110,200	155,200	26,000	26,000	
Tuition, Other Public Schools	290,000	290,000	290,000	290,000	290,000	
Contractual Obligation	0	539,722	0	0	0	
REGULAR DAY PROGRAMS TOTAL	18,680,452	19,406,041	19,944,429	20,086,200	20,086,200	
SPECIAL EDUCATION PROGRAMS						
Administration	9,300	9,300	9,300	16,800	16,800	
Instruction	2,100,965	2,154,530	2,271,114	2,504,494	2,504,494	
Other Student Services	221,489	251,280	251,280	253,780	253,780	
Operation and Maintenance Buildings	2,000	2,000	2,000	2,000	2,000	
Fixed Charges	0	1,595	1,595	1,595	1,595	
Programs, Other Systems in Massachusetts	410,924	429,035	479,180	840,979	840,979	
Programs, Member of Collaborative	62,795	50,685	124,060	69,600	69,600	
SPECIAL EDUCATION TOTAL	2,807,473	2,898,425	3,138,529	3,689,248	3,689,248	
GRAND TOTAL OPERATING BUDGET	21,487,925	22,304,466	23,082,958	23,775,448	23,775,448	3.0%

	NON EXEMPT	EXEMPT	TOTAL	BOS/ADV RECOMM	Percent Inc./Decr.
FY 2020 SOUTHBOROUGH ASSESSMENT	7,631,929	421,058	8,052,987		-0.46%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL						
Southborough Operating Assessment	279,270	296,635	329,255	293,357	293,357	
Renovation Project - Capital Assessment	50,794	39,981	38,417	37,405	37,405	
SOUTHBOROUGH ASSESSMENT	330,064	336,616	367,672	330,762	330,762	-10.0%
305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL						
Tuition/Transportation Assessment	43,600	43,600	0	0	0	
NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TO- TAL	43,600	43,600	0	0	0	0.00%

Proposed by: BOARD OF SELECTMEN

Summary: See budget report including Advisory Committee and Board of Selectmen's FY20 recommendations. If the Advisory Committee recommendation differs from that of the Board of Selectmen, it shall be noted in that departmental budget.

MOTION MADE: That the Town vote to raise a sum of money not to exceed the sum of **\$52,773,634** 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	1,489,172.00
Transfer from Overlay Reserve	273,111.00
Transfer from Fay PS Donation Account	10,000.00
Transfer from Donation Account Harvard	10,000.00
Transfer from Ambulance Fund, Receipts Reserved (Fund 23)	407,000.00
Transfer from Septic Betterment Fund	52,079.00
Transfer from Reserve SBAB Fund Balance	30,836.00
Transfer from Water Enterprise Fund	131,239.00
Transfer from Fund 2261 "911 Revolving"	45,000.00
Transfer from 3487 DPW Fuel Tanks	83,030.00
Transfer from Bond premium reserve fund	220,789.00

AND that the Balance of \$50,006,378 be raised and appropriated.

MOTION MADE: That the town vote to combine all the budgets for one vote and to pass them.

(Articles 161, 182, 192 and 630 were held.)

MOTION PASSED.

MOTION MADE: That the town vote to pass budget 161 Town Clerk Department as written in the warrant.

MOTION PASSED UNANIMOUSLY.

MOTION MADE: That the town vote to reduce budget 182 Economic Development Committee by \$10,000.

MOTION FAILED.

MOTION MADE: That the town vote to pass budget 192 Public Buildings and Properties Maintenance as written in the budget.

MOTION PASSED.

MOTION MADE: That the town vote to pass budget 630 Recreation Commission as written in the warrant.

MOTION PASSED. Total Budget \$52,773,634.

ARTICLE 12: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2020, and make appropriations of the same, as detailed following, and that the fund balances within the water special revenue fund at June 30, 2019 be transferred to the water enterprise fund effective July 1, 2019, or do or act anything in relation thereto.

	FY 2017	FY 2018	FY2019	FY2020	BOS/ADV	Per-
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	cent Inc./ Decr.
450 DEPT. OF PUBLIC WORKS - WATER						
51000-51990 Personal Services	336,035	334,049	358,529	343,867	343,867	
52000-58990 Other Charges and Expenses	1,257,946	1,310,228	1,322,400	1,317,400	1,317,400	
59100 Principal Water Fund	290,000	290,000	290,000	290,000	290,000	
59150 Interest Water Fund	121,429	114,622	107,604	119,603	119,603	
59510 Indirect Costs	65,000	90,000	90,000	131,239	131,239	
DEPT. OF PUBLIC WORKS - WATER TOTAL	2,070,410	2,138,899	2,168,533	2,202,109	2,202,109	1.5%

Proposed by: BOARD OF SELECTMEN

Summary: See budget report including Advisory Committee and Board of Selectmen's FY20 recommendations. If the Advisory Committee recommendation differs from that of the Board of Selectmen, it shall be noted in that departmental budget.

MOTION MADE: That \$2,070,870 be appropriated for the Water Enterprise fund, of which \$343,867 is for personal services, \$1,727,003 is for expenses; and that \$131,239 be included in appropriations from the general fund for indirect costs and be allocated to the Water Enterprise fund, and that \$2,202,109 be raised as follows:

FY20 Revenues \$2,202,109.00

MOTION PASSED.

ARTICLE 13: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	DESCRIPTION	REQUEST	LEVY	OTHER FUNDS
A.	IT – Private Fiber Extension to Overlook Road	\$ 30,100	\$ 30,100	
B.	Library – Basement Waterproofing	\$450,000	\$450,000	
C.	Library – A/C Condenser (Engineering & Installation)	\$100,000	\$100,000	
D.	Police – Cruiser Camera System	\$ 3,555	\$ 3,555	
E.	DPW – Cemetery Tractor	\$ 12,000	\$ 12,000	
F.	DPW – Large Truck & Equipment Body Work	\$ 18,000	\$ 18,000	
G.	DPW – Road Maintenance	\$ 284,000	\$284,000	
H.	Recreation – Kallander Field Engineering & Study	\$ 15,000	\$ 15,000	
I.	Fire – Breathing Air Compressor	\$ 60,000		\$ 60,000
J.	Fire – Radio System Upgrades	\$ 70,000		\$ 70,000

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary:

- A. To extend the private fiber network to the Overlook Road water tower for the purpose of improving the connectivity of the Public Safety Radio system and any other future data communication needs at this site;
- B. This article will provide funds to be used toward the implementation of engineering firm recommendations on how to minimize the possibility of future flooding issues within the lower level of the Library as well as equipment necessary to implement these mitigation efforts. Funding amount is a ceiling and further estimates and recommendations may reduce the amount requested;
- C. This article will provide the funds needed for engineering related to and the replacement of the failing roof top mounted air conditioner condensing unit with a new ground mounted unit and various related components at the Southborough Library;
- D. This will replace one cruiser camera system which have a 5 year life cycle and this system is outside the expected useful life;
- E. These funds, combined with funds from a Cemetery Trust Fund, will purchase a replacement for an undersized tractor currently in use at the Cemetery;
- F. These funds will be used to convert the administrative pick-up truck into a service truck with a transfer fuel tank;
- G. These funds are for public roadway, sidewalks and walkway maintenance, repair and construction throughout town;
- H. This money is for design work for improvements to Kallander Field. Improvements include turf and drainage repair within the town owned property;
- I. The breathing air compressor is a unit located in the fire station and is used to refill the self-contained breathing apparatus bottles carried on the fire apparatus. The unit being replaced is 15 years old and does not have the capability to fill the pressure in the bottles due to the changes in technology. The current system can fill up to 4,500 psi SCBA bottles and the new technology requires 5,500 psi;
- J. The emergency radio communications equipment for the Fire and Police Departments is more than 15 years old and is beyond the end of life. The equipment to be replaced are the repeaters and related equipment infrastructure that is outside of the current and future Public Safety buildings.

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

- \$30,100 for a private fiber line from Public Safety to Overlook Road;
- \$450,000 to address water issues at the Library;
- \$100,000 to replace an A/C condenser unit at Library;
- \$3,555 for a cruiser camera system for Police;
- \$12,000 for a Cemetery tractor for DPW;
- \$18,000 for truck and equipment body work for DPW;
- \$284,000 for DPW road maintenance.
- \$15,000 for Kallander Field engineering and study for Recreation;

#	ITEM	TOTAL	Recommend ADVISORY	Recommend SELECTMEN
A.	Private fiber line	\$30,100	Recommend	Recommend
B.	Library water issue	\$450,000	Not Recommend	Not Recommend
C.	Library A/C condenser	\$100,000	Recommend	Recommend
D.	Cruiser Cameras	\$3,555	Recommend	Recommend
E.	Cemetery tractor	\$12,000	Recommend	Recommend
F.	Truck & Equip. body work	\$18,000	Recommend	Recommend
G.	Road maintenance	\$284,000	Not Recommend	Not Recommend
H.	Kallander Field engineering	\$15,000	Not Recommend	Not Recommend

And further, that the Town vote to transfer from the Ambulance Fund:
 \$60,000 for a breathing air compressor for Fire;
 \$70,000 for Public Safety radio system upgrades;

#	ITEM	TOTAL	Recommend ADVISORY	Recommend SELECTMEN
I.	Breathing Comp.	\$60,000	Recommend	Recommend
J.	Radio Upgrades	\$70,000	Recommend	Recommend

The new total amount for the article will be \$887,925, a reduction of \$154,730.

MOTION: To Suspend Discussion On Article 13.

MOTION FAILED.

SECOND AMENDMENT MADE: That the Town vote to strike item H Kallander Field engineering study \$19,270.

SECOND AMENDMENT FAILED.

FIRST AMENDMENT PASSED.

MOTION AS AMENDED PASSED.

ARTICLE 14: To see if the Town will vote to raise and appropriate or transfer from any available funds the sum of \$39,435 for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to raise and appropriate or transfer from any available funds the sum of \$39,435 for the purpose of paying to retirees the amount due for accrued vacation and sick time.

MOTION PASSED.

ARTICLE 15: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \$100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Advisory Committee as requested, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

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

MOTION PASSED.

ARTICLE 16: To see if the Town will vote to amend the General By-Laws of the Town by adding a new revolving fund to Section 16-9 of Chapter 16 entitled "Golf Course" as follows:

A	B	C	D	E	F	G
Revolving Fund	Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	Fees, Charges or Other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Other Requirements/ Reports	Fiscal Years
Golf Course	Board of Selectmen	Golf course user fees	Expenses for repairs and repairs and maintenance to golf Course; management contract for golf course	Salaries and wages of full-time, part-time employees shall be paid by the management company per the contract with the Board of Selectmen		Fiscal year 2020 and subsequent years

MOTION PASSED.

Article approved by the Attorney General on July 1, 2019.

ARTICLE 17: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2019:

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

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 approves the annual spending limits for revolving funds that are now authorized by Town by-law.*

MOTION MADE: That the Town vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2020:

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

MOTION PASSED.

ARTICLE 18: To see if the Town will vote to accept a Deed of Conveyance in lieu of tax foreclosure from Robert J. Depietri, Jr., Trustee of Southborough Realty Trust II, Owners of certain parcels of land located at 0 Kimberly Lane, Assessor's Map 9 Lot 16 and Map 9 Lot 34 pursuant to the authority of Massachusetts General Laws, Chapter 60, Section 77C, as amended. Being a portion of the same premises referred to in a Deed recorded on May 21, 1993 in the Worcester Registry of Deeds, Book 15201, Page 248. Said parcels containing 1.97 acres and 1.34 respectively more or less, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

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

ARTICLE PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

ARTICLE 19: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2020 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections):	\$363,645
State Match (projected State match).....	\$ 52,323
Total Projected Revenue.....	\$415,968

Set Aside- Open Space

\$ 41,597 to be set aside, held in the Community Preservation Fund, and spent in FY2020 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

\$ 41,597 to be set aside, held in the Community Preservation Fund, and spent in FY2020 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

Set Aside – Community Housing

\$ 41,597 to be set aside, held in the Community Preservation Fund, and spent in FY2020 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

\$ 20,799 to defray the administrative and operating expenses of the Community Preservation Committee in FY2020 for the Community Preservation Fund (discretionary)

Set Aside -Budgeted Reserve/Discretionary

Reserved For FY20	CPF (Budgeted Reserve/Discretionary)	\$270,378
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, 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 2020 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 MADE: To advance Article 30 in front of Article 20.

MOTION FAILED.

MAIN MOTION PASSED.

ARTICLE 20: To see if the Town will vote to appropriate \$ 50,812 from the CPA Historic Preservation Reserve Fund to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article is the Community Preservation Fund payment towards the FY2020 debt funding for the Preservation Restriction of 84 Main Street.*

MOTION MADE: That the Town vote to appropriate \$50,812 from the CPA Historic Preservation Reserve Fund to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MOTION PASSED UNANIMOUSLY.

ARTICLE 21: To see if the Town will vote to appropriate \$178,404.00 for the bond on the Halloran Property for the purpose of Open Space Preservation with \$175,000 principal and \$3,404 FY19 short term note. \$41,597 from the CPA Open Space Reserve Fund and \$136,807 from the CPA General Unreserved Fund. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article is the Community Preservation Fund payment toward the FY2020 debt funding for the purchase and Conservation Restriction of the Halloran Property.*

MOTION MADE: That the Town vote to appropriate \$178,404.00 for the bond on the Halloran Property for the purpose of Open Space Preservation with \$175,000 principal and \$3,404 FY19 short term note. \$41,597 from the CPA Open Space Reserve Fund and \$136,807 from the CPA General Unreserved Fund. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MOTION PASSED UNANIMOUSLY.

ARTICLE 22: To see if the Town will vote, pursuant to Mass. General Laws in Chapter 44, as amended, Chapter 44B, or any other enabling authority, to appropriate and borrow a sum of money not to exceed the amount of One Million and Forty Dollars (\$1,000,040.00) for historic restoration of the Southborough Library building, including costs incidental or related thereto, for a period of not less than twenty (20) years, excluding the term of any temporary loans issued and in anticipation therefor. This consists of \$886,959 for historic restoration and \$113,081 contingency funding, for the Southborough Library Façade Restoration Project, as requested by the Southborough Library Trustees for historic purposes. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44 §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

And to further authorize the Library Trustees, the Board of Selectmen and/or a qualified Historical Organization to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts or the United States and/or any other state or federal programs including those in aid of Historic Preservation and/or any others in any way connected with the scope of this article. Said gifts or grants to be deposited in the Historic Reserve Community Preservation Fund and that the Board of Selectmen shall grant a perpetual Preservation Restriction on the historical façade and windows of the Library building located at 25 Main Street, Southborough to be recorded in conformance with the requirements of Massachusetts General Laws and to enter into all agreements and execute any and all instruments as may be necessary to effect said Preservation Restriction.

Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and a subsequent Memorandum of Understanding. All of the work will comply with the building and Architectural Access Board codes as applicable, the historic district review requirements, and The Secretary of the Interior's Standards for the Treatment of Historic Properties Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *Under the direction of the Library Director and the Southborough Library Trustees, said funds will be used toward the renovation and restoration of the historic Southborough Library building. Specific aims of the project include: replacing the library's roof, restoring the crumbling stone sign featuring the library's name, work on the large windows that brings interior light to the historic Judy Williams Reading Room, and corrective work on the stairs that lead to the library's original entrance. The original structure that houses the Southborough library was built in the year 1911. With the exception of the 1989 addition, no significant attention or construction has occurred on the outer structure of the building. The Southborough library is one of the most prominent public buildings in town; it is sited at the town's center and is visible to everyone passing through town.*

MOTION MADE: That the Town vote, pursuant to Mass. General Laws in Chapter 44, as amended, Chapter 44B, or any other enabling authority, to appropriate and borrow a sum of money not to exceed the amount of One Million and Forty Dollars (\$1,000,040.00) for historic restoration of the Southborough Library building, including costs incremental or related thereto, for a period of not less than twenty (20) years, as written in the warrant.

MOTION MADE: To indefinitely postpone the Article.

MOTION FAILED.

MOTION PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

ARTICLE 23: To see if the Town will vote to appropriate \$50,990 from the CPA Fund General Unreserved Fund to conduct conservatory and restorative work for Historic Preservation on significant historical items of the Southborough Historical Society, \$48,990 in project costs and an additional \$2,000 contingency. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Funding for the Historic Civil War Era Flag is contingent on a signed affidavit between the Historical society and the Town affirming that the Flag will remain in the Southborough Historical Society's possession or be gifted to the town. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and a subsequent Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and Town Treasurer, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *Under the direction of the Southborough Historical Society, said funds will be used to restore and preserve a Civil War Era flag associated with the burial of Southborough resident William Buck. This large, fragile flag is one of the most significant and prized objects in the museum collection. It will be restored, mounted, and framed. Funds will also be used toward hiring a professional archivist to work on conservation of paper document in the collection.*

MOTION MADE: That the Town vote to appropriate \$50,990 from the CPA Fund General Unreserved Fund to conduct conservatory and restorative work for Historic Preservation on significant historical items of the Southborough Historical Society as written in the warrant.

MOTION PASSED.

MOTION MADE: To recess and reconvene at 7:00 PM on March 23, 2019.

MOTION PASSED.

MEETING RECESSED AT 5:05 PM.

The duly called Annual Town Meeting was reconvened in the P. Brent Trotter Middle School, 49 Parkerville Road, Southborough, on Saturday, March 23, 2019, at 7:00 PM. and the following Articles were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 210 voters were present. The Town Moderator, Paul M. Cimino, called the meeting to order at 7:20 PM.

Town Clerk
Reconvened Minutes of Annual Town Meeting
March 23, 2019

ARTICLE 24: To see if the Town will vote to appropriate \$ 20,300 from the CPA General Unreserved Fund with \$18,300 for invasive species removal and native plantings for pollinators on town-owned conservation land. There is a \$2,000 contingency said funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and a subsequent Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and Town Treasurer, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: Under the direction of the Open Space Preservation Commission said funds will be used to target invasive species, including a stand of Tree of Heaven identified by the Commonwealth of Massachusetts and the Federal Government as a top priority for removal, Oriental Bittersweet infestation, and a stand of Japanese Knotweed that is obstructing views of a historic landscape while also damaging the structural integrity of a historic stone wall. Following invasive removal, under the direction of Dr. Robert Gegear, native plants will be installed that benefit pollinators with a focus on a rare species of bumblebee that has been documented in Southborough.

MOTION MADE: That the Town vote to appropriate \$ 20,300 from the CPA General Unreserved Fund as written in the warrant.

MOTION PASSED UNANIMOUSLY.

ARTICLE 25: To see if the Town will vote to amend Chapter 41 of the Code of the Town of Southborough, Massachusetts, entitled *Town Meetings*, by striking in its entirety from Section 41-1 entitled *Date and Time of Annual Town Meeting* the current text and replacing it with the following text:

"The Annual Town Meeting for the consideration of all business, other than the election of Town Officers or other matters to be determined by ballot, shall be held on the last Saturday in March. The Town Meeting shall commence at 1:00 p.m. and recess not later than 5:00 p.m.

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

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

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Not Support

Summary: This article retains the move to a Saturday town meeting that was approved at last year's Special Town Meeting, including the schedule of the sessions, but sets the date to the last Saturday in March, and removes all reference to a Town Meeting week.

MOTION MADE: That the Town vote to amend Chapter 41 of the Code of the Town of Southborough, Massachusetts, entitled *Town Meetings*, by striking in its entirety from Section 41-1 entitled *Date and Time of Annual Town Meeting* the current text and replacing it with the text as printed in the warrant.

FIRST AMENDMENT MADE: That the town vote to amend the Article by striking the words "last Saturday" and by substituting the words "Second to last Saturday."

SECOND AMENDMENT MADE: That the town vote to amend the amendment by striking the words "second to last Saturday" and substituting the words "on a Saturday that is no later than the last Saturday."

SECOND AMENDMENT PASSED.

FIRST AMENDMENT AS AMENDED PASSED.

MOTION AS AMENDED PASSED.

Article approved by the Attorney General on July 1, 2019.

ARTICLE 26: To see if the Town of Southborough will vote to amend Chapter 63 of the Code of the Town of Southborough, Massachusetts, by striking Chapter 63, Section 63-3.E [Procedure] in its entirety and inserting in place thereof the following text:

§ 63-3.E

Upon determination by the Commission that the building is historically and/or architecturally significant, the Building Inspector and applicant shall be so notified in writing, and a demolition permit shall not be issued. The Commission shall hold a public hearing within 45 business days of the determination of significance to determine whether the building should be preferentially preserved. Public notice of the time, place and purpose of the hearing shall be published by the Building De-

partment at the expense of the applicant in a newspaper of general circulation in the Town not less than seven days before the day of said hearing and shall be posted in a conspicuous place in the Town Hall for a period of not less than seven days before the day of said hearing.

; or do or act anything in relation thereto.

Proposed by: HISTORICAL COMMISSION

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This article changes the number of days in which the Commission has to hold a demolition delay hearing for a historical or architecturally significant building, from 15 to 45 days. This will allow for compliance with the public posting requirements to conduct hearings.*

MOTION MADE: That the Town vote to amend Chapter 63 of the Code of the Town of Southborough, Massachusetts, by striking Chapter 63, Section 63-3.E [Procedure] in its entirety and insert in place thereof the text as printed in the warrant.

MOTION PASSED.

Article approved by the Attorney General on July 1, 2019.

ARTICLE 27: To see if the Town will vote to amend the provisions of the Southborough Code, Chapter 9 entitled "Committees", by adding a new Section 9-27 entitled "Meetings prohibited on Election Day, or when Town Offices are closed due to a weather or other emergency", with the following text:

§9-27.1 On any day that the Board of Selectmen or their designee announce that all town offices are closed for the day due to a weather or other emergency, any scheduled public meeting shall be cancelled. The Town Clerk shall post notices of cancellation for all previously scheduled meetings on the town website. This prohibition will not apply to emergency meetings held to address the weather or other emergency.

§9-27.2 No board, committee or commission shall schedule a meeting on the day of any town, state or federal election.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article will prohibit a board or committee attempting to hold a regularly scheduled meeting during a weather or other emergency, except when the meeting directly pertains to instant emergency. This article will also eliminate confusion regarding holding public meetings held on election days since some hearings are specifically prohibited by the state and it has been the long standing practice in Southborough not to hold any meetings on election days.*

MOTION MADE: That the Town vote to amend the provisions of the Southborough Code, Chapter 9 entitled "Committees", by adding a new Section 9-2 entitled "Meetings prohibited on Election Day, or when Town Offices are closed due to a weather or other emergency", with the following text:

§9-2.1 On any day that the Board of Selectmen or their designee announce that all town offices are closed for the day due to a weather or other emergency, any scheduled public meeting shall be cancelled. The Town Clerk shall post notices of cancellation for all previously scheduled meetings on the town website. This prohibition will not apply to emergency meetings held to address the weather or other emergency.

§9-2.2 No board, committee or commission shall schedule a meeting on the day of any town, state or federal election.

MOTION PASSED UNANIMOUSLY.

Article approved by the Attorney General on July 1, 2019.

ARTICLE 28: To see if the Town will vote to add a new chapter to the Town Code, Chapter 153, Trees, as follows;

"Chapter 153-Trees

§153-1 Intent and purpose.

It is the intent of this Bylaw to sustain environmental health, enhance economic wellbeing and quality of life for the citizens of the Town of Southborough. Public trees make an important contribution to the character and heritage of Southborough's neighborhoods. This Bylaw establishes policy for ensuring the health and longevity of the Town's existing and future trees, and is enacted in furtherance of the Town Meeting votes of May 29, 1975 on Article 63, and May 19, 1976 on Article 37.

§153-2 Applicability.

The Town follows the provisions of Massachusetts General Law Chapter 87, (M.G.L. c. 87), Shade Trees, to the extent applicable. This Bylaw shall be consistent with the provisions of M.G.L. c. 40, s. 15C entitled Scenic Road Designations; Improvements; Fines, as amended.

§153-3 Tree Warden.

The care and management of public trees shall be the responsibility of the Tree Warden, or that official's designee. The Tree Warden is responsible for planting, maintaining and removing trees from streets, parks and other designated public places in accordance with M.G.L. C. 87 s. 2.

§153-4 Public shade trees.

It shall be the policy of the Town of Southborough to encourage the conservation of public shade trees (as defined in M.G.L. c. 87 s. 1) and to establish a planned program of planting trees as defined in MGL c.87 s.7. The Tree Warden shall determine the type and size of the tree with the goal to have a native public shade tree planted in a location at the discretion of the Tree Warden."

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: Support

Summary: These actions are requirements for the Town of Southborough to acquire the Tree City USA designation. Tree City USA designation enriches the environment, increases property values, enhances the economic vitality of business areas, beautifies the community, and provides opportunities for grant funding.

MOTION MADE: That the Town vote to add a new chapter to the Town Code, Chapter 153, Trees, as printed in the warrant.

MOTION PASSED UNANIMOUSLY.

Article approved by the Attorney General on July 1, 2019.

MOTION TO ADVANCE ARTICLE 34 IN FRONT OF ARTICLE 29 FAILED.

ARTICLE 29:

To see if the Town will vote to repeal Town Code section § 41-22.1 Electioneering prohibited, or do or act anything in relation thereto.

Explanation: This provision was added by the April 25, 2017 Town Meeting, Article 35. It prohibits candidates and their agents from standing within 150 feet of the entrance to Town Meeting for the purpose of electioneering or greeting citizens or voters, or for petitioning or soliciting signatures for any purpose.

There is already a state law, G.L. c. 50 § 65, that prohibits electioneering within 150 feet of polling places on election day. But nothing in state law requires that this prohibition be applicable to Town Meetings. Per Secretary Galvin's Office, no other Town or City in Massachusetts is known to have any curb on distributing voter information at Town Meeting such as the existing Town Code section § 41-22.1 Electioneering prohibited. Southborough had no such restriction until the passage of this article in April 2017.

To see if the Town will vote to add the following to Chapter 41 of the Town Code:

At the request of the Sponsor(s) of Warrant Articles or their authorized agents, the Town Clerk will prominently display the Sponsor's Warrant Article information for voters on tables located in close proximity to the tables at which voters check in to Town Meeting. Warrant article sponsors and their supporters may also hand out information to voters outside the entrance of the voting hall.
; or do or act anything in relation thereto.

Explanation: It is common practice for sponsors of warrant articles, including Town Boards and Committees, to prepare written materials concerning warrant article they have sponsored. The purpose of those materials is to explain the purpose and effect of the proposed warrant article, and to answer questions that the sponsor anticipates voters will have. Section 41.22.1, the repeal of which is proposed by the first article above, prohibited this common practice, at least as it applied to citizen sponsors of warrant articles. If passed, this proposed warrant article would codify the rights of Southborough citizens to have their written materials easily available to Town Meeting voters for their consideration.

Proposed by: KAREN HANLON, et al.

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *These actions restore and preserve voters' rights, including the basic Democratic rights to display and distribute voter information outside **Town Meeting** (versus Town **Elections**, i.e. no electioneering). Prior to its passage in April 2017 of the existing Town Code s.41-22.1 "Electioneering Prohibited," Southborough had no such restrictions at **Town Meeting**. The passage of these actions restore these fundamental voter and freedom of speech rights back to the pre-April 2017 position and puts the Town at parity with other Towns and Cities in Massachusetts.*

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

FIRST AMENDMENT MADE: That the town vote to amend Article 29 by striking the Article in its entirety and replacing it with: That the Town vote to amend Chapter § 41-22.1 of the Code of the Town of Southborough "Electioneering prohibited" by striking Chapter § 41-22.1 in its entirety and inserting in place thereof:

"Except as may be otherwise provided by any other general or special law of the commonwealth, all candidates or their agents are expressly forbidden to enter a building which is used as a polling place or Town Meeting for the purpose of electioneering or greeting citizens or voters, or for petitioning or soliciting signatures for any purpose."

SECOND AMENDMENT MADE: That the town vote to amend the first amendment by striking the words "or greeting citizens or voters."

SECOND AMENDMENT PASSED.

THIRD AMENDMENT MADE: That the town vote to amend the amendment by striking it in its entirety and replacing it with: "That the Town vote to strike Chapter § 41-22.1 of the Code of the Town of Southborough "Electioneering prohibited" in its entirety."

THIRD AMENDMENT PASSED.

MOTION AS AMENDED PASSED.

Article approved by the Attorney General on July 1, 2019.

ARTICLE 30: To see if the Town will vote to adopt the following non-binding resolution, or take any action thereon:

Non-Binding Resolution – Creation of Recreation Resources Committee

WHEREAS, the Town of Southborough has a demand for more recreation facilities and other recreation assets (together, "Recreation Resources") than the Town can currently afford to purchase and/or support; and

WHEREAS, it does not appear that significant additional Town financial resources will be available in the near future to meet this demand; and

WHEREAS, there are a number of non-Town entities (including St. Mark's School, The Fay School, the MWRA, DCR, the Southborough Open Land foundation and others) that own or control property, assets or facilities in Southborough that are used or could be used for various recreational purposes; and

WHEREAS, there are a number of entities operating in towns near Southborough (particularly the abutting towns of Ashland, Framingham, Hopkinton, Marlborough, Northborough and Westborough) that own or control property, assets or facilities that are used or could be used for various recreational purposes and that could potentially be engaged in some type of "shared-access" agreement with Southborough for such property, assets or facilities; and

WHEREAS, a more coordinated planning and management of current and potential community-wide, or region-wide, recreational resources could provide improved access to recreational resources for Southborough residents; and

WHEREAS, to date, the existing planning and management entities of the Town that might address this issue, including the Board of Selectmen and the Recreation Commission, have not had the resources or the priority for producing a comprehensive approach to this issue by searching more systematically for collaborative community-wide or region-wide solutions to this problem.

Therefore, be it **RESOLVED**, that the 2019 Annual Town Meeting:

ACKNOWLEDGES that a more comprehensive and community-wide and/or region-wide approach to addressing the development of and access to recreational resources available for use by Town residents could produce valuable results for the citizens of the Town; and **REQUESTS** that the Board of Selectmen, at their next meeting after this Town Meeting, create an ad hoc Recreation Resources Committee, consisting of seven (7) voting members plus two ad hoc non-voting members as follows:

- two (2) members representing the citizens at large, selected by the Board of Selectmen;
- two (2) members of the Recreation Commission, selected by the Recreation Commission;
- one (1) member of the Planning Board, selected by the Planning Board;
- one (1) member of the Conservation Commission, selected by the Conservation Commission;
- one (1) member of the Advisory Committee, selected by the Advisory Committee;
- the Recreation Director, as an ad hoc, non-voting member;
- one (1) member of the School Committee, selected by the School Committee, as an ad hoc, non-voting member

; and

FURTHER REQUESTS that the Board of Selectmen, no later than sixty (60) days after the creation of the Recreation Resources Committee as requested above, completes the appointment process for the members of this committee; and

FURTHER REQUESTS that the Board of Selectmen establish the charge to this committee including, but not limited to:

- Creating and maintaining a current, ongoing community-wide and/or region-wide inventory of existing and potential recreational resources of all types potentially available for use by Southborough residents, including relevant information for each, such as location, characteristics, current and potential uses, capacity, ownership, etc. (with a target completion date for the initial inventory no later than 6 months after the committee is formed)
- Creating and maintaining a plan for utilizing all such available resources in a way that is likely to be implementable for the benefit of Southborough residents (with a target completion date for the initial plan no later than 12 months after the committee is formed);
- Planning and executing the process of initial and ongoing communication of the plan to Southborough residents and to Southborough government organizations;
- Determining and recommending the initial and ongoing most advantageous next steps for implementation of a new/expanded approach for providing access for Southborough residents to additional recreational resources (with a target completion date for the initial recommendations no later than 18 months after the committee is formed); and
- Working with the Board of Selectmen, the Recreation Commission and other applicable local and regional entities to implement the initial and ongoing phases of the initial plan and updated versions of the plan.

; and

FURTHER REQUESTS that the Board of Selectmen, requires that this committee provide a report of their activities to date and their progress to the Board of Selectmen no less frequently than every six (6) months, and that these reports be published in such places as on mysouthborough.com and/or the Town of Southborough website."

Proposed by: JACK BARRON

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *Creating a Recreation Resources Committee can identify opportunities for expanded access to recreation assets that the Town may not currently be in a position to afford. This non-binding article seeks to gain a "sense of Town Meeting" relative to creation of this new committee, and thereby begin the process of a more comprehensive look at possible additional recreation assets for access by Town residents.*

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

MOTION FAILED.

ARTICLE 31: To determine if the Town of Southborough will vote to amend Town Code Article IX § 27-26B by adding a new section B(8), as follows:

"The Town Administrator shall, for each elected Town board or committee for which Southborough voters cast votes and for each calendar year, compile and maintain a record of each such board or committee member's individual attendance record for all posted meetings of such boards or committees. Such attendance records shall show the number of meetings for which a member was present, or attended by remote participation, or was absent. The attendance record shall also show the total number of such meetings that the member was eligible to attend for the reporting period. The current version of this attendance record shall be available to the public at all times, and the final version for each calendar year shall be published in the annual Town Report for that year."; or do or act anything in relation thereto.

Proposed by: MICHAEL WEISHAN, et al.

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *This article seeks to increase transparency of Town government by making the attendance records of our elected officials easily available in a single location for public review.*

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

AMENDMENT MADE: That the town vote to amend the Article by striking the words Town Administrator and substituting the words Town Clerk in its place.

AMENDMENT PASSED.

MOTION AS AMENDED FAILED.

Town Clerk James F. Hegarty was sworn in as the Deputy Moderator for Article 32.

ARTICLE 32:

To see if the Town will vote to repeal Town Code section § 9-12 Appointment of Chairman, Vice Chairman, and Secretary of the Advisory Committee, which reads as follows: "Said [Advisory] Committee shall choose from its membership a Chairman and a Secretary." , or do or act anything in relation thereto.

To see if the Town will vote to replace section 9-12 above with the following, new section 9-12:

At the Annual Town Election, the voters shall vote to fill any expired term of the officers of the Advisory Committee that are elected, as follows: Elected Advisory Committee members are: a Chairman, a Vice-Chairman, and a Secretary. The term for each will be three years. The Vice Chairman shall succeed the Chairman in the event that there is a vacancy in the seat of the Chairman due to disqualification due to absence (maximum of four consecutive absences), death, or resignation. Upon succession of the Chairmanship by the Vice Chairman, the Secretary shall become the Vice-Chairman. , or do or act anything in relation thereto.

Explanation: The Advisory Committee serves as the Town's Finance Committee and as such is the entity that undertakes the important function of presenting the proposed annual budget to the Town Meeting. Currently the Moderator appoints all members of the Advisory Committee. Enacting this provision would give voters a direct vote on who sits on this powerful board.

To see if the Town will vote to amend section 9-10, consistent with #2 above, to read:

Initial terms of the elected members of Advisory shall be as follows: the Secretary shall be elected for a term of one year, the Vice-Chairman for a term of two years, and the Chairman for a term of three years. Thereafter, the terms for each officer will be three years, , or do or act anything in relation thereto.

To see if the Town will vote to amend section 9-11, consistent with #2 above, to read:

Any member of said Committee who shall be absent for four consecutive meetings or who ceases to be a Town resident shall cease to be a member of said Committee. The Moderator, upon receipt of notice of any event described in the previous sentence, may fill any vacancy for the unexpired term. , or do or act anything in relation thereto.

Proposed by: KAREN HANLON, et al.

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *These actions are intended to install some balance of power. The Town Moderator currently appoints all nine positions on this important committee. Advisory (aka Finance) Committee sets the Town Budget and presents it to BOS for Town Meeting. These actions give a vote and voice to the taxpayers by allowing them to elect the top three slots: Chair, Vice-Chair, Secretary. As with any election, the election process itself (versus appointment) is less susceptible to political influences and allows for independence in process and results.*

MOTION MADE: To see if the Town will vote to repeal Town Code section § 9-12 Appointment of Chairman, Vice Chairman and Secretary of the Advisory Committee, which reads as follows: "Said [Advisory] Committee shall choose from its membership a Chairman and a Secretary" and to see if the Town will vote to replace section 9-12 above with the following, new section 9-12 as written in the warrant, and (3) to see if the Town will vote to amend section 9-10, consistent with #2 above, to read as written in the warrant, and (4) to see if the Town will vote to amend section 9-11, consistent with #2 above, to read as written in the warrant.

MOTION FAILED.

ARTICLE 33:

To see if the Town will vote to amend certain sections of Chapter 27 relative to the Town Counsel, to read as follows:

§ 27-4 Appointment; removal; compensation; additional counsel.

The Board of Selectmen shall each year after the annual Town Meeting, and whenever a vacancy shall exist, choose some competent lawyer to act as Town Counsel. The Board of Selectmen may remove him at pleasure. His term of office shall continue until the appointment and acceptance of his successor. In case of a vacancy in the office, the Selectmen shall fill the same by a new appointment.

He shall be paid such compensation as the Town shall determine. He shall receive, as his salary, such compensation as is provided in Article VIIIA hereof, [1] together with such additional sums as may be appropriated for such services as may be performed in addition to those rendered as legal adviser to the Town.

He shall be paid such compensation as the Town shall determine. He shall receive, as his salary, such compensation as is provided in Article VIIIA hereof, [1] together with such additional sums as may be appropriated for such services as may be performed in addition to those rendered as legal adviser to the Town.

[1] Editor's Note: "Article VIIIA" refers to the Salary Administration Plan, on file in the office of the Town Clerk.

§ 27-5 Duties and responsibilities.

Such Town Counsel shall act as the legal adviser of the Town. It shall be his duty to:

examine, or cause to be examined, all titles to property in which the Town may be interested;

draw, supervise the drawing, or review all deeds, obligations, contracts, bonds, leases, conveyances, agreements and other legal instruments, of whatever nature, which may be required by any bylaw, vote or action of the Town, or by any board or official, or to which the Town or its agent may be a party, and which by law, usage or agreement the Town is obligated to draw;

commence and prosecute all actions and other legal proceedings and suits by or on behalf of the Town or any board or official, upon vote duly taken by such board or the written direction of such official and after the Selectmen have been notified of and approved such vote; except that approval by the Selectmen shall not be required if Town Counsel deems the situation to be of an emergency nature or in those instances when such board or official is vested by statute with the authority to commence and prosecute legal proceedings;

defend all actions and suits brought against the Town in any Court or other tribunal in this Commonwealth or elsewhere;

appear as counsel, when directed by the Selectmen, in any other action, suit, or prosecution which may involve the rights and interests of the Town:

appear as Counsel before the Legislature of the Commonwealth or any committee thereof, whenever the Selectmen determine that the interests or welfare of the Town may be directly or indirectly concerned, or when requested to do so by a vote of the Town;

consult with, advise or attend meetings of any board, officer or official, either upon the request of the Chair thereof or the officer or official involved, or when in the Selectmen's opinion any matter before such board, officer or official has significant legal implications to the Town, and in either instance to furnish a legal opinion upon any subject respecting the official duties of the board, officer or official;

prepare, when requested, any article for the Warrant for any Town Meeting and to review all articles and motions for form and legal sufficiency.

defend the actions taken by the Town Meeting. In the event that Town Counsel is unable for any reason to defend such actions, including without limitation that Town Counsel has or appears to have a conflict of interest, or has in good faith expressed a written opinion that such action is illegal with citation to legal authority, the Board of Selectmen in a public meeting may take such actions by majority vote as it deems necessary in order to present such defense;

make a monthly report to the Selectmen on all actions taken during the preceding month and to other Town boards, officers and officials on legal matters which occurred during the preceding month and specifically relate to such board, officer or official; and

to make an annual report of the work done during the preceding year. Said report shall contain a statement of each case or claim which has been tried, settled or otherwise disposed of by him during the year, and also a statement of each case which is still pending and the status of the same insofar as the facts may be properly published, together with such other information and recommendations as he may deem advisable.

, or do or act anything in relation thereto.

2. Add the following to Chapter 27 of the Town Code to read as follows:

Special Counsel. Unless expressly authorized by statute, a vote of Town Meeting, or vote of the Selectmen, no board, officer or official of the Town shall engage, whether or not for remuneration, any attorney, other than Town Counsel, with regard to its or his official duties, or any Town business, or the business of any of the departments thereof. The Selectmen may, whenever they deem necessary, employ special counsel to assist or act in place of Town Counsel.

, or do or act anything in relation thereto.

3. Add the following to Chapter 27 of the Town Code to read as follows:

Professional Responsibility

Town Counsel must hold himself to the highest ethical standards, and make every effort to earn the trust and respect of those advised and of the community served. The Town Counsel must acknowledge that he represents the Town of Southborough, not any particular Board or Official, and that when the interests of the Town and any particular Board or Official diverge, he will endeavor always to serve the interests of the Town. The Town Counsel must acknowledge that he occupies a position of responsibility and trust, and is therefore bound by the standards of conduct set forth herein.

Town Counsel will conduct himself in a manner that avoids the appearance that legal advice is based solely upon political alignment or partisanship, because such advice undermines public trust. When asked for advice, Town Counsel will give candid and balanced legal advice based upon principles of law. In rendering advice, Town Counsel may refer not only to the law, but to other considerations, such as moral, economic, social and political factors that may be relevant to the Town's decision making process. However, Town Counsel should not be deterred from giving candid advice by the prospect that the advice may be unpalatable to any Town official.

Town Counsel will encourage and contribute to understanding of municipal government functions and operations by local officials and Boards by holding regular trainings on the Open Meeting Law, the Ethics Law, and the Public Records Law, and any other subject matter as requested by the Board of Selectmen.

, or do or act anything in relation thereto.

Proposed by: KAREN HANLON, et al.

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *These actions protect the Town and the taxpayers by instituting standard policies for this important position. These actions serve and protect the best interests of the citizens by instituting detailed expectations and responsibilities, including the providing of regular training sessions on state laws, including: Open Meeting Law, the Ethics Law, and the Public Records Law, as well as any other subject matter as requested by the BOS.*

MOTION MADE: That the Town vote to amend certain sections of Chapter 27 relative to the Town Counsel, to read as follows, as printed in the warrant.

AMENDMENT MADE: That the town vote to amend the Article by adding a new section 27-8 entitled Special Counsel; and inserting at Section 2, first paragraph of the article "a vote of the Planning Board" after "a vote of the Town Meeting" and before a "vote of the Selectmen."

AMENDMENT FAILED.

MOTION FAILED.

ARTICLE 34:

1. To see if the Town will vote to add the following "Prohibited Conduct Policy" to Chapter 27 of the Town Code:

TOWN OF SOUTHBOROUGH, MA PROHIBITED CONDUCT POLICY

POLICY STATEMENT

The Board of Selectmen and School Committee for the Town of Southborough adopt this policy for the Town of Southborough and the Public Schools of Southborough (together, the "Town") to protect public assets against fraudulent activity, misappropriation and corruption by Town employees, agents, elected and appointed officials, Board and Committee members, and third parties. The Town has a zero tolerance policy for such conduct and will take prompt, appropriate corrective action to address fraudulent activity, misappropriation and corruption in the event it occurs, including, but not limited to, disciplining employees up to and including termination, removing appointed officials from their respective Boards and Committees, and reporting such conduct to state enforcement agencies (e.g. State Ethics Commission and the Attorney General's Office) and law enforcement agencies for possible criminal investigation and prosecution, as appropriate.

This policy is intended to establish procedures to prevent whenever possible, fraud, misappropriation and corruption, to ensure for its prompt reporting and investigation, and to ensure a coordinated approach for addressing any such misconduct. It is intended to safeguard the assets of the Town and the business and financial activities conducted on behalf of the Town by its employees, agents and citizens.

PROHIBITED CONDUCT

This policy prohibits the use of a Town job, position or contract for personal enrichment or the enrichment of another person through deliberate misuse or misapplication of the Town's assets, as further detailed below. "Assets," as used in this policy, means Town funds, securities, supplies, inventory, vehicles, furniture, fixtures, equipment, and anything else of value. Prohibited conduct includes, but is not limited to, the following deliberate activities:

Fraudulent Statements or Financial Misconduct. The inclusion of false information within, or forgery of, Town financial statements or other documents belonging or submitted to the Town bearing on the Town's finances (e.g., checks, time sheets, expense reports, contractor agreements, purchase orders, vendor invoices and supporting documentation) is prohibited.

Asset Misappropriation. No person or entity may misappropriate or misuse of Town assets, whether by larceny (the stealing of cash or other Town property after it has been recorded in the Town's records), "skimming" (the stealing of cash or other Town property before it is recorded in the Town's records), embezzlement (the fraudulent misappropriation of Town funds for one's use), causing fraudulent disbursements (the unauthorized disbursement of Town funds, e.g., for goods not received or for services not performed, through a trick or device such as false time sheets or expense reports or falsification of invoice dates), or unauthorized use or disposal of Town property (including, but not limited to, supplies, office equipment, cell phones and vehicles) whether or not in violation of existing policies pertaining to personal use or gain.

Corruption. This policy prohibits the wrongful use of influence a person may have by virtue of a person's job or position with the Town in order to procure a benefit for the person or another person, including, but not limited to bribery, forgery, asset misappropriation, economic extortion, the unlawful receipt of gratuities, conflicts of interest, and any other violation of the Massachusetts Ethics Law, Massachusetts General Laws Chapter 268A.

Other Conduct Prohibited by This Policy. This policy prohibits any activity that places Town assets at risk of waste or abuse, including, but not limited to, improprieties in the handling of funds or the reporting of financial transactions. This policy also prohibits any improprieties (e.g. self-dealing, conflicts of interest, kick-backs) related to recommendations or referrals made to citizens or businesses of specific contractors (including professional service providers like attorneys, brokers, bankers or accountants); any willful destruction of Town property; failure to accurately complete with sufficient detail Conflict of Interest forms and Mullins Certifications; defrauding the Town of permits and/or approvals. Prohibited conduct also includes acting with gross negligence, bad faith, or malice. A conflict of interest may exist if a committee or board member can reasonably expect that his or her official conduct will directly result in a financial benefit to the member, the member's family, business associates, employers, or any businesses that the member represents in private life. The Town shall not provide legal counsel or reimburse legal fees for any individual or entity that has engaged in conduct prohibited by this policy. This policy does not replace but is meant to supplement applicable conflict of interest laws, Massachusetts General Law, and other existing policies of the Town and School.

PROCEDURES AND RESPONSIBILITIES

Reporting Procedure

Any employee who believes that fraud, misappropriation, corruption, or other conduct prohibited by this policy has occurred shall promptly report any such suspected misconduct to any of the following Administrators. For the purposes of Town employees, an Administrator is a Supervisor, a Department or Division Head, the Comptroller, the Finance Director, or the Town Administrator. For purposes of School employees, an Administrator is a Supervisor, a Principal, a School Administrator, the

Deputy Superintendent for Finance and Administration, the Superintendent of Schools, the Comptroller or the Finance Director. The Town strongly encourages non-employees to also report such suspected misconduct to these individuals. In the event the alleged fraud, misappropriation, or other conduct has been committed by an Administrator, the report shall be made to an Administrator other than the Administrator suspected of misconduct. Supervisors, Department/Division Heads, the Comptroller, the Finance Director, the Town Administrator, Principals, the Deputy Superintendent for Finance and Administration, the Superintendent of Schools and School Administrators must promptly report all suspected instances of fraud or other conduct prohibited by this policy to the Town Counsel's Office and to the Town Administrator or Superintendent of Schools. Town Counsel, the Town Administrator, the Superintendent of Schools shall, jointly or independently, forward such reports to the Board of Selectmen and /or the School Committee, as appropriate. Should these senior administrators and Town Counsel deem appropriate, it shall also be reported to the Southborough Police Department.

The Town prohibits retaliation against persons who have made reports in accordance with this policy of suspected fraud, misappropriation, corruption, or other conducts prohibited by this policy.

Responsibilities The following individuals are responsible for establishing and maintaining proper internal controls that provide security and accountability for the assets and resources entrusted to them: within the Town, the Town Administrator, and/or his or her designee(s), including Supervisors and Department/Division Heads; within the School Department, the Superintendent, and/or his or her designee(s), including Deputy Superintendents, Assistant Superintendents, Principals, Headmaster, and all other administrators. Such individuals should be familiar with the risks and exposure inherent in their areas of responsibility and be alert for any indications of fraud, misappropriation, and other prohibited conduct. If the situation warrants immediate action - for example, obvious theft has taken place, security of assets is at risk, or immediate recovery is possible - management and non-managerial staff receiving reports should immediately contact the Police.

As detailed above, all employees with information about violations of this policy shall do the following:

- Insure that notification promptly reaches the Town Administrator or the Superintendent of Schools and the office of Town Counsel.
- Do not contact the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the forgery", "the misappropriation", etc.
- Administrators should consult with Town or School Human Resources departments and Town Counsel to determine whether any immediate personnel action is warranted (see section 5.Discipline, below).
- Do not discuss the case, facts, suspicions, or allegations with anyone, unless specifically directed to do so by the Town Administrator or the Superintendent of Schools and/or the office of Town Counsel.
- Direct to Town Counsel all inquiries from any suspected individual, his or her representative, or his or her attorney. Direct all inquiries from the media to the Town Administrator or School Superintendent's office.

With the approval and instruction of the BOS, Town Counsel and/or Special Counsel shall investigate suspected violations of this Policy. In doing so, with the approval and instruction of BOS, Town Counsel may seek the collaboration and/or assistance of internal or external departments, such as the Finance Director, Deputy Superintendent for Finance and Administration, Comptroller, Town and School Human Resources Departments, Police Department, and/or other federal, state, or local agencies as circumstances may warrant.

With the approval of BOS, Town Counsel and/or Special Counsel shall have full, free and unrestricted access to all records and personnel of the Town for such purpose. All investigations will be conducted in conformity with applicable state and federal laws and regulations and School and/or Town system policies and procedures, as well as applicable contractual and collective bargaining requirements.

The Town Finance Director and/or Comptroller's Office shall, after consultation with Town Counsel, coordinate the notification of insurers and filing of claims with the Chief Procurement Officer, and, if federal funds, are involved, determine the required federal reporting requirements and take the steps necessary to comply with them.

The Treasurer shall be responsible for notifying the bonding companies and filing bonding claims.

All employees shall be vigilant to possible fraud, misappropriation and other misconduct prohibited by this policy and shall provide their full cooperation as may be necessary for the implementation of this Policy and for reporting, and investigation of such misconduct and, as may be appropriate, the prosecution of offenders.

All parties shall maintain the confidentiality of reports and investigations into suspected or substantiated reports of fraud, misappropriation, corruption or other conduct prohibited by this Policy, except as may be necessary to make a report under this policy, to conduct an investigation, to take any necessary corrective action, and to respond to or conduct any legal and/or administrative proceedings related to the alleged misconduct, or as may otherwise be specified by the Superintendent of Schools, Town Administrator, Finance Director, the Controller, or Town Counsel.

No employee shall knowingly make a false accusation, alert suspected individuals that an investigation is under way, or knowingly make statements that could lead to claims of false accusation.

Every effort should be made to effect recovery of Town losses from responsible parties or through Town insurance coverage.

In the event the alleged prohibited conduct is alleged to have been committed by Town Counsel or anyone in the Town Counsel staff, Town Counsel's responsibilities under this section shall be performed by the Town Administrator or his designee.

4. NON-FRAUD IRREGULARITIES

Identification or allegations of acts outside the scope of this policy, such as personal improprieties or irregularities (whether moral, ethical, or behavioral), other safety or work-related conduct, or complaints of discrimination or sexual harassment, should be resolved by the respective area management in conjunction with Human Resources and/or with reference to any other existing Town or School policies, guidance or resources.

Examples of such policies include Anti Discrimination, Sexual Harassment, and Retaliation (this list is not all-inclusive).

The Town Counsel's Office may be consulted with any questions concerning this policy.

5. DISCIPLINE

The Town maintains a zero tolerance policy with respect to Fraud. Violations of this policy will result in appropriate discipline, up to and including termination. When the Town determines there is a violation of this policy, the Town will act promptly to eliminate the conduct and impose any necessary corrective action. Such corrective action may include, but is not limited to counseling, verbal or written warning, suspension, demotion, transfer, termination or removal from an appointed position.

Any discipline will be taken in accordance with applicable labor contracts and bylaws as applicable. Employees found to have knowingly made false accusations or given knowingly false statements regarding this policy will be disciplined up to and including termination.

Any employee, vendor, or Town agent who has engaged in prohibited conduct as described in this Policy, will be disciplined and/or prosecuted by the Town Administrator or Superintendent of Schools, or by the Board of Selectmen or School Committee as appropriate.

6. OTHER ACTIONS

Consistent with the Town's Zero Tolerance Policy, in addition to disciplinary action, the Town shall pursue appropriate corrective action to the fullest extent under federal and state laws.

, or do or act anything in relation thereto.

Explanation: This provision prohibits misconduct and is intended to establish procedures to prevent whenever possible, fraud, misappropriation and corruption, to ensure for its prompt reporting and investigation, and to ensure a coordinated approach for addressing any such misconduct. It is intended to safeguard the assets of the Town and the business and financial activities conducted on behalf of the Town by its employees, agents, and citizens.

Proposed by: KAREN HANLON, et al.

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *These actions protect the Town and the taxpayers by instituting a self-explanatory, standard policy for town government officials and volunteers. The policy is intended to be a common-sense, helpful written resource guide to laypersons. In addition to various State Laws, the policy is an essential basic tool at the Town level to assure good and transparent local government performance, as well as enforcement procedures. It allows for proper transparency, clarity, accountability, safeguards, and protection from prohibited and unlawful conduct. Current policies are inadequate and reportedly have not been in practice or even implementation. What should be publicly posted information, is not posted on the Town Website. By clarifying State Law and providing other useful information, this policy establishes clear rules and procedures and is intended to be an excellent resource guide and preventive measure, thereby protecting the town from costly litigation and unscrupulous behaviors.*

MOTION MADE: That the Town will vote to add the following "Prohibited Conduct Policy" to Chapter 27 of the Town Code as printed in the warrant.

MOTION FAILED.

ARTICLE 35: To see if Town Meeting will vote to request the Board of Selectmen engage in discussions with non-profit entities owning real property in Southborough valued *in toto* more than three million dollars, with the objective of establishing formal agreements through which these entities contribute reasonable annual PILOT (Payment in Lieu of Taxes) amounts to cover the Town's cost of providing services for them, for their staff, and for others associated with their activities in the Town.

FURTHER REQUESTS that:

Should the efforts of the Selectmen not result in agreements with the Town's non-profit entities for PILOT payments by October 30, 2019, that the Board of Selectmen believes are fair and reasonable and will recommend that the Town approve, it shall immediately prepare and submit a Home Rule Petition warrant article, with language similar to the language previously approved by the State Legislature for the City of Cambridge, for the next Town Meeting to vote to send to the State Legislature for approval, which Home Rule Petition when approved, will remove the Town's non-profit entities from protection under (MGL) Chapter 40A, Section 3, known as the "Dover Amendment".

, or do or act anything in relation thereto.

Proposed by: PATRICIA BURNS FIORE, et al.

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *The non-profits in Southborough continue to expand both by construction/renovation of buildings and the purchase of residential real estate, without obligation to pay taxes to support town services and on-going town expenses. Their share of the costs is levied upon the tax-paying citizens of Southborough. This article seeks to establish formal agreements with the non-profits committing them to annually pay "their fair share" of the cost for town services they use for the property they own.*

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

FIRST AMENDMENT MADE: That the town vote to amend the Article by striking the word "Three" before million dollars and by substituting the word "Eight."

FIRST AMENDMENT PASSED.

SECOND AMENDMENT MADE: That the town vote to amend the amended Article by striking the second paragraph in its entirety.

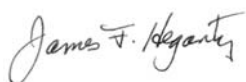
SECOND AMENDMENT PASSED.

MOTION AS AMENDED PASSED.

MOTION TO DISSOLVE THE 2019 ANNUAL TOWN MEETING AT 11:25 PM PASSED.

True Copy

Attest:



Town Clerk
Annual Town Election Official Results
May 14, 2019

CANDIDATE			Precinct 1	Precinct 2	Precinct 3	Totals
		Votes Cast:	465	395	340	1,200
BOARD OF ASSESSORS	3yrs	vote 1				
Blanks			131	107	76	314
Jeffrey W. Klein - incumbent			334	287	264	885
Write-ins			0	1	0	1
TOTALS			465	395	340	1,200
BD OF COMM OF TRUST FUNDS	3yrs	vote 1				
Blanks			137	113	82	332
Nicolas A. McCoy - incumbent			327	282	258	867
Write-ins			1	0	0	1
TOTALS			465	395	340	1,200
BD OF COMM OF TRUST FUNDS	2yrs	vote 1				
Blanks			123	107	77	307
Susan Delarda-Wood			341	288	262	891
Write-ins			1	0	1	2
TOTALS			465	395	340	1,200
BOARD OF HEALTH	3yrs	vote 1				
Blanks			129	114	81	324
Mary Lou Woodford - incumbent			336	281	259	876
Write-ins			0	0	0	0
TOTALS			465	395	340	1,200
BOARD OF SELECTMEN	3yrs	vote 2				
Blanks			92	76	59	227
Steven J. David			93	63	102	258
Martin F. Healey			263	239	201	703
Joseph E. Hubley			242	165	166	573
Sam R. Stivers			240	245	152	637
Write-ins			0	2	0	2
TOTALS			930	790	680	2,400
LIBRARY TRUSTEES	3yrs	vote 2				
Blanks			278	242	170	690
Marguerite H. Landry - incumbent			340	281	266	887
Richard J. Wallace - incumbent			311	267	244	822
Write-ins			1	0	0	1
TOTALS			930	790	680	2,400
Housing Authority	5yrs	vote 1				
Blanks			134	111	74	319
Nancy G. Morris - incumbent			330	282	264	876
Write-ins			1	2	2	5
TOTALS			465	395	340	1,200
MODERATOR	1yr	vote 1				
Blanks			128	127	68	323
Paul M. Cimino - incumbent			336	263	271	870
Write-ins			1	5	1	7
TOTALS			465	395	340	1,200

Town Clerk
Annual Town Election Official Results
May 14, 2019 (continued)

CANDIDATE			Precinct 1	Precinct 2	Precinct 3	Totals		
		Votes Cast:	465	395	340	1,200		
NB/SB REGIONAL SCHOOL	3yrs	vote 1					N'boro	
Southborough Candidate							Votes	Total
Blanks			178	154	100	432	425	857
<i>Daniel L. Kolenda - incumbent</i>			283	235	235	753	1,137	1,890
Write-ins			4	6	5	15	4	19
TOTALS			465	395	340	1,200	1,566	2,766
NB/SB REGIONAL SCHOOL	3yrs	vote 1					N'boro	
Northborough Candidate							Votes	Total
Blanks			163	132	92	387	315	702
<i>Joan G. Frank - incumbent</i>			302	262	248	812	1,240	2,052
Write-ins			0	1	0	1	11	12
TOTALS			465	395	340	1,200	1,566	2,766
NB/SB REGIONAL SCHOOL	1yr	vote 1	464	395		1,200		2,778
Northborough Candidate							N'boro	
Blanks			206	175	140	520	298	818
Christopher D. Covino			105	86	79	270	494	764
<i>Sean P. O'Shea</i>			154	133	120	408	767	1,175
Write-ins			0	1	1	2	7	9
TOTALS			465	395	340	1,200	1,566	2,766
PLANNING BOARD	5yrs	vote 1						
Blanks			141	84	85	310		
<i>Marnie L. Hoolahan</i>			322	307	251	880		
Write-ins			2	4	4	10		
TOTALS			465	395	340	1,200		
SCHOOL COMMITTEE	3yrs	vote 1						
Blanks			127	115	79	321		
<i>Roger W. Challen - incumbent</i>			337	280	259	876		
Write-ins			1	0	2	3		
TOTALS			465	395	340	1,200		
Registered Voters			Registered Voters	Votes Cast				
Precinct 1			2,502	465				
Precinct 2			2,329	395				
Precinct 3			2,437	340				
Total # Registered Voters			7,268	1,200				
Voter Turnout %			16.51%					
*As of April 24, 2019, the deadline to register.								
Winners are indicated in bold italics								
A True Attest Copy:								
James F. Hegarty, Town Clerk								

Southborough School Committee

The current members are:

Keturah Martin, Chairperson

Roger W. Challen, Vice Chairperson

Jessica A. Devine, Secretary

Paul H. Desmond

Jennifer M. Primack

School Administration

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

Superintendent of Schools

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

Interim Assistant Superintendent of Schools

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

Director of Student Support Services

Jennifer E. Cuker, *B.S., Ed.M., M.Ed.*

Interim Director of English Language Education

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

Director of Instructional Technology and Digital Learning

Mary Ellen Duggan *M.Ed., B.S.N., R.N., N.C.S.N.*

District Wellness Coordinator

Jennifer M. Henry *B.S., M.Ed., B.C.B.A., L.A.B.A.*

Early Childhood Administrator

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

Assistant Director of Student Support Services

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

Assistant Director of Student Support Services

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

Director of Finance and Operations

Heather A. Richards, *B.A., M.B.A., J.D.*

Director of Human Resources

Nancy A. Bissett

Administrative Assistant to Assistant Superintendent

Sandra J. Burgess

Administrative Assistant to Student Support Services Department

Thomas-James Carron

Assistant District Technology Manager

Elaine E. Chisholm

Personnel and Communications Coordinator

Elena Dako

Financial Coordinator – Northborough

Pamela E. Hite

Financial Coordinator – Southborough

Michelle E. LeMay

Financial Coordinator – Algonquin

Cheryl M. Lepore

Executive Administrator

Andrew F. Mariotti

District Technology Manager

Kyle D. Parson

Northborough and Southborough Manager of Food Services

Jean M. Pinto

Receptionist

Nena H. Wall

Human Resources Administrator

Caroline Willard

Finance and Operations Administrator

Loraine T. Wolfrey

Data Specialist

BUSINESS OFFICE: 53 Parkerville Road, Southborough MA 01772

OFFICE HOURS: 8:00am—4:30pm

TELEPHONE: (508) 486-5115

FAX: (508) 486-5123

The Public Schools of Southborough provides an exceptional educational experience for all students with a focus on meeting the needs of all learners. Students continue to achieve at high levels and perform well on state and local assessments. The Public Schools of Southborough continues to be one of the highest performing districts across the Commonwealth. The cornerstones of the District's work are articulated in its Strategic Plan *Vision 2020: Strategically Planning for the Future* that emphasizes growth and achievement for students and staff in the areas of Communication, Curriculum, Student Support, and Technology. These identified areas are embedded in specific programming, curriculum, and offerings appropriate for each grade level. School Improvement Plans are developed in a collaborative purposeful way and actualize the Strategic Plan focus areas to support the students and staff at each grade level. The purposes are to engage in a continuous renewal of excellence and seek researched-based and innovative practices. The District is proud of the students' accomplishments, outstanding educators and leaders, and the community's, commitment to the District's shared mission and vision. The Public Schools of Southborough is a great place to be a student, educator, school leader, and school community member; there is a lot to celebrate.

The Public Schools of Southborough works collaboratively with the Town to ensure that it provides a fiscally responsible budget and educationally sound educational program. The District appreciates the opportunity to remain an active participant and partner of the Southborough community.

SOUTHBOROUGH PUBLIC SCHOOLS - 2019 HIGHLIGHTS

The following highlights provide a snapshot of the activities and events that support teaching and learning throughout The Public Schools of Southborough. On behalf of the District, I extend a thank you to our parent community and organizations: the Southborough Education Foundation (SEF); Southborough Organization for Schools (SOS); Corridor Nine Area Chamber of Commerce; as well as, the citizens of Southborough for investing and advocating in education for all. Education is at the heart of any community and provides for its future.

The Public Schools of Southborough believes in exploring and providing the most efficient and thorough means of communication through surveys, open houses, weekly communications, and school and district-sponsored events. Each school places a high degree of importance on building social competence and responsibility in support of others in need. Our schools engage in a myriad of varied activities that support the District's vision, mission and core values.

Teachers embed teaching and learning through curriculum development, instruction, and alignment to the Massachusetts State Standards. All schools completed the third phase of integrating the Next Generation Science Standards, with a focus on the Earth and Space Domain. A focus for learning continues to center on collaborative problem solving through authentic, interdisciplinary learning experiences. Literacy across the content areas continues to remain a fundamental element of all teaching and learning at all grade levels. The District's partnership with Southborough safety officials continues to be strong and helps the District maintain a safe environment for students through our safe school readiness drills.

Each school has much to celebrate and share. Here a few highlights from each of the District's five schools:

P. Brent Trottier Middle School (Grades 6-8):

Technology Integration with Enhanced Communication

The P. Brent Trottier Middle School is in its second year of implementing Canvas, a robust Learning Management System (LMS). This year, Trottier added parent accounts that provide simplified access to curriculum content and progress monitoring. Now, students, parents, and teachers have Canvas accounts, which makes the LMS an integral part of Trottier's day-to-day operations.

Building-Based Professional Development

P. Brent Trottier Middle School has embarked on implementing its new School Improvement Plan, which was commissioned in June 2019. This work involves teachers reviewing current practices related to classroom discussions and analyzing the types of dialogue that occur in our classrooms. Trottier's ultimate goal is to provide a succinct 6th through 8th-grade experience that increases the students' skills to communicate more effectively.

Superintendent's Report (continued)

Student-Based Initiative

Trottier has launched its first Principal's Leadership Council. This council is designed to provide students with a voice to help drive improvement for our student experience. The work is being done with eighteen students representing all three grade levels. The Principal's Leadership Council will analyze Trottier's history and plan for its future. Trottier student leaders will engage in debate and present ideas about how Trottier can improve in providing students with an outstanding education. Trottier is confident that this work will enhance the corresponding work of the School Improvement Plan and increase its students' abilities to share ideas in a productive manner.

Margaret A. Neary Elementary School (Grades 4-5):

Community Engagement

The Fifth Annual Margaret A. Neary Elementary School Family Literacy Night took place on October 26, 2019. Over 375 people attended and over one hundred pairs of socks were collected to donate to Andy's Attic in Worcester. This evening was a staff-run event filled with many activities focused on promoting the importance of literacy while bringing families together to participate in activities, which included Big Ryan the Storyteller, poetry writing, Readers' Theatre, Green Screen Family photos, and the Scholastic Book Fair.

Community Partnerships and Service Projects

As part of Neary's Kindness Initiative, it continued its partnership with the Southborough Senior Center. Each month, members of the Senior Center receive a list of events at Neary School, which they are welcomed to attend and/or volunteer. Seniors have participated in PAWS for Reading, the Neary Book Fair, and concerts. Students at Neary also design placemats for their holiday luncheons throughout the year. Neary School is thankful for this partnership and the connections that have been built with all of the seniors! In addition, Neary students engaged in the following community service projects: Food Pantry-monthly collections & Friday Farewell Presentation; Candy for Troops-November; Sock Collection for Andy's Attic; Southborough Youth and Family Services holiday gifts; and, Peer Mentoring and Peer Pals Program.

Albert S. Woodward Memorial School (Grades 2-3)

Social-Emotional Learning

Albert S. Woodward Memorial School's Compassion, Acceptance, and Respect for Everyone (CARE) assemblies provide students with opportunities to think about, discuss and model a theme throughout the month. Woodward updated its assembly structure and purchased CARE themed banners that are proudly displayed in Woodward's rotunda. Each month, with the introduction of a new CARE theme, teachers lead their students in a discussion centered around the theme and then create goals for how they will demonstrate the theme in classrooms and throughout the school. These goals are then posted in the cafeteria above the banner highlighting the CARE theme and are later used as we reflect as a community to share our progress towards our collective goals.

Community Partnerships

As part of Woodward's goal to provide high-quality instruction and engaging learning opportunities, Woodward has partnered with Chestnut Hill Farm in Southborough. Through this partnership, members of the Green Team traveled to the farm to learn about the role of pollinators in the ecosystem and then planted seeds that would later be used to create a pollinator garden. While our Green Team had approximately twenty-five members last year, the group has nearly doubled in size to forty-six members or just under 40% of Woodward's third-grade students. Woodward School is excited to build on the strong relationship with Chestnut Hill Farm and provide all students with these types of authentic experiences. Additional community partnerships included Community Math Day and author visits.

Science, Technology, Engineering, Arts, and Mathematics (STEAM)

Albert S. Woodward Memorial School hosted its first Community Math Day in the spring of 2019. Organized by Nicole Kelleher- Grade 3 and Kathy Lizotte- Mathematics Coordinator, Community members joined students and staff to share how they use math in their job each day. Professions represented included building and construction, seamstress, financial planner, college professor, baker, realtor, small business owner, DPW, accountant, pharmacist, printer, and engineer. Many brought artifacts and pictures to demonstrate the importance of math in their daily work including recipes, crane attachments, property listings, and sound equipment. Woodward School is excited to continue this new tradition and build on its success with an annual STEAM Day.

Superintendent's Report (continued)

Mary E. Finn Elementary School (Grades PreK-1):

School Structure and Programming

Mary E. Finn School Finn began the school year with adding programming in its preschool program by offering four and five half-day and four and five full-day sessions. This increase in programming significantly increased students' time on learning. The School is anticipating more full-day options to be added as the demand for the program increases. The second change in programming this year is the District's ability to offer tuition-free full-day kindergarten programming.

Parent, Family, and Community Communication and Involvement

Over the summer the Finn Family Farm yielded pounds of fresh vegetables, which were harvested and dropped off at the Southborough Food Pantry by Finn Families. The Finn Family Farm not only supports Finn's School-Community connection, but it also supports aspects of our Science curriculum. Finn faculty are excited to start planting seeds in the spring for next year's crop.

School Culture and Climate

Mary E. Finn School opened the school year with its first whole school assembly featuring the legendary Johnny the K who promoted the themes of "Respecting Differences" and "Building a Sense of Community." Finn also continued with its Compassion, Acceptance, and Respect for Everyone (CARE) themes.

The Public Schools of Southborough is fortunate to have a dedicated Southborough School Committee to guide its work and support the ever-changing educational landscape. Information regarding enrollments, budgets, and school-related activities are available on the District's websites. On behalf of the District, I'd like to thank educators, parents, the community, and Town leaders for the support and commitment to public education. The Public Schools of Southborough is a great place to work, learn, and teach.

Southborough Public Schools Enrollment by Grades—October 1, 2019

<u>School</u>	Pre-K	K	1	2	3	4	5	6	7	8	<u>Total</u>
Finn	84	140	117								341
Woodward				138	120						258
Neary						135	133				268
Trottier								129	135	153	417
Total	84	140	117	138	120	135	133	129	135	153	1,284

Southborough Public Schools - GRANTS

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

Title I Entitlement Grant - \$37,990 (Federal funding)

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

Title II Part A - Improving Educator Quality - \$19,994 (Federal funding)

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

Title III English Language Acquisition - \$7,751 Consolidated Grant (Federal funding)

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

Title IV Part A - Student Support and Academic Enrichment - \$2,960 Consolidated Grant (Federal funding)

Title IV Part A of the federal Elementary and Secondary Education Act provides The Public Schools of Southborough with funds to build capacity and ensure that all students have access to a high-quality educational experience. The priorities of Title IV are to support: well-rounded educational opportunities; safe and healthy students; and effective use of technology.

Early Childhood Special Education Allocation - \$14,471 Consolidated Grant (State funding)

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

Federal Special Education Entitlement - \$367,265

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

Town of Southborough Schools Financial Statement

Fiscal Year 2019: July 1, 2018-June 30, 2019

APPROPRIATION:

Regular Education	\$ 14,183,325
Special Education	\$ 6,222,661
Total Beginning Appropriation	<u>\$ 20,405,986</u>

Total Appropriation **\$ 20,405,986**

EXPENDITURES:

REGULAR DAY PROGRAMS

ADMINISTRATION:

School Committee	\$ 9,505
Superintendent's Office	\$ 112,272
Administrative Support Services	\$ 496,685
Total Administration	<u>\$ 618,461</u>

INSTRUCTION:

Supervision	\$ 50,338
Principals' Offices	\$ 949,099
Teaching	\$ 8,994,025
(includes Salaries, Supplies and Materials)	
Professional Development	\$ 99,351
Textbooks & Instructional Equip	\$ 190,674
Library Services	\$ 290,049
Guidance Services	\$ 237,381
Total Instruction	<u>\$ 10,810,917</u>

OTHER SCHOOL SERVICES:

Attendance Services	\$ 7,547
Health Services	\$ 414,483
Pupil Transportation	\$ 366,066
After School Activities	\$ 18,202
Student Body Activities	\$ 19,400
Total Other School Services	<u>\$ 825,698</u>

OPERATION OF PLANTS:

Custodial Services	\$ 732,662
(Salaries & Supplies)	
Heating	\$ 159,505
Electricity	\$ 274,415
Telephones	\$ 28,343
Water	\$ 17,211
Technology Telecommunications	\$ 79,557
Total Operation of Plants	<u>\$ 1,291,694</u>

MAINTENANCE:

Grounds	\$ 99,649
Buildings	\$ 444,934
Equipment	\$ 45,783
Technology Maintenance	\$ 42,361
Total Maintenance	<u>\$ 632,728</u>

BUILDING & EQUIPMENT:

Lease	\$ 3,827
New Equip Over \$5,000	\$ -
Cafeteria Equipment	\$ -
	<u>\$ 3,827</u>

TOTAL EXPENDITURES, REGULAR DAY PROGRAMS

\$ 14,183,325

SPECIAL EDUCATION PROGRAMS

Legal Services	\$ 3,075
Supervision	\$ 159,595
Teaching (Salaries & Supplies)	\$ 4,161,845
Professional Development	\$ 880
Psychological Services	\$ 446,397
Health Services	\$ 54,115
Transportation	\$ 433,801
Equipment Maintenance	\$ 4,348
Programs - Other Schools in Massachusetts	\$ 881,965
Payments to Collaboratives	<u>\$ 76,638</u>

TOTAL EXPENDITURES, SPECIAL EDUCATION

\$ 6,222,661

TOTAL EXPENDITURES

\$ 20,405,986

BALANCE RETURNED TO GENERAL FUND:

\$ -

SCHOOL LUNCH ACCOUNT

INCOME:

Balance from FY18	\$ 3,385
Total Receipts, FY19	\$ 379,468
Total Revenues	<u>\$ 382,853</u>

EXPENSES:

Total Expenditures, FY19	\$ 383,246	<u>\$ 383,246</u>
BALANCE TO FY20		<u>\$ (393)</u>

SPECIAL ED - CIRCUIT BREAKER

INCOME:

Balance from FY18	\$ 723,949
Total Receipts, FY19	\$ 760,237
Total Revenues	<u>\$ 1,484,186</u>

EXPENSES:

Total Expenditures, FY19	\$ 723,949	<u>\$ 723,949</u>
BALANCE TO FY20		<u>\$ 760,237</u>

Information At A Glance



Southborough Town House
17 Common Street
Southborough, MA 01772

EMERGENCY NUMBER - 911
[Police, Fire, Ambulance]

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



@17 Common

DEPARTMENT	PHONE	CONTACT NAME
Accounting	508-485-0710	Heidi Kriger, Town Accountant
Animal Control Officer	508-485-7817	Jennifer Condon
Assessors	508-485-0720	Paul Cibelli, Principal Assessor
Board of Health	508-481-3013	Paul Pisinski, Public Health Director
Board of Selectmen	508-485-0710	Mark Purple, Town Administrator
Building Department	508-485-0717	Laurie Livoli, Building Commissioner
Conservation Commission	508-485-0710	Melissa Danza, Conservation Agent
Department of Public Works [incl. Water, Cemetery, Tree]	508-485-1210	Karen Galligan, DPW Superintendent
Facilities Department	508-485-8175	John Parent, Facilities Manager
Fire Department	508-485-3235	Steven Achilles, Fire Chief
Housing Authority	508-481-2166	Lynne Moreno, Director
Library	508-485-5031	Ryan Donovan, Director
Planning Board	508-485-0710	Karina Quinn, Town Planner
Police Department	508-485-2147	Kenneth Paulhus, Police Chief
Transfer Station	508-485-2511	<u>Hours:</u> 8:00 a.m. - 6:00 p.m. Wednesday - Saturday
Recreation Commission	508-229-4452	Tim Davis, Director
Senior Center	508-229-4453	Pamela LeFrancois, COA Director
Town Clerk	508-485-0710	James Hegarty, Town Clerk
Treasurer/Collector	508-485-0710	Brian Ballantine, Finance Director
Veterans' Agent	508-229-2172	Brian Stearns
Youth and Family Services	508-481-5676	Sarah Cassell, Director
Zoning Board of Appeals	508-485-0717	

PUBLIC SCHOOLS

Albert S. Woodward [Gr. 2-3]	508-229-1250	Steven Mucci, Principal
Algonquin Regional High School	508-351-7010	Dr. Sara Praguski Walsh, Principal
Assabet Valley Regional Technical	508-485-9430	Mark Hollick, Principal
Margaret Neary [Gr. 4-5]	508-481-2300	Kathleen Valenti, Principal
Mary Finn [Pre-K-1]	508-485-3176	Clayton Ryan, Principal
Superintendent's Office	508-486-5115	Gregory Martineau, Superintendent
Trottier Middle School [Gr. 6-8]	508-485-2400	Keith Lavoie, Principal

OTHER SERVICES

Citizen Information	1-800-392-6090	Secretary of State's Office
Historical Museum	Open by Appointment	Southborough Historical Society www.southboroughhistory.org
Home Delivered Meals for Elders	508-573-7200	BayPath Elder Services
Southborough Access Media	508-481-3292	Katelyn Willis, Executive Director
Southborough Community House	508-485-4887	Bea Ginga
Southborough Post Office	508-485-4736	
Cable TV Provider	1-833-267-6094	Charter Communications
Cable TV Provider	1-800-837-4966	Verizon
Electricity Aggregation Program	1-833-272-9591	Southborough Community Power Choice
Electricity Provider	1-800-592-2000	Eversource
Electricity Provider	1-800-322-3223	National Grid