

ANNUAL REPORT
TOWN OF SOUTHBOROUGH
2021



ON THE COVER: THEN AND NOW

Cover photos are a retrospective of the 1918 Spanish Flu in Southborough and current town employees who have helped the community marshal through COVID-19. 103 years later, the community is just as resilient, and the local government continues to mobilize around developing creative and efficient resources for all residents.



Fayville Village Hall, circa 1918



Southborough Town House, 2022 (left to right, top to bottom) Sam Stivers, Amy Berry, David Birri, Jim Hegarty, Mark Purple, Melissa Danza, Kristen Pasacane, Vanessa Hale, Katie Barry, Melanie Otsuka

"The more things change, the more they remain the same."

- Alphonse Karr

*Many thanks to all Departments, Boards, Committees,
and Commissions for your thoughtful reports.*

Dedication Contribution: Vanessa Hale, Lisa Braccio

Report compiled and formatted by: Melanie Otsuka

Front Cover: Vanessa Hale, Katie Barry, Melanie Otsuka

Special thanks to Patricia Burns Fiore and the Southborough Historical Society for the many beautiful photos used on the cover and throughout the Annual Town Report.

One Hundred Forty-Eighth

ANNUAL REPORT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS



For the Year Ending

December 31, 2021

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The 2021 Annual Report of the Town of Southborough is dedicated to

Paul J. Berry

1928-2021



Paul Berry with Neary Elementary School students, 2011

On August 1, 2021, Paul J. Berry died at the spry age of 92. He was a loyal and life-long resident of Fayville, but we remember him as an absolute institution at the Southborough Town House; he kept court in the corner office, where he was also known as the Town Clerk.

From his early education at the one room school-house on Oak Hill Road, to the former Peter's High School and eventually up the hill to the Town House, Paul was indeed a Southborough icon. His affinity for this municipality stemmed from his years as a proprietor of both Ye Old Meat Shoppe and Southborough Dairy, where he honed his style of personalized customer service. This cornerstone made him a natural at the

helm of Town Meetings, weddings, Keeper of the Records and more, lest we forget the incalculable number of election days he managed, starting in 1969! As a Justice of the Peace and a Notary Public, Paul performed many marriages in locations from the Southborough Town Hall to the islands in the Caribbean – and especially enjoyed the remote locations. Paul was best described by his colleagues as the “Town Clerk Emeritus”, a trusted professional in the traditional sense of a Town Clerk and keeper of the municipal seal. He was revered by city and town clerks across our great Commonwealth. He is often described by friends and peers as steadfast, which was certainly the case during town meetings that brought in residents by the hundreds to dialogue over the Southborough of the future. They included the debate over the future of a regional high school [1,597 attendees in 2000]; the Public Safety Complex [722 attendees in 2017] and the renovation/reconstruction of Main Street [637 attendees in 2016].

Paul's service to his country was long and encompassing. He served with the 340th Engineering Construction Battalion and was active in the Pacific Theater of Operations (PTO) and retired from the military as a Private First Class (PFC). His support of all veterans continued for decades to come, as a member of the Veterans of Foreign Wars, Bagley Fay Post and the Knights of Columbus. In fact, at one of his very first Town Meetings in 1969, the citizens voted to fund the All Wars Memorial. Paul most enjoyed his status as a long time, proud member of the Fayville Athletic Association, and most recently it's most senior and illustrious member.

“I remember that, as a young Selectman in the 1980s, after taking the oath of office, Paul told me that I would be watched and if I missed a meeting, I would be taken to task for absenteeism by a public report. I later found out that this was a joke and a contrived matter between Paul and Selectman Tom McAulliffe. I made every effort to ensure that I was not absent for any meeting and Paul made it a point, on occasion, to attend several early meetings during my first term, standing in the back of the room with his arms folded, watching me. My good friend.” -Aldo Cipriano, former Selectman and Town Counsel

Desiree Aselbekian, former member of the Regional School Committee called to mind her long friendship with Paul recently. "Paul was the very first person I met in Town Hall when I was just 17 years old. Though our ages spanned decades, we shared an affinity for town politics and funny stories. Together, we always seemed to liven up the Town House when we got talking."

This valued citizen was an extremely loyal friend and civic minded Patriot who enjoyed people, gatherings with loved ones, his ancestral heritage and everything to be celebrated about being a great American, but nothing brought him more joy than his designation as 'chef in charge' at the many Porchetta Dinners he chap-eroned. They will live in infamy.

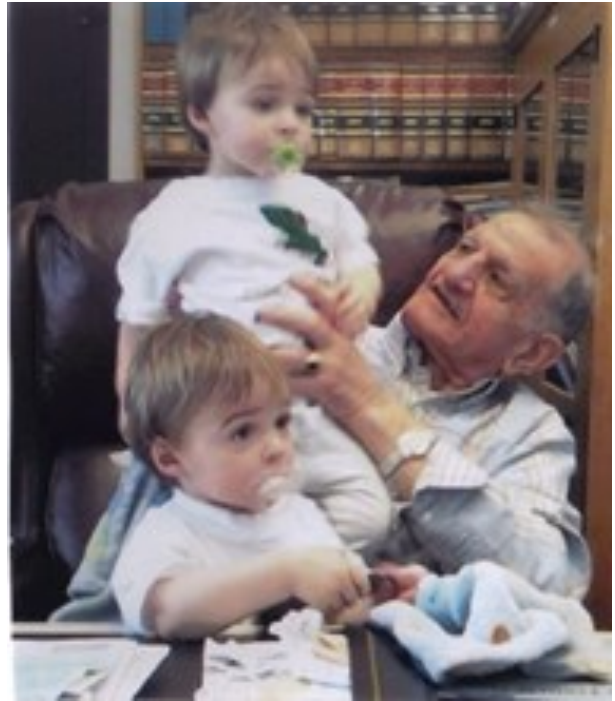
The three components of his career that resonate the deepest are candor, commitment and community.

Most town employees that worked with Paul would fondly recall his laugh, his keen sense of humor and the gusto with which he embraced Town Meeting nights. He could have served as Town Counsel

himself, with all the knowledge he amassed regarding the Massachusetts General Laws. He was absolutely the person who others reached out to, locally and state-wide.

In reflecting on the life of her treasured friend, former Assistant Town Clerk Tara Ward spoke of his high values which she found unsurpassed by anyone. As a local official, she noted that party enrollment didn't matter to Paul, it was the values you led your life with, and how you treated others, that did. On a humorous note, she remembered how hard they both worked [around the clock] to manage the 2000 Presidential election, especially recalling his crash course in technology, never his cup of tea, as she worked him to the bone.

She believes he'd have taken his 1928 typewriter to the grave if he could have.



"Prior to any town meeting, town counsel and I would meet with Paul to go over the upcoming meeting and get ourselves up to speed on issues and procedures. We always met at a restaurant—no matter where we went - Paul seemed to know everyone in the place and we barely managed to talk business with all the people stopping to say hi!

Chiefly, Paul was a dedicated public servant who always put the needs of the residents of Southborough before anything else. He believed strongly in the premise that the town meeting was for the people and always tried to protect their rights. Above all else, he was a gentleman who did his best for the people every single day over the many years of his service to the town."

-David Coombs, former Town Moderator and Selectman

"Few will have the greatness to bend history itself; but each of us can work to change a small portion of events, and in the total; of all those acts will be written the history of this generation." -Robert F. Kennedy

**Photos courtesy of Kathy Berry Landry*

In Memoriam

FREYA BLANK	January 1	ALINE CHLEAPAS	June 23
RONALD EDGREN	January 10	JOHN JONES	July 18
LOUIS DAKAI	January 16	BARBARA DELARDA	July 19
JOHN WARD	January 25	HUIZHEN CHEN	July 26
EDNA MCGILLICUDDY	January 26	JONATHAN TODD	July 26
FRANK WILLIAMS	January 26	JAMES URBAN	July 26
PATRICIA KELLY	January 30	PAUL BERRY	August 1
AIYUN FU	February 3	CHARLES GORING	August 3
CHARLES COLCORD	February 14	CAROL MURPHY	August 19
SAULI MURTONIEMI	February 15	MARGARET MARKERT	September 2
JEAN CHAPPELLE	March 23	JAMES ANKETELL	September 9
JOANN QUIRK	March 23	RICHARD HOUSTON	September 17
JANE WOOD	March 25	MARJORIE DOUGLAS	September 29
SHANNON MCDONALD	March 26	LINDA GROSSMAN	September 30
LINDA HUBLEY	April 1	CHONGHUA ZHAO	September 30
GEORGE CUNNINGHAM	April 5	FREDERICK BUSCONI	October 12
WALTON STAMPER	April 19	TATYANA ALIMOVA	October 29
PHYLLIS BOOTHBY	May 15	BARBARA SULLIVAN	November 8
WILLIAM DEWOLF	May 24	DILIPKUMAR RAY	November 17
ALBERT ROUHAN	May 29	SHERMAN BALL	November 22
GLENN KANTORSKI	May 30	CUONG NGUYEN	November 29
FREDRICK MABARDY	June 9	PAUL WHITMAN	December 8
MATTHEW D'ERRICO	June 14	PERCY JOHNSON	December 9
LEO HANRAHAN	June 15	DAVID WEEKS	December 15



Southborough, MA

WORCESTER COUNTY

Area:

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

Population: 10,450*

Tax Rate :\$16.28

Form of Government:

Open Town Meeting; Select
Board

*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 9S.^[1]

SOUTHBOROUGH TOWN HOUSE

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

Tel: (508) 485-0710 | Fax: (508) 480-0161

www.southboroughma.com

Twitter: @17Common

Town House: 17 Common Street

Department of Public Works: 147 Cordaville Road

Public Library: 25 Main Street

Recreation: South Union Building, 21 Highland Street

Public Safety: Police Dept.: 32 Cordaville Road
Fire Dept. /Emergency Ambulance:
32 Cordaville Road

Cordaville Hall: 9 Cordaville Road
(Board of Health, Building Dept., Conservation Dept.,
Council on Aging/Senior Center, Zoning Dept.)

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
- ◇ The New England Center for Children, 33 Turnpike Road

Cordaville, a village of Southborough, has its own rich history, which predominately grew out of the mills on the lower Sudbury River separating Southborough and Hopkinton. The stone structure built by Milton Sanford relied on the water power of the river to produce textiles. The best known were blankets for the Civil War, whose products were shipped on the railroad running right by the property. Cordaville was named for Sanford's wife, Cordelia.^[2]

1. "Southborough, Massachusetts." *Wikipedia*, Wikimedia Foundation, 17 Jan. 2019, https://en.wikipedia.org/wiki/Southborough,_Massachusetts
2. "Notable names in Southborough's History," *Community Advocate*, 29 January 2015, <https://www.communityadvocate.com/2015/01/29/notable-names-in-southboroughs-history/>

OFFICERS OF THE UNITED STATES OF AMERICA

As of January 21, 2021

President Joseph R. Biden Jr.

Vice President Kamala Harris

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 DistrictJames 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 SystemKevin P. Blanchette

Register of Probate, Worcester County Stephanie K. Fattman

Register of Deeds, Worcester District..... Katherine A. Toomey

Clerk of Courts, Worcester CountySusan Braniecki

ELECTED OFFICIALS

ASSABET VALLEY REGIONAL VOCATIONAL

SCHOOL DISTRICT COMMITTEE- 4 years

Daniel J. Butka (2024)

BOARD OF ASSESSORS - 3 years

Jeffrey W. Klein (2022)

Tammi Rice (2023)

Heath A. Widdiss (2024)

BOARD OF COMMISSIONERS

OF TRUST FUNDS – 3 years

William J. Boland (2023)

Nicolas A. McCoy (2022)

Susan Delarda Wood (2024)

BOARD OF HEALTH - 3 years

Chelsea Marie Malinowski (2024)

Safdar Medina (2022)

Nancy A. Sacco (2023)

SELECT BOARD - 3 years

Lisa M. Braccio (2023)

Andrew R. Dennington, II (2024)

Martin F. Healey (2022)

Chelsea M. Malinowski (2023)

Sam Stivers (2022)

BOARD OF TRUSTEES

SOUTHBOROUGH LIBRARY - 3 years

Jane C. Davis (2023)

David C. Ekberg (2024)

Marguerite H. Landry (2022)

Janet M. Maney (2022)

Kimberly L. Regan (2024)

Amy Yazdani (2023)

MODERATOR - 1 year

Paul M. Cimino (2022)

NORTHBOROUGH-SOUTHBOROUGH REGIONAL

SCHOOL DISTRICT COMMITTEE - 3 years

Southborough

Paul C. Butka (2023)

Paul H. Desmond (2023)

Kathleen A. Harragan (2024)

Cathy A. Kea (2024)

Daniel L. Kolenda (2022)

Northborough

Karen Ares (2024)

Christopher D. Covino (2023)

Joan G. Frank (2022)

Kathleen M. Howland (2024)

Sean P. O'Shea (2023)

PLANNING BOARD - 5 years

Marnie L. Hoolahan (2024)

Meme Luttrell (2026)

Donald C. Morris (2022)

Andrew S. Mills (2023)

Jesse T. Stein (2025)

SCHOOL COMMITTEE - 3 years

Roger W. Challen (2022)

Keturah Martin (2023)

Jennifer L. Primack (2024)

Kamali Aieka O'Meally (2023)

Kimberly A. Tolander (2024)

SOUTHBOROUGH HOUSING AUTHORITY- 5 years

Robert J. Braccio (2026)

Alexander S. Frisch (2023)

Bertha T. Ginga [State Appointee] (unlimited)

Nancy G. Morris (2024)

John M. Wood (2025)

TOWN CLERK - 3 years

James F. Hegarty (2023)

APPOINTED OFFICIALS—By Moderator

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

ADVISORY COMMITTEE - 3 years

Kathryn M. Cook (2022)

Timothy W. Martel (2022)

Adam Nodiff (2022)

Andrew Pfaff (2023)

Thomas A. Wilson (2024)

Eric Fernandez (2023)

Marci Jones Salow (2024)

PERSONNEL BOARD - 3 years

Doriann M. Jasinski (2024)

Jason W. Malinowski (2022)

David A. Nixon (2022)

Barry J. Rubenstein (2023)

PUBLIC WORKS PLANNING BOARD—3 years

Appointed by Town Moderator

Mark S. Bertonazzi (2023)

William J. Boland (2024)

James A. Harding (2022)

Appointed by Planning Board

Susan G. Baust (2022)

Sam Stivers (2023)

APPOINTED OFFICIALS—By Select Board

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

AFFORDABLE HOUSING TRUST FUND COMMITTEE—2 years

William J. Boland (2023)
 Lisa M. Braccio (2023)
 Andrew R. Dennington, II (2023)
 Martin F. Healey (2023)
 Doriann Jasinski (2023)
 Chelsea M. Malinowski (2023)
 Sam Stivers (2023)

AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR - 1 year

Mark J. Purple (2022)

ANIMAL CONTROL OFFICER/ ANIMAL INSPECTOR - 1 year

Jennifer A. Condon (2022)

ASST. TOWN ACCOUNTANT – 1 year

Heidi Lindsey (2022)

ASST. TOWN ADMINISTRATOR - 1 year

Vanessa D. Hale (2022)

ASST. TREASURER/COLLECTOR - 1 year

David J. Birri (2022)

BUILDING DEPARTMENT

Inspector of Buildings - 3 years

Laurie Livoli (2022)

Alternate Building Inspectors— 1 year

Patrick E. Sands (2022)
 Peter Tartakoff (2022)

Electrical Inspector - 1 year

James J. Colleary (2022)

Assistant Electrical Inspectors - 1 year

Jack Kominsky (2022)

(Appointed by Inspector of Buildings)

Plumbing/Gas Inspector - 1 year

Austin P. Beliveau (2022)

Assistant Plumbing/Gas Inspector – 1 year

Kenneth Salzman (2022)

CENTRAL MASS. RESOURCE RECOVERY COMMITTEE - 1 year

Karen M. Galligan (2022)

COMMUNITY PRESERVATION COMMITTEE - 3 years

Jennifer Hansen (2024) - *Recreation Comm. Representative*
 Martin Healey (2022) - *SHOPC Representative*
 David Joyner (2023) - *Citizen-At-Large*
 Andrew S. Mills (2024) - *Planning Board Representative*
 Mark W. Murphy (2023) - *Citizen-At-Large*
 Anne M. Pfaff (2022) - *Historical Commission Representative*
 Benjamin B. Smith (2024) - *Conservation Comm. Representative*
 VACANCY (2023) - *Housing Authority Representative*
 VACANCY (2022) - *Open Space Preservation Comm. Representative*

CONSERVATION COMMISSION - 3 years

Russell S. Gregory, Jr. (2022)
 Carl C. Guyer (2023)
 Isabel M. Kerber (2024)
 Jeffrey H. Peet (2022)
 Mark S. Possemato (2023)
 Benjamin B. Smith (2023)
 Judith Watson (2024)
 Sheri R. Widdiss (2024)

CONSTABLE – 1 year

Rajoo Ananth (2022)
 Jonjy Ananth (2022)

COUNCIL ON AGING - 3 years

Vincent P. Acampora (2023)
 Mary Ann Anderson (2024)
 Michael L. Backer (2022)
 William W. Harrington (2024)
 Sandra Kiess (2022)
 Joyce Macknauskas (2024)
 Douglas C. Peck (2023)
 Carol A. Yozzo (2022)

Alternate Members - 1 year

Russell B. Millholland (2023)
 Peter Brent Trottier (2022)

DIRECTOR OF FACILITIES – 1 year

John A. Parent (2022)

ECONOMIC DEVELOPMENT COMMITTEE

Robert S. Anderson (2024)
 Alan Belniak (2023)
 Matthew Berger (2024)
 Julie W. Connelly (2023)
 Michael D. Moorehead (2024)
 Christopher Robbins (2022)
 John M. Wood (2023)

ECONOMIC DEVELOPMENT COORDINATOR – 1 year

Marijke Munsiff (2022)

APPOINTED OFFICIALS—By Select Board, cont.

ETHICS COMMISSION LIAISON -1 year

James F. Hegarty (2022)

FENCE VIEWERS - 1 year

VACANCY (2021)

VACANCY (2021)

FIELD DRIVERS - 1 year

VACANCY (2021)

VACANCY (2021)

FINANCE DIRECTOR/ TREASURER/COLLECTOR – 3 years

Brian P. Ballantine (2022)

FIRE CHIEF - 3 years

Steven E. Achilles (2024)

FIRE WARDEN - 1 year

Steven E. Achilles (2022)

GRANT COORDINATOR - 1 year

Carla McAuliffe (2021)

HIPPA PRIVACY OFFICER – 1 year

Vanessa D. Hale (2022)

HISTORICAL COMMISSION - 3 years

Kathleen S. Battles (2022)

James C. Blaschke (2022)

Rebecca V. Deans Rowe (2024)

Kevin D. Miller (2022)

Anne M. Pfaff (2023)

Michael D. Weishan (2023)

METROPOLITAN AREA PLANNING COUNCIL - 3 years

VACANCY (2022)

VACANCY (Alternate) (2022)

METROWEST REGIONAL COLLABORATIVE - 1 year

Martin F. Healey (Selectmen rep.) (2022)

Meme Lutrell (Planning Bd. rep.) (2022)

METROWEST REGIONAL TRANSIT AUTHORITY – 1 year

Martin F. Healey (2022)

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

Steven E. Achilles (2021)

MUNICIPAL HEARING OFFICER—1 year

John E. Thorburn (2022)

MUNICIPAL TECHNOLOGY COMMITTEE – 3 years

Larry S. Samberg (2022)

Angela K. Varner (2022)

Jason Montijo [Ex-Officio] (no expiration)

Ryan Donovan [Ex-Officio] (no expiration)

MUNICIPAL TECHNOLOGY COMMITTEE (cont.) – 3 years

Library Trustees Appointment:

Matthew Jared Probst (2024)

School Committee Appointments:

Jeffrey Bradbury (2021)

VACANCY (2023)

Andrew Mariotti [Ex-Officio] (no expiration)

OPEN SPACE PRESERVATION COMMISSION - 5 years

Karen Sorine Cvitkovich (2025)

Frederica J. Gillespie (2026)

Sarah R. Rositano (2023)

VACANCY (2022)

VACANCY (2024)

PARKING CLERK – 1 year

Brian P. Ballantine (2022)

PHASE II STORMWATER COMMITTEE (ad hoc) – 1 year

Karen M. Galligan (2022)

VACANCY (Administration rep.) (2021)

VACANCY (Conservation Commission rep.) (2021)

VACANCY (2021)

POLICE DEPARTMENT

Chief of Police – 3 years

Kenneth M. Paulhus (2023)

Constable – 1 year

Kenneth M. Paulhus (2022)

Jail Keeper – 1 year

Kenneth M. Paulhus (2022)

Lieutenant – 1 year

Ryan Newell (2022)

Detective – 1 year

Stephen Neivert (2022)

Sergeants - 2 years

James V. DeLuca (2022)

Sean P. McCarthy (2022)

Timothy J. Slatkavitz (2022)

Michael T. Whelan (2022)

Heath S. Widdiss (2022)

Officers - 2 years

Brendan Campbell (2023)

Austin Chapski (2023)

Cameron M. Chapski (2023)

Julia Fontana (2023)

James R. Gallagher (2023)

Kevin M. Landry (2023)

Tyler Lu (2023)

Keith Nichols (2023)

Jeffrey Norton (2023)

Thomas R. Rock (2023)

Luke Soccorso (2023)

John Vosikas (2023)

William J. Woodford, III (2023)

APPOINTED OFFICIALS—By Select Board, cont.

POLICE DEPARTMENT (cont.)

Police Business Administrator - 1 year
Cynthia McLeod (2022)

Communications Officers (full-time) - 1 year

Kyle M. DeVincent (2022)
Stephanie Fontaine (2022)
David J. Maida (2022)
Brittney Remillard (2022)

Communication Officers (Part-time) - 1 year

Charles R. Goodwin (2022)
Nancy Dauteuil (2022)

Special Officers - 1 year

Kyle M. DeVincent (2022)
David Hagen (2022)
David J. Maida (2022)

Student Officer – 1 year

Chaplain – 1 year

Rev. James B. Flynn (2022)

PROCUREMENT OFFICER, CHIEF - 1 year

Mark J. Purple (2022)

PUBLIC ACCESSIBILITY COMMITTEE - 1 year

Sue Luh (2022)
Bonnie J. Phaneuf (2022)
William W. Sines (2022)
William B. Warren (2022)

RECREATION COMMISSION - 3 years

Donald P. Dumont (2023)
Jennifer P. Hansen (2024)
Kristin L. LaVault (2022)
Rachel O'Day (2023)

REGISTRAR OF VOTERS - 3 years

Keith L. Ackley (2023)
James F. Hegarty (ex-officio) (unlimited)
Tomasz Kierul (2022)

SEXUAL HARRASSMENT OFFICER - 1 year

Gregory A. Manousos (2022)

SOUTHBOROUGH CULTURAL ARTS COUNCIL - 2 calendar years

Susan E. Beland (01/07/22)
Catharine G. Byrne (01/07/22)
Kimberly D. Galbraith (10/02/23)
Mary A. Piekarz (10/02/23)
Kerry St. Germaine Trippi (06/01/22)
Catherine M. Weber (10/02/23)
VACANCY
VACANCY

SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE [SEPC]

SARA Title III (ad hoc) - unlimited

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

APPOINTED OFFICIALS—By Select Board, cont.

SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE - 3 years

Thomas Bhisitkul [Private Citizen] (2022)
Alexander S. Frisch [Housing Authority Rep.] (2023)
Doriann M. Jasinski [Private Citizen] (2024)
Thomas L. Marcoulier [Private Citizen] (2022)
Marty Healy [Selectmen Rep.] (2022)
Jesse T. Stein [Planning Board Rep.](2024)
John M. Wood [Private Citizen] (2024)

SOUTHBOROUGH SCHOLARSHIP ADVISORY COMMITTEE - 3 years

Maureen Bensily (2023)
Kathleen Kuklewicz (2023)
Emily Lowe (2022)
Alexandra S. Mills (2022)
Isabelle Q. Murphy (2022)
Neetu Sehgal (2022)
VACANCY (2021)

SOUTHBOROUGH STEWARDSHIP COMMITTEE – 1 year

Isabella B. Bogdanski (2022)
Frederica J. Gillespie [Open Space Commission Rep.] (2022)
Joyce M. Greenleaf (2022)
Kathryn C. McKee (2022)
Jenny S. Peet (2022)
VACANCY [Conservation Commission Rep.](2021)
VACANCY [Recreation Comm. Rep.] (2021)

SOUTHBOROUGH TRAILS COMMITTEE - 1 year

Isabella B. Bogdanski (2022)
Thomas L. Marcoulier (2022)
Kathryn C. McKee (2022)
Isabelle Q. Murphy (2022)
Satyendra Sharma (2022)

SPECIAL LEGAL COUNSEL – 1 year

Mead, Talerman, & Costa (2022)

SUPERINTENDENT OF PUBLIC WORKS - 3 years

Karen M. Galligan (2022)

TAXATION AID COMMITTEE (ad hoc) - 1 year

Mary Ann Anderson (2022)
Brian P. Ballantine [Treasurer/Collector] (2022)
Harol Kiess (2022)
Jeffrey W. Klein [Bd. Of Assessors Chair] (2022)
Elizabeth S. Kesselman (2022)

TOWN ACCOUNTANT - 3 years

Carla McAuliffe (2023)

TOWN ADMINISTRATOR - 3 years

Mark J. Purple (2024)

TOWN COUNSEL - 1 year

Mead, Talerman, & Costa (2022)

TREE WARDEN - 1 year

Christopher B. Leroy (2021)

VETERANS' AGENT AND BURIAL AGENT—1 year

Brian Stearns (2022)

VETERANS' GRAVE OFFICER - 1 year

Stephen W. Whynot (2022)

YOUTH COMMISSION - 3 years

Susan J. Beyer (2024)
Susan A. Butka (2024)
Mary E. Dambacher (2022)
David M. Joyner (2024)
Marguerite H. Landry (2022)
Sara B. Michas (2023)
Lauren J. Richey (2023)

ZONING BOARD OF APPEALS – 5 years

Deborah Demuria (2023)
Paul N. Drepanos (2025)
Craig W. Nicholson (2026)
Michael A. Robbins (2024)
David C. Williams (2022)

Alternate members – 1 year

Doris M. Cahill (2022)
Jamie Mieth (2022)

APPOINTED OFFICIALS—By Board of Assessors

PRINCIPAL ASSESSOR/APPRAISER – 3 years

Paul T. Cibelli (2022)

APPOINTED OFFICIALS—By Board of Health

PUBLIC HEALTH DIRECTOR

Heather Alker, MD, MPH

BURIAL AGENT

James F. Hegarty

APPOINTED OFFICIALS—By Town Clerk

ASSISTANT TOWN CLERK – 3 years

Amy Berry (2022)

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

Names and Faces

As 2021 closes, we reflect on what a challenging year it has been throughout our community as we continue to tackle the crisis brought on through the COVID-19 [and lately OMICRON] pandemic. The sad death of Retired Town Clerk Paul Berry gave us a chance to reflect on the multiple decades he served this community with an ingrained and steadfast manner, as well as a keen twinkle in his eye. He took the oath of office in 1969 when Nixon was President, a dozen



*Janice Conlin, Paul Berry and Dorothy Phaneuf
(courtesy of Southborough Historical Society)*

eggs cost 0.62 cents, Woodstock took place and Apollo landed on the Moon! Paul was the proprietor of several local business which instilled in him the value of a kind word and true customer service. If you were married by him, sworn into office, needed Town records or were a patron of the FAA, you'll instantly recall his gracious smile and hearty laugh. And if you were graced with being born and bred in Fayville, you were as good as gold.

Sadly, we also mourn several other true-blue residents who gave hundreds of hours, in addition to their hearts, to this community. Attorney Fred Busconi was appointed as Town Counsel in 1976 and served until the early 2000's. He will be remembered for marshalling the Town through an active period of development, preservation of open space, regional transitions and every other run of the mill in-

quiry. In addition, Fred Mabardy was a tremendously loyal member of the Police Department whose commitment to the department and the Town of Southborough mirrored each other. The talents of Linda Hubley will be missed for decades to come. Her sweet demeanor, love for the outdoors, service to the community in a myriad of ways, and esteemed talent as a photographer are unsurpassed. We also mourn the passing of Charles Colcord, former Cemetery Commissioner, and Jean Chappelle, former member of the Housing Authority, and deeply acknowledge their civic contributions.

If you have done business in the town offices this past year, you've no doubt seen a few new faces, either in person or on Zoom. Working in local government is a call to public service, 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:

Kelly Boyd	Administrative Assistant, ZBA
Joe Durant	Program Coordinator, Recreation
Robert Esposito	Maintenance Mechanic, Facilities
Jason Montijo	IT Manager
Melanie Otsuka	Executive Assistant to the Select Board
Taylor West	Public Health Nurse

2021 Highlights and Project Updates

On the morning of Monday March 16, 2020 [then] Chairman Brian Shea, accompanied by Public Health Nurse Leslie Chamberlain, gathered all staff outside the Town House to announce all town buildings would henceforth be temporarily closed to the public, due to the arrival of COVID in our region. More than 650 days later, we are still wearing masks in public buildings, have plastic barriers at our desks, are managing a great deal of business remotely and have very few board and committee meetings in person.

Select Board (continued)

“Pandemic protocol” has become our new buzz term and we are extremely proud of our resilient staff, across all town departments, who have been diligent and loyal in their duties.

The business of government did not go on hiatus during the pandemic. The Board is thankful to have such a dedicated and meticulous team leading all its departments. Here are a few highlights from the past year:

- **COVID Vaccine roll-out:** It has been a monumental challenge to keep our residents safe, and offer them the most convenient way to vaccinate their friends and loved ones. We are incredibly proud of our employees and officials on the Board of Health who have worked so hard [practically around the clock] this past year. Of note, we have vaccinated 1,555 individuals at our Southborough clinics. Starting in December, we collaborated with Northborough and hosted clinics at their Senior Center and staffed 10 booster clinics, where we vaccinated 1,430 Massachusetts residents. From April-June we shared responsibility in running the Westborough Doubletree Mass-Vax site and vaccinated 16,459 Massachusetts residents; 936 of them Southborough residents over 34 clinics. We have hosted 25 clinics in Southborough in 2021.
- **Mortgage and Rent Assistance Program:** In response to the loss of income to households due to COVID-19, this program was created and funded by the CARES Act funds granted to the Town of Southborough. Applicants that have been residents of Southborough for at least six (6) months were eligible for up to six months rental or mortgage assistance, funds can be used to pay current rent/mortgage or pay rent/mortgage that is past due through 12/1/2021. The Town was very pleased to have awarded just over \$42,000 to residents that met the various requirements. This initiative was an excellent example of collaboration across municipal departments. The Selectmen extend their appreciation to the department of Youth and Family Service for their guidance.
- **Grant Awards:** The Town happily received just under \$820,000 which funded, in part, Caregiver meals, Holiday Giving program, Outdoor furniture [Senior Center], Strategic Planning consultation, Mental Health referrals, library programming and an entertaining Summer Concert series.
- **Transition to Select Board:** At the November 1, 2021 Special Town Meeting, the governing body was officially re-branded changing its name from “Board of Selectmen” to “Select Board.” Since this term is mentioned throughout all the Town by-laws, it does require approval from the Attorney General’s office, which was approved and is effective as of February 11, 2022.
- **St. Mark’s Pocket Park:** On January 29, 2021 the Town of Southborough was awarded \$290,000 from the Shared Winter Streets and Spaces grant. With these funds, a pocket park will be created at the intersection of St. Mark’s Street and Marlboro Road. The public gathering space will include sitting areas, a native species garden and bike racks which will be accessible by new sidewalks constructed as part of the project. The area is adjacent to the Public Library and the "Old Burial Ground" and will offer an educational gathering area for Town residents and students.
- **ARPA funding:** In addition to funding households, small businesses and schools, the American Rescue Plan Act (ARPA) provides relief funds to state, local and tribal governments that have been negatively impacted by the coronavirus pandemic. These funds can be used by governments to respond to the public health and economic emergency, provide premium pay to essential workers, replace revenue lost due to the pandemic, and make necessary investments in water, sewer and broadband infrastructure. In November of 2021, the Select Board voted to create an ARPA ad-hoc committee that would review requests from municipal departments, seek feedback from residents and businesses and make final recommendations to the Select Board for use of the approximately \$3 million allocated to the Town of Southborough. Committee recommendations are due to the Select Board during Spring of 2022.
- **Southborough continues to adapt to a virtual meeting environment** so that the business of local government can continue to flourish and serve the needs of taxpayers and businesses. Zoom was actually a silver lining, as it allowed anyone who wished to view and participate in

community meetings without leaving their home to do so. All past meetings from 2021 [approximately 375 meetings] can be viewed at: <https://www.youtube.com/channel/UCs0DhUSnY9VXN3gfsNEhvwu/videos>

In Closing

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

The Select Board would like to especially thank their staff, Mark Purple, Town Administrator; Vanessa Hale, Assistant Town Administrator; Melanie Otsuka, Executive Assistant to the Select Board; and Katie Barry, Administrative Assistant, for the exceptional work they do to carry out the day-to-day operations of this busy department and their frequent assistance to all town departments. We also congratulate Lori Esposito on her recent transition to Deputy Assessor and wish her well on this journey as a member of our finance team.

The Select Board wishes to take a moment to acknowledge the dedicated services of Attorney Aldo Cipriano who served as Town Counsel from 2002 to 2021. Attorney Cipriano's knowledge of this community and organization is extensive, which stems from his tenure as a Selectman as a very young man. On behalf of our entire organization, we applaud his dedication to Southborough.

John Adams said "To be good, and to do good, is all we have to do." This reflection reminds us so much of the quiet, reserved manner of Selectman Brian Shea and the balanced leadership he offered. During Brian's two terms as a board member, the Main Street reconstruction project, the construction of the public safety facility and acquisition of the golf course were just a few accomplishments under his tenure. Brian's analytical thought process and inclination to put collaboration first will be the hallmark of his era on the Board. After his departure, we joyously welcomed Andrew Dennington aboard. Andrew shares some of the same qualities, so we know that, combined with his legal expertise and passion for civic contribution, will set the Board on a stable path for 2022.

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



Select Board

*Front: Lisa Braccio, Chair; Chelsea Malinowski, Vice-chair
Back: Andrew Dennington, Marty Healey, Sam Stivers*

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 \$2.752 billion to \$2.856 billion in FY2022. Analysis of real estate sales and market conditions yielded significantly increased residential assessments in all price ranges, as low interest rates combined with soaring demand and a severe inventory shortage. Commercial assessments experienced a minimal decrease, as vacancy rates in office buildings continue to rise. Industrial properties increased slightly due to strong demand, which has resulted in rising rents and declining vacancy rates. The average single home assessment in Southborough rose from \$660,700 to \$690,000 in FY2022, a 4.4% increase. The FY2022 tax rate increased slightly from \$16.21 to \$16.28 per thousand, while the average assessed single family home tax bill increased from \$10,710 to \$11,233, an increase of \$523, or 4.89%. It should be noted, FY2022 assessments reflect the value of real and personal property as of January 1, 2021. Real estate values in all neighbor-

hoods were adjusted based on sales transactions occurring in calendar year 2020. Calendar year 2021 real estate sales and market conditions will not be reflected in taxpayer's assessments until FY2023.

In FY2022, the Assessors calculated \$38.769 million in "new growth", which is value generated from new construction, renovations, and new personal property. This represents \$628,456 in additional revenue for the community, a 20.33% decrease from \$788,843 collected in FY2021 and the second consecutive year it has declined. This year's new growth dropped below the previous five-year average of \$695,503 as well as the ten-year average of \$688,799. Based on projections, new growth is expected to continue its downward trend over the next year, as new property development opportunities decline within the community.

Despite the challenges brought on by the COVID pandemic, the staff has remained diligent in completing their annual duties timely. The Principal and Deputy Assessors have been able to work in the office during most of this time. The Administrative Assistant was flexed over to the Board of Health to help with the COVID onslaught. Field inspections generated from building permits were successfully completed, including all new construction homes and additions. Our staff was able to develop annual assessments and set the annual tax rate timely. There were no service delays in responding to data requests in the past six months, and very few during the height of COVID. In general, customers have been patient, understanding and appreciative of their efforts. The Board would like to thank the staff for their dedication to the department during these difficult times.

Over the past year, both the Board and department experienced personnel changes. In December of 2020, Arthur K. Holmes passed away at the age of 92, while completing his last term as a member of the Board of Assessors. He began serving our community in October of 1964 when he was appointed to the Board of Assessors by the Board of Selectmen. He served on the Board until becoming the Town's first full-time Principal Assessor in July of 1983. Retiring from his full-time duties in December of 1999, Arthur was again elected to the Board of Assessors in May of 2000 and served until his passing. Arthur's amazing career spanned nearly 56 years, serving 14 terms as an elected official and 17.5 years as Principal Assessor. In addition to serving Southborough, Arthur served on the Board of Assessors in Framingham for 24 years and in Northborough for 17 years. He will be most remembered as a man of integrity who took great pleasure in interacting with people, readily offering advice, conversation, and a smile.

In May of 2021 Heath Widdiss was elected to the Board of Assessors, his first time serving on a Town board or committee. Heath has served our community as a police officer since 1997 and has experience in real estate sales. His extensive knowledge of the Town and its people along with his real estate experience will be an asset to the Board. We want to thank Heath for stepping forward and joining our team.

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.

In September of 2021, Deputy Assessor Coryn Dias announced her departure from our department to pursue a career in law enforcement. Serving in the position for nearly two years, Coryn proved to be a talented individual that learned quickly and possessed a great work ethic. Her energy, bright smile and positive attitude made her a joy to work with. We want to thank Coryn for her hard work and service to our community and wish her well in her new endeavor. In October, Lori Esposito joined our team, transferring from the Selectmen's office where she served as Executive Assistant to the Board of Selectmen for nearly six years. With a total of eighteen years of municipal experience serving Southborough and Boylston, Lori is a highly qualified, well-respected individual who brings a wide range of skills to our office. The Board is excited to have such an experienced person joining our team and we all look forward to working with Lori for years to come.

The Board of Assessors would like to remind senior citizens of the various programs available to assist with their property taxes. First, the Clause 41C Senior Exemption is available to individuals who meet the age, income, and asset requirements. Seniors must be 65 years of age as of the first day of the current fiscal year (July 1, 2021 for FY2022). Income limits for a single person are \$21,967 or \$32,951 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 \$4,911 for an individual and \$2,456 for a spouse, for a total of \$7,367 per married couple. Asset limits for a single person is \$43,394; \$60,408 for a married couple. The asset limit does not include the applicant's home (up to a three-family dwelling) or vehicles. If an applicant meets the above criteria, he or she is eligible to receive a \$1,000 base annual reduction of their real estate taxes. Applications for Clause 41C are available at the Assessors' office or on the website: www.southbroughtown.com. Applications must be returned to the Assessors' office within three months after the actual tax bill is mailed.

A second option is the Senior Tax Work-off Program. Individuals 60+ years of age can volunteer to work for a town department for approximately 111 hours per year for which they receive a \$1,500 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, 2021, have lived in Massachusetts at least 10 years, and have owned and occupied any real estate in the Commonwealth for 5 years or is a surviving spouse who has inherited the real estate and occupied it for 5 years. Income cannot exceed \$45,000; there are no estate limits. Unlike a tax exemption, the deferred taxes must eventually be paid. Applications and additional information regarding this program is available at the Assessors' office or on the department's website.

Personal real estate exemptions are also available to qualifying veterans ranging from an annual base of \$400 to \$1,500. Veterans or surviving spouses must meet certain criteria to be eligible. Blind persons are also eligible for a base exemption of \$500, by submitting required documentation from the Massachusetts Commission for the Blind. Additional information regarding these exemptions is available at the Assessors' office or www.southbroughtown.com.

At the Annual Town Meeting held on June 13, 2020, voters passed the Board of Assessors-sponsored article #21, which provides additional exemption amounts up to 100% of the annual base exemption previously allotted. This applies to personal real estate exemptions for eligible blind persons, veterans, surviving spouses and seniors, and became effective for FY2021 taxes. The additional exemption amount is phased in over a course of years, and may fluctuate, using a formula set forth by Massachusetts General Law. Exemption applications must be submitted to the Office of the Assessors annually by April 1st of the fiscal year.

Board of Assessors
Jeffrey W. Klein, Chair
Tammi A. Rice, Vice-Chair
Heath S. Widdiss

WHAT DOES A MODERATOR DO?

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

Once again, warm greetings from your Moderator, Paul Cimino. I thank you for your continued support at the 2021 Town election, and I look forward to continuing my service to our Town in this role.

Annual Town Meeting

In Massachusetts an Annual Town Meeting (ATM) is required by law, and for well over 300 years ATM has been a staple of our New England tradition for maintaining local control through direct citizen-voter involvement in Town governance. Town Meeting is the Town's "legislature" and acts on all proposed new or amended By-Laws, and approves all components of the annual Town budget. In Southborough, our ATM is 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 may 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. In addition, for purposes of order and procedure, Southborough has long ago 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 published in advance by the Board of Selectman and contains all of the various Articles that Town Meeting will consider. No issue may be taken up at a Town Meeting if it does not first appear on the published Warrant.

Once again our 2021 ATM was one we won't soon forget! The COVID-19 pandemic continued to impact our ability to bring a large group together, and so once again we convened outdoors on the main athletic field adjacent to Neary School. And like last year we were again lucky to have three critical things come together: agreeable weather, a quorum of amiable attendees, and the great teamwork of our Town Clerk, Town Counsel, Town Administrator, Board of Health, and Public Safety Chiefs, all of whom collaborated for weeks beforehand to plan and execute a safe and effective ATM.

We also held a Special Town Meeting in November 2021, again affected by COVID-19 such that we were convened in the Trotter School gymnasium and auditorium at a safe social distance. Our Town staff, again led by our Town Clerk, pulled it off beautifully.

As I write this in January 2022, all indications are that the 2022 ATM will be impacted by COVID-19 in some way. Regardless of when or how we meet, we certainly have the blueprint for how to do it well. As in the past, if all of the business in the Warrant has not been disposed of on the first day, ATM will continue to another session. Note that any Town Meeting must be formally "concluded" after consideration of all of the business contained in the Warrant, before any action of the meeting becomes official.

Appointments

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

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

To the Advisory Committee: Adam Nodiff (2022)
Eric Fernandez (2023)
Thomas Wilson (2024)
Marci Jones Salow (2024)

To the Personnel Board: Jason W. Malinowski (2022)
Doriann Jasinski (2024)

To the Public Works Planning Board: William Boland (2024)

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

Best regards,

Paul Cimino
Moderator



*The Town House, decorated for Theodore Roosevelt's presidential victory celebration
(courtesy of Southborough Historical Society)*

Personnel Board

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

THE CURRENT MEMBERS ARE:

Doriann M. Jasinski

Jason Malinowski

Dave Nixon

Barry J. Rubenstein, Chair

(Vacancy)

As of this printing there is a vacancy on the Board due to the resignation of Jay Dietz. Mr. Dietz joined the Board in 2018. and was a tremendously valuable member of the board. His skill set as a professional recruiter was an ideal match for the policy development role of the Board. We shan't forget how quickly he could tweak a job description or job posting into something that could be read and understood in just a few moments.

Speaking of appreciation, on behalf of the Personnel Board and the entire Town organization, we are indebted to Betsy Rosenbloom who served this Board with aplomb every day during her nearly four and one-half year tenure, the majority of that as Chair. Ms. Rosenbloom's attention to detail, the written word, and consistency in documentation and policy, have made a lasting impact on this organization. The multitude of accomplishments during this timeframe were plentiful. We suspect that might stem from the 70 meetings with Ms. Rosenbloom at the helm and the countless hours, which did not include her monumental prep time!

ACCOMPLISHMENTS

- Recommended a revised SAP to the voters at Annual Town Meeting in May 2021 as well as the Special Town Meeting in November of 2021, which passed overwhelmingly
- Funded a portion of an employee training for department managers on Diversity, Equity and Inclusion
- Gathered data for Labor Counsel who conducted a MEPA analysis
- Implemented a new policy on performance evaluations for employees in Schedule C and F, in addition to a new policy on the Eligibility of New Employees for salary increases
- Supported the Board of Selectmen by reviewing and classifying the new position of Senior IT Specialist
- 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 with the goal of improving the personnel function

ACKNOWLEDGEMENTS

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

Mark Purple, Town Administrator/Personnel Director
Brian Ballantine, Finance Director/Treasurer-Collector
Vanessa Hale, Assistant Town Administrator, Staff Liaison to the Personnel Board
Kristen Pasacane, Payroll/Benefits Administrator
Jim Hegarty, Town Clerk
Amy Berry, Assistant Town Clerk

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

TOWN REVOLVING FUNDS ACTIVITY - FISCAL 2021

<u>ACCOUNT</u>	OPENING	<u>RECEIPTS</u>	LESS	CLOSING
	BALANCE <u>7/1/2020</u>		EXPENDITURES	BALANCE <u>6/30/2021</u>
GRANTS	57,846	1,233,359	1,283,030	8,175
GIFTS	164,220	36,487	83,293	117,414
OTHER REVOLVING FUNDS	395,495	490,807	321,997	564,306
SALE OF CEMETERY LOTS	269,739	24,600		294,339
TITLE V SEPTIC BETTERMENTS	239,039	31,522	52,548	218,013
AMBULANCE FUND	471,988	488,524	425,250	535,262
OTHER RECEIPTS RE-SERVED FOR APPROPRIATION	113,180	114,427	117,250	110,358
COMMUNITY PRESERVATION FUND	<u>2,219,781</u>	<u>1,047,734</u>	<u>505,897</u>	<u>2,761,618</u>
FY 2021 TOWN REVOLVING FUNDS	<u>3,931,288</u>	<u>3,467,460</u>	<u>2,789,264</u>	<u>4,609,484</u>

Town Accountant (continued)

Balance Sheet - All Funds

June 30, 2021

	General	Special Revenue	Capital Project	Enterprise	Trust and	Long-term Debt	
	Fund	Funds	Funds	Funds	Agency	Account	TOTAL
ASSETS							
Cash and cash equivalents	9,305,074	6,537,332	2,459,315	1,510,291	8,256,389		28,068,400
Receivables:							
Septic Bett Int Added to Tax							0
Property Taxes	240,919						240,919
Tax Liens and foreclosures	452,419	1,627		2,093			456,139
Motor vehicle excise	207,991						207,991
Departmental	0	466,179		114,541			580,720
Less: Allowance for abatements	(737,903)						(737,903)
Prepaid Expenses							0
Due from Commonwealth							0
Amounts to be Provided for Ret of Debt						30,707,256	30,707,256
Total Assets	9,468,499	7,005,138	2,459,315	1,626,925	8,256,389	30,707,256	59,523,522
LIABILITIES & FUND BALANCES							
Liabilities:							
Warrants and accounts payable	1,354,506	362,348	0	26,560	90,191		1,833,605
Other accrued liabilities	1,992,280	0					1,992,280
Notes payable			1,590,180				1,590,180
Bonds payable						30,707,256	30,707,256
Deferred revenue	163,426	467,806		116,634			747,865
Agency Funds					(126,525)		(126,525)
Other liabilities	11,686						11,686
Total Liabilities	3,521,898	830,154	1,590,180	143,193	(36,334)	30,707,256	36,756,348
Fund Balances:							
Reserved for:							
Encumbrances & continued appropriations	1,694,423	415,335		35,756			2,145,514
Petty cash	306						306
Subsequent year expenditures	1,672,324	1,256,733					2,929,057
Debt Service	6,031						6,031
Undesignated Fund Balance	2,573,517	4,502,916	869,135		8,292,722		16,238,290
Unreserved Retained Earnings				1,447,975			1,447,975
Total Fund Balances	5,946,601	6,174,984	869,135	1,483,731	8,292,722 -		22,767,173
Total Liabilities & Fund Balances	9,468,499	7,005,138	2,459,315	1,626,925	8,256,389	30,707,256	59,523,521

RESERVE FUND TRANSFERS - FISCAL 2021

ORIGINAL BALANCE \$ 180,000.00

TRANSFERS
OUT:

DATE	DEPARTMENT	PURPOSE OF TRANSFER	AMOUNT APPROVED
6/30/2020	Advisory	Unbudgeted Minute Taker Expenses	1,730.00
6/30/2020	Other Operations (Utilities)	Electricity Costs in Excess of What Was Budgeted at the FY21 ATM	7,759.47
6/30/2020	Town Clerk	Unbudgeted Expenses Incurred for Early Voting and Vote By Mail	9,977.81
6/30/2020	Board of Health	Non-Covid Per Diem Nurse Time	1,529.00
6/30/2020	Board of Health	Unbudgeted Portion of BOH Director's Time	5,797.00
6/30/2020	Board of Health	Health Director and Former Nurse Overtime	1,119.00
6/30/2020	Court Judgements	Payment of Northborough Settlement	2,586.19
TOTAL BALANCE			149,501.53



***Town of Southborough
Statement of Activities
June 30, 2021***

	Governmental Funds	Enterprise Funds	Total
Revenues:			
Program Revenues:			
Charges for service	\$ 4,688,248	\$ 2,860,363	\$ 7,548,611
Operating grants and contributions	12,034,260		12,034,260
Capital grants and contributions	762,884		762,884
General Revenues:			
Property taxes	45,496,766		45,496,766
Excise taxes	2,388,867		2,388,867
Other	1,910,028	3,637	1,913,665
Total revenues	67,281,053	2,864,000	70,145,053
Expenses			
General government	6,811,847		6,811,847
Public safety	9,811,505		9,811,505
Education	43,915,574		43,915,574
Public works	4,325,049		4,325,049
Health & human services	1,416,256		1,416,256
Culture & recreation	2,120,354		2,120,354
Interest on debt	871,670		871,670
Water activities		2,515,436	2,515,436
Total expenses	69,272,255	2,515,436	71,787,691
Changes in net position before transfers	(1,991,202)	348,564	(1,642,638)
Transfers	(4,424)	4,424	-
Total change in net position	\$ (1,995,626)	\$ 352,988	\$ (1,642,638)

CASH BALANCES AS OF JUNE 30, 2020

BANK ACCOUNTS

Peoples United	Investment	123,822
Century Bank	Lock Box	351,048
Century Bank	Investment	1,544,983
East Boston Savings	Investment	1,948,042
Marlboro Savings - Escrow	Planning	63,947
Marlboro Savings - Escrow	Road Openings	23,584
Marlboro Savings	Main Operating Account & T Stickers	4,990,089
Marlboro Savings	Student Activity Account	38,351
Marlboro Savings	School Lunch Receipts	212,186
Mass.Mun.Dep.Trust	Investment	185,673
Mass.Mun.Dep.Trust	Law Enforcement Trust	7,667
Mass.Mun.Dep.Trust	Southwood Eng. B. O. H.	12,298
Mass.Mun.Dep.Trust	Southboro Cultural Arts Council	3,041
Needham Bank	Investment	4,222,471
TD Bank	Ambulance Receipts	175,553
Unibank	Online Payments	108,584
Unibank	Investment & State Payments	2,092,541
Unibank	Payroll	26
Unibank	Accounts Payable	2,171

TRUST FUNDS:

Bartholomew & Co.	Stabilization Fund	606,627
Bartholomew & Co.	Other post Employment Trust	1,855,362
Bartholomew & Co. & BOA	Town Trust Funds	2,205,210
Bartholomew & Co. & BOA	Community Preservation Account	3,801,490

Cash Balances

24,574,768



**Jenny Bishop, Former Assistant Treasurer/Collector
(courtesy of Southborough Historical Society)**

Tax Collector

	Opening Balance	Commitment	Reversals & Refunds	Dr adjustment	Payment	Exemp- tions/ Abatement	Cr adjustment	Lien to Real Estate	Transfer Tax Title	Closing Balance
REAL ESTATE										
FY 2020	0.00	42,320,669.18	70,787.53	108,350.42	42,046,639.10	64,187.51	81,134.87	0.00	9,814.01	298,031.64
FY 2019	311,622.86	0.00	2,184.22	7,495.19	208,787.41	0.00	25,565.37	0.00	80,012.20	6,937.29
FY 2018	8,725.96	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,725.96	0.00
<i>RE Subtotal</i>	<i>311,622.86</i>	<i>42,320,669.18</i>	<i>72,971.75</i>	<i>115,845.61</i>	<i>42,255,426.51</i>	<i>64,187.51</i>	<i>106,700.24</i>	<i>0.00</i>	<i>89,826.21</i>	<i>304,968.93</i>
TAX TITLE	195,554.71	167,443.40	0.00	0.00	129,122.56	0.00	2,996.34	0.00	0.00	230,879.21
TAX TITLE WTR	4,506.28	2,545.12	0.00	0.00	436.67	0.00	0.00	0.00	0.00	6,614.73
TAX TITLE SEP- TIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAX TITLE SEPT INT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TAX TITLE CPA	856.53	1,093.50	0.00	0.00	666.30	0.00	41.88	0.00	0.00	1,241.85
TAX DEFERRAL	106,631.61	10,214.73	0.00	0.00	6,751.47	0.00	0.00	0.00	0.00	110,094.87
PERSONAL PROPERTY										
FY 2020	0.00	1,420,533.27	806.57	245.84	1,392,547.02	2,499.00	71.25	0.00	0.00	26,468.41
FY 2019	14,078.68	0.00	0.00	71.25	3,539.38	0.00	10,610.55	0.00	0.00	0.00
FY 2018	-170.73	0.00	0.00	170.73	0.00	0.00	0.00	0.00	0.00	0.00
<i>PP Subtotal</i>	<i>13,907.95</i>	<i>1,420,533.27</i>	<i>806.57</i>	<i>487.82</i>	<i>1,396,086.40</i>	<i>2,499.00</i>	<i>10,681.80</i>	<i>0.00</i>	<i>0.00</i>	<i>26,468.41</i>
MOTOR VEHICLE										
2020	0.00	2,100,704.61	35,581.44	1,384.00	2,003,956.41	37,894.24	190.57	0.00	0.00	95,628.83
2019	130,158.94	261,592.27	32,304.11	39.00	366,887.07	30,748.41	0.00	0.00	0.00	26,458.84
2018	17,284.29	32.92	2,538.01	0.00	9,650.65	1,761.47	0.00	0.00	0.00	8,443.10
2017	9,004.43	0.00	1,030.10	47.50	1,346.88	1,030.10	7,705.05	0.00	0.00	0.00
<i>EX Subtotal</i>	<i>156,447.66</i>	<i>2,362,329.80</i>	<i>71,453.66</i>	<i>1,470.50</i>	<i>2,381,841.01</i>	<i>71,434.22</i>	<i>7,895.62</i>	<i>0.00</i>	<i>0.00</i>	<i>130,530.77</i>
WATER LIENS										
FY 2020	0.00	46,094.79	72.86	0.00	41,831.61	0.00	437.06	0.00	0.00	3,898.98
FY 2019	6,755.20	0.00	0.00	0.00	4,068.34	0.00	666.52	0.00	2,020.34	0.00
<i>WL Subtotal</i>	<i>6,755.20</i>	<i>46,094.79</i>	<i>72.86</i>	<i>0.00</i>	<i>45,899.95</i>	<i>0.00</i>	<i>1,103.58</i>	<i>0.00</i>	<i>2,020.34</i>	<i>3,898.98</i>
SEPTIC BETT										
FY 2020	0.00	14,199.88	0.00	0.00	13,164.85	0.00	816.28	0.00	0.00	218.75
FY 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>SL Subtotal</i>	<i>0.00</i>	<i>14,199.88</i>	<i>0.00</i>	<i>0.00</i>	<i>13,164.85</i>	<i>0.00</i>	<i>816.28</i>	<i>0.00</i>	<i>0.00</i>	<i>218.75</i>
SEPT BETT INT										
FY 2020	0.00	4,021.65	0.00	0.00	3,670.88	7.33	339.83	0.00	0.00	3.61
FY 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>SL Subtotal</i>	<i>0.00</i>	<i>4,021.65</i>	<i>0.00</i>	<i>0.00</i>	<i>3,670.88</i>	<i>7.33</i>	<i>339.83</i>	<i>0.00</i>	<i>0.00</i>	<i>3.61</i>
WATER										
Rates	97,780.78	1,745,439.25	4,245.95	3,665.49	1,693,745.74	18,298.19	341.57	43,337.70	0.00	95,408.27
Other Charges	3,974.29	69,045.61	0.00	0.00	67,733.08	4,661.69	0.00	277.99	0.00	347.14
<i>WTR Subtotal</i>	<i>101,755.07</i>	<i>1,814,484.86</i>	<i>4,245.95</i>	<i>3,665.49</i>	<i>1,761,478.82</i>	<i>22,959.88</i>	<i>341.57</i>	<i>43,615.69</i>	<i>0.00</i>	<i>95,755.41</i>
TOTAL	898,037.87	48,162,536.68	149,550.79	121,469.42	47,993,879.12	161,087.94	130,875.26	43,615.69	91,846.55	910,675.52
CPA Tax 2020	0.00	366,159.24	270.37	311.61	362,433.10	1,034.06	274.00	0.00	0.00	3,000.06
CPA Tax 2019	2,462.52	0.00	21.84	0.00	1,246.37	0.00	271.78	0.00	966.21	0.00

The total number of Permits issued for calendar year 2021, was 1,928. Building, Mechanical, Demolition and Sheet Metal Permits totaled 837 permits. Plumbing & Gas totaled 524, Electrical Permits totaled 503. Permit fees collected are shown in the table to the right. This past year has seen an increase in permits totaling 447 and an increase in revenue of \$421,541, a 112% increase.

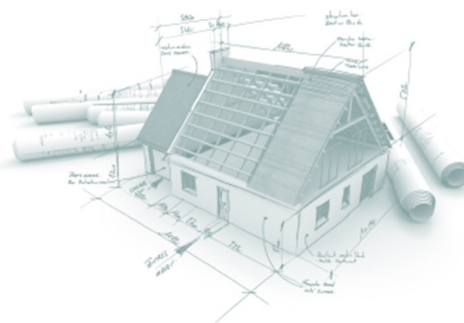
The Building Department staff consists of one full time Building Commissioner / Zoning Enforcement Officer, one full time Principal Assistant to the Building Commissioner, one part time Principal Assistant to the Zoning Board of Appeals, one part time Electrical Inspector, and one part time Plumbing/Gas 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.

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. Please check out the "Blog" regarding useful information for permitting and updates on codes. Our office is in the lower level of the Senior Center located at 9 Cordaville Road. Building, Plumbing, Gas and Electrical Permits can be applied for online at the Building department web page www.southboroughtown.com

PERMITS ISSUED IN 2021

Building (837)	\$657,348
Wiring (503)	\$92,206
Plumbing (260)	\$28,712
Gas (264)	\$20,198
<i>Permit Fees</i>	
<i>Total</i>	\$798,466



2021 was a productive year for the Community Preservation Committee (CPC). Due to the time limit imposed on the 2020 Annual Town Meeting, the decision was made to postpone The St. Mark's Bell Tower and the Kallander Field projects until the next Town Meeting. The April 2021 Town Meeting voted to accept our recommendations to appropriate from the Community Preservation Act (CPA) funds:

- \$82,938.00 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.
- \$71,705 to be applied towards the FY22 bond payment and \$13,033 towards FY21 Interest for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation.
- \$300,000 for the restoration and preservation of the Historic St. Mark's Bell Tower for the purpose of Historic Preservation as requested by the St. Mark's Building Committee.
- \$238,750 from the CPA Fund FY21 Budget Reserve for the renovation and restoration of Kallader Field as requested by Southborough Recreation Department. This consists of \$210,100 in project costs and an addition \$28,650 contingency funding.
- \$9,950 from the FY22 estimated CPA annual revenue for the Southborough History Museum Condition Assessment for historical purposes as requested by the Southborough Historical Society. The Historical Society will hire a historical architect to conduct a Condition Assessment of the historic 1859 Flagg School.
- \$47,011 from the FY22 estimated CPA annual revenue for the 1.6-mile Peninsula Trail for recreation purposes as requested by the Southborough Trails Committee (STC) with \$42,737 in project costs and an additional \$4,274 in contingency funding. The STC will apply for a trails grant for matching funds from the Massachusetts Department of Conservation and Recreation. In the event the grant funds are not rewarded, the CPA funds will be used to provide signage and install required fencing to enable use of the property.
- For the Town to appropriate and borrow a sum not to exceed \$2,030,000 for a period of 20 years for historic restoration of the Southborough Town House. Additionally, to appropriate \$208,284 with \$192,609 from the FY22 estimated CPA annual revenues and \$15,675 from the 2021 CPA Fund Balance for a total project cost of \$2,238,284 for historic preservation. This consists of \$1,986,644 for historic preservation/restoration project costs and \$251,640 contingency funding for the Southborough Town House Exterior Preservation and Restoration Project. The Board of Selectmen is directed to grant a Perpetual Preservation Restriction on the historical exterior and windows of the Town House Building. The cost of the Perpetual Preservation Restriction to be paid from funds from this appropriation and the holder of the Perpetual Preservation Restriction shall be approved by a majority vote of the Community Preservation Committee. The Town shall prepare a draft Perpetual Preservation Restriction and submit the Perpetual Preservation Restriction to the MA Historical Commission no later than 180 days after the commencement of construction activities. The Town of Southborough shall retain ownership of this building in perpetuity except as authorized by a vote of the citizens at a town election with a margin of 90% approval of the total ballots cast.

The CPC is presently reviewing an application from the Southborough Open Space Preservation Commission for the FY2022 Annual Town Meeting. The CPC continues to receive updates on past projects. The Committee would like to share some of these updates:

- Southborough Golf Course: The contingency money was approved for a putting green. The putting green is in but will not be ready for use until spring 2022.
- Southborough Basketball Court: The court had some paving concerns which have now been remedied. The remaining landscaping will be completed by the Southborough Department of Public Works. The court is open and in use.
- 2019 Southborough Historical Society Collection Preservation and Conservation Project: One part of this project was the restoration of the Historic Civil War Era flag associated with the burial of William Buck. The flag has been restored and is now framed and on display in the Southborough Historical Society Museum. The restoration work was completed by Museum Textile Services in Andover, MA. The SHS is still waiting for the signed affidavit with the Town to assure the Town always retains ownership of the flag. The other part of this project was to hire a professional archivist to complete conservation and storage of the collection and additionally to purchase archival supplies for refined storage and long-term preservation of items. To date this part of the project is on-going. They recently received a large donation of items which they will need to sort and catalogue.
- Town Clerks Records Restoration Project (2016) -- It is the responsibility of the Town Clerk to maintain the Town records. Some records go back almost 200 years. Paul Berry began the process of restoring the Town record books almost ten years ago with the assistance of CPA monies. Jim Hegarty is now continuing the process. He recently discovered a letter signed by both John Hancock and Samuel Adams in the records as well as a letter requesting that Southborough be a separate town from Marlborough. Jim Hegarty will continue working on the restoration and continue posting items of interest to the Town's Website.

The CPC is in the process of choosing the type of signage and language for CPA acknowledgement on all projects. Signage is a requirement of the CPA.

We would like to thank Anne Pfaff for joining the CPC as a representative of the Historical Commission. Doriann Jasinski has stepped down as representative from SHOPC. Thank you Doriann for sharing your time and talent. Also, thank you to Andrew Mills (Chair), Benjamin Smith (Vice-Chair) and all Committee members for their hard work and dedication to the CPC and to Freddie Gillespie whose assistance as the CPC Consultant has been exceedingly helpful. The CPC looks forward to another productive year.

Conservation Commission

Areas subject to the Commission's jurisdiction include (1) isolated wetlands, (2) bordering and isolated land subject to flooding, (3) wetlands bordering on water bodies or waterways, (4) all land within 100 feet of (#1-3) above, and (5) all land within 200 feet of any perennial stream or river. Any activity proposed in these areas requires review by the Commission and a public hearing if the proposed activity affects any of the statutory public interests. If the Commission determines that a proposal meets the regulatory performance standards, a permit and special conditions are issued that protects the following public interests: 1) private and public water supply, 2) ground water protection, 3) pollution prevention, 4) flood prevention, 5) storm damage protection, 6)

land containing shellfish, 7) fisheries and 8) wildlife habitat. In addition, the Commission has jurisdiction over projects which may have significant stormwater and/or erosion impacts in accordance with the provisions of the Stormwater and Erosion Control Bylaw under the Zoning Code.

The Commission advises other municipal officials and boards on conservation issues in Town. The Commission manages the Town's conservation properties, Community Garden, and oversees Conservation Restrictions held by the Town which includes the Southborough Golf Course and Halloran property. The Southborough Stewardship Committee, whose stewardship and management of Breakneck Hill Conservation Land and the Town Forest has been invaluable, reports to the Commission and oversees the maintenance of these lands. The Commission is served by a salaried Conservation Agent. One Commission member serves on the Community Preservation Committee, one member on the Master Plan Committee, and the Agent serves on the Southborough Emergency Planning and Management Committee. In 2021, the Commission was fully seated at seven members with Mark Possemato as chair, Benjamin Smith as vice-chair, and members Russell Gregory, Carl Guyer, Judith Watson, Sheri Widdiss, and Jeffrey Peet dedicating their time.

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

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

In 2021, the Commission held 30 **public hearings** for Notices of Intent, Requests for Determination of Applicability, and Abbreviated Notices of Resource Area Delineation and discussed 3 Violations, 12 Permit Extensions, and 5 Amendment Requests:

Request for Determination:

50 Deerfoot Road
53 Woodland Road
6 Oregon Road
18 Bigelow Road
10 Pearl Street
163 Parkerville Road
Southville Road -MBTA
21 Southville Road

Notice of Intent:

Ruby Estates, 96 Mt. Vickery
(6)
117 Framingham Road
192 Woodland Road
5 Nathan Stone Way
41 Oregon Road
9 Barn Lane
2 Hidden Meadow
10 Pearl Street
Marlboro Road
325 Turnpike Road
184 Woodland Road
142 Boston Road

Extensions:

276-280 Turnpike Road
Chestnut Meadows
Dairy Farm Lane (6)
229 Parkerville Road
22 Lovers Lane
84 Main Street
Stonebrook Court

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.

Enforcement/Violations

63 Deerfoot Road
1 Lynbrook Road
155 Main Street
Lot 5 Granuaile Road

Permit Amendments

141 Deerfoot Road
22 Lovers Lane
16-18 Middle Road
6-8 Turnpike Road
10 Pearl Street

**Abbreviated Notices of Resource
Delineation**

0 Southville Road

In 2021, the Commission held 10 **Stormwater Management Permit** public hearings:

147 Middle Road
149 Middle Road
151 Middle Road
4 Foley Drive

Ruby Estates, 96 Mt. Vickery
192 Woodland Road
2A Strawberry Hill Road
325 Turnpike Road

1 Pine Hill Drive
75 School Street

In 2021, the Commission considered 28 **Requests for Certificate of Compliance**:

118-120 Turnpike Road
(landscaping only)
139 Deerfoot Road
Leeds Way
9 Barn Lane
32 Boston Road
38 Turnpike Road

3 Witherbee Lane
74 Deerfoot Road
40 Southville Road
31 Lynbrook Road
35 Lynbrook Road
37 Lynbrook Road
141 Deerfoot Road

124 Deerfoot Road
133 Deerfoot Road
1 Witherbee Lane
30 Presidential Drive
243 Parkerville Road
81 Breakneck Hill Road

22A Lovers Lane
Stonebrook Court
13 Foley Drive
3 Overlook Drive
9 Grove Street
325 Turnpike Road (4)

In FY21, the Commission collected \$5,965 in state regulated wetland filing fees, \$31,960 in local filing fees and for necessary peer reviews (unused funds get returned at the end of the permitting process), and \$950 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. A special thank you to Jim Gorss, who recently moved out of town, who used to mow our trails and volunteered his time for both the Cow Fund and Stewardship Committee.

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.

2021 has been a challenge for the Senior Center and for all of us. Creativity, flexibility, and perseverance have been the keys to providing services and programs at the Senior Center and to homebound seniors. No matter what the circumstances are, the staff is working to provide more programs, services, and activities to enhance the lives of the seniors residing in Southborough.

The Senior Center is located near the center of town at 9 Cordaville Rd. The Center is easily accessible to seniors who drive and also accessible by inexpensive bus service provided through the MWRTA which will pick seniors up at their homes and bring them to the center. Please contact the MWRTA for details and schedules at 508-820-4650. The Senior Center's regular business hours are 8:30 am to 3:00 pm Monday through Friday.

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 Falconi Family Memorial Golf Tournament and Autumn Fair raise significant dollars towards program funding. This was the 30th and final year of the Falconi Golf Tournament. Thank you Jimmy Falconi for being the biggest supporter of the Friends of the Council on Aging. Many thanks to those who have coordinated, participated, and contributed!

ACTIVITIES AND SERVICES

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

Now that the building is open, the Senior Center has a full slate of weekly activities which are detailed in our bi-monthly newsletter and on our web site www.southboroughseniors.com. Educational programs on such topics as: history, art, music, legal and medical issues are also offered throughout the year. Luncheons, movies, and holiday activities are very popular programs at the center although some still remain as drive through events. Home delivered meals (Meals on Wheels) are provided by 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 a 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 Friday from 10:00 am to 2:00 pm to answer senior's questions or assist family members of our seniors about their health concerns. Nursing services include; advocacy for seniors with doctors and medical facilities, health screenings, medication management, distribution of walkers, wheelchairs, shower chairs, and general guidance on medical and social issues.

Support from the Southborough Community Fund

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

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

Trailblazers Group

Our Trailblazers are an active group of seniors who meet monthly and plan activities that include; snow shoeing, horseback riding, zip lining, hiking at various State Parks, biking, and local nature walks. They are a group of about 65 people who participate in some or all of the activities. New participants and ideas are welcome. Please contact the Senior Center or our wonderful volunteer group leader, Mary Ann Anderson, for more information.

Raised Bed Gardens

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

Sustainable Gardens

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

Dull Men's Club

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

Caregiver Support

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

Dementia and Alzheimer's support

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

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. This year the program was run in a limited capacity depending on what job opportunities could be offered safely during Covid. Twenty four seniors were able to participate and receive prorated credit during this abbreviated program year.

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

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

Renovations: In an effort to continue to meet the anticipated growing needs and requests of our elder populations the Council on Aging has been pursuing a building renovation plan. A professional design has been created which includes more activity space and additional bathrooms. Another bathroom has been added while the building has been closed.

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.

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

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

WHO ARE WE?

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. The largest grassroots cultural funding network in the nation, the Local Cultural Council (LCC) Program enriches the cultural life of all cities and towns in Massachusetts. Led by municipally appointed volunteers, LCCs award over \$4 million every year, supporting more than 6,000 cultural programs that include everything from field trips to lectures, festivals, and dance performances.

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

As a local council, the Southborough Cultural Arts Council (SCAC) 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.

In **2021**, the Southborough Cultural Arts Council awarded **over \$6000** in grants to the following:

Symphony Pro Musica	2020-2021 Season
Messiah Community Chorus	Presentation of Handel
Motoko Dworkin	Folktale from Asia
Southborough Library	Learn to Play Ukulele
Southborough Library	Graphic Novel Workshop
Southborough Library	Family Yoga
Northborough Area Comm. Chorus	NACC 50 th Anniversary Celebration
Discovery Museum	Open Door Connections
Catherine Weber	Art on the Trails
Mass Educational Theater	Massachusetts Theater Celebration
Dayna Altman	Bake it Till You Make it
Southborough Recreation	2021 Summer Concert Series
Assabet Valley Mastersingers	Concert Series 2020-21

New grants or programming ideas are always welcome. All of the required materials and details of the process may be found at the MCC's website: www.massculturalcouncil.org

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:

- ⇒ Southborough Community Fund Grant Recipient – used for pop up equipment purchase
- ⇒ Artist Vendors at Chestnut Hill Farm HarvestFest
- ⇒ Pop Up Holiday Market on Main St

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.



Department of Public Works

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, 2021.

THE DEPARTMENT

In 2021 the DPW continued with 16 full time employees:

Highway Division:

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

Water Division:

Paul Harding
Stephen Aspesi
-Open-

Grounds Division:

Andrew Charbon-
neau

Fleet Division:

Colby Norton

Operations Supervisor:

Chris Leroy

Office:

Tammi Rice
Jean Johnson
Karen Galligan



*Bill Harrington, Buddy Burton, John Boland
(former DPW Superintendent), Dr. Ovid Frasier
(courtesy of Southborough Historical Society)*

HIGHWAY:

Roads:

Winter 2020-2021 statistics:

- about 57 inches of precipitation as snow, ice and freezing rain
- 14 events between 10/30/2020 and 4/16/2021
- 9 events dropping over 2.5" of snow, 2 of those events dropped over 12" of snow

Maintenance information:

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

Transfer Station:

- Household Hazardous Waste Day occurred in October
- about 300 tons of brush and yard waste were recycled
- sharps and mercury items were properly disposed of or recycled
- approximately 650 tons of comingled, newsprint and corrugated cardboard were recycled
- around 2,750 tons of refuse was transported to Wheelabrator and recycled into electricity
- 4,518 2021-2022 permits were sold at the DPW, online and by mail
- Required Landfill and Transfer Station reporting occurred as required in 2021.

Storm-water:

- the Annual Spring Clean-up wasn't held due to the pandemic
- storm water annual reporting was submitted as required
- the Town continues to work to comply with our new storm water permit
- The DPW crew repaired catch basins as necessary in 2021
- The catch basin cleaning contractor cleaned 1,224 catch basins

Cemetery:

- Burial Rights to 23 lots, containing 37 graves, and 1 niche were sold

There were 33 cremation burials and 29 full body burials at the Rural Cemetery

GROUND: 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 (IPM) Program as required by the Children's Protection Act
- contractor mowed and performed seasonal maintenance on all Town and school grounds

Trees: DPW does not have a Tree Division

- the Town's tree contractors removed 28 street trees that were designated for removal in October 2020 hearings.
- the Tree Warden held a tree removal hearing for 9 street trees designated for removal as part of the Various Streets Project in November. The hearing was contested, the appeal before the Board of Selectmen led to the removal of 6 of the 9 trees
- an additional 14 hazard trees were removed, 5 more were removed by utility companies and 17 stumps were ground

WATER: Water is an enterprise fund

Consumption:

- 2021 usage in Southborough was about 320 Million Gallons (MG) of water, average day's usage was about .9MG. This usage is back in line with our CY2019 usage.

Rates:

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

Breaks:

- DPW's leak detection contractor found 1 water main leak, 2 service leaks and 3 hydrant leaks, there were an additional 3 water main breaks and 8 service breaks in 2021

Infrastructure Improvements and Maintenance:

- 10 water services, 1 hydrant, and 200' of 8" main were added to water system
- exercised gate valves, flushed system, painted hydrants, repaired 25 hydrants and replaced 3 hydrants
- sampling and DEP reporting completed

DPW-WIDE PROJECTS:

- The Main Street Project's crosswalks and landscaping was completed. Final punch list items and pole removal did not occur in 2021.
- The Town received \$290,000 from the State's Shared Spaces Grant Program. Money is being used to build a park at the intersection of Route 85 and St. Mark's Street
- the Town received about \$376,000 from the State's Complete Streets Grant. This money is being used to build a sidewalk on Newton Street from East Main Street to the Medical Center, and to construct safety improvements at the Main Street railroad crossing
- the Town's Downtown and Various Streets Project began in fall 2021. This project is funded through the two grants named above, roadway maintenance money and Chapter 90 funds (a reimbursed State fund). The Project will continue the sidewalk, drainage, water main and pavement improvements from the eastern end of the Main Street Project through the downtown. Add sidewalks on Newton Street, improve the intersection of St. Mark's Street and Route 85, add sidewalks north on Route 85 to the St. Mark's Street intersection, improve sidewalks on Cordaville Road from the southern end of the Main Street Project to the northern Rural Cemetery entrance and improve the Deerfoot and Flagg Roads intersection
- The Ashland /Southborough Interconnection Project was completed. This project included many upgrades to Southborough's water system at Ashland's expense.



INTRODUCTION

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

Key to the EDC's efforts is to work closely with the business community, residents, non-profit organizations, town leaders, and committees to retain and attract businesses that will expand and strengthen our 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.

The EDC's activities are varied and are aimed to strengthen Southborough's economic wellbeing and quality of life. Priorities for 2021 included the Downtown Initiative, Business Outreach, Business Development, and Business Assistance during the continuing COVID pandemic.

THE DOWNTOWN INITIATIVE

2021 saw a continuation of efforts outlined in the Downtown Initiative program that started in 2017. The goal of the initiative is to restore downtown Southborough to a vibrant village center. All efforts keep with the goals outlined in the 2008 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".

At the Special Town Meeting held on November 1st 2021, a new Downtown District zoning bylaw passed. 73% of Southborough residents voted in favor of implementing the Downtown District with accompanying zoning map. The Downtown District allows for certain identified uses by-right including mixed-use.

Year 2021 Highlights of the EDC's Downtown Initiative include:

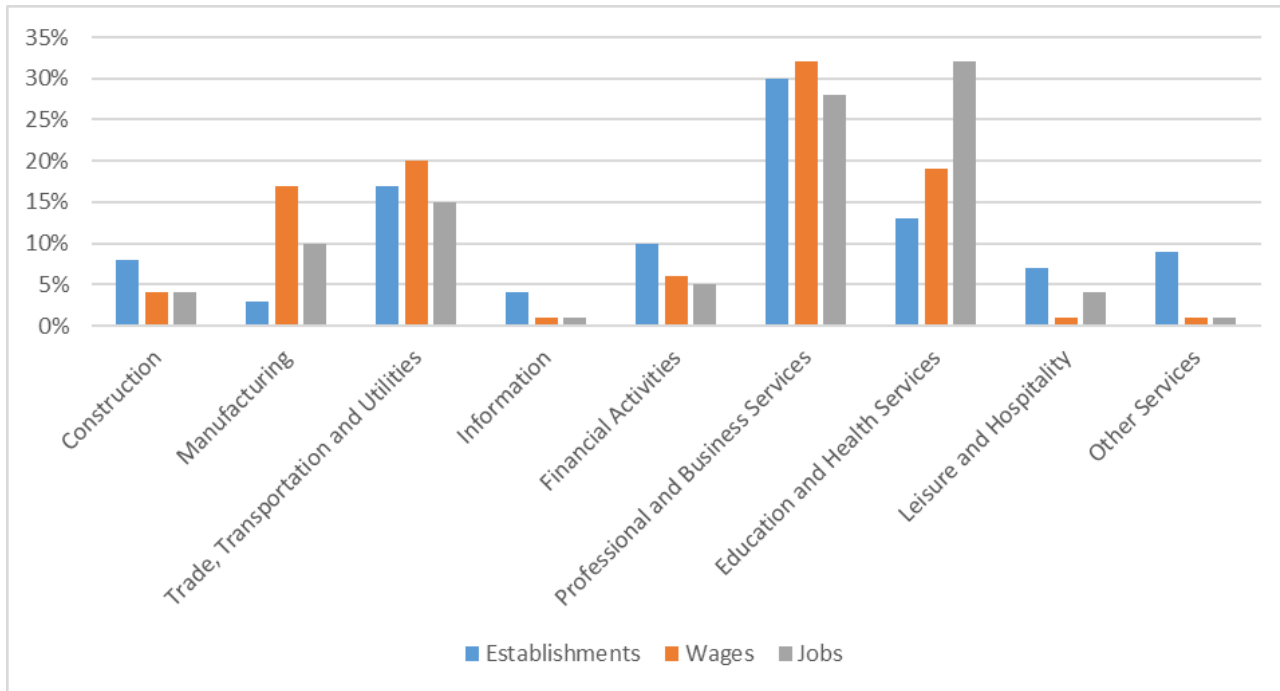
- Downtown District zoning bylaw and map were approved at Special Town Meeting on November 1, 2021
- Draft Design Guidelines for the Downtown District were created and further finalized by a working group including members of the Select Board, Planning Board, Historic Commission and Economic Development Committee
- A wastewater feasibility study was completed by Weston & Sampson (with funding from the Planning Assistance Grant of the Executive Office of Energy & Environmental Affairs)
- The purchase of planters, bike racks and a picnic table for the downtown area with part of the Shared Streets and Spaces grant awarded in 2020

BUSINESS OUTREACH

There are close to 500 businesses in Southborough that collectively employ more than 8,000 people. The town boasts a diverse economy with commercial activity spanning 16 different industry sectors and includes large global companies, small- to mid-sized businesses as well as non-profit organizations (*Source: MA DLWD*). Southborough's excellent location and highly-skilled talent are the main factors, mentioned by companies, to locate here.

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 had to halt in-person meetings due to the pandemic but vows to resume these meetings once it is safe to do so in 2022.

Southborough: Establishments, Wages and Jobs by Industry, 2020



Source: MA Executive Office of Labor and Workforce Development, ES-202 data

IMPACT DUE TO COVID-19

The COVID-19 pandemic continued into 2021 and prolonged the challenges faced by the business community. Many employees did not return to the office, negatively impacting our local restaurant and business services sectors. The EDC prioritized assisting our small, local businesses by providing information and resources, namely:

- Awarded 12 grants worth **\$155,000** to Southborough small businesses (microenterprises)
- Created temporary outdoor dining regulations to allow restaurants to operate at higher capacity due to indoor-dining restrictions
- Assisted Southborough restaurants in extending operations and creating outdoor dining areas through a **\$24,500** Shared Streets and Spaces grant. The grant money was used to purchase outdoor dining tents, heaters, picnic tables, planters, and bike racks for use by Southborough restaurants
- Provided regular updates on COVID-19 regulations/opportunities

Some feedback from Southborough microenterprise grant recipients:

"The grant couldn't have come at a better time, our computer crashed so we needed to upgrade, then the upgrade wasn't compatible with our color copier, so we ended up getting a rebuilt copier. Without the grant, I would have considered closing our doors. Thanks again for all your help!"

"Thank you for all your support in bringing awareness of this program to the businesses of our community. For businesses like mine that are largely in-person with our clients, this grant program was the breath of life that allowed our continuing on during the COVID pandemic. I know we are all ever so grateful to you, to the staff at MGCC and to all involved who worked tirelessly to help small businesses through this most challenging period."

"The two Small Business Grants I received were a life boat for my business. In precarious times, I certainly appreciate the assistance so that GOODNESS REMEDIES is still here after the past couple rough years. And I am so appreciative to the town of Southboro and Marijke!"

Economic Development Committee (continued)

BUSINESS DEVELOPMENT

Only 9% of Southborough land use is zoned for commercial or industrial use. Of this commercially zoned land, only 4% was available for development in 2021. 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 used to their fullest potential.

In 2021, the EDC renewed its focus on addressing under-used lots and vacant office space along Route 9. The committee reached out to real estate owners, developers and the business community to see how the Town can work in attracting, retaining, and promoting businesses in Southborough. Some of the issues that were identified and need to be addressed include Southborough's (wastewater) infrastructure, public transportation options, zoning regulations and the permitting process. The EDC also continues to look at other available tools to help improve Southborough's competitiveness.

The EDC wrote and submitted grant applications with three different State agencies over the Summer of 2021. All applications are part of the EDC's effort to increase business competitiveness for Route 9. The requests for assistance aim to address the hurdles to economic development that were identified through previous research and business outreach.

Community One Stop for Growth application for \$65,000 to fund:

- (1) a review of the current zoning code of Southborough's Business Highway and Industrial zoned areas along Route 9;
- (2) recommendations for a zoning update for these areas;
- (3) recommendations for implementing specific Economic Development tools; and
- (4) recommendations to improve traffic patterns that will facilitate access to businesses along Route 9.

Executive Office of Energy and Environmental Affairs Planning Assistance grant application for \$50,000 to fund:

- (1) a comprehensive review and update of "Wastewater Disposal Alternatives" for Route 9 sites.

MassDevelopment Real Estate Technical Assistance for \$30,000 to fund:

- (1) a review and recommendations for Economic Development tools and/or District Improvement Financing options for Southborough's Route 9 Business Corridor including concrete steps for implementation.

With a new business model emerging, the EDC envisions an urgent need for more flexible zoning regulations. More amenities and outdoor spaces in office parks will be vital in bringing back employees. The hybrid workforce is expected to stay. This will result in fewer employees on location but more space required per employee due to COVID health concerns.

A boom in the life sciences industry sector is fueling the explosive demand in laboratory space all across the region. Unlike our neighboring communities, Southborough lacks a central wastewater system along Route 9 and thus is missing out on this enormous growth opportunity.

The growth in e-commerce has dramatically increased the need for various types and scale of warehousing. To attract these types of developments, sites with the proper zoning in place are paramount.

OTHER EDC ACTIVITIES

The EDC's in-house Knowledge Center is continuously updated with new information and provides ready access to various research reports, economic data, and local business information. Some of the 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. To improve transparency and information sharing, the EDC manages a Facebook page and sends out regular EDC Newsletters that are also accessible on the website.

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.

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.

STAFFING

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

Our current FY22 staff is as follows:

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

STAFF FUNCTIONS

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

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

Business Administrator - Performs all aspects of administrative office work. Tasks performed include, but are not limited to, procuring goods and services by preparing quote and bid documents in accordance with M.G.L. c. 30B, M.G.L. c. 149 and other applicable statutes, preparing purchase orders, processing invoices, and maintaining a running account of all department expenditures. Assists the Director of Facilities with the preparation of documents, maintenance of project folders, and monitoring of budgetary funds. Tracks preventative maintenance and repairs by creating, distributing, and closing out department work orders.

ACHIEVEMENTS

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

Although the COVID-19 pandemic made it necessary to temporarily restructure work activities in order to ensure a safe environment for facility users, the members of the department rose to the occasion in a commendable and noteworthy manner. Below is a list of projects undertaken by the Facilities Department in 2021. Although most of these projects have been finalized, we will continue to work on completing the remainder in 2022.

Town House

- Renovated the grand back entrance hallway; renovation included the installation of new energy efficient LED lighting.
- Renovated the 2nd floor unisex restroom.
- Replaced outdated water fountains with a water bottle fill station.
- Installed new LED pendant lighting fixtures in the front foyer.
- Installed a new water heater.
- Made physical repairs to a leaking HVAC coil unit.
- Replaced a service valve on an AC condenser unit.
- Replaced two transducers on the HVAC system.
- Installed a new internal drain kit and drain float on the HVAC system air compressor unit.
- Installed COVID-19 related safety equipment.

Library

- Completed the installation of a new roofing system.
- Upgraded alarm systems from copper POTS lines to cellular radio communications.
- Replaced a water sensor on the alarm system.
- Repainted the grand front room, director's office, and staff break room on the 2nd floor.
- Installed a new ADA compliant countertop and sink unit in the staff break room.
- Installed COVID-19 related safety equipment.

Public Safety Complex

- Made repairs to a leaking HVAC system circulator pump.
- Replaced a faulty pipe temperature sensor.
- Replaced the faucet in the Fire Department kitchen.
- Replaced an HVAC system related condensation pump.
- Made repairs to a toilet in the cell block.
- Installed a pressure gauge on an air compressor unit.
- Installed new batteries in the emergency generator unit.
- Made repairs to overhead door unit emergency stop sensors.
- Replaced a logic board in an overhead door opener unit.
- Replaced the prefilters and primary filters on the Airvac system in the apparatus bay.
- Installed and made repairs to numerous items needed for day-to-day operations throughout the complex.

D.P.W.

- Made extensive repairs to the 2nd floor restroom heating unit.
- Replaced the ignition transformer on the waste oil burner unit.
- Replaced a unit heater in the apparatus bay.
- Made repairs to overhead door units.
- Made repairs geared toward extending of the life of the main building roofing system.
- Upgraded the alarm system from copper POTS lines to cellular radio communications.
- Installed a new battery, battery charger, and block heater on the emergency generator unit.

Transfer Station

- Upgraded the alarm system from copper POTS lines to cellular radio communications.
- Installed new LED lighting fixtures over the rubbish hopper.

Cemetery

- Replaced the heating furnace.
- Installed a new water heater.
- Upgraded the alarm system from copper POTS lines to cellular radio communications.

Station II

- Made repairs geared toward extending the life of the roofing system.
- Upgraded the alarm system from copper POTS lines to cellular radio communications.
- Made repairs to overhead door units.

Cordaville Hall

- Completed the construction of a new ADA compliant bathroom.
- Installed two new water heaters.
- Replaced an older toilet unit on the main floor.
- Made electrical repairs in the big meeting room.
- Installed COVID-19 related safety equipment.

South Union School

- Installed a new water heater.
- Repaired a steam valve and steam trap in the office area.
- Installed COVID-19 related safety equipment.

Golf Clubhouse

- Installed rain gutters over the main entrance door.

Open Space Preservation Commission

Over the course of 2021 the Open Space Preservation Commission (OSPC) reviewed site plans and a subdivision, worked with project proponents, and provided recommendations to the Planning Board during the hearings on the projects.

While continued Covid constraints put a crimp on many of our planned activities, we none the less managed to engage with many residents through outdoor programs and volunteer work. The OSPC had a productive year – Here are a few of our accomplishments:

COMMISSION CHARGE

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

- **January and February:** Orchestrated a successful seed distribution program. Volunteers hand collected, cleaned, and packaged over 700 packages of 26 varieties of native plants, specifically for at- risk pollinators. Facilitated a drive- through pick-up at Cordaville Hall. We hosted a follow up Winter Sow Workshop Webinar on how to plant the seeds. We had well over one hundred participants.
- **June:** Over 50 people attended a Garden Tour at the Beecology Research Garden at Breakneck Hill Conservation Land featuring a presentation by Dr. Robert Gegear. He talked about his research at Breakneck Hill and how the resulting plant list used to direct plant choices in the garden have been helping to sustain populations of pollinators that are heading towards extinction
- **Spring and Summer:** Partnered with Southborough Open Land Foundation on a new Pollination Preservation Garden at the Beals Preserve. Recruited volunteers from SOLF, Scouts, and Rotary Club and orchestrated workdays for the preliminary preparation of the garden bed.
- **April through October and ongoing:** Facilitated the installation of a Public Display Pollination Preservation Garden at the library. Recruited and held volunteer workdays every weekend and on numerous weekdays. Next summer we will have a new beautiful flower garden that will help to preserve biodiversity and additionally create a space for nature-based programming including Native Plant Gardening and Citizen Science Projects.
- **September through December:** Collected seeds from native plants and hosted a seed cleaning workshop for our Winter Sow Project in 2022.
- **December:** Partnering with Southborough Rotary Club, we co-hosted a presentation by Dr. Robert Gegear.



RECREATION COMMISSION:

Jen Hansen, Chair

Donald Dumont, Vice-Chair

Kristin Lavault

Rachael O'Day

VACANCY (1)

RECREATION DEPARTMENT:

Tim Davis, CPRP, Director

Joe Durant, Program Coordinator

Denise Mayer, Administrative Assistant

Overview

Southborough Recreation works to serve our community through affordable, accessible, and unique programs and activities. These programs include 100+ after school program offerings, special town-wide events such as Southborough Summer Nights, Heritage Day, Gobble Wobble 5k, and the Halloween Trunk or Treat. In addition, the Recreation Department is home to larger programs such as the Trottier cross country team, Neary and Trottier Track and Field, Ski and Snowboard programs, and adult league sports including softball, basketball, pickleball, and ice hockey.

The department is advised by a *Recreation Commission* composed of five (5) appointed residents of the town. The commission meets monthly to assist in the operations of the department, offer input and feedback on current situations and programs, and recommends action on pressing issues or priorities in town. Additionally, the department is supported by the "*Friend of Southborough Recreation*" which consists of residents who work with the department on fundraising opportunities for assistance with capital projects, program scholarships, and program support.

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

Department Staffing

After a four (4) month vacancy through the peak summer months, the full time Program Coordinator position was accepted by Joseph Durant. Joe joins us with years of experience through his work with the Hudson, MA Recreation Department as well as serving as Recreation Director for a senior living facility. He received his bachelor's degree in Recreation Management from Springfield College and brings new energy and ideas to the department.

Department Programming

2021 marked a long-awaited return to programming after a hiatus due to COVID-19. While precautions and limitations were still in place; the Recreation Department was able to implement widespread and successful programs across town. As the year closed out, we were in full swing with after school programs and various community events across town.

Summer 2021 marked the department's first combined summer camp for ages 3-14 with the introduction of Camp Fayville (ages 3-6), Camp Cordaville (7-11), and the return of our Counselor in Training (CIT) program for ages 12-14. The programs were all housed at the Woodward School for eight (8) weeks, from 8:30am-4:00pm. The program saw 421 individual campers across the two age groups, and 131 individual CITs. Camp 2022 intends to build upon the immense success of the summer we had. Additionally, the summer brought back eight weeks of FREE summer movies in the park and summer concerts.

As we entered the Fall 2021 school year, Recreation After School Programs (RAPs) were reintroduced in full capacity. With the help and support of the Public Schools; the department successfully implemented after school program across all four (4) schools. At the end of the 2021-2022 school year, we are on track to push 150+ after school program offerings within the buildings.

2021 also marked the return of the Trottier Cross Country team, Ski and Snowboarding at both Wachusett and Nashoba mountains, pickleball, and adult leagues including softball, basketball, and hockey. Planning for 2022 is in full swing with further planned returns of past program favorites, as well as new offerings such as an entire month of special events to celebrate Parks and Recreation Month in July 2022. New programs are added monthly. Follow www.Southboroughrec.com for updates and registration information.

Recreation Commission (continued)

Recreation Department Special Events

Southborough Summer Nights

- Summer Nights is an end of season celebration hosted by the Recreation Department in August 2021. The event featured a wide variety of food trucks, live music, and fireworks display for the community to enjoy. Summer Nights 2022 is scheduled for August 27, 2022.
- Heritage Day Parade and Celebration
Heritage Day 2021 was held after a year off due to COVID. The Recreation Department was able to present 60+ local vendors, food trucks, and a community parade. We thank St Marks for their support in allowing us to utilize their field facility. Heritage Day 2022 is scheduled for October 10, 2022

Halloween Trunk or Treat

- This year the Recreation Department introduced a new community event set to become an annual event. In partner with the Southborough Fire and Police Departments – a free trunk or treat event was held at Woodward School. With over 500 trick or treaters, the program was a great success. It was accompanied by multiple food trucks and a movie in the park to end the evening. The event is set to return on October 22, 2022.

Summer Concert Series & Summer Movies in the Park

- Free summer concerts and summer movies were offered at Neary School over the eight (8) weeks of summer. All programs were largely attended by residents and non-residents weekly. These programs are generously supported by the Friends of Southborough Recreation, The Southborough Community Fund, and other community sponsors. The 2022 season is set to begin on June 29, 2022.

Thanksgiving Gobble Wobble 5k Road Race

- The Friends of Southborough Recreation saw the successful return of the 15th Annual Thanksgiving Day Gobble Wobble 5k Road race and 2k walk. The event brought in 900+ registered runners and walkers and it was a tremendous success. We look forward to the 16th annual race on Thanksgiving Day 2022.

Southborough Fields and Facilities

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

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

Facility Development and Maintenance

After a very productive 2020, 2021 proved to be the continued result of hard work and diligence as it related to facility improvements and development. Below you can view achievements and anticipated projects of the Recreation Department related to facilities.

Mooney Field and Richardson Tennis Court Lighting

After Planning Board approval in 2020, athletic lighting was procured and installed at the Mooney baseball complex located at Finn School and the Richardson Tennis Courts at Neary School. This marked the end of a journey that started with funding in 2017.

Kallender Field

After receiving three steps of approval from the Southborough Select Board, the Kallender Field project was put into motion and funded at Spring 2021 town meeting. A contract was bid and procured resulting in an anticipated Spring 2022 build. This long-awaited project will bring the field back online for use by the Town's multiple youth groups and residents.

Finn Tennis Courts

The Department anticipates submitting an application for financial support by the Community Preservation Committee to help fund the renovation of the Finn Tennis Courts. One main court is in disrepair due to the past use of the space for a skate park. Our intention is to bring the court back online to meet the needs of the tennis community but also the growing pickleball community in Southborough and surrounding towns.

Lundblad Field

The department is in the beginning stages of exploring Lundblad Field and what can be done to improve the current conditions or repurpose the field for future recreational use.

Trails Committee 2021 Update

The [Southborough Trails Committee](#) (STC) creates, monitors, maintains, and improves trails in Southborough in coordination with municipal, state, other public or private entities, and regional organizations as needed.

One of our top goals is to support a network of trails and to create healthy recreational opportunities for people of all ages and abilities to enjoy Southborough's open spaces and conservation land. Southborough's natural resources offer unique opportunities and benefits to the community. We are committed to doing our part to help balance the use of trails while helping to keep the watershed clean and to protect the water quality of the reservoir.

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

- Enhance Community awareness and engagement through active outreach and programming
- Continue stewardship efforts related to trail construction and ongoing maintenance
- Secured funding to support trail initiatives

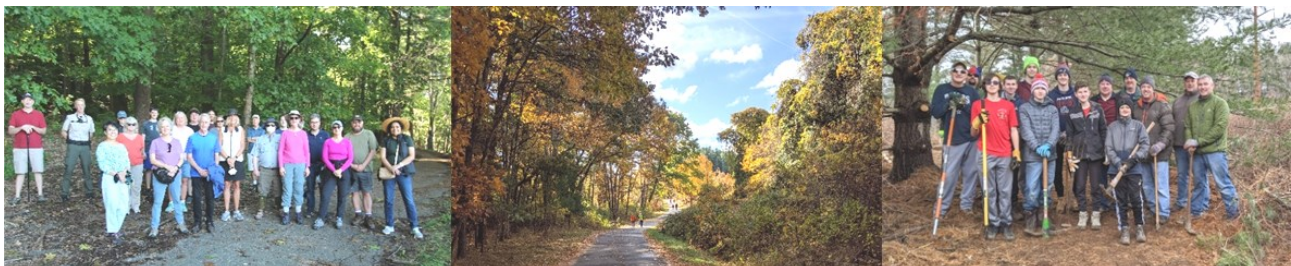
The Committee shares trail resources, news, announcements, and events with the community on a regular basis. We use Facebook and our website to engage the community and keep folks updated with trails-related happenings. Since December 2020, the Committee has increased its Facebook followers by 73% and we increased our distribution list for the trails website news and announcements e-alert system. Connecting and engaging with the community will continue to be a top priority for the Committee moving forward.

During 2021, STC successfully completed the following key projects:

- Hosted 2 successful hikes:
 - Nature hike at Beals Preserve led by Debbie Costine, SOLF VP, to highlight mental health awareness month; partnered with SOLF and Youth and Family Services (*June 2021*)
 - History hike on the proposed Peninsula Trail led by DCR Ranger, Lt. Andy Leahy (*September 2021*)
- Partnered with Nick McEvoy, for his Eagle Scout Project with Troop 92, to build a connecting segment of the Aqueduct trail off Pine Hill Road (*open to public in early 2022*)
- Partnered with Troop 92 scouts and SOLF to reconstruct the Templeman and Watkins Loop Trail off Rt. 85, cleared and blazed 911 Loop Trail, and completed general maintenance throughout town (*scouts donated time to earn their Community Merit Badge*)
- Partnered with Algonquin Student Council and Verity Opportunities to reconstruct a connecting trail in the Town Forest, to help with the reconstruction of Templeman and Watkins Loop Trail, and to complete general trail maintenance
- CPA Funding application for the Peninsula Trail, part of the Boroughs Loop and Aqueduct Trail systems, was voted forward at the 2021 Spring Town Meeting; funds will be used as matching funds for a 2022 MassTrails grant proposal
- Partnered with Stewardship Committee (the lead) and was awarded a Choate Fund grant to help fund Nathan Boy's Eagle Scout Project, Troop 92, at Breakneck Hill (*a Stewardship Project installed Q4 2021*), and to fund Town Forest trail name signage, map boards, and dog waste education signage town-wide (*project completion expected in early 2022*)

We want to thank all those who help the Committee accomplish its goals and objectives: Troop 92, Troop 1, scout leadership and parents, volunteers, Committees, Commissions, Boards, the Recreation Department, DPW, local organizations, surrounding communities, and state entities. We look forward to continuing to build, enhance, and maintain beautiful trails in Southborough.

"Never follow someone else's path unless you're in the woods and you're lost, and you see a path. By all means, you should follow that." — Ellen DeGeneres



General Overview of Library Services

The Southborough Library provides books and other materials to residents of the town to checkout 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 upstairs. Visit www.southboroughlib.org to search the catalog and request items, download electronic books and audiobooks, live chat with staff, or to access online electronic resources. New e-resources added in 2021 include *Consumer Reports*. Staff routinely provide Reader's Advisory service, suggesting books for library users to read.

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.

Library card holders also have access to downloadable e-books and electronic audio books on their personal e-readers, smart phones, and tablets via the C/W MARS Overdrive service at: <https://cwmars.overdrive.com>.

Thanks in large part to The Friends of the Southborough Library, the library offers reduced price passes to several cultural museums and educational attractions across Massachusetts. The Southborough Library offers two circulating telescopes for patron checkout, as well as a growing collection of circulating puzzles. Thanks to grant support from the Southborough Education Foundation and Southborough Community Fund, the library now offers 12 circulating ukuleles in the Teen Room. Through a statewide initiative, the library offers 5 circulating hotspots that will be available for checkout until October 2022.

Also thanks to state funding, the library has 4 new circulating gardening kits that include tools for the novice and experienced horticulturalist. The widely successful Library Seed Exchange also continued for the 2nd year. Approximately 6,531 residents of Southborough have active library cards.

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 statewide delivery service. Unless there is a pending wait list, books and materials are typically received in just a few days. Users are notified by e-mail, phone, or text when the material arrives. To search the full C/WMARS catalog and place holds, visit <http://bark.cwmars.org>. Users may also access books outside the C/W MARS network via the statewide Commonwealth Catalog at: <https://commonwealthcatalog.org>.

Board of Trustees

The Library Board of Trustees consists of Marguerite Landry (Chair), Jane Davis (Vice Chair), David C. Ekberg, Janet Maney, Kim Regan, and Amy Yazdani. The board works very closely with library director Ryan Donovan with the ongoing evaluation and implementation of library services, in addition to aiding the director with policy and long-term strategic planning efforts. The Library Trustees regularly reviewed the progress of the ongoing Library Façade Restoration Project to historically restore the front steps and roof. The board meets at least once a month, typically on the third Tuesday of the month. For the majority of 2021, the Library Trustees held meetings virtually on Zoom due to the COVID-19 pandemic.

Library Staff

Besides providing direct public service to patrons, staff activities include purchasing and processing books, planning programs, deaccessioning material collections, creating booklists and displays, process curbside service requests, working with and learning from our regional library consortium, promoting existing electronic resources, updating records in the automated catalog, and offering computer and e-reader help. Staff also seek out and write grants; in 2021, 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. After 19 years of service, Senior Library Assistant Patricia Ellis retired from the Southborough Library in October 2021.



Library Programs

The COVID-19 pandemic significantly disrupted in-person programming efforts for the majority of 2021. As a result, the library continued to host a variety of virtual programs. They included a bi-monthly virtual book club, virtual story times for children, two cohorts of the Scratch Coding Club, Virtual Crafternoons for middle and high school students, an online Youth Writing Club, winter virtual gardening lectures, 2 virtual Candidates' Night programs, and 3 conversation programs on the topic of financial literacy. Resident Jill Vroman partnered with the library on a new series of virtual wellness programs that strove to enhance the physical and mental health of participants. Southborough Recreation continued to help maintain online virtual registrations. As weather allowed, the library held several successful outdoor programs for children including regular weekly preschool story times and baby yoga sessions.

Children's Librarian Kim Ivers had to significantly redesign plans for the library's annual Summer Reading program. She created weekly "grab and go" kits that included: suggested reading lists, topical scavenger hunts, select coloring pages, weekly challenges and crafts, and a variety of other suggested activities. The library distributed free comics books as part of the event, as well as MBLC-sponsored hockey materials from the Boston Bruins. The library continued to enhance and update its outdoor space.

Southborough Library Fund

In 2011, members of 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. As the library prepares to undertake the planning and design of a new or renovated space, the Fund can help to supplement the costs of this effort through individual giving. Donations can be mailed to: Southborough Library Fund, P.O. Box 141, Southborough MA 01772 or made online at: <https://donate.cfncm.org/donate> and selecting "Southborough Library Fund."

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, Secretary Sandy Pochapin, 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. Meetings are now on Zoom. For more information, please e-mail: friends@southboroughlib.org.

Library Diversity Statement

The Southborough Library strongly supports the Massachusetts Board of Library Commissioners statement on diversity, inclusion, and racial justice. The Massachusetts Board of Library Commissioners stands with all who condemn racism and work for racial justice. We believe that Black lives matter. Libraries are civic anchors, committed to access for all and strengthening bonds within and across communities. We stand firmly with all who battle the inequality, brutality, and failures of justice that have been laid upon Black Americans for centuries. We stand unequivocally for equity, justice, and opportunity. That said, libraries cannot stand solely on ideals. Libraries must find ways to encourage more diversity in our profession and recognize privilege in our everyday lives. We must listen to the communities that we serve and create opportunities for learning and action. The United States of America can be the land of opportunity only when there is opportunity and justice for every member of society. We must speak out when there is injustice, but our words will mean little if they are not followed by action. The Massachusetts Board of Library Commissioners pledges to make racial and social justice integral and ongoing in our services and programs. The Southborough Library also supports #LibrariesRespond and #BlackLivesMatters vis-à-vis the American Library Association (ALA).

Southborough Library (continued)

	FY18	FY19*	FY20^	FY21^
Total material holdings	161,569	149,824	199,903	237,253
Direct circulation (not including inter-library loans)	138,906	109,622	114,976	97,347
Inter-library loans processed through Southborough (sending and receiving)	30,806	29,720	21,848	28,755
	(13,163	(12,945	(8,834	(12,817
	received,	received,	received,	received,
	17,643	16,775	13,014	15,938
	provided)	provided)	provided)	provided)
e-book circulation	5,897	6,924	10,524	14,542
Total attendance at adult/young adult programs	2,185	2,508	1,538	786
Total attendance at children's programs	7,332	8,324	4,720	2,096
Fines & fees collected and turned back to the town^	\$2,792.00	\$1,567.47	\$885.00	\$25.00

Contact Information

Phone: 508-485-5031

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

Twitter: @SouthboroughLib

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

Hours: Monday, Friday & Saturday, 10:00 AM to 5:00 PM
Tuesday, Wednesday, & Thursday, 10:00 AM to 9:00 PM
Library closed Saturdays in July

STRATEGIC PLAN

View the library's 5-year long range strategic plan here:

www.southboroughlib.org/about.asp

Staff Acknowledgements

Ryan Donovan, Kim Ivers, Pat Ellis, Leah Selleck, Amy Townsley, Carol Logan, Marianna Sorensen, Val De Angelis, Katharine Kolenda, Nickaela Fiore-Keyes, Kelly Winand, Alicia Winske, Marjory O'Neill, Kathleen Schoener, Linda Benevides, Mia Boloz, Raiya Sehgal, Jade Shemligian, Shakila Sivarajan, Acacia Truong, Amy Kaufman, Claudia Roche, Madrid Elena Cunningham, Maggie Mercadante, Jackson Harris, Maya Regan, and Autumn Stewart.



In 2021 under the Chairmanship of Bill Sines the Southborough Americans with Disabilities Act Committee (ADA Committee) achieved a number of key milestones towards improving the accessibility of Southborough to citizens of all levels of ability.

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

Towards these goals the ADA Committee executed the following activities in 2021 focused on completing the ADA Self-Evaluation and Transition plan required by the ADA law:

- Won a \$32,100 grant to fund the Self-Evaluation and Transition Plan. The grant was applied for by the Town's ADA Coordinator Mark Purple from the Massachusetts Office on Disability through the Central Massachusetts Regional Planning Commission. The grant money replaced a like amount of the \$40,000 approved for the evaluation at the 2020 Annual Town Meeting and the residual was used to help fund an ADA evaluation for the Southborough schools.
- Contracted with an experienced ADA self-assessment consultant.
- Collaborated with the self-assessment consultants during their survey and the drafting of the assessment during June 2021
- Oversaw the presentation of the draft Southborough ADA Self-Assessment and Transition Plan to the Town's Board of Selectmen at the Board's meeting of July 13, 2021.
- Met with Town Department Heads to review the draft evaluation's finding and to identify issues that could be corrected promptly using currently available funds.
- Began drafting funding requests for the 2022 Annual Town Meeting to address the most important major issues identified in the evaluation.

The ADA Committee would like to thank Mark Purple the ADA Coordinator, the Board of Selectmen, Town Department Heads, the Town staff, and other Town committees, commissions, and boards for providing their assistance and expertise in the drafting of the Self-Evaluation and Transition Plan for the Town of Southborough.

In recognition of the importance of improving the accessibility of the Town of Southborough for all its citizens, a new bylaw was passed at the 2021 Annual Town Meeting to replace the temporary ADA Committee which was dissolved in November 2021 with a permanent committee. The new committee established by the bylaw is now called the Southborough Public Accessibility Committee (SPA Committee) but will continue with the same overall mission as the ADA Committee. The first meeting of the SPA Committee was held on February 7, 2022, at which Mrs. Bonnie Phaneuf was elected as the new chairperson.

Early on in 2021, Youth and Family Services conducted a Community Needs Assessment and used the data to inform their first strategic plan. As a department charged with providing a broad range of human services, including mental and behavioral health services, social and public assistance programs, and prevention and wellness initiatives, the need to focus the scope of services has become critical, especially during the Covid-19 pandemic. The strategic plan resulted in a new mission statement and vision, four principal goals, and 53 strategies, providing a service delivery road map for the next 3-5 years. Though we continue to face many mental health and social service challenges ahead in the wake of the pandemic, this plan that will enable our department to respond to the complex needs of the community with increased effectiveness and efficiency.

Mission Statement

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

Vision: Our vision for Southborough is a healthy and strong community that values and accepts all residents and collectively responds to their diverse needs.

Strategic Plan 2021-2026 Goals:

1. Strengthen internal systems and establish standards of operational excellence and efficiency.
 2. Evaluate, refine, and streamline service provision.
 3. Increase awareness of SYFS and involve the community in our mission.
- Build diversity, equity, and inclusion competencies along with targeted programming and services.

Please visit our website to view a complete report of the Community Needs Assessment and Strategic Plan.

OVERVIEW OF SERVICES

Mental Health Support Services

Referral Support

SYFS assists individuals and families with finding a community mental health provider through a contract with INTERFACE Referral Service. INTERFACE Referral Service is a confidential mental health and wellness referral helpline available Monday through Friday, 9 am-5 pm, at 888-244-6843 (toll free). This is a free, referral service for residents of Southborough and other participating communities. Callers from these participating communities are matched with licensed mental health providers from their extensive database, on average, within 2-4 weeks of their call to INTERFACE. Each referral best meets the location, insurance, and specialty needs of the caller.

Clinical Consultations

Southborough residents wishing to consult a mental health professional for guidance without committing to counseling services at SYFS or elsewhere, are welcome to request a Clinical Consultation with one of our staff. Consultations may be scheduled by appointment or residents can utilize the department's walk-in hours on Mondays 9-11am or Thursdays 3-5pm.

Assessments

In situations where more information is needed to clarify a presenting problem, assess how an individual would respond to mental health support services, and/or identify what type of service would best address an issue, SYFS's clinical staff can offer a 6-8 session assessment. During this time frame, clinicians meet with the individual, consult with collateral contacts, review existing reports, and collect additional information needed to provide a comprehensive assessment and make clinical recommendations.

Short-term Counseling

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

As a "bridge service" for residents with time-sensitive or urgent needs waiting to get an appointment with a community behavioral health provider.

For residents with clear short-term goals.

In circumstances where there are a number of significant barriers that prohibit an individual from accessing the support he/she needs.

Therapeutic Groups

SYFS offers therapeutic groups as needed based on level of interest and the availability of staff. Previous therapeutic groups include a DBT informed Social Emotional Skills workshops, social pragmatics groups, music and art therapy groups, and Executive Functioning skills groups.

Substance Use Diversion Program

This program is for Southborough youth age 14-18 years old with emerging drug and alcohol concerns. The goal of this program is to offer support and treatment to alter the course of future health concerns, prosecution, addiction or disciplinary action. Youth may be referred to this program through their school, doctor, mental health provider, or by the Southborough Police.

2021 MENTAL HEALTH SUPPORT SERVICES IMPACT

Service	# residents served
Consultations and Referral Support	60
Assessment and Short-term Counseling	70
Therapeutic Groups	24
Substance Use Diversion Program	3

Need-Based Services

Southborough Emergency Fund

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

Fuel Assistance

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

Camp Scholarship Program

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

Smiling Kids Program

In coordination with the Smiling Kids Foundation, SYFS provides gift cards to Southborough parents experiencing financial hardship to supply a gift or party supplies for their child's birthday. This program is funded entirely through the Smiling Kids Foundation and distributed through SYFS. This is the last year YFS will be coordinating this program but will continue to be available to clients of the Southborough Food Pantry.

Winter Wishes (formerly Holiday Giving Program)

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

Southborough Youth & Family Services (continued)

Case Management

In 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 case management services.

2021 NEED-BASED SERVICES IMPACT

Service	# of residents served
Southborough Emergency Fund	22 requests
Fuel Assistance	8
Camp Scholarship Program	37
Smiling Kids Program	60
Winter Wishes	38 families/106 residents
Case Management	11

Prevention Programs

- **Substance Abuse Prevention**

Northborough-Southborough Substance Abuse Prevention Coalition (NSSAPC)

SYFS is the coordinating department for the *NSSAPC*. *NSSAPC* is comprised of community members from both towns working together to reduce substance abuse and offer information for those needing substance abuse treatment. *NSSAPC* utilizes evidence-based strategies to promote healthy choices, educate the community, and foster resiliency for those in recovery.

Central Metrowest Substance Abuse Prevention Collaborative (CMSAPC)

SYFS staff participate in the CMSAPC, a grant-funded, regional coalition of schools, youth-serving organizations, faith-based services, local governments and local substance use prevention coalitions across the communities of Ashland, Framingham, Hudson, Natick, Northborough, and Southborough.

- **Suicide Prevention**

QPR Gatekeeper Suicide Prevention Trainings

QPR is an acronym for Question, Persuade, Refer. Not unlike CPR, it teaches basic skills to participants in knowing how to help a person in crisis and connect them with professional help. SYFS staff offer QPR Gatekeeper trainings throughout the year.

- **Positive Youth Development**

Southborough Youth Council

The Southborough Youth Council is a youth led organization advised by SYFS staff. This Positive Youth Development program provides youth a platform for their voice to be heard and to have an impact in their own community.

- **Health and Wellness Initiatives**

SYFS brings various programs to the community in response to needs and areas of interest such as:

Mental Health Awareness Month programming and events in May

Promotion of National Day of Unplugging

Speakers and workshops on related topics

2021 PREVENTION PROGRAMS IMPACT

Service	# of residents served
Workshops and events	53

HIGHLIGHTS FROM 2021

Acquisition of Interface Referral Service

Having an effective referral process has assisted many residents with screening and connecting with mental health providers in a timely manner and has enabled the YFS department to increase responsiveness to the community's mental health needs.

Coffee Talk

Coffee Talk was a weekly virtual talk show covering topics related to mental health and social services while providing residents with information, resources, and strategies to support their own mental health and that of their loved ones. The staff members of SYFS met weekly on the show with a different guest who specializes in the area of discussion. The SYFS team, with the help of Southborough Access Media, produced 49 episodes of Coffee Talk over the course of a year and Coffee Talk's episodes received over 8,500 views online.

QPR Suicide Prevention trainings

In 2021, YFS's Program Coordinator, Shannon Kinayman, became certified as a QPR Suicide Prevention Gatekeeper trainer. There has been a fantastic level of interest in these trainings with three new training dates filled up within days of registration opening. YFS's goal is to train 100 residents in QPR by fall of 2022.

Strategic Plan and Community Needs Assessment

YFS has been challenged with identifying how to best support the complex needs of the Southborough community through a broad scope of services. Our work has been especially challenging given the unprecedented impact of the COVID-19 pandemic. In 2021 the department engaged in a Community Needs Assessment which engaged 510 responses from residents in the community. With that information, we developed a subsequent strategic plan which created a road map that will improve the operations of the department and focus the services for years to come.

Providing critical services such as mental health support and emergency funds through the pandemic

Like most other departments, YFS had to shift the service delivery during the beginning of the pandemic. In 2021, staff started the year completely remote but by mid-summer, had returned to offering full in-person services again. Despite challenging circumstances and many unknowns, we are proud that we continued to provide high quality services in creative ways and without a lapse in response time.

GET INVOLVED!

If you are interested in supporting the work of Southborough Youth and Family Services, please consider joining Friends of the Southborough Youth Commission (FSYC). FSYC is an IRC 501(c)(3) organization that supports the work of Southborough Youth and Family Services, a Southborough Town department through fundraising and outreach efforts. To learn more, please visit the Friends of the Southborough Youth Commission Facebook page or email friendsofsboroyouthcommission@gmail.com.

Thank you to the SYFS staff, the Youth Commission Board, Friends of the Southborough Youth Commission, the Southborough Community Fund, the Trust Fund Committee, and all the organizations, families, and individuals who have generously supported our programs with your time, energy, financial assistance and moral support! The Youth Commission Board meets online usually on the second 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. Thank you again for your support!

CONTACT US:

Phone: (508) 481-5676

Email: syfs@southboroughma.com

Address: 21 Highland Street Southborough, MA 01772

Fax: (508) 983-7753

Social Media: @SBoroYFS

Website: www.southboroughtown.com/youth-and-family-services

Office Hours:

Monday and Wednesday- 8:30 am - 3:30 pm

Tuesday- 8:30 am - 7:00 pm

Thursday- 8:30 am - 5:00 pm

Friday- 8:30 am - 2:30 pm

Drop-in Hours:

Mondays- 9-11am

Thursdays 3-5pm



A smooth sea never made a skillful sailor.

-Franklin D. Roosevelt

During the first few months of starting my position with the town, I have implemented a few items that have either improved security or assisted specific departments: Duo two-factor authentications and Cisco Umbrella services for DNS security safety. Also, the Board of Health has a new multi-function printer and a license for PaperCut, to support HIPPA security when printing documents.

IT also had a cyber security scan that was provided by the National Guard with a detailed report on how we should enhance security in all of our town buildings. This report assisted with securing specific IDF's (network closets, intermediate distribution frame) and better ways to secure DPW water pump network.

Finally, the Community Compact Grant to provide fiber to all town buildings has been completed. The last couple of pieces to this project included the DPW and Historical buildings to finally be part of the town's fiber. Configuring our firewall to incorporate these buildings and purchasing an AP (access point) to provide Wi-Fi to the Historical building concludes this project.



***Town Hall receptionist Maureen Maguire, 1990
(courtesy of Southborough Historical Society)***

MISSION STATEMENT

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

The VSO for Southborough is Brian Stearns. The office is located in the administrative building in the rear of the Rural Cemetery on Cordaville Road. The VSO may be reached by calling 508-229-2172 at any time. Regularly scheduled office hours are on Monday from 3:30 PM to 5:30 PM. Veterans are urged to contact the VSO concerning benefits eligibility, discharge documents, burial information and any related questions. This year the office has continued to work in office, by appointment, and remotely due to COVID 19.

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

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

In addition to the local veterans' services office, the Federal Veterans Administration office at Government Center in Boston is available. The VA operates hospitals in Jamaica Plain, West Roxbury, Brockton, Bedford and Northampton and clinics throughout the Commonwealth including clinics in Framingham and Worcester. The office provided 9 rides in 2021 to Veterans for appointment at no cost to the veterans.

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.

Examples of veterans' and dependent benefits include:

- ⇒ Financial assistance
- ⇒ Medical, RX, eye glasses and hearing aids
- ⇒ Outreach and counseling
- ⇒ Researching records
- ⇒ Medical clinics, hospitals and soldiers' homes
- ⇒ Burial markers for deceased veterans

Southborough has over 300 veterans. In 2020, the VSO processed 14 Federal veterans' benefits applications through the Department of Veterans Affairs and 2 recurring (monthly) State benefits under MGL Chapter 115 for Southborough Veterans and family members.

Southborough is very grateful for our Veterans sacrifices and their service to our Nation. TAPS to our Veterans who passed away in 2021. You are gone but are never forgotten.

The Southborough Planning Board consists of five members who are elected for staggered five-year terms. The Planning Board reviews applications for permits, subdivisions, and site plan approval as required by state law and Town bylaws. The Board often proposes amendments to zoning bylaws for Town Meeting approval. The Board may also develop bylaws for approval. The Planning Board proceeded with deliberating twenty-one (21) applications and sponsored two warrant articles, during its twenty-one (21) regularly scheduled meetings and five (5) additional meetings in 2021.

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 via

In May, Ms. Meme Luttrell was reelected for a term expiring in May 2026. Ms. Luttrell continues to serve on the Planning Board with Don Morris, Andrew Mills, Jesse Stein, and Marnie Hoolahan. The Planning Department continued its operations with Karina Quinn, Town Planner, and Sarah Hoecker, Business Administrator I to Planning.

ANR's (Approval Not Required)

In 2021, the Planning Board endorsed nine (9) ANR plans, creating nine additional building lots.

- 176, 178, 182 Cordaville Road – ANR approval to add 3 parcels to 3 existing lots each
- 24, 26, 28, 30 Granuaile Road – ANR approval to adjust 3 lots and to create 5 new lots
- 192 Woodland Road – ANR approval to modify property lines of two lots
- 3 Atwood Street – ANR approval to create two lots out of one
- 60 Oak Hill Road – ANR approval to create three lots non-buildable parcels
- 135 Deerfoot Road – ANR to create two lots out of one
- 3 Atwood Street – ANR approval to transfer parcel A to adjacent lot for septic offset
- 19 John Street – ANR approval to create and convey non-buildable parcel to adjacent lot
- 1 & 7 Sears Road – ANR to create four lots out of two lots

Subdivisions

- **96 Mt Vickery Road (Ruby Estates)** – The Planning Board approved the Definitive Subdivision and Special Permit for Lower Impact Development (LID) for the 6-lot single-family subdivision with a 570-foot long cul-de-sac proposed as Lamson Drive in April 2021.

Scenic Road Stonewall Removal

- **22 Lovers Lane** – The Planning Board approved an application to allow the removal of two 14-foot sections of scenic stonewall for construction and access to a proposed single-family home.

Site Plan Review and Special Permits

- **28 (24-30) Boston Road** – The Planning Board completed deliberations and approved a Modification to Major Site Plan Approval for changes to approved lighting and landscaping for the previously approved flexible development of 6-dwelling units.
- **6-8 Turnpike Road** – The Planning Board completed deliberations and approved a modification to Major Site Plan Approval for conversion to underground detention basin and expanded parking (16 spaces) at the existing Auto Repair Facility.
- **1 Pinehill Drive** – The Planning Board began deliberations for Major Site Plan Approval and Special Permit for Lower Impact development (LID) for the proposed Harvard University Collections Storage Building comprised of an existing 7,200 sf storage shed, a new 17,500 sf pre-engineered warehouse, connected with a 2,500 sf addition.
- **200 Turnpike Road** – The Planning Board began deliberations for Major Site Plan Approval and Special Permit for Lower Impact development (LID) for the conversion of office condos to a proposed contractor's storage yard for a snow removal business.

- **325 Turnpike Road** – The Planning Board began deliberations for Major Site Plan Approval and Special Permit for Lower Impact Development (LID) for a proposed 62,500 sf building expansion on the east side of the existing Ken’s Foods facility.
- **120 Turnpike Road (Suite 100)** – The Planning Board approved the Minor Site Plan for the change in use from office space to a Yoga Studio.

Ongoing Development

The Town Planner monitored projects that moved into or continued the construction phase including Neary Tennis Court and Mooney Ballfield Athletic Lighting, Chestnut Hill Farm Barn, St. Mark’s Dormitory, Chestnut Meadows Subdivision, All American Self Storage Facility at 10 turnpike Road, Contractor Bays at 156 Norhboro Road, Cain’s Crossing (Over 55 Development) at 141 Southville Road, and Ila Bella Flexible Subdivision off Mount Vickery Road to ensure that conditions stipulated in the respective Planning Board decisions were met.

Warrant Articles

The Planning Board held public hearings to deliberate the following ATM (May 22, 2021) and STM (November 1, 2021) Warrant Articles:

- **ATM Article 34** – Sponsored by the ZBA, to amend the Special Permit Requirements and Exemptions by the addition of language for the purpose of clarity and the inclusion of exemptions to comply with current case law. Article 34 passed and was approved by the Attorney General’s Office.
- **ATM Article 35** – Sponsored by the Planning Board, to amend Zoning Code by replacing Section 174-12.1 entitled “Outdoor Illumination” with updated language including additional ‘blue light’ reduction, clarification of applicability and enforcement. [Article 35 passed and was approved by the Attorney General’s Office.](#)
- **ATM Article 36** – Sponsored by the Planning Board, to amend Zoning Code Section 174-10 entitled “Site Plan Approval” to disband the Site Plan Review Committee and move minor site plan approval under jurisdiction of the Planning Board, and other minor edits. Article 36 passed and was approved by the Attorney General’s Office.
- ***When the 2020 ATM was postponed and abridged to hear only essential warrant articles, warrant articles 34, 35, and 36 were deemed non-essential. After a new public hearing process the warrant articles were heard at the 2021 ATM***
- **STM Article 10**- Sponsored by the BOS, to create a Downtown District from the existing downtown area of the Business Village District to revitalize the historic downtown area, while promoting small-scale mixed-use development (commercial & residential in one building), diversity in housing and connectivity. Article 10 passed. Approval by the Attorney General’s Office is pending.

Action Items

- **Master Plan Update** - In 2008, the *Town of Southborough Master Plan* was published. The Plan provides guidance to local officials in their decisions regarding zoning, budgets, and capital improvements. In 2019, the Master Plan Committee (MPC) began to update the Master Plan for the coming decade. In 2021, the MPC contracted with Community Opportunities Group to complete necessary data updates. Chapter drafts are complete and the final document is being compiled.
- **Open Space** - The Planning Board, in conjunction with the Open Space Preservation Commission (OSPC), contracted with Lucas Environmental consultant to continue efforts for open space monitoring. Lucas Environmental completed a field report on seven (7) open space areas. The report was submitted to the Planning Department in June 2021, the findings were discussed at the November 15, 2021 Planning Board meeting. These inspections were performed utilizing an updated data collection form including an “Action Items” section. Planning’s goal is to continue and improve this program.
- **Public Shade Tree Removal Policy** – Supported by new Street Tree Guidelines updated in 2019 a working group was created to establish a collaborative process for public shade tree removal, particularly on scenic roads. [The working group includes representation from the Board of Selectmen, Planning Board, as well as the Town Planner, DPW Director and Town Counsel.](#) The goal of this group is to streamline the tree removal process and increase interdepartmental understanding. A final policy is pending.

Planning Board (continued)

- Tree City USA – Southborough’s 2020 Tree City application was approved for the second year in a row, continuing the community’s Tree City USA status through the Arbor Day Foundation. A new plaque and insignia for year two were received. The plaque will hold the insignia for the next 5 years of certification. To maintain the recognition as a Tree City USA community, the program requires annual recertification. The planning department applied for 2021 annual recertification. 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.
- Housing Production Plan Update – The 2020 Housing Production Plan (HPP) was approved by DHCD through July 2025. Implementation of the HPP began upon approval of the plan. In the spring of 2021 SHOPC obtained a \$15k grant through MAPC’s Technical Assistance Program funded by State DLTA funds. The contract is ongoing into February 2022 to create a 5-year Strategic Spending Plan for the Affordable Housing Trust Fund.
- Lighting Bylaw Update – The Planning Board opened new public hearings for the warrant article to proposed to update the lighting bylaw to reduce blue light and enhance “dark sky” efforts. The working group including WPI professor Destin Heilman continued to refined enforcement language, which was presented to the Planning Board and BOS for support and approval. At the 2021 ATM the warrant article passed, with the new language accepted by the Attorney General. The associated *Outdoor Illumination Rules and Regulations* are promulgated by the Planning Board.
- Improved Efficiencies – Throughout 2021, the Planning Department continued to create a comprehensive digital archive and database of current and historic plans and documents, while also creating new solutions for the retention of paper plans and documents. These improved document management systems will continue to reduce paper, streamline office functions, and make records more easily accessible to the public.



***Southborough Town House Meeting, 1992
(courtesy of Southborough Historical Society)***

The following cases were heard by the Board in 2021:

- 3/17/21 9 Skylar Drive – Erik Glaser – Variance
The petitioner(s) is seeking a Variance to expand the footprint of an existing garage within the 25-foot side setback in the Residence A District. Relief is requested under Section 174-8.2 (D) (3) (c).
Application Filed February 18, 2021 and approved March 17, 2021
- 3/17/21 120 Turnpike Road – Everybody Balance Corp./Susan Erdman – Special Permit
The petitioner(s) is seeking a Special Permit to include the use of an indoor recreation, athletic or exercise facility in the Business Highway District. Relief is requested under Section 174-8 (C) (2) and 174-8.5 (C) (11).
Application Filed February 11, 2021 and approved March 17, 2021
- 4/21/21 325 Turnpike Road – Ken’s Foods, Inc. - Special Permit
The petitioner(s) is seeking a Special Permit to allow the expansion of the existing building to exceed 50,000 square feet for the allowed and previously permitted purpose of wholesale distribution, storage and manufacturing in the Industrial Park and Residential A Districts. Relief is requested under Section 174-9, 174-25 (A) (2) and 174-8.6 (C) (1).
Application filed April 1, 2021 and approved May 19, 2021
- 5/19/21 200 Turnpike Road – CMJ Ventures – Special Permit
The petitioner(s) is seeking a Special Permit to allow the use of a contractor’s storage yard in the Highway Business District. Relief is request under 174-8 (5) (C) (12) 174-19 and 174-9E.
Application filed April 22, 2021 and approved May 19, 2021
- 5/19/21 16 Clifford Road – Kurtz Design Studio, LLC – Special Permit
The petitioner(s) is seeking a Special Permit to allow an accessory apartment within the existing footprint of a single-family residence in existence for more than two years in the Residence A District. Relief is request under Section 174-8 (2) (B) (1).
Application filed April 21, 2021 and approved June 16, 2021
- 7/21/21 35 Presidential Road – Laura Scott – Appeal
The petitioner(s) is seeking an appeal to [a building permit for an addition with connector to a sports barn in the Residential A District.](#)
Application filed: April 30, 2021 and is currently in Land Court.
- 7/21/21 10 Barn Lane – Evangelos Moutoudis – Variance
The petitioner(s) is seeking a variance to allow an accessory building containing a one car garage and a pool cabana with a connecting breezeway within the twenty-foot side setback in the Residence A Flexible Development District. Relief is requested under 174-13.2 (d) (4) (a) (4).
Application filed: April 29, 2021 and approved July 21, 2021
- 7/21/21 15 Common Street – Pilgrim Church – Variance
The petitioner(s) is seeking a variance to allow a replacement sign with ground illumination at a size that exceeds the allowable square footage in the Residence A District. Relief is requested under 174-11.15 (E) (1) (C) and 174-11 (2) (3).
Application filed: June 16, 2021 and approved July 21, 2021

Zoning Board of Appeals (continued)

7/21/21

37 Lynbrook Road – Vineet and Aparna Margolwala – Special Permit

The petitioner(s) is seeking a variance to allow construction of a two-bay one and a half story garage with an existing three-bay garage present in the Residence A District. Relief is requested under 174-8 (2) (B) (12).

Application filed: June 16, 2021 and approved July 21, 2021

8/18/21

163 Parkerville Road – Erik Philbrook - Variance

The petitioner(s) is seeking a Variance to build a single-family dwelling without meeting the required frontage or lot size requirements adjacent to their property at 165 Parkerville Road in the Residence A District. Relief is requested under Section 174-8.2 (D) 1 and 174-8.3 (D) (2).

Application filed: June 30, 2021 and approved August 18, 2021

The Zoning Board of Appeals met on the following dates in 2021 to discuss administrative issues:

February 17
March 17
April 21
May 19

June 16
July 21
August 18
October 20

Summary of 2021 Board Decisions (Approved; Denied; Withdrawn; Pending):

Variances: (4); 4 Approved

Special Permits: (5); 5 Approved

Appeal Application: (1); Pending

Meetings and hearings were held primarily through a virtual Zoom meeting due to the ongoing COVID-19 pandemic. The only in-person meeting was held June 16, 2021 in the McAuliffe Hearing Room.

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.

Introduction

The Town's Police Department is staffed by a dedicated group of Officers led by Chief Kenneth Paulhus and Lieutenant Ryan Newell, and five Sergeants who make up the Command Staff. They include Sgt. Tim Slatkavitz, Sgt. James DeLuca, Sgt. Heath Widdiss, Sgt. Sean McCarthy, and Sgt. Michael Whelan.

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.

The Department Dispatch Log included 14,072 entries. In addition, the department logged 72 in-custody arrests and applied for 196 Criminal Applications through the Westborough District Court. Officers also completed 1,163 Incident Reports.

The department's biggest accomplishment was attaining formal re-Accreditation status through the Massachusetts Police Accreditation Commission (MPAC) for another three-year term in August. The effort was again led by Lieutenant Newell, who was assisted by Sgt. McCarthy. At the time of the award, Southborough Police was one of only 85 Municipal Departments in the State to achieve this status. The program consists of meeting 257 mandatory standards, and 55% of 125 optional standards as judged by a board of trained assessment professionals. "Full Accreditation is considered a highly coveted recognition of law enforcement professional excellence", as stated on the MPAC website. The honor also helped the department to seamlessly integrate mandatory changes enacted by the Police Officer Standards and Training Commission (POST), and MA Police Reform Act over the past year. Unfortunately, the COVID-19 pandemic continued to postpone many of our yearly endeavors such as D.A.R.E., Citizens Police Academy, and Youth Academy. We hope for a return to all of these popular initiatives in 2022. Our partnership continued in the Jail Diversion grant program through the Advocates Group. We welcomed our latest JDP Clinician, Ms. Carly McKenna, to our Staff in April. The Department continued its use of our Facebook page as a means of distributing information and crime prevention initiatives to the public, including publishing the Daily Log.

The department underwent some staffing changes in 2021. Officer Tyler Lu joined the staff in July along with Officer Luke Soccorso in August, and Officer Julia Fontana in October. Officer Fontana was a part-time dispatcher with the department, and the first female officer since the retirement of Chief Jane Moran in 2013. The department was pleased to announce the return of full-time dispatcher Brittany Remillard in November. Sadly, the department mourned the loss of retired Reserve Officer Fred Mabardy in June after a courageous battle with cancer. Fred was a friend to all, and proudly served the S.P.D. as a trainer and mentor for 41 years. He will be deeply missed by all who knew him.

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, School Resource Officer, Child Seat Install, Senior Citizen Resource Officer, Drug Take Back Box, Internet Safety Zone, and R.A.D. As mentioned previously, many have been postponed or curtailed due to the ongoing pandemic.

Officers continued their charitable efforts throughout the year by participating in the Jimmy Fund Walk, Pink Patch Project, Veterans Patch Fundraiser, Fill-A-Cruiser Food Pantry Collection, No Shave November Veterans Initiative, and Shop-With-A-Cop Christmas event in Framingham.

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 269 (+30%) motor vehicle crash reports, and issued 3,199 citations (+38%). The numbers were up significantly from the past year, as COVID restrictions began to ease in June and traffic returned closer to past levels.

Detail work continued through the summer at a record pace for the department. Residents will long remember the continuous work to replace the three MA Pike Bridges (Acceler-8 Project) located on Woodland, Cordaville, and Parkerville Roads-including six "Bridge Replacement Weekends", where a bridge was torn out and replaced over a course of two and a half days.

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 James Gallagher is assigned as the liaison to our elder population and Senior Center. 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, jgallagher@southboroughma.com.

Criminal Investigations/Detective Bureau/Internal Investigations

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. During this past year, Detective Keith Nichols and Detective Steve Neivert split the assignment, and were assigned to follow up investigation on approximately 127 cases; along with oversight of 196 Criminal Applications in Westborough District Court. Additionally, the firearms licensing unit processed 111 LTC/FID firearm permits this year. Residential car burglary's (affecting all of MetroWest) along with scams and fraud investigations were the dominant casework throughout the year.

Lieutenant Newell investigated two external citizen complaints against members of the department, that were both unfounded. Four internal complaints were sustained, resulting in corrective action for violation of department Policy and Procedures and/or Rules and Regulations.

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 residents, school, and business community for their great support and encouragement during the past year.

DID YOU KNOW?

Licenses are required
for all dogs older than
6 months.

MONTH	TOTAL # CALLS	COMPLAINT CALLS	LOST DOG	LOST CAT	OTHER CAT RELATED	WILDLIFE	MISC CALLS	PICK UP	HUMAN/ ANIMAL- ANIMAL BITE	QUARANTINE ORDERS ISSUED/ RELEASED	#SUBMITTED TO STATE LAB	BARN KENNELS INSPECTED 2021	DECEASED ANIMALS
JANUARY	24	1	1	0	0	3	7	0	0	0	0	7 KENNELS	5
FEBRUARY	6	1	0	0	0	2	0	0	1	0	0	0	2
MARCH	19	3	2	2	0	4	2	0	0	3	0	0	3
APRIL	12	0	0	1	0	6	1	0	0	0	0	0	4
MAY	24	3	2	3	0	10	1	0	0	0	0	0	5
JUNE	20	2	0	0	0	10	1	0	0	0	0	0	7
JULY	19	2	1	1	0	10	3	0	0	0	0	0	2
AUGUST	13	1	0	0	1	8	2	0	0	0	0	0	1
SEPTEMBER	15	4	0	1	0	4	5	0	0	0	0	0	1
OCTOBER	18	1	1	0	0	9	3	0	0	0	1	0	3
NOVEMBER	17	1	1	1	0	6	2	0	1	0	0	0	5
DECEMBER	30	1	2	1	0	3	6	1	0	0	0	11 BARNS	5
TOTAL 2021	217	20	10	10	1	75	33	1	2	3	1	18	43
NOTES:													
KENNEL INSPECTIONS COMPLETED 2021													
PER DEPT. OF ANIMAL HEALTH ALL BARN INFORMATION IS CONFIDENTIAL ALL REPORTS SUBMITTED TO D.A.H. 12/31/2021													
INSPECTIONS COMPLETED BY: ANIMAL INSPECTOR J. CONDON													
TOWN OF SOUTHBOROUGH ANIMAL CENSUS 2021													
	CATTLE	GOATS	SHEEP	SWINE	LLAMAS/ ALPACAS	EQUINES	CHICKENS	RABBITS	WATER FOWL	OTHER			
2021 TOTALS	10	52	46	6	8	3	399	9	35	37			

Submitted by:
Jennifer Condon
Animal Control Inspector/Officer



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

MISSION STATEMENT

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

Overview

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

The department continues to operate 24-hours a day out of the Public Safety Building located at 32 Cordaville Road. The fire station houses the fire chief and administrative offices, the fire prevention officer, on-duty firefighters and paramedics, and all department apparatus and resources. The department's vehicle fleet is comprised of two (2) fire engines, one (1) tower-aerial, two (2) advanced life support ambulances, one (1) squad vehicle, and three (3) response vehicles. Available inventory also includes an inflatable boat and multiple support trailers. Community risk reduction and inspection services are the responsibility of the department's fire prevention officer. In 2022 a total of 708 inspections, drills, and plan reviews were conducted. Through these efforts, along with code enforcement, property surveys, investigations, and public education we continue to demonstrate a commitment to reducing the loss of life and the destruction of property from fire and other hazards.

Vision Statement

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

Priorities

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

Goals

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

Department Personnel

1 Fire Chief
1 Administrative Assistant
4 Fire Officers
1 Prevention Officer
15 Firefighter / Paramedics
1 Firefighter / EMT
5 Call Firefighter / EMTs



Retired Chief Joe Mauro, Mother Connie Mauro, Retired Chief John Mauro at the Firefighter Memorial

2021 Department Activity

Fires – 37
Medical Emergencies – 851
Hazardous Conditions – 51
Service Calls – 105
Good Intent Calls – 140
False / Accidental Alarms – 225
Weather / Nature – 5
Special Incident – 4

Highlights from 2021

The Southborough Fire Department continues to be very involved in the town's response to the ongoing COVID-19 pandemic. Starting in January the department worked closely with our Board of Health to provide both testing and vaccinations to high-risk members of our community. Shortly after, in an example of collaboration and teamwork, both departments along with our Community Emergency Response Team (CERT) and Medical Reserve Corp (MRC) volunteers, were also part of a regional approach to stand up, staff, and run a very successful vaccination clinic. Members of the fire department committed significant hours as vaccinators, clinical support, and medical providers for several months. It was reported that through the efforts of our response, along with that of Westborough, Northborough, Ashland, and Boylston, our towns had some of the highest vaccination rates in the entire state. Throughout 2021 the department continued to partner with our Board of Health in the coordination and delivery of booster and initial vaccinations to all eligible age groups, including children over 5 years. In the final weeks of the year, a new highly contagious COVID variant emerged which required our department to again increase precautions and preventive measures.

In April, the department was selected to receive a MA Department of Fire Service Grant Award in the amount of \$6,850.00. The grant was used to provide emergency back-up power at one of the town's emergency radio communications receiver sites. The focus of this project was to insure emergency communication capabilities to a significant portion of the town, especially during severe weather events.

On June 14, active and retired members of the Southborough Fire Department, along with their families and friends, were able to gather for our annual Firefighters Memorial Sunday. The ceremony was held to remember those active and retired members of the department who have dedicated their lives to serving the Southborough community and honoring those who have recently passed away. This year, we added the names of Lt. John Mauro, Sr. and Firefighter Calvin J. Mauro to the memorial plaque. Following the ceremony, members of the department placed "loyal to our duty" flags at the grave markers of past members in the Southborough Rural Cemetery.

Fire Department (continued)

The department's ambulance service turned 50 years old this year! Back on June 22, 1971, the department received a Cadillac ambulance and placed it immediately in service. The first ambulance call was on June 25, 1971 and by the end of the year "Rescue 22" would respond to 66 medical calls.

Also, in June the department began the formal process of creating a strategic plan. Strategic Planning can provide valuable guidance and direction to an organization. It also can communicate the organization's mission, vision, and priorities to their stakeholders. The department completed its' Community-Driven Five-Year Strategic Plan in November and will be presenting it to the Selectboard in January 2022.

In September the department was selected to receive another MA Department of Fire Service Grant Award in the amount of \$25,000.00. This "earmark" grant was used to purchase interoperable emergency mobile and portable radios. One mobile and one portable radio were for the new fire engine and one portable will be assigned to the fire chief.

The town's newest fire engine was delivered to the department on Thursday, December 2. The fire engine is a 2021 E-One Rescue Pumper with a 1000-gallon water tank and a 1500-gallon per minute fire pump. The vehicle replaced a 2001 fire engine and is known as Engine 22. The members of the department greatly appreciated the support of the community, Select Board, and the Advisory and Capital Committees in updating our emergency fleet.

Lastly, we saw some changes within our ranks. In March, Thomas Durkin joined the department as a probationary firefighter / EMT. He filled the vacancy left by Firefighter Vigil who resigned in December 2020. In September, Lieutenant James Peltier resigned from the department after 34 years of dedicated service to the community. He accepted the position of Fire Chief for the Town of Dalton, Ma. Due to his departure from the force, the department hired a replacement full-time firefighter. On November 18, Lisa Thompson joined our ranks as a probationary firefighter / EMT.

Respectfully Submitted,
Steven E. Achilles, Fire Chief



Engine 22 – New Fire Engine



*Firefighter Clements, Lt. Peltier, Lt. Franks, Firefighter Kendall
at Framingham Road Fire*

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

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

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

WAYS TO STAY INFORMED

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

CodeRED is the Town’s emergency notification system, distributing information via cell/land telephone, text, TTY & email.

More information can be located on the [CodeRed page](#) on the Town’s website.

Facebook:

[Southborough Emergency Management Agency](#)

[Southborough Police Department](#)

[Southborough Fire Department](#)

Twitter:

Town of Southborough: [@17common](#)

Southborough Emergency Management Agency: [@SEMA01772](#)

2021 ENHANCEMENTS

In 2021, SEMA continued to work closely with various Town and State departments and organizations to enhance the preparedness and response capabilities of Southborough.

In June, the Select Board officially adopted the Town’s updated Local Hazard Mitigation Plan (LHMP). The LHMP identifies the actual and potential hazards and resulting impacts on Southborough. The LHMP prioritizes the hazards based on various impact criteria and offers guidance on actions to reduce or fully mitigate these impacts. The LHMP was funded by a federal grant awarded to SEMA.

SEMA successfully received three other state/federal grant awards in 2021.

2021 ACTIVITIES

Most of the SEMA’s focus in 2021 continued to be on the COVID-19 Pandemic. The year was a rollercoaster ride, starting with high contagious rates and restrictions, the rollout of vaccines, a near-normal summer, the rollout of booster shots, and back to high contagious rates to end the year.

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

SEMA leadership and partners focused on:

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

Southborough was involved in several very successful local and regional vaccine clinics. Within the town, small clinics for initial vaccine and booster shots were held for senior citizens, residents of Colonial Gardens, and homebound high-risk populations. A large clinic for children ages 5 - 11 was held in November at Woodward School, which administered two rounds of vaccines to over 300 youths. This clinic allowed SEMA to successfully test Town's Emergency Dispensing Site (EDS) plans. In the Spring, Southborough and six other area towns collaborated to run the MetroWest-Westborough Regional Vaccine Clinic. The clinic was held at the DoubleTree Hotel in Westborough and successfully vaccinated over 16,000 adults and teens. It was identified as one of the most successfully operated clinics in the state and referenced as a model for other clinics throughout the Commonwealth.

The volunteers of the Southborough Citizen Emergency Response Team (CERT) and Medical Reserve Corps (MRC) were instrumental in the success of all these clinics. CERT/MRC members fulfilled several vaccinator, support, coordination, and logistical roles, collectively volunteering over 400 hours. Members continue to volunteer to support ongoing clinics being held in Northborough and Southborough. To express appreciation, the Town hosted a recognition luncheon attended by local, regional, and state leaders, where CERT/MRC members were issued citations from the Select Board, the Massachusetts House of Representatives, and the Massachusetts Senate.

The pandemic continued to have a significant financial impact on citizens and town government. SEMA and the Town Accounting Department committed multiple coordinated hours diligently working to recoup Town funds spent on the pandemic through applications to the Federal Emergency Management Agency (FEMA) Public Assistance (PA) program and the Coronavirus Aid, Relief, and Economic Security (CARES) Act. In a rarity, the Federal Emergency Management Agency (FEMA) eliminated the 25% cost share requirement of the Public Assistance (PA) program, committing to 100% reimbursement. As of December, three applications had been submitted to FEMA, with two additional in development. CARES funding ended in December, with all applications submitted before the deadline. As the town incurs additional costs, additional reimbursement applications will be submitted.

On top of the pandemic, Hurricane Henri (ahn-REE) threatened to make landfall in August. Based on the difficulty in forecasting the track of Henri, SEMA initiated planning and preparations for potential hurricane impacts and distributed continuous updates to members and the community. At 8:00 am, on August 22nd, the Southborough Emergency Operations Center (EOC) was activated with on-site and virtually connected staff in anticipation of tropical storm impacts. Luckily, impacts were minimal and the EOC was demobilized at 4:00 pm.

SEMA and the CERT/MRC resumed assisting in the planning, logistics, medical safety, and incident management of the Southborough Summer Nights Festival & Fireworks and the Heritage Day Celebrations that were able to be held during the summer and early fall lull of the Pandemic.

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

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

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

2021 was a year of transitions and accomplishments for the Health Department and Board of Health. The COVID pandemic continues to impact the community's daily lives and work of the department. Septic inspections, due to high volume real estate transactions, are also dominating the work of the department.

We had some transitions on our board. Dan O'Rourke completed his term in May 2021 and Chelsea Malinowski was elected to the seat. Mary Lou Woodford transitioned off the board after 13 years of service. We thank her immensely for her vision and commitment to public health in Southborough. Dr. Safdar Medina has been appointed to complete her term.

Transitions continued in the health department. Long time Health director Paul Pisinski retired. We thank him for many decades of service to Southborough. Our new public health director, Dr. Heather Alker was hired in January. Public Health nurse Emily Amico vacated her position in February and full-time nurse Taylor West was hired in April 2021.

Southborough has officially been incorporated into the Greater Boroughs Partnership for Health through the Public Health Excellence Shared Services Grant. The 4 towns of Boylston, Northborough, Southborough and Westborough have been awarded 3-years of funding to augment nursing and inspectional staff, and inspectional software. These collaborations have allowed us to increase access to COVID immunizations, testing and tracing, and enhance our food and housing inspections.

Our health department has increased community outreach with providing consistent data and seeking resident feedback. We performed a needs assessment of the health of Southborough residents and did a community survey to hear what public health interests our residents have. Our community survey had 299 responses and the top concern was COVID-19 with the top 3 health concerns of residents beyond COVID to include mental health, tick borne illness and climate change. Our journey to meet standards set by the Massachusetts framework for public health departments continues. Former Board of Health member, Louis Fazen, conducted over two dozen interviews to provide insight into public health for residents of Southborough in the larger context of the state blueprint.

Finally, COVID-19 brought our health department into regional collaborations and partnerships with health departments in surrounding municipalities, especially to stand up vaccination clinics and for COVID case investigations. Our fire department, Medical Reserve Corps (MRC)/Community Emergency Response Teams (CERT) and health department staff helped regional COVID vaccination clinics open to our senior residents in Hopkinton and open the 7 town Metro-West Regional Clinic in Westborough that provided 936 COVID immunizations for Southborough residents between March and June 2021.

2021 Initiatives:

- Partnering and aligning with fire department and SEMA on preparedness for weather, heat and other Southborough events.
- Partnering and aligning with fire department and SEMA for logistics and staffing for vaccine clinics.
- COVID vaccination clinics in Southborough emphasizing state priority populations of seniors and students as well as 10 days immunizing homebound residents.
- Regional COVID Vaccination clinics, ongoing with Greater Boroughs Partnership for Health.
- Regional preparedness with Region 4AB mock exercises, vaccine clinic observation and clinic debriefings.
- Outreach to our residents with community survey.

Board of Health (continued)

- Outreach in our community. Board of Health tables at Algonquin student athlete night and at Heritage Day.
- Enhanced communication with our residents. Facebook page: Town of Southborough-Health Department, regular updates to website page. Newsletter will be coming soon.
- Reporting Southborough data on COVID cases and vaccination rates.
- Tracking of our numbers of inspections, consultations, phone calls, applications, and communicable disease cases.
- Enhanced food and housing inspections in collaboration with fire and building department.

◇ Numbers through December 15th

Disease Surveillance:

Chronic Disease Need Assessment	COVID Case Investigations	COVID Case Contact Investigations	COVID Guidance Consultations to Businesses and Employers	Communicable Disease (Non-COVID) Investigations. Eg. Tick and Food-Borne Legionella
1	571+	1,000+	200+	100+

Immunizations:

Vaccination clinics in Southborough	Southborough Flu Doses Administered	Southborough COVID Doses Administered	Southborough Vaccine Clinic MRC CERT Hours	Regional Vaccine Clinic MRC CERT Hours
22	288	1115+	117	303

Inspections

Tobacco Inspection and Compliance	Surface Disposal System (SDS) Inspection	Title V Inspection	Soil Tests	Housing/ Camp/ Pool/ Body Art Inspection	Food Inspection	Nuisance Inspection
30	22Component 24 New Construction 32 Repair Replace	106 Passed, 22 Conditional pass, 13 Fail	34	17	48	10

Preventing Disease and Promoting Health for the Residents of Southborough

Vital Statistics

The oldest Southborough resident is Geotacti Campbell who was born on August 24, 1924.

The youngest Southborough resident was born on December 28, 2021.

2020 Federal Census

The 2020 Federal Census determined that the population of Southborough increased from 9,767 in 2010 to 10,450 in 2020, which represents a 7% increase. As a result of this increase in population, the boundary lines between Precincts 1 and 2 have shifted slightly. The new precinct boundaries will ensure that the population of each precinct meets the required guidelines so that no one precinct has a population variance of more than 5% of the combined average of all precincts. This change will impact approximately 78 residents currently residing in Precinct 1 who will be reassigned to Precinct 2. As a practical matter, since all precincts vote in the Trottier School gym, the impact on residents will be minimal. The change took effect on December 31, 2021. A map showing the boundary lines for the new precincts is shown on the Town Clerk's page on the town's website.

Births

104 births were recorded in Southborough in 2021. Fifty-four girls were born and Ava was the most common first name with three occurrences. Fifty boys were born with Henry the most common first name with three occurrences.

Deaths

48 Southborough residents passed away in 2021: 22 women and 26 men.

Marriages

34 couples registered their marriages in Southborough.

Dogs

There are currently 1,524 dogs licensed in the Town of Southborough.

Annual Town Election

914 registered voters (12.0% of all voters) cast their ballots on May 11, 2021 in the Annual Town Election which was held in the gymnasium of the Trottier Middle School. The election results are included in this section of the Annual Report and are also posted on the town website.

Voting Statistics

As of December 31, 2021, Southborough voters were registered in these parties:

Party	# of Voters	% of Total
Unenrolled	4,804	63.6%
Democrat	1,772	23.5%
Republican	908	12.0%
All others	64	0.8%
Total	7,548	100.0%

Town Clerk (continued)

Town of Southborough				
Annual Town Election - May 11, 2021				
Official Results				
	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
Registered voters	2,578	2,455	2,605	7,638
Ballots Cast	309	345	254	908
Hand Counts	1	2	3	6
Total Voters	310	347	257	914
ASSESSORS - 3 Year Term (1 seat)				
HEATH S. WIDDISS	244	260	194	698
All Others	2	2	-	4
Blank s	64	85	63	212
Total Ballots	310	347	257	914
TRUST FUNDS - 3 Year Term (1 seat)				
SUSAN DELARDA-WOOD	246	254	194	694
All Others	-	1	-	1
Blank s	64	92	63	219
Total Ballots	310	347	257	914
BOARD of HEALTH - 3 Year Term (1 seat)				
CHELSEA MARIE MALINOWSKI	240	253	197	690
All Others	-	2	-	2
Blank s	70	92	60	222
Total Ballots	310	347	257	914
BOARD of SELECTMEN - 3 Year Term (1 seat)				
ANDREW DENNINGTON	202	114	146	462
MICHAEL D. WEISHAN	100	228	111	439
All Others	-	1	-	1
Blank s	8	4	-	12
Total Ballots	310	347	257	914
LIBRARY TRUSTEES - 3 Year Term (2 seats)				
DAVID C. EKBERG	224	245	179	648
KIMBERLY L. REGAN	251	271	192	714
All Others	-	-	-	-
Blank s	145	178	143	466
Total Ballots (x2)	620	694	514	1,828
MODERATOR - 1 Year Term (1 seat)				
PAUL M. CIMINO	250	245	199	694
All Others	-	7	1	8
Blank s	60	95	57	212
Total Ballots	310	347	257	914
NB/SB REGIONAL SCHOOL COMMITTEE - 3 Year Term (2 seats)				Totals
Southborough Candidates			Sboro Votes	Nboro Votes Total
KATHLEEN A. HARRAGAN	226	240	192	658 1,473 2,131
CATHY A. KEA	215	242	185	642 1,439 2,081
All Others	-	1	-	1 20 21
Blank s	179	211	137	527 1,280 1,807
Total Ballots (x2)	620	694	514	1,828 4,212 6,040
NB/SB REGIONAL SCHOOL COMMITTEE - 3 Year Term (2 seats)				Totals
Northborough Candidates			Sboro Votes	Nboro Votes Total
KATHLEEN M. HOWLAND	184	175	155	514 1,233 1,747
KAREN A. ARES	142	133	104	379 1,194 1,573
MARIAM IBRAHIMI	136	156	102	394 1,161 1,555
All Others	2	-	-	2 15 17
Blank s	156	230	153	539 609 1,148
Total Ballots (x2)	620	694	514	1,828 4,212 6,040
PLANNING BOARD - 5 Year Term (1 Seats)				
MEME LUTTRELL	229	260	184	673
All Others	3	1	2	6
Blank s	78	86	71	235
Total Ballots	310	347	257	914
HOUSING AUTHORITY - 5 Year Term (1 Seat)				
ROBERT JOHN BRACCIO	242	260	195	697
All Others	1	1	1	3
Blank s	67	86	61	214
Total Ballots	310	347	257	914
SCHOOL COMMITTEE - 3 Year Term (2 Seats)				
JENNIFER PRIMACK	217	230	180	627
KIMBERLY A. TOLANDER	236	237	178	651
All Others	1	-	2	3
Blank s	166	227	154	547
Total Ballots (x2)	620	694	514	1,828
		Registered Voters	Ballots Cast	% Voted
Precinct 1		2,578	310	12.0%
Precinct 2		2,455	347	14.1%
Precinct 3		2,605	257	9.9%
Total		7,638	914	12.0%
Voter Turnout %		12.0%		
*As of April 8, 2021: Deadline to register				
Winners are indicated in Bold Italics				
James F. Hegarty, Town Clerk				

Annual Town Meeting

Due to COVID concerns, for the second year in a row, the Annual Town Meeting was delayed and relocated to the baseball field at the Neary Middle School. 169 registered voters attended the morning session which was held from 11AM to 1PM, and 116 registered voters attended the afternoon session which was held from 2PM to 4PM. At both sessions, registered voters were required to sit at least 6 feet apart. The minutes from the Annual Town Meeting are included in this section of the Annual Report and are also posted on the town website.

Special Town Meeting

284 registered voters attended a Special Town Meeting that was held on November 1, 2021 in the Trottier Middle School. Due to COVID concerns, the meeting was held in the gym with additional seating in the auditorium. Registered voters were required to sit at least 6 feet apart. Unofficial/DRAFT minutes from the Special Town Meeting are included in this section of the Annual Report. The minutes are considered unofficial/DRAFT because the Attorney General has not ruled on the changes to the town code that were voted at the Special Town Meeting. Once the Attorney General completes her review, the approved changes to the town code will go into effect, however, changes to zoning bylaws will be retroactively effective as of the date of the Special Town Meeting.

Town Clerk
Minutes of Annual Town Meeting
May 22, 2021

The Annual Town Meeting was duly called and held at 10:00 AM on Saturday, May 22, 2021 at the baseball field adjacent to the Neary School, 53 Parkerville Road, Southborough. A quorum was present (100 voters = quorum); 179 voters were present. The following articles were voted on in a legal manner.

Town Moderator, Paul M. Cimino, called the meeting to order at 10:19 AM.

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

MOTION PASSED.

CONSENT LIST

MOTION MADE: That the following articles be combined for one vote and to pass them: articles 2, 3, 4, 9, 12, 13, 14, 15, 16, 17, 25, 27 and 29.

MOTION PASSED.

INDEFINITELY POSTPONED – COMBINED VOTE

MOTION MADE: I move to reorder the consideration of articles contained in the warrant, specifically by advancing the following articles for consideration at this time along with article 1: Articles 6, 23, 26 and 38.

MOTION PASSED.

MOTION MADE: That we suspend the rules so we could permit simultaneous consideration and voting of Articles 1, 6, 23, 26 and 38.

MOTION PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

MOTION MADE: That the matters contained in Articles 1, 6, 23, 26 and 38 be postponed indefinitely

MOTION PASSED.

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*

INDEFINITELY POSTPONED – COMBINED LIST

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

Proposed by: 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.*

PASSED – CONSENT LIST.

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, 2021 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.*

PASSED – CONSENT LIST.

Town Clerk

Minutes of Annual Town Meeting

May 22, 2021

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

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Board Recommendation: Support

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

PASSED – CONSENT LIST.

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

PERSONNEL BYLAW ENTITLED “THE SALARY ADMINISTRATION PLAN” [Revised at May 22, 2021 Annual Town Meeting]

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

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

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

SECTION 1. DEFINITIONS

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

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

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

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

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

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

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

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

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

“Department” means a functional unit of Town government.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 2. POSITION TITLES

Town Clerk

Minutes of Annual Town Meeting (continued)

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

SECTION 3. NEW OR CHANGED POSITIONS

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

SECTION 4. RECLASSIFICATION OF EMPLOYEES

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

SECTION 5. JOB DESCRIPTIONS

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

SECTION 6. COMPENSATION

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

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

- a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible 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.

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

d. 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 Start Date.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, provided the maximum for the job is not exceeded. This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.

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

SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

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

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

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

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

Town Clerk

Minutes of Annual Town Meeting (continued)

SECTION 10. DEPARTMENT BUDGETS

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

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of “indirect pay” to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

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

a. Holidays with Pay

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

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
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

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

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

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

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

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

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

(5) In the event of termination of employment 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) 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

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

e. Military Leave

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

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

f. Jury Duty

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

Town Clerk

Minutes of Annual Town Meeting (continued)

g. Miscellaneous Paid Time Off

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

- (1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days’ leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.
- (2) Medical examination or inoculation required by the Town.
- (3) Blood donation authorized by the Department Head.
- (4) Attendance at professional and/or educational programs authorized by the Department Head.

h. Court Time Pay

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

i. Employee Educational Support/Professional Development

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

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

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

- (2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

j. Group Medical Insurance

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

SECTION 12. UNPAID LEAVES OF ABSENCE

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

SECTION 13. PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

- a. A Part-Time employee may work 20 hours or more per week for a period of no longer than one month if requested by their Department Head due to exigent circumstances, or for longer if approved by the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.
- b. Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding. The Personnel Board shall entertain such requests at the first available opportunity.

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.

Town Clerk

Minutes of Annual Town Meeting (continued)

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.

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.

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	
Deputy Assessor	
Business Administrator I	4
Maintenance Technician	
Assistant Treasurer/Collector	
Assistant Town Accountant	

Town Clerk

Minutes of Annual Town Meeting (continued)

ADMINISTRATIVE & SUPPORT STAFF	
Administrative Assistant	3
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

*when not under contract

Rates for Full-Time Positions

Grade	Minimum		Midpoint		Maximum	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	\$39,236	\$18.86	\$45,149	\$21.71	\$51,063	\$24.55
2	\$42,178	\$20.28	\$48,505	\$23.32	\$54,832	\$26.36
3	\$45,341	\$21.80	\$52,143	\$25.07	\$58,945	\$28.34
4	\$50,446	\$24.25	\$59,274	\$28.50	\$68,103	\$32.74
5	\$54,230	\$26.07	\$63,719	\$30.63	\$73,209	\$35.20
6	\$58,297	\$28.03	\$68,498	\$32.93	\$78,700	\$37.84
7	\$70,063	\$33.68	\$84,077	\$40.42	\$98,089	\$47.16
8	\$82,325	\$39.58	\$98,790	\$47.50	\$115,255	\$55.41
9	\$96,731	\$46.51	\$116,077	\$55.81	\$135,424	\$65.11

SCHEDULE B: [RESERVED FOR FUTURE USE] SCHEDULE C:

PART-TIME HOURLY GRADED POSITIONS

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

*when not under contract

Rates for Part-Time Positions

Town Clerk
Minutes of Annual Town Meeting (continued)

Grade	Minimum		Maximum	
	Hourly	Annual*	Hourly	Annual*
1	\$11.44	\$23,802	\$14.56	\$30,288
2	\$12.48	\$25,964	\$17.69	\$36,795
3	\$18.73	\$38,957	\$26.02	\$54,111
4	\$22.89	\$47,604	\$32.25	\$67,083
5	\$29.13	\$60,597	\$43.69	\$90,885

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

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

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

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

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

\$50.00 per hour

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

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent	\$8,000
Clerk, Board of Registrars	\$1,638.33
Emergency Management Coordinator	\$2,000
Energy Management Stipend.....	\$6,000
Registrar of Voters	\$205.66
Tree Warden	\$4,000
Veterans' Agent and Director of Veterans' Services.....	\$15,000

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

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

Town Clerk

Minutes of Annual Town Meeting (continued)

Rates for Recreation Seasonal Personnel

Grade	Minimum		Maximum	
	Hourly	Annual*	Hourly	Annual*
1	\$11.44	\$23,802	\$14.56	\$30,288
2	\$12.48	\$25,964	\$17.69	\$36,795
3	\$18.73	\$38,957	\$26.02	\$54,111
4	\$22.89	\$47,604	\$32.25	\$67,083
5	\$29.13	\$60,597	\$43.69	\$90,885

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

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

SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

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

As a result, a separate policy is adopted by the Southborough 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 on the anniversary of the employee’s Start Date

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

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town approve changes to the Salary Administration Plan, as codified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, as printed in the warrant.

MOTION PASSED.

ARTICLE 6: 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, 2021, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

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

INDEFINITELY POSTPONED – COMBINED LIST

ARTICLE 7: 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 2022, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Summary: *See budget report including Advisory Committee and Board of Selectmen's FY22 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 **\$55,283,945** as may be necessary for the Town's use, and make appropriations of the same.

Transfer from the Cemetery Perpetual care	25,000.00
Transfer from Free Cash	1,400,293.00
Transfer from Overlay Reserve	272,031.00
Transfer from Ambulance Fund, Receipts Reserved (Fund 23)	411,000.00
Transfer from Septic Betterment Fund	30,078.00
Transfer from Reserve SBAB Fund Balance	4,017.00
Transfer from Water Enterprise Fund	204,695.00
Transfer from Fund 2261 "911 Revolving"	25,000.00

AND that the Balance of **\$52,911,831** be raised and appropriated.

MOTION MADE: To take an umbrella vote and pass all budgets not held.

The following budgets were held:

132 Reserve Fund

136 Audit

155 Technology

210 Police Department

512 Board of Health

691 Historical Commission

MOTION PASSED.

AMENDMENT MADE: I move to amend Article 7 by increasing budget 132 Reserve Fund from \$180,000 to \$190,000 and to reduce budget 512 Board of Health from \$153,657 to \$132,068 in Personnel Services, from \$80,624 to \$70,624 in Other Charges and Expenses, from \$234,281 to \$202,692 in total.

AMENDMENT PASSED.

AMENDMENT MADE: To reduce budget 136 Audit from \$52,515 to \$42,515.

AMENDMENT FAILED.

MOTION MADE: To approve budget 136 Audit as printed.

Town Clerk

Minutes of Annual Town Meeting (continued)

MOTION PASSED.

MOTION MADE: To approve budget 155 Technology at \$469,285.
MOTION PASSED.

MOTION MADE: To approve budget 210 Police as printed.
MOTION PASSED.

MOTION MADE: To approve budget 691 Historical Commission as printed.
MOTION PASSED.

MOTION MADE: That the Town vote to raise a sum of money not to exceed the sum of **\$55,262,366** as may be necessary for the Town’s use, and make appropriations of the same.

Transfer from the Cemetery Perpetual care	\$ 25,000.00
Transfer from Free Cash	1,400,293.00
Transfer from Fund 2261 "911 Revolving"	25,000.00
Transfer from Overlay Reserve	272,031.00
Transfer from Ambulance Fund, Receipts Reserved (Fund 23)	411,000.00
Transfer from Septic Betterment Fund	30,078.00
Transfer from Reserve SBAB Fund Balance	4,017.00
Transfer from Water Enterprise Fund	204,695.00

AND that the Balance of **\$52,890,242** be raised and appropriated.

MOTION PASSED.

The following budgets were approved at the 2021 Annual Town Meeting.

Town Clerk
Minutes of Annual Town Meeting (continued)

110-119 Legislative

BUDGET NAME	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDG- ET	FY2022 RE- QUEST	BOS/ADV RECOM M	Percent Inc./ Decr.
114 MODERATOR						
51000-51990 Personal Services	50	50	50			
52000-58990 Other Charges and Expenses	0		25	100	100	
MODERATOR TOTAL	50	50	75	100	100	33.33%

120-129 Executive

BUDGET NAME	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDG- ET	FY2022 RE- QUEST	BOS/ADV RECOM M	Percent Inc./ Decr.
121 ELECTED BOARD OF SELECTMEN						
51000-51990 Personal Services	3,800	3,200	4,000	4,000	4,000	
ELECTED BOARD OF SELECTMEN TOTAL	3,800	3,200	4,000	4,000	4,000	0.00%

BUDGET NAME	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDG- ET	FY2022 RE- QUEST	BOS/ADV RECOM M	Percent Inc./ Decr.
122 BOARD OF SELECTMEN						
51000-51990 Personal Services	381,878	399,825	393,802	413,517	413,517	
52000-58990 Other Charges and Expenses	74,567	45,715	58,488	46,413	46,413	
BOARD OF SELECTMEN TOTAL	456,445	445,540	452,290	459,930	459,930	1.69%

130-149 Financial Administration

BUDGET NAME	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDG- ET	FY2022 RE- QUEST	BOS/ADV RECOM M	Percent Inc./Decr.
131 ADVISORY COMMITTEE						
52000-58990 Other Charges and Expenses	180	730	2,500	3,500	3,500	
ADVISORY COMMITTEE TOTAL	180	730	2,500	3,500	3,500	40.00%

BUDGET NAME	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDG- ET	FY2022 RE- QUEST	BOS/ADV RECOM M	Percent Inc./Decr.
132 RESERVE FUND						
52000-58990 Other Charges and Expenses	152,853	151,422	180,000	190,000	180,000	
RESERVE FUND TOTAL	152,853	151,422	180,000	190,000	180,000	0.00%

**Budget amended at TM.
New budget \$190,000.**

BUDGET NAME	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDG- ET	FY2022 RE- QUEST	BOS/ADV RECOM M	Percent Inc./Decr.
135 TOWN ACCOUNTANT						
51000-51990 Personal Services	143,345	148,588	168,755	157,966	157,966	
52000-58990 Other Charges and Expenses	3,473	778	1,880	2,820	2,820	
TOWN ACCOUNTANT TOTAL	146,818	149,366	170,635	160,786	160,786	-5.77%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
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Town Clerk

Minutes of Annual Town Meeting (continued)

	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDGET	FY2022 RE- QUEST	BOS/ADV RECOMM	Per- cent Inc./ Decr.
BUDGET NAME						
136 AUDIT						
52000-58990 Other Charges and Expenses	26,000	34,350	28,010	52,515	52,515	87.49
AUDIT TOTAL	26,000	34,350	28,010	52,515	52,515	%

	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDGET	FY2022 RE- QUEST	BOS/ADV RECOMM	Per- cent Inc./ Decr.
BUDGET NAME						
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	0.00%

	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDGET	FY2022 RE- QUEST	BOS/ADV RECOMM	Per- cent Inc./ Decr.
BUDGET NAME						
141 ASSESSORS						
51000-51990 Personal Services	171,757	176,680	180,764	186,198	186,198	
52000-58990 Other Charges and Expenses	33,273	34,481	55,045	56,050	56,050	
ASSESSORS TOTAL	205,030	211,160	235,809	242,248	242,248	2.73%

	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDGET	FY2022 RE- QUEST	BOS/ADV RECOMM	Per- cent Inc./ Decr.
BUDGET NAME						
145 TREASURER/COLLECTOR						
51000-51990 Personal Services	204,732	213,007	220,702	226,366	226,366	
52000-58990 Other Charges and Expenses	12,152	9,030	8,894	8,970	8,970	
TREASURER/COLLECTOR TOTAL	216,884	222,037	229,596	235,336	235,336	2.50%

150-159 Operations Support

	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDG- ET	FY2022 RE- QUEST	BOS/ADV RECOMM	Percent Inc./Decr.
BUDGET NAME						
151 LEGAL						
52000-58990 Other Charges and Expenses	100,000	106,725	95,000	95,000	95,000	
LEGAL TOTAL	100,000	106,725	95,000	95,000	95,000	0.00%

	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDG- ET	FY2022 RE- QUEST	BOS/ADV RECOMM	Percent Inc./Decr.
BUDGET NAME						
152 PERSONNEL BOARD						
51000-51990 Personal Services	1,369	3,000	5,000	5,000	5,000	
52000-58990 Other Charges and Expenses	7,397	4,388	16,700	8,350	8,350	
PERSONNEL BOARD TOTAL	8,766	7,388	21,700	13,350	13,350	-38.48%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
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Town Clerk
Minutes of Annual Town Meeting (continued)

BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
153 SPECIAL LEGAL COUNSEL						
52000-58990 Other Charges and Expenses	54,688	51,676	50,000	50,000	50,000	
SPECIAL LEGAL COUNSEL TOTAL	54,688	51,676	50,000	50,000	50,000	0.00%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
154 MUNICIPAL TECNOLOGY COMMITTEE						
52000-58990 Other Charges and Expenses	0	0	1,000	1,000	1,000	
MUNI. TECHNOLOGY COMMITTEE TOTAL	0	0	1,000	1,000	1,000	0.00%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
155 TECHNOLOGY						
51000-51990 Personal Services	96,446	99,615	128,745	196,000	196,000	
52000-58990 Other Charges and Expenses	214,351	287,560	220,474	273,285	273,285	
MANAGEMENT INFORMATION SYSTEMS TOTAL	310,797	387,175	349,219	469,285	469,285	34.38%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
159 OTHER OPERATION SUPPORT						
52000-58990 Other Charges and Expenses	352,868	380,965	400,000	416,690	416,690	
OTHER OPERATION SUPPORT TOTAL	352,868	380,965	400,000	416,690	416,690	4.17%

160-169 Licensing and Registration

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
160 ELECTED TOWN CLERK						
51000-51990 Personal Services	83,064	83,064	87,695	90,151	90,151	
TOWN CLERK TOTAL	83,064	83,064	87,695	90,151	90,151	2.80%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
161 TOWN CLERK						
51000-51990 Personal Services	124,516	119,683	131,246	111,465	111,465	
52000-58990 Other Charges and Expenses	83,269	55,455	48,267	44,010	44,010	
TOWN CLERK TOTAL	207,785	175,138	179,513	155,475	155,475	-13.39%

170-189 Land Use and Development

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
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Town Clerk

Minutes of Annual Town Meeting (continued)

BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./ Decr.
171 CONSERVATION COMMISSION						
51000-51990 Personal Services	55,115	68,891	70,252	72,283	72,283	
52000-58990 Other Charges and Expenses	13,886	20,836	31,235	36,265	36,265	
CONSERVATION COMMISSION TOTAL	69,001	89,728	101,487	108,548	108,548	6.96%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent Inc./ Decr.
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	
175 PLANNING BOARD						
51000-51990 Personal Services	109,691	137,001	143,668	147,744	147,744	
52000-58990 Other Charges and Expenses	41,236	21,333	27,720	28,120	28,120	
PLANNING BOARD TOTAL	150,927	158,334	171,388	175,864	175,864	2.61%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent Inc./ Decr.
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	
176 ZONING BOARD OF APPEALS						
51000-51990 Personal Services	27,426	20,510	22,854	23,506	23,506	
52000-58990 Other Charges and Expenses	5,601	824	3,200	3,200	3,200	
ZONING BOARD OF APPEALS TOTAL	33,027	21,334	26,054	26,706	26,706	2.50%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent Inc./ Decr.
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	
177 OPEN SPACE						
52000-58990 Other Charges and Expenses	1,500	1,964	2,000	2,000	2,000	
OPEN SPACE TOTAL	1,500	1,964	2,000	2,000	2,000	0.00%

	FY2019	FY2020	FY2021	FY2022	BOS	Percent Inc./ Decr.
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	
182 ECONOMIC DEVELOPMENT COMMITTEE						
51000-51990 Personal Services	24,712	25,100	26,563	27,416	27,416	
52000-58990 Other Charges and Expenses	9,263	3,136	14,900	14,900	14,900	
ECONOMIC DEVELOPMENT COMMITTEE TOTAL	33,975	28,236	41,463	42,316	42,316	2.06%

190-199 Other

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent Inc./ Decr.
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	
192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE						
51000-51990 Personal Services	311,905	333,026	367,668	377,886	377,886	
52000-58990 Other Charges and Expenses	222,279	170,962	180,246	205,550	205,550	
PUBLIC BLDGS. & PROPERTY MAINT. TO- TAL	534,184	503,988	547,914	583,436	583,436	6.48%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
193 PUBLIC ACCESSIBILITY COMMITTEE						
51000-51990 Personal Services	0	0	0	0	0	
52000-58990 Other Charges and Expenses	0	0	2,500	2,500	2,500	
PUBLIC BLDGS. & PROPERTY MAINT.						
TOTAL	0	0	2,500	2,500	2,500	0.00%

200-299 PUBLIC SAFETY

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
210 POLICE DEPARTMENT						
51000-51990 Personal Services	1,912,130	1,987,889	2,183,710	2,335,472	2,335,472	
52000-58990 Other Charges and Expenses	134,101	133,034	130,400	151,124	151,124	
POLICE DEPARTMENT TOTAL	2,046,231	2,120,924	2,314,110	2,486,596	2,486,596	7.45%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
220 FIRE DEPARTMENT						
51000-51990 Personal Services	1,941,336	1,990,988	2,091,759	2,126,887	2,126,887	
52000-58990 Other Charges and Expenses	210,404	213,769	215,150	251,136	251,136	
FIRE DEPARTMENT TOTAL	2,151,740	2,204,758	2,306,909	2,378,023	2,378,023	3.08%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
241 BUILDING DEPARTMENT						
51000-51990 Personal Services	114,742	145,928	149,584	153,546	153,546	
52000-58990 Other Charges and Expenses	39,200	3,352	7,425	10,925	10,925	
BUILDING DEPARTMENT TOTAL	153,942	149,280	157,009	164,471	164,471	4.75%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
291 CIVIL DEFENSE						
51000-51990 Personal Services	2,926	2,926	2,926	2,926	2,926	
52000-58990 Other Charges and Expenses	6,422	8,224	7,092	7,225	7,225	
CIVIL DEFENSE TOTAL	9,348	11,150	10,018	10,151	10,151	1.33%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR						
52000-58990 Other Charges and Expenses	27,592	27,752	28,490	28,490	28,490	
ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL	27,592	27,752	28,490	28,490	28,490	0.00%

Town Clerk
Minutes of Annual Town Meeting (continued)

400-499 PUBLIC WORKS & FACILITIES

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
400, 420 DEPT. OF PUBLIC WORKS						
(Highway, Cemetery, Tree)						
51000-51990 Personal Services	916,585	913,865	1,000,555	1,019,717	1,019,717	
52000-58990 Other Charges and Expenses	1,330,150	1,356,841	1,389,820	1,472,750	1,472,750	
DEPT. OF PUBLIC WORKS TOTAL	2,246,735	2,270,707	2,390,375	2,492,467	2,492,467	4.27%

500-599 HUMAN SERVICES

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
510 ELECTED BOARD OF HEALTH						
51000-51990 Personal Services	0	0	450	450	450	
ELECTED BOARD OF HEALTH TOTAL	0	0	450	450	450	0.00%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
512 BOARD OF HEALTH						
51000-51990 Personal Services	106,820	112,380	112,887	132,068	AT	
52000-58990 Other Charges and Expenses	54,262	49,997	57,830	70,624	TOWN	
BOARD OF HEALTH TOTAL	161,082	162,377	170,717	202,692	MEETING*	37.23%

Budget amended at TM.

From \$153,657 to \$ 132,068 in Personnel Services, from \$80,624 to \$70,624 in Other Charges and Expenses, and from \$234,281 to \$202,692 in total.

*BOS/Advisory do not support the requested budget. Recommendations from BOS and Advisory will be made at Town Meeting.

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
541 COUNCIL ON AGING						
51000-51990 Personal Services	258,083	261,078	277,842	288,027	288,027	
52000-58990 Other Charges and Expenses	57,881	31,778	58,785	59,815	59,815	
COUNCIL ON AGING TOTAL	315,964	292,857	336,627	347,842	347,842	3.33%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
542 YOUTH COMMISSIONON						
51000-51990 Personal Services	141,070	179,325	223,826	237,498	247,498	
52000-58990 Other Charges and Expenses	9,072	7,086	14,292	12,500	12,500	
COUNCIL ON AGING TOTAL	150,142	186,411	238,111	249,998	249,998	4.99%

Town Clerk
Minutes of Annual Town Meeting (continued)

BUDGET NAME	ACTU-AL	ACTUAL	ACTUAL	REQUEST	RECOMM	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	24,319	17,370	20,845	20,845	20,845	
VETERANS' SERVICES TOTAL	39,319	32,370	35,845	35,845	35,845	0.00%
600-699 CULTURE & RECREATION						
BUDGET NAME	FY2019 ACTUAL	FY2020 ACTU-AL	FY2021 BUDGET	FY2022 RE-QUEST	BOS/ADV RECOM M	Percent Inc./Decr.
610 LIBRARY						
51000-51990 Personal Services	383,123	401,122	425,177	437,098	437,098	
52000-58990 Other Charges and Expenses	137,402	126,815	131,445	136,231	136,231	
LIBRARY TOTAL	520,525	527,936	556,622	573,329	573,329	3.00%
BUDGET NAME	FY2019 ACTUAL	FY2020 ACTU-AL	FY2021 BUDGET	FY2022 RE-QUEST	BOS/ADV RECOM M	Percent Inc./Decr.
630 RECREATION COMMISSION						
51000-51990 Personal Services	124,478	127,881	138,362	143,280	143,280	
52000-58990 Other Charges and Expenses	9,900	12,681	9,900	10,258	10,258	
RECREATION COMMISSION TOTAL	134,378	140,562	148,262	153,538	153,538	3.56%
BUDGET NAME	FY2019 ACTUAL	FY2020 ACTU-AL	FY2021 BUDGET	FY2022 RE-QUEST	BOS/ADV RECOM M	Percent Inc./Decr.
691 HISTORICAL COMMISSION						
52000-58990 Other Charges and Expenses	3,500	2,460	2,500	3,362	3,362	
HISTORICAL COMMISSION TOTAL	3,500	2,460	2,500	3,362	3,362	34.48%
BUDGET NAME	FY2019 ACTUAL	FY2020 ACTU-AL	FY2021 BUDGET	FY2022 RE-QUEST	BOS/ADV RECOM M	Percent Inc./Decr.
692 MEMORIAL DAY						
52000-58990 Other Charges and Expenses	2,432	3,147	3,000	3,150	3,150	
MEMORIAL DAY TOTAL	2,432	3,147	3,000	3,150	3,150	5.00%
700-799 DEBT SERVICE						
BUDGET NAME	FY2019 ACTU-AL	FY2020 ACTU-AL	FY2021 BUDGET	FY2022 RE-QUEST	BOS/ADV RECOM M	Percent Inc./Decr.
DEBT PRINCIPAL AND DEBT INTEREST						
0100-710-59100 Principal General Fund	2,602,060	2,397,976	2,352,547	2,391,470	2,391,470	
0100-751-59150 Interest General Fund	575,634	915,970	1,003,977	933,652	933,652	
DEBT PRINCIPAL AND DEBT INTEREST TOTAL	3,177,694	3,313,946	3,356,524	3,325,122	3,325,122	-0.94%
900-999 UNCLASSIFIED						

Town Clerk

Minutes of Annual Town Meeting (continued)

BUDGET NAME	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDG- ET	FY2022 RE- QUEST	BOS/ADV RECOM M	Percent Inc./ Decr.
910 EMPLOYEE BENEFITS						
51700 Police/Fire Accident and Workers' Comp.	231,685	236,745	243,223	249,368	249,368	
51710 Unemployment Payments	4,350	8,743	29,578	30,000	30,000	
51720 Health Insurance	4,611,357	4,941,289	5,207,585	5,283,905	5,283,905	
51730 Retirement Fund	1,777,093	1,958,833	2,170,625	2,321,536	2,321,536	
51740 Life Insurance	5,669	5,124	5,297	5,215	5,215	
51750 Flexible Spending Account	7,551	6,757	7,440	7,250	7,250	
51770 Medicare	347,606	357,372	375,970	378,579	378,579	
51780 Dental Insurance	225,444	217,860	236,306	248,964	248,964	
51785 Medicare B Penalty	17,644	17,985	17,750	17,040	17,040	
59660 Transfer to OPEB Trust	250,000	250,000	250,000	0	0	
EMPLOYEE BENEFITS TOTAL	7,478,399	8,000,708	8,543,774	8,541,857	8,541,857	-0.02%

BUDGET NAME	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDG- ET	FY2022 RE- QUEST	BOS/ADV RECOM M	Percent Inc./ Decr.
930 BUDGET CAPITAL						
<i>POLICE: CRUISERS (2)</i>						
<i>LIBRARY: NEW ROOF (ENG & INSTALLATION)</i>						
<i>POLICE: TASER PROGRAM</i>			49,507			
<i>BUILDING: INSPECTOR VEHICLE</i>						
<i>FIRE: CHIEF VEHICLE C20</i>						
<i>DPW: TREE MAINT FUNDING</i>						
<i>DPW: EQUIPMENT TRAILER 2006 REPLACEMENT</i>						
52000-58990 Other Charges and Expenses	324,343	306,350				
BUDGET CAPITAL TOTAL	324,343	306,350	49,507	0	0	-100.00%

BUDGET NAME	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDG- ET	FY2022 RE- QUEST	BOS/ADV RECOM M	Percent Inc./ Decr.
941 COURT JUDGMENTS						
57600 Court Judgments	220,659	223,108	225,000	229,900	229,900	
COURT JUDGMENTS TOTAL	220,659	223,108	225,000	229,900	229,900	2.18%

BUDGET NAME	FY2019 ACTU- AL	FY2020 ACTU- AL	FY2021 BUDG- ET	FY2022 RE- QUEST	BOS/ADV RECOM M	Percent Inc./ Decr.
945 LIABILITY INSURANCE						
52000-58990 Other Charges and Expenses	267,230	273,629	284,595	297,402	297,402	
LIABILITY INSURANCE TOTAL	267,230	273,629	284,595	297,402	297,402	4.50%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./ Decr.
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Town Clerk
Minutes of Annual Town Meeting (continued)

300 ELECTED SCHOOL COMMITTEE

51000-51990 Personal Services	500	100	500	500	500	
ELECTED SCHOOL COMMITTEE TO-TAL	500	100	500	500	500	0.00%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
301 SOUTHBOROUGH SCHOOLS						
REGULAR DAY PROGRAMS						
Administration	610,997	642,676	689,509	719,453	719,453	
Instruction	10,978,287	11,310,744	11,465,585	11,987,962	11,987,962	
Other Student Services	845,086	826,273	834,340	868,543	868,543	
Operation and Maintenance Buildings	1,691,826	1,680,550	1,596,094	1,692,794	1,692,794	
Fixed Charges	4,100	4,100	4,100	2,150	2,150	
Contractual Obligation	0	0				
REGULAR DAY PROGRAMS TOTAL	14,130,296	14,464,343	14,589,628	15,270,902	15,270,902	
SPECIAL EDUCATION PROGRAMS						
Administration	17,800	18,500	18,000	18,500	18,500	
Instruction	4,631,617	4,886,531	4,898,567	5,028,610	5,028,610	
Other Student Services	510,608	578,500	445,000	506,000	506,000	
Operation and Maintenance Buildings	4,500	5,000	4,000	4,000	4,000	
Programs, Other Systems in Massachusetts	1,111,165	868,000	1,190,600	818,362	818,362	
Programs, Member of Collaborative	0	0	90,680	88,060	88,060	
SPECIAL EDUCATION TOTAL	6,275,690	6,356,531	6,646,847	6,463,532	6,463,532	
GRAND TOTAL OPERATING BUDGET	20,405,986	20,820,874	21,236,475	21,734,434	21,734,434	2.34%

	FY2019	FY2020	FY2021	FY2022	BOS/ADV	Percent
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	RECOMM	Inc./Decr.
302 ALGONQUIN REGIONAL HIGH SCHOOL						
REGULAR DAY PROGRAMS						
Administration	663,443	688,349	744,395	788,415	788,415	
Instruction	11,509,251	11,440,824	11,613,305	11,871,456	11,871,456	
Other Student Services	2,003,707	2,029,191	2,023,745	2,034,337	2,034,337	
Operation and Maintenance Buildings	1,702,050	1,736,088	1,768,150	1,814,368	1,814,368	
Fixed Charges	3,620,778	3,875,748	4,049,667	4,274,119	4,274,119	
New Equipment	155,200	26,000	16,500	0	0	
Tuition, Other Public Schools	290,000	290,000	240,000	240,000	240,000	
Contractual Obligation	0	0	0	0	0	
REGULAR DAY PROGRAMS TOTAL	19,944,429	20,086,200	20,455,762	21,022,695	21,022,695	

Town Clerk

Minutes of Annual Town Meeting (continued)

SPECIAL EDUCATION PROGRAMS						
Administration	9,300	16,800	17,300	18,600	18,600	
Instruction	2,271,114	2,504,494	2,794,608	2,852,854	2,852,854	
Other Student Services	251,280	253,780	259,280	260,280	260,280	
Operation and Maintenance Buildings	2,000	2,000	2,000	2,000	2,000	
Fixed Charges	1,595	1,595	1,595	1,595	1,595	
Programs, Other Systems in Massachusetts	479,180	840,979	424,279	813,679	813,679	
Programs, Member of Collaborative	124,060	69,600	177,256	5,000	5,000	
SPECIAL EDUCATION TOTAL	3,138,529	3,689,248	3,676,318	3,954,008	3,954,008	
GRAND TOTAL OPERATING BUDGET	23,082,958	23,775,448	24,132,080	24,976,703	24,976,703	3.50%

	NON EX- EMPT	EXEMPT	TOTAL	Percent Inc./Decr.
FY 2021 SOUTHBOROUGH AS- SESSMENT	7,541,363	397,404	7,938,767	2.21%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL						
Southborough Operating Assessment	329,255	293,357	349,405	400,969	400,969	
Renovation Project - Capital Assessment	38,417	37,405	36,393	35,381	35,381	
SOUTHBOROUGH ASSESSMENT	367,672	330,762	385,798	436,350	436,350	13.10%

BUDGET NAME	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 BUDGET	FY2022 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL						
Tuition/Transportation Assessment	0	0	44,634	44,634	44,634	
NORFOLK COUNTY AGRICUL- TURAL HIGH SCHOOL TOTAL	0	0	44,634	44,634	44,634	0.00%

ARTICLE 8: 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 2022, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

BUDGET NAME	FY 2019	FY 2020	FY 2021	FY 2022	PERCENT
WATER - PUBLIC WORKS	ACTUAL	ACTUAL	BUDGET	REQUEST	(+) or (-)
51000-51990 Personal Services	339,522	352,225	355,405	368,506	
52000-58990 Other Charges & Expenses	1,229,247	1,307,495	1,341,950	1,855,950	
59100 Debt Principal Water	290,000	410,000	340,000	344,408	
59150 Debt Interest Water	107,604	135,978	142,490	111,526	
59510 Indirect Costs	90,000	131,239	160,847	204,695	
<u>Capital Equipment - Lease</u>					
Hook Lift Truck	-	-	-	9,169	
Pick-Up Diesel Truck F-350	-	-	-	10,697	
TOTAL WATER - PUBLIC WORKS	2,056,373	2,336,937	2,340,692	2,904,951	24.11%

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

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

Hook Lift Truck - This item will replace a 2002 version. This truck is critical to a variety of operations throughout the year. It was scheduled to be replaced in the last fiscal year in the event of a Fall Town Meeting. The truck that it is replacing is currently sitting idle and is no longer on the road and was not used during the last winter plow season. This portion represents the amount to come out of the water fund.

Pick-Up Diesel Truck F-350 - This item will replace a 2011 version of the same make/model. This truck is used by DPW water staff on a daily basis to carry out their duties

MOTION MADE: That \$2,700,256 be appropriated for the Water Enterprise Fund and that \$204,695 be included in appropriations from the General Fund for indirect costs and be allocated to the Water Enterprise Fund, and that \$2,904,951 be raised as follows: FY22 Revenues \$2,904,951.00

MOTION PASSED.

ARTICLE 9: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article. The funding amount has been the same each year since 2015, and is not changing for FY22.*

PASSED – CONSENT LIST.

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

Town Clerk

Minutes of Annual Town Meeting (continued)

	Description	Request	Levy	Other Funds
A.	LIBRARY: Interior Renovations, Floor Coverings and Painting	\$115,000	\$115,000	
B.	TOWN HOUSE: Bathroom Renovation	\$ 40,000	\$ 40,000	
C.	DPW: Chipper	\$ 30,000	\$ 30,000	
D.	DPW: Equipment Trailer Replacement	\$ 12,000	\$ 12,000	
E.	DPW: Road Maintenance	\$325,000	\$325,000	
F.	FIRE: Thermal Imaging Cameras	\$ 30,000	\$ 30,000	
G.	FIRE: Fire Hose & Nozzle Replacement	\$ 20,000	\$ 20,000	
H.	FIRE: Turnout Gear Fund	\$ 40,000	\$ 40,000	
I.	INFORMATION TECHNOLOGY: Server and Storage	\$ 40,000	\$ 40,000	
J.	POLICE: Defibrillators	\$ 18,200	\$ 18,200	
K.	POLICE: Police Cruisers (2)	\$101,000	\$101,000	

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary:

A. This item will provide the funds needed to replace various sections of floor coverings installed in the late 1980's, repaint interior walls, and make upgrades to interior finish surfaces on the upper level of the Southborough Library;

B. This item will provide the funds needed for the purpose of renovating the men's and/or women's restroom at the Southborough Town House. Elements of renovation work will include tile replacement, installation of new privacy components, and plumbing upgrades in the subject restroom, which has not had any major betterments for over 40 years;

C. This item will replace a chipper that is beyond its useful life. The chipper is used in both emergency and non-emergency situations by DPW crews;

D. This item will replace an equipment trailer purchased in 2006. The current trailer no longer meets the standards needed to carry the weight of the equipment towed around on the trailer;

E. These funds are for public roadway, sidewalks and walkway maintenance, repair and construction throughout town. These are expended in conjunction with Chapter 90 roadway improvement funding from the Commonwealth;

F. This item will replace two (2) thermal imaging cameras carried on the fire department pumpers. These cameras are the end of their life expectancy and are critical to firefighting operations to protect life and property;

G. This item will replace miscellaneous fire hose and nozzles carried on the department's fire apparatus that is beyond its life expectancy or has failed during regular maintenance checks. This is part of an ongoing maintenance of the equipment. On average, this is replacing items that are 15 – 20 years old.

H. These funds will be used to fund an initial contribution for new and replacement fire turnout gear. These funds are anticipated to cover approximately ten full sets of turnout gear that will reach the end of their useful life in the next fiscal year. Funds expended from this item will be approved by the Capital Planning Committee based on recommendations from the Fire Chief;

I. These funds will cover any onsite or cloud infrastructure needs for municipal IT as part of a formal plan developed by the IT Manager and Municipal Technology Committee;

J. This item is for the replacement of ten (10) portable defibrillator units that are located in each of the marked patrol vehicles. The current units were purchased in 2008, and are well past their useful life expectancy of ten years;

K. This item is for the replacement of two front line cruisers nearing or over 100,000 miles (2016 Ford Taurus currently 92,088 miles, 2016 Ford Explorer currently 109,110 miles). They will be replaced with a 2021 Ford Police Interceptor Utility AWD Hybrid, and a 2021 Dodge Charger AWD gas engine. The hybrid model is eligible for Green Communities funds, which if awarded would defray the purchase price by \$5,000. The anticipated gas savings with the hybrid model is \$3,179, according to the manufacturer.

MOTION MADE: That the Town raise and appropriate:

- \$115,000 for Library Interior renovations;
- \$40,000 for Town House bathroom renovations;
- \$30,000 for a DPW Chipper;
- \$12,000 for a DPW Equipment trailer;
- \$325,000 for DPW Road Maintenance;
- \$30,000 for Fire Thermal Imaging cameras;
- \$20,000 for Fire hose & nozzle replacement;
- \$40,000 for Fire turnout gear fund;
- \$18,200 for Police defibrillators; and
- \$101,000 for Police cruisers

AMENDMENT MADE: To strike \$40,000 for Fire turnout gear and \$18,200 for Police defibrillators.

AMENDMENT PASSED.

AMENDMENT MADE: To strike \$101,000 for Police cruisers **FAILED.**

MOTION AS AMENDMENT PASSED.

ARTICLE 11: To see if the Town will vote to appropriate a sum of money to pay costs of acquiring all or a portion of the following equipment and to see if this appropriation shall be met by borrowing or otherwise, and/or authorize, under General Laws Chapter 30B, Chapter 44, Section 21C, upon the recommendation of the Board of Selectmen, the following lease purchase financing agreements for the acquisition of all or a portion of the following equipment that may be acquired through the issuance of debt under G.L. c. 44 or improvement of a capital asset the improvement of which may be financed by the issuance of debt under G.L. c. 44, the term of such agreement not to exceed the useful life of the equipment or improvement as determined by the Board of Selectmen, and to authorize the Town Administrator to enter into such agreements on behalf of the Town, and to approve appropriation for the first year payments of the agreements as stated below in the column "First Year Amount":

	Equipment	Authorized Department	Source of Appropriation	First Year Amount
A.	1 - Fire Tender 2,000 Gallon	Fire Department	FY22 Capital Budget - Ambulance Fund or Borrowing	\$61,127
B.	1 - Horton Type Ambulance	Fire Department	FY22 Capital Budget - Ambulance Fund	\$42,025
C.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY22 Capital Budget - General Fund	\$25,215
D.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY22 Capital Budget - General Fund	\$10,697
E.	1 - Fire Dept Chief Vehicle	Fire Department	FY22 Capital Budget - General Fund	\$9,169

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary:

A. This item will add a Fire Tender that is capable of carrying 2,000 gallons of water to a fire scene. This is a newly proposed vehicle for the Department that will be used both in areas of town without hydrants, but also supplement operations in areas with hydrants. The Department is also seeking a grant for the acquisition of this asset. The request originated after a full operational review of the Fire Department by the Chief.

Town Clerk

Minutes of Annual Town Meeting (continued)

B. This item will replace a 2014 Ambulance that is used in rotation with a 2nd ambulance. This ambulance responds to approximately 500 emergencies a year. Due to the long lead time to manufacture these vehicles, this ambulance is being requested now to avoid costly repairs on the 2014 Ambulance.

C. This item will replace a 2002 version. This truck is critical to a variety of operations throughout the year. It was scheduled to be replaced in the last fiscal year in the event of a Fall Town Meeting. The truck that it is replacing is currently sitting idle and is no longer on the road and was not used during the last winter plow season. This portion represents the amount to come out of the general fund.

D. This item will replace a 2008 version of the same make/model. This truck is used by DPW staff on a daily basis to carry out their duties.

E. This item will replacement of a Fire Department SUV to be utilized by the Fire Chief. The current vehicle is a 2013 Ford Explorer which will be retained to replace the Facilities Director's vehicle (2003 Ford Crown Victoria). The Fire Department SUV is used for department business, emergency response, and as a mobile incident command post. This item will purchase and appropriately equip a Chevrolet Tahoe 4-wheel drive SUV or equivalent.

MOTION MADE: That the Town vote to:

(i) appropriate \$400,000 to pay costs of purchasing a Fire Tender 2,000 Gallon, including costs incidental or related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c. 44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Any premiums received by the Town upon the sale of any bonds or notes issued pursuant to this vote, less any premium applied to the payment of 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

(ii) authorize, under General Laws Chapters 30B or Chapter 44, and upon the recommendation of the Board of Selectmen, lease purchase financing agreements for the acquisition of the following equipment that may be acquired through the issuance of debt under G.L. c. 44 or improvement of a capital asset the improvement of which may be financed by the issuance of debt under G.L. c. 44, the term of such agreement not to exceed the useful life of the equipment or improvement as determined by the Board of Selectmen, and to authorize the Town Administrator to enter into such agreements on behalf of the town, and to appropriate the amounts for the first year payments of the agreements as stated below in the column "First Year Amount":

Equipment	Authorized Department	Source of Appropriation	First Year Amount
1 - Horton Type Ambulance	Fire Department	FY22 Capital Budget - Ambulance Fund	\$42,025
1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY22 Capital Budget - General Fund	\$25,215
1 - Pick Up Diesel F-350	Dept. of Public Works	FY22 Capital Budget - General Fund	\$10,697
1 - Fire Dept Chief Vehicle	Fire Department	FY22 Capital Budget - General Fund	\$9,169

MOTION PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

ARTICLE 12: To see if the Town will vote to raise and appropriate the sum of \$5,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

PASSED – CONSENT LIST.

ARTICLE 13: 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.*

PASSED – CONSENT LIST.

ARTICLE 14: 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 2022:

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; \$400,000.
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: At Town Meeting

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

PASSED – CONSENT LIST.

ARTICLE 15: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2022 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).....	\$386,300
State Match (projected FY2022 State match).....	\$ 75,275
FY2021 State Match Adjustment.....	\$ 49,976
Total Projected Revenue.....	\$511,551

Set Aside- Open Space

\$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 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.

Town Clerk

Minutes of Annual Town Meeting (continued)

Set Aside – Historic Preservation

\$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

Set Aside – Community Housing

\$51,155 to be set aside, held in the Community Preservation Fund, and spent in FY2022 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

\$25,578 to defray the administrative and operating expenses of the Community Preservation Committee in FY2022 for the Community Preservation Fund
, or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

PASSED – CONSENT LIST.

ARTICLE 16: To see if the Town will vote to appropriate \$82,938 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 from the CPA FY2022 estimated CPA annual revenue. 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 FY2022 debt funding for the Preservation Restriction of 84 Main Street as approved at the 2016 Annual Town Meeting.*

PASSED – CONSENT LIST.

ARTICLE 17: To see if the Town will vote to appropriate \$13,033 towards FY21 Interest for the renovation and restoration of the Historic Southborough Library building from the Historic Reserve Fund; and to also vote to appropriate \$71,705 to be applied towards the FY22 bond payment for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. \$38,122 from the CPA Historic Preservation Reserve Fund and \$33,583 from the FY21 CPA Fund Balance. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

PASSED – CONSENT LIST.

ARTICLE 18: To see if the Town will vote to appropriate \$238,750 from the CPA Fund FY2021 Budgeted Reserve for the renovation and restoration of Kallander Field, located on Kallander Drive in Southborough (Parcel ID 56-0000-012-0) for recreation purposes as requested by the Recreation Department. This consists of \$210,100 in project costs and an additional \$28,650 in contingency funding. Contingency 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 signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Under the direction of the Recreation Director Tim Davis and the Southborough Recreation Department, said funds will be used to restore and renovate Kallander Field, to address significant drainage issues that plague the field.*

MOTION MADE: That the town vote to appropriate \$238,750 from the CPA Fund FY2021 Budgeted Reserve for the renovation and restoration of Kallander Field, located on Kallander Drive in Southborough (Parcel ID 56-0000-012-0), and as further printed in the warrant.

MOTION PASSED.

ARTICLE 19: To see if the Town will vote to appropriate \$300,000 for the restoration and preservation of the Historic St. Mark's Bell Tower located at 27 Main Street Southborough for Historic purposes. \$23,061.76 from the CPA Historic Preservation Reserve Fund and \$276,938.24 from FY21 CPA Fund Balance. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: Not Support

Summary: *Under the direction of the St. Mark's Building Committee said funds will be used to restore and preserve the St. Marks Bell Tower in conformance with a Preservation Restriction held by the Massachusetts Historical Commission. The goal is to preserve St. Mark's Bell Tower for many future generations of Southborough residents to enjoy. Built in 1891 on land donated by Joseph Burnett, the tower has fallen into major disrepair over the years. Issues include water penetration, unevenly faced stones, cracked mortar joints, and stone slippage. Without restoration of the tower, the historic viewscape of our town will be forever changed. Satisfying the Community Preservation Act goal to preserve and maintain historic landmarks, this project would preserve the tower and keep its historical significance. St. Mark's Church is part of the Southborough Historical Commission project to add downtown Southborough to the State and National Register of Historic Places. The tower restoration project strictly falls under historic preservation and does not contain any religious depiction. This \$300,000 request is for partial funding of total project costs of \$565,000 with remainder raised by St. Mark's.*

MOTION MADE: That the Town vote to appropriate \$300,000 for the restoration and preservation of the Historic St. Mark's Bell Tower located at 27 Main Street Southborough for Historic purposes. \$23,061.76 from the CPA Historic Preservation Reserve Fund and \$276,938.24 from FY21 CPA Fund Balance. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MOTION PASSED BY COUNTED VOTE: 83 AYE, 82 NAY.

ARTICLE 20: 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 two million, thirty thousand dollars (\$2,030,000) for historic restoration of the Southborough Town House, including costs incidental or related thereto, for a period of twenty (20) years, excluding the term of any temporary loans issued and in anticipation therefor, and allow the Treasurer to apply the net premium and any accrued interest to the costs of the project and reduce the amount authorized to be borrowed for the project by like amount.

Additionally to appropriate two hundred eight thousand, two hundred eighty-four dollars (\$208,284) with one hundred ninety-two thousand, six hundred and nine dollars (\$192,609) from the FY22 estimated CPA annual revenues and fifteen thousand, six hundred seventy-five dollars (\$15,675) from the 2021 CPA Fund Balance for a total project cost of two million, two hundred thirty eight thousand, two hundred eighty four dollars (\$2,238,284) for historic preservation purposes.

This consists of \$1,986,644 for historic preservation /restoration project costs and \$251,640 contingency funding, for the Southborough Town House Exterior Preservation and Restoration Project, as requested by the Southborough Facilities Department 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.

Town Clerk

Minutes of Annual Town Meeting (continued)

And to further authorize the Board of Selectmen and/or a qualified Historical Organization with the Board of Selectmen's express approval 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.

The Board of Selectmen is hereby directed to grant a Perpetual Preservation Restriction on the historical exterior and windows of the Town House Building, 17 Common Street, Southborough, MA 01772 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 Perpetual Preservation Restriction. The cost of the Perpetual Preservation Restriction to be paid from funds from this appropriation and the holder of the Perpetual Preservation Restriction shall be approved by a majority vote of the Community Preservation Committee.

The Town of Southborough shall retain ownership of this building in perpetuity except as authorized by a vote of the citizens at a town election with a margin of 90% approval of the total ballots cast.

Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding.

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.

The Town shall prepare a draft Perpetual Preservation Restriction and submit the Perpetual Preservation Restriction to the MA Historical Commission no later than 180 days after the commencement of construction activities.

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; reserve pending review of motion

Advisory Committee Recommendation: Support

Summary: *Under the direction of John Parent, Southborough's Director of Facilities the Southborough Town House Exterior Preservation and Restoration Project is focused on restoring various original elements of the building structure, where deemed prudent. Projects at the Town House include window sash replacement, exterior renovation work and roof replacement. Great care has also been taken to ensure that any replacement components will be designed in such a fashion as to authentically replicate the original components they would replace. The proposed project has been structured in a way that helps preserve the overall original appearance and integrity of the Town House, while also taking into consideration the functional needs of building occupants. The Preservation Restriction will ensure that Southborough benefits from the presence of this historic property gracing our Historic Town Center in perpetuity.*

MOTION MADE: I move that the town accept Article 20 as printed in the warrant.

MOTION PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

MOTION TO RECESS THE ANNUAL TOWN MEETING AT 1:03PM AND RECONVEYNE AT 2:00PM PASSED.

The duly called Annual Town Meeting was reconvened on Saturday May 22, 2021, on the baseball field adjacent to the Neary School, 53, Parkerville Road, where the following Articles were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 116 voters were present.

Town Moderator Paul M. Cimino called the meeting to order at 2:06 PM.

ARTICLE 21: To see if the Town will vote to appropriate \$9,950 from the FY22 estimated CPA annual revenue for the Southborough History Museum Condition Assessment for historical purposes as requested by the Southborough Historical Society. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Under the Direction of the Historical Society and with review by Southborough Facilities Department Director John Parent, the Southborough Historical Society will hire a historical architect to conduct a Condition Assessment of the historic 1859 Flagg School. The assessment will include historic paint research on the building, draw up plans and budgets for the window restoration and other relevant exterior issues such as redesigning the unsafe front and rear stairs which is needed to preserve the building into the 21st century and beyond.*

MOTION MADE: I move that the Town accept Article 21 as written in the warrant.

MOTION PASSED.

ARTICLE 22: To see if the Town will vote to appropriate \$47,011 from the FY22 estimated CPA annual revenue for the 1.6 mile Peninsula Trail for recreation purposes as requested by the Southborough Trails Committee (STC) with \$42,737 in project costs and an additional \$4,274 in contingency funding. The STC shall apply for the Massachusetts Department of Conservation and Recreation trails grant for matching funds. In the event the grant funds are not awarded, these CPA funds will be used to provide signage and install required fencing to enable use of the property. Contingency 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 signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Under the direction of the Southborough Trails Committee (STC), said funds will be used for improvements of a 1.6 mile trail segment to close a gap in the 33-mile regional Boroughs Loop Trail (BLT) that connects the trail networks of Marlborough, Northborough, Westborough and Southborough. The trail will also be part of MWRA's Aqueduct Trail system and will serve as a future connection to Framingham's Aqueduct Trail on the east side off Pine Hill Road. The BLT is adjacent to, and intersects with, the Bay Circuit Trail, a 230-mile regional trail extending through 37 communities. Constructing this section of trail will help to close an important trail gap in Southborough and fulfill the town's commitment to complete this initiative. Parking will be available for 2-4 cars at the Rt.30/Central street location. This project consists of two components: • Wayfinding/regulatory interpretive and historical signage • Fencing to enclose the Hosmer Riser. Additionally this funding allows the STC to apply for the Massachusetts DCR trails grant to improve Trail accessibility at Route 30 and Central Street*

MOTION MADE: I move that the Town accept Article 22 as written in the warrant.

MOTION PASSED.

ARTICLE 23: To see if the Town will vote to authorize the Board of Selectmen to dispose of a parcel of land with structures thereon deemed surplus property with no further public purpose, by deed of conveyance, grant or transfer after appraisals have been obtained and upon such terms and conditions as the Board of Selectmen deem appropriate. Said parcel of land being described as follows: 21 Highland Street, having been acquired by deed dated June 26, 1911 and recorded in the Worcester Registry of Deeds at Book 1974, Page 229; or do or act anything in relation thereto.

Town Clerk

Minutes of Annual Town Meeting (continued)

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *The former South Union School at 21 Highland Street currently houses the Recreation and Youth & Family Services departments. The building will require some significant maintenance in the coming years, including boiler and roof replacement, and exterior maintenance work which are estimated to cost in excess of \$400,000. In consultation with the Capital Planning Committee, the Board of Selectmen have issued a Request for Proposals (RFP) for the disposition of the building and the property (excluding play-ground equipment), to determine its best value. The results of that bid process will be available in early-May, and will form the basis of the motion to be made in relation to this article.*

INDEFINITELY POSTPONED- JOINT MOTION

ARTICLE 24: To see if the Town will vote to amend the interest rate per annum from 4% to 2% and increase the income limit (gross receipts) from \$20,000 to \$45,000 under the provisions of Massachusetts General Laws, Chapter 59, §5 (41A) which regulates tax deferral for homeowners 65 years or older pursuant to the authority contained in Chapter 136 of the Acts of 2005 of the General Court thereby amending M.G.L. Ch. 59, §5 (41A), or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN, BOARD OF ASSESSORS & COUNCIL ON AGING

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The senior property tax deferral program, known as Clause 41A, allows people 65 or over to defer their property taxes until their home is sold or conveyed. This article will change the interest rate charged on "deferred tax" liens from the current 4% to 2%. It also will increase the income limits of applicants from \$20,000 to \$45,000.*

MOTION MADE: I move that the Town vote to amend the interest rate per annum from 4% to 2% and increase the income limit (gross receipts) from \$20,000 to \$45,000 under the provisions of Massachusetts General Laws, Chapter 59, §5 (41A) which regulates tax deferral for homeowners 65 years or older pursuant to the authority contained in Chapter 136 of the Acts of 2005 of the General Court thereby amending M.G.L. Ch. 59, §5 (41A).

MOTION PASSED.

ARTICLE 25: To see if the Town will vote to amend Section 9-24 "Qualification of elected and appointed officials" of the Town Code, by deleting the text in its entirety, and replacing with the following:

"All elected and appointed officials shall be qualified by the Town Clerk within 30 days of their election except where a different period is specified in the General Laws. If an appointed official is not qualified in this period, his/her appointment shall terminate, and the appointing authority shall be so notified by the Town Clerk."

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Currently, elected and appointed officials have 15 days to be sworn in by the Town Clerk's office; this article will allow those officials additional time to be sworn in following their appointment or election. The current requirement of 15 days was found to be too limiting, as appointment dates often conflicted with the 4th of July holiday and summer vacations. The Board of Selectmen was having to reappoint certain positions multiple times due to the inability of individuals to be sworn in within the required timeframe.*

PASSED – CONSENT LIST.

ARTICLE APPROVED BY THE ATTORNEY GENERAL ON OCTOBER 19, 2021.

ARTICLE 26: To see if the Town will vote to amend the provisions of the Southborough Code, Chapters 41-2 9 entitled Notice of Town Meetings and § 41-26 Availability of Annual Report and Warrant by:

1) Deleting § 41-2 in its entirety and replacing it with:

A. Notice of every Town Meeting shall be given by posting attested copies of the warrant on the Town website, at the Town House, the Southborough Library, the Senior Center and the Transfer Station seven days at least before the time appointed for the Annual Town Meeting and fourteen days at least before the time appointed for a Special Town Meeting.

Creating a new section §41-2.1 entitled Location of Town Meeting

B. The warrant for an annual or special town meeting may specify that the meeting is to be held in a suitable auditorium or other facility in Southborough or in any town contiguous to Southborough. Town meeting may also vote to adjourn to such a facility if it deems appropriate.

2) Change the Title of Article III from Availability of Annual Report and Warrant to Availability of Annual Report.

3) Strike § 41-26 in its entirety and replace with:

§ 41-26 Availability of Annual Report.

At least fourteen (14) days prior to the Annual Town Meeting, the Selectmen shall place a notice on the town website and on Southborough Access Media advising that copies of the Annual Town Report are available to the public on the town website, at the Southborough Town House, at the Southborough Library and at the Southborough Senior Center.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article would correct the conflicting language in Southborough Code sections 41-2 and 41-26. This article would also allow a Town Meeting to be held in any of the towns contiguous to Southborough. For example, a town meeting could be held at Algonquin Regional High School if the town were unable to hold the meeting in Southborough for any reason.*

INDEFINITELY POSTPONED- JOINT MOTION

ARTICLE 27: To see if the Town will accept the provisions of Chapter 41, Sec. 110A of the Massachusetts General Laws “Office hours on Saturday”: “Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday.” ;or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Acceptance of this provision of the General Law would extend a voter registration deadline which occurs on a Saturday to the following Monday.*

PASSED – CONSENT LIST.

ARTICLE 28: To see if the Town will vote to adopt the provisions of MGL c.90, Section 17C to allow the Board of Selectmen to reduce the statutory speed limit from 30MPH to 25MPH on any or all town-owned roadways in thickly settled or business district areas, 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 provides the Selectmen with the authority to reduce speed limits on certain town-owned streets in the interest of public safety.*

MOTION MADE: I move that the Town vote to adopt the provisions of MGL c.90, Section 17C to allow the Board of Selectmen to reduce the statutory speed limit from 30MPH to 25MPH on any or all town-owned roadways in thickly settled or business district areas.

MOTION PASSED.

ARTICLE 29: To see if the Town will vote to adopt the provisions of MGL c.90, Section 18B to allow the Board of Selectmen to establish regulatory 20MPH safety zones on public streets within the Town of Southborough in the interest of public safety, 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 provides the Selectmen with the authority to establish safety zones on streets in the interest of public safety.*

PASSED – CONSENT LIST.

Town Clerk

Minutes of Annual Town Meeting (continued)

ARTICLE 30: To see if the Town will vote to impose a .75% meals tax on the sales of restaurant meals by accepting Massachusetts General Laws, Chapter 64L, Section 2(a), 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 require all local restaurants to charge an additional .75% in meals tax, which will come back to the Town as unallocated revenue through State Local Aid. Most other communities in our area have adopted this local option as well. The local meals tax has been identified as an additional revenue source to help alleviate increases to residential property taxes.*

MOTION MADE: I move that the Town vote to impose a .75% meals tax on the sales of restaurant meals by accepting Massachusetts General Laws, Chapter 64L, Section 2(a). The implementation date of the meals tax will be at the discretion of the Board of Selectmen, but not before January 1, 2022.

MOTION PASSED.

ARTICLE 31: To see if the Town will vote to adopt in Chapter 9 of the General Bylaws, Article X to be entitled “Southborough Public Accessibility Committee”, Sections 9.34 through 9.35 of the Town bylaws, the following:

Article IX Southborough Public Accessibility Committee

Purpose

Numerous laws, statutes, policies and regulations require and/or encourage access to facilities, programs and services for all members of the public. These include, but are not limited to:

- The Americans with Disabilities Act of 1990 - 42 U.S.C. ch. 126 § 12101 et seq
- Regulations promulgated by the Massachusetts Architectural Access Board (521 CMR)
- The Voting Accessibility for the Elderly and Handicapped Act of 1984 - P.L. 98-435, 42 U.S.C. §§ 1973ee–1973ee-6
- The Individuals with Disabilities Education Act – 20 U.S.C. §§ 1400 et seq.
- The Rehabilitation Act of 1973 – USC 31-41c, 29 U.S.C. § 701 et seq
- The Architectural Barriers Act - 42 U.S.C. §§ 4151 et seq.
- Massachusetts Employment Law MGL ch 151B
- Massachusetts Public Accommodation Law - MGL ch 272
- Massachusetts Equal Rights Act - MGL Ch. 93 §§ 102
- Massachusetts Constitution Article CXIV (114)
- Massachusetts Service Animals Law – MGL Ch. 272 §§ 98A

Southborough supports a coordinated approach to monitoring and increasing public accessibility and ensuring compliance with local, state and federal requirements. In addition, it is desirable to encourage property owners to consider adopting optional policies that increase accessibility. As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for developing and implementing this coordination. It will report on status and progress to the Board of Selectmen and the Town Meeting.

§9.34.A Establishment; Membership; Qualifications

There shall be a Southborough Public Accessibility Committee (“SPAC”), which shall consist of five voting members appointed by the Board of Selectmen, plus the non-voting, ex-officio members identified below. Any non-voting, ex-officio member shall not count toward the calculation of a quorum for the SPAC for voting purposes.

Each voting member shall be a registered voter in the Town and shall not be a Town officer (where a “Town officer” means a Town official who serves in an elected position) or a Town employee (where a “Town employee” is any person holding a non-elected, paid position in the Town other than a volunteer who is deemed a Special Municipal employee solely for the purposes of MGL Chapter 268A).

The Board of Selectmen shall designate a Public Accessibility Coordinator (“Coordinator”), in consultation with the SPAC. The Coordinator shall be responsible for accepting and recording concerns, coordinating reviews, and such other duties as may be assigned.

The Building Commissioner and Coordinator shall be ex-officio members of the SPAC.

§9.34.B Appointments; Terms

Voting members shall be appointed for two-year terms. The initial appointments shall be divided between one and two-year terms, so as to establish overlapping terms.

§9.34.C Organization

The voting SPAC members shall select annually, from among themselves by majority vote, a Chairman and a Secretary.

§9.34.D Funding

The SPAC shall have a budget, as may be approved through the Town's regular budget process, for consultants and other expenses. The SPAC shall submit its projected expenses annually as input to the Town's regular budget process. Any expenditures from the SPAC budget shall require a majority vote of the SPAC, and shall be subject to the Town's policies for such expenditures.

§9.35 Powers and Duties

The SPAC Powers and Duties include, but are not limited to, the following:

To monitor and enhance the Town's compliance with all applicable laws, statutes, policies, and regulations that require (or encourage) access to facilities, programs and services for all members of the public.

In coordination with Town officers, departments, and other government entities, to endeavor to ensure that all Town citizens have equal access to:

Town government offices and communications

Public and commercial buildings

Programs

Goods and services

Transportation

Telecommunications, including the internet

Recreational facilities and programs

To review existing and proposed facilities, programs, and projects undertaken by the Town, and to notify the responsible official or entity of its comments. The SPAC may request that other Town officials, committees, departments, and/or entities provide input to these reviews.

To undertake public outreach and advocacy for accessibility in the Town,

To periodically, but no less than once per calendar year, report to the Board of Selectmen and the Town Meeting on its activities and findings.

To provide a mechanism for the public and/or any Town employee to raise concerns about the accessibility of any Town facility, service or program.

The SPAC (or its designee) shall maintain records of such concerns and their dispositions. To the extent permissible by law, the identities of persons raising such concerns shall be confidential, unless confidentiality is waived by such person.

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article replaces the current ad-hoc Accessibility Compliance Committee with a standing committee. The existing committee was established to address the issues raised by the 1990 Americans with Disabilities Act, and was thought to be needed for a short time. In the time since, regulations in this area have increased and public demand for accessibility has increased. Since the need has persisted for several decades, a standing committee that is not limited to the ADA is the more appropriate construct.*

MOTION MADE: I move that the Town vote to adopt in Chapter 9 of the General Bylaws, Article X to be entitled "Southborough Public Accessibility Committee", Sections 9.34 through 9.35 of the Town bylaws, as printed in the warrant.

MOTION PASSED.

ARTICLE 32: To see if the Town will vote to amend the provisions of the Southborough Code, Section 9.8 and 9.12 thereof, as follows:

§ 9-8 Establishment; membership; residence requirements. [Amended 4-12-1999 STM by Art. 1; 10-21-2002 STM by Art. 7; 4-15-2008 ATM by Art. 34]

There shall be an Advisory Committee, which shall consist of nine voters of the Town. No member shall be appointed who is a Town officer, employee or member of another Town committee, appointed or elected; provided, however, that an Advisory Committee member may ~~belong~~ be appointed to: a) one ad hoc committee that is appointed by an elected board or official, or b) one other committee appointed by the Moderator, or c) one committee chartered to consider capital appropriations under the following restrictions:

Town Clerk

Minutes of Annual Town Meeting (continued)

A. The Advisory member's ~~participation~~ **appointment** is approved **in advance** by majority vote of the Advisory Committee excluding the member desiring to participate in the above committees.

B. The Advisory member may not vote or be counted for purposes of a quorum during Advisory meetings when matters subject to ~~the jurisdiction of~~ **consideration by** the above other committees are ~~presented to~~ **considered by** the Advisory Committee.

§ 9-12. Appointment of Chairman and Secretary.

Said Committee shall choose from its membership a Chairman, **a Vice-Chairman** and a Secretary.
, or act or do anything in relation thereto.

Proposed by: ADVISORY COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The proposed article makes the following changes to the current Advisory by-law:*

§ 9-8 - Proposed article (1) reduces the number of members on the Advisory committee from nine to seven; (2) allows Advisory committee members to sit on a standing committee whose purpose is to consider capital appropriations and (3) allows all Advisory committee members to count toward a meeting quorum even when other committee matters are being considered and Advisory members also sit on that other committee. Advisory members who sit on the other committees must recuse themselves from any discussion or votes taken regarding the other committees' subject matters.

§ 9-12 –Proposed article adds the office of Vice-Chairman.

MOTION MADE: I move that the Town vote to amend the provisions of the Southborough Code, Section 9.8 and 9.12 thereof, as printed in the warrant, except for that we would like to change the number of 9 to 7.

MOTION TO INDEFINITELY POSTPONE THE ARTICLE FAILED.

MOTION FAILED BY COUNTED VOTE: 50 AYE, 76 NAY.

ARTICLE 33: To see if the Town will vote to adopt in Chapter 9 of the General Bylaws, a new Article IX to be entitled "Capital Improvement and Planning Committee", Sections 9-30 through 9-33 the following:

§ 9-30 Purpose.

As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for creating and maintaining a rolling ten-year Capital Plan across all government entities and will ensure consistent interpretation and execution of that plan. The Committee will work in collaboration with the various government entities that propose capital expenditures. It will report on the plan to the Town Meeting and advise Town Meeting on proposed capital expenditures.

§ 9-30.1 Establishment; membership; qualifications.

A.

There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of seven voting members and the two nonvoting ex-officio members identified below.

B.

Each voting member shall be a resident of the Town.

C.

The voting members shall be appointed by the Board of Selectmen.

D.

One appointed member should be a member of the Board of Selectmen and one member should be a member of the Advisory Committee.

E.

At no time should any elected or appointed board, committee or commission have more than one representative that also is appointed to CIPC.

F.

The Town Administrator and Finance Director shall be appointed as ex-officio members and may be nonresident Town employees. The Town Administrator or Finance Director, after collaboration with the Board of Selectmen as appointing authority, may recommend that another member of the town's finance team (treasurer, assessor, or accounting departments) serve as ex-officio in their place.

§ 9-30.2 Appointments; terms; vacancies; removal.

A.

Voting members shall be appointed for three-year terms. The initial appointments shall be three members for three years, two members for two years, and two members for one year, so as to establish overlapping terms. For subsequent appointments, the appointing authority shall request that the CIPC review the qualifications of prospective appointees, but the final determination of who is selected shall rest with the appointing authority.

§ 9-30.3 Organization; meetings.

A.

The members shall select, from among themselves, a Chairperson, Vice Chairperson and a Clerk.

B.

The CIPC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.

C.

All reports and recommendations of the CIPC made to the Town shall be voted by a majority of the voting members of the CIPC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the nonvoting members.

§ 9-30.4 Funding.

The CIPC shall have a budget or warrant article for consultants and other expenses. It shall submit its projected expenses to the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the CIPC, and be subject to the Town's policies for such expenditures.

§ 9-31 Functions and definitions.

A. Work with Town Finance Team to maintain town's 10-year capital plan. This will be achieved by regular meetings and discussions with Town Departments, Boards, and Committees that will put forward requests for Capital Funding as part of an Annual or Special Town Meeting. While this Committee will have no oversight of the annual operating budget, they need to be aware and receive regular updates of the operating budgets and other revolving or enterprise funds to ensure that capital needs are considered in an appropriate order and timing.

B.

The CIPC shall follow any capital or other financial policies adopted by the town and provide regular feedback for any potential improvements or enhancements to these policies.

§ 9-32 Project Oversight.

A.

In the absence of a formal building committee for a specific project, CIPC will serve as point of initial approval for all project expenses, change orders, and invoices. Projects falling under the oversight of the CIPC will specifically be decided as part of or immediately following any Town Meeting appropriation by a vote of the Board of Selectmen.

B.

If any elected board decides to have a separate Building Committee for any specific project, then at least one member but not more than two members of the CIPC shall be appointed.

§ 9-33 Reports

A.

Prior to any annual or special town meeting, CIPC shall provide a recommendation on any capital article to appear on the warrant. This recommendation should be communicated to both the Board of Selectmen and Advisory Committee.

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The Capital Planning Committee has been an ad-hoc committee since March 2020. Since that time, the Committee has advised the Board of Selectmen on capital expenditures for Town Meeting, and worked collaboratively with the Finance Director and Town Administrator on the overall capital plan and funding/financing options for capital projects. Given the intention for the Committee to continue their work each year as part of the budget process, the Board of Selectmen agreed that the Committee should operate as a standing committee under the Town bylaws.*

MOTION TO IDEFINITELY POSTPONE THE ARTICLE PASSED.

Town Clerk

Minutes of Annual Town Meeting (continued)

ARTICLE 34: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Zoning Article I entitled “Miscellaneous Provisions” and Article V entitled “Nonconforming Uses and Structures” by amending thereto Section 174-9 entitled “Special Permit Requirements” and 174-19 entitled “Extensions” as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

Article I: Miscellaneous provisions

§ 174-9 Special permit requirements.

[Amended 4-14-1986 ATM by Art. 46]

E. Nonconforming uses, lots and structures. Special permits may be issued for the extension, ~~or~~ alteration, **reconstruction or structural change** of legally nonconforming uses, structures and lots, including a change in the non-conforming use to another non-conforming use, provided that the Board of Appeals finds that such extension, alteration, **reconstruction or structural change** shall not be substantially more detrimental to the neighborhood, will not increase the extent of non-conformance in size or in impact and that the cost thereof shall not exceed 50% of the assessed value of the non-conforming structure at the time of application, and further provided that the estimate of the cost of any extension, ~~or~~ alteration, **reconstruction or structural change** utilized by the Board of Appeals in evaluating the above specified 50% requirement of the assessed value shall not be less than a cost estimate of such extension, ~~or~~ alteration, **reconstruction or structural change** based on a nationally recognized building cost estimate manual or system acceptable to the Zoning Board of Appeals. ~~No special permits under this subsection shall be granted for nonconforming signs subject to Chapter 93 or 93D of the General Laws.~~

[Amended 4-15-2008 ATM by Art. 38]

§ 174-19 **Extensions, ~~or alterations,~~ reconstruction or structural changes.**

[Amended 4-10-2000 ATM by Art. 55]

A. Nonconforming structures or uses shall not be extended, ~~or~~ altered, **reconstructed or structural changes made** except to make them conforming; unless the Board of Appeals authorizes such extension, ~~or~~ alteration, **reconstruction or structural change** by special permit upon making findings as provided in § 174-9E.

~~B. Single-family and two-family residential structures. In the following circumstances,~~ **Notwithstanding the provisions of Section A above, as provided in M.G.L. c.40A, § 6, if any proposed extension, alteration, reconstruction, extension or structural change to a single or two-family residential structure complies with one of the conditions set forth in subsections (1) through (5) below, such extension, alteration, reconstruction or structural change** ~~structure~~ shall not be considered an increase in the non-conforming nature of the structure and shall be permitted as of right.

[Amended 10-7-2013 STM by Art. 9]

(1) **Extension, aAlteration, reconstruction or structural change** to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient area; where the alteration will also comply with all of said current requirements.;

(2) **Extension, aAlteration, reconstruction or structural change** to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient frontage; where the alteration will also comply with all of said current requirements.;

(3) **Extension, aAlteration, reconstruction or structural change** to a structure which encroaches upon one or more required setbacks; where the alteration will comply with all current setbacks, open lot coverage and building height requirements. The provisions of this ~~sSubsection B (3)~~ shall apply regardless of whether the lot complies with current area and frontage requirements.

(4) **Extension, alteration, reconstruction or structural change to the rear, side or fascia of a structure which encroaches upon a required yard or setback area where the alteration will not encroach upon such area to a distance greater than the existing structure. The provisions of this subsection shall apply regardless of whether the lot complies with current area and frontage requirements.**

(5) Extension, alteration, reconstruction or structural change to a non-conforming structure which will not increase the footprint of the existing structure providing that existing height restrictions shall not be exceeded.

In the event that the Building Commissioner determines that none of the exemptions set forth in subsections (1) through (5) apply, and the Building Commissioner determines that the non-conforming nature of such structure would be increased by the proposed extension, alteration, reconstruction or structural change, then the Board of Appeals may, by special permit, allow such extension, alteration, reconstruction or structural change where the proposed modification will not be substantially detrimental than the existing non-conforming structure to the neighborhood.

; or do or act anything in relation thereto.

Proposed by: ZONING BOARD OF APPEALS

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This article proposes to amend the Special Permit Requirements and Exemptions by the addition of language for the purpose of clarity and the inclusion of exemptions to comply with current case law*

MOTION MADE: I move Article 34 as written in the warrant.

MOTION PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

ARTICLE 35: To see if the Town will vote to amend the Zoning Code of the Town of Southborough Article III entitled "Use Regulations" by replacing thereto Section 174-12.1 thereof entitled "Outdoor illumination" as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

§ 174-12.1. Outdoor illumination. [Added 4-11-2005 ATM by Art. 40]

A. Purpose. This section recognizes the benefits of outdoor lighting and provides clear guidelines for its installation, so as to help maintain and complement Southborough's character. The intent of this section is to:

- (1) encourage lighting that provides safety, utility and security, **productivity, enjoyment and commerce;**
- (2) prevent glare on public roadways;
- (3) protect the privacy of residents;
- (4) promote energy-efficient outdoor lighting;
- (5) limit the total allowable illumination of lots located in the Town of Southborough; ~~to reduce atmospheric light pollution.~~
- (6) **minimize adverse offsite impact such as light trespass, and obtrusive light;**
- (7) **curtail light pollution and reduce skyglow to create a healthy night-time environment for residents of Southborough**

The Planning Board is authorized to promulgate rules and regulations to carry forth the purpose and intent of these By-law provisions. Appropriately regulated, and properly installed, outdoor lighting will contribute to the safety and welfare of the residents of Southborough.

B. Applicability. Outdoor illumination by flood or spot luminaires rated at 900 lumens or more (which is approximately equal to one sixty-watt incandescent light bulb) or by any other luminaires rated at 1,800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) shall be subject to the provisions of this section **including application to single and two-family residential lots**, with the following exceptions:

- (1) emergency lighting;
- (2) hazard warning;
- (3) temporary decorative or holiday lighting ~~or public roadway illumination.~~

It shall also not apply to any luminaire intended solely to illuminate any freestanding sign, flag or the walls of any building, but such luminaire shall be shielded so that its direct light is confined to the surface of such sign, flag or building.

- (4) ~~The replacement of existing fixtures shall be subject to the provisions of this section; however, the replacement of existing nonconforming lamps or fixtures with the same or lower output nonconforming lamps or fixtures is exempted.~~

Town Clerk

Minutes of Annual Town Meeting (continued)

The replacement of fixtures or luminaires shall be subject to the provisions of this section and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. Non-conforming fixtures or luminaires requiring replacement for any reason (including but not limited to end of life, breakdown, vandalism) shall be replaced in compliance with this Bylaw.

~~(2)~~The Planning Board, in performing review pursuant to § 174-10, Site plan approval, may determine that special circumstances of the site, context or design make an alternative lighting design at least equally effective in meeting the purposes of this section and, in such cases, may modify the requirements of this section.

C. **Enforcement.** Violations of this Bylaw shall be subject to the provisions of the Town of Southborough Article VI entitled “Administration” Section 174-24 thereof entitled “Enforcement; procedures; violations and penalties.”

D. **Definitions.** For the purposes of this section, the following terms shall be defined as indicated below. Although set forth here for convenience, the terms shall have the same effect as if in § 174-2 of this Bylaw.

BACKLIGHT

For an exterior luminaire is the 90-degree quarter-sphere located behind and below the light source. For luminaires with symmetric distribution, backlight will be the same as front light.

BUG RATING

A luminaire classification system that classifies backlight (B), uplight (U), and glare (G) per IES TM-15-11.

CORRELATED COLOR TEMPERATURE (CCT)

A specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured in degrees Kelvin (K).

FIXTURE

The assembly that houses a lamp or lamps, and which may include a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor, lens or diffuser lens.

FRONTLIGHT

For an exterior luminaire is the 90-degree quarter-sphere located in front and below the luminaire.

FULL CUTOFF

A luminaire designed with an opaque shield surrounding and extending below the lamp, such that no direct light is emitted above a horizontal plane.

FULLY SHIELDED LUMINAIRE

A luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.

GLARE

Light emitted from a luminaire with intensity great enough to produce annoyance, discomfort or a reduction in a viewer's ability to see, and in extreme cases causing momentary blindness.

HARDSCAPE

Permanent hardscape improvements to the site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways, and non-vegetated landscaping that is 100 feet or less in width. Materials may include but are not limited to concrete, asphalt, stone, and gravel.

INDIRECT LIGHT

Light scatter caused by direct light being redirected from a surface.

LAMP

The component of a luminaire that produces the actual light.

LED (Light Emitting Diode) LAMP

An electric lamp with a much longer lifespan than incandescent lighting and low energy consumption.

LIGHT TRESPASS

The shining of direct or indirect light produced by a luminaire beyond the boundaries of the lot on which it is located.

LUMEN

A measure of light energy generated by a light source. One footcandle is one lumen per square foot. For purposes of this bylaw, the lumen output shall be the initial lumen output of a lamp, as rated by the manufacturer.

LUMINAIRE

A complete lighting system, ~~including a lamp or lamps and a fixture.~~ unit (fixture), consisting of a lamp, or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.

LUMINAIRE LUMENS

For luminaires with relative photometry per Illuminating Engineering Society (IES), it is calculated as the sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by the luminaire efficiency. If the efficiency is not known for a residential luminaire, assume 70%. For luminaires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.

MOUNTING HEIGHT

The height of the photometric center of a luminaire in feet above grade level. Feet above grade level refers to the overall average grade of the area being illuminated.

UPLIGHT

For an exterior luminaire is all of the light escaping above the luminaire.

E. Lighting zones. The Lighting Zone shall determine the limitations for lighting as specified in this section.

LZ-0: No ambient lighting

Areas where the natural environment will be seriously and adversely affected by lighting. Impacts include disturbing the biological cycles of flora and fauna and/or detracting from human enjoyment and appreciation of the natural environment. Human activity is subordinate in importance to nature. The vision of human residents and users is adapted to the darkness, and they expect to see little or no lighting. When not needed, lighting should be extinguished.

Zoning Districts: Conservation and Research, Scientific & Professional

LZ-1: Low ambient lighting

Areas where lighting might adversely affect flora and fauna or disturb the character of the area. The vision of human residents and users is adapted to low light levels. Lighting may be used for safety and convenience but it is not necessarily uniform or continuous. After curfew, most lighting should be extinguished or reduced as activity levels decline.

Zoning Districts: Residence A and Residence B

LZ-2: Moderate ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.

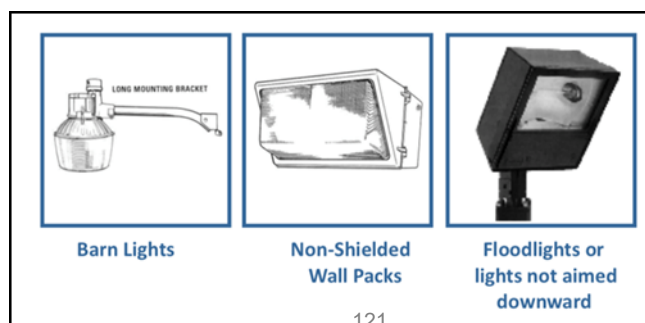
Zoning Districts: Business Village

LZ-3: Moderately high ambient lighting

Areas of human activity where the vision of human residents and users is adapted to moderately high light levels. Lighting is generally desired for safety, security and/or convenience and it is often uniform and/or continuous. After curfew, lighting may be extinguished or reduced in most areas as activity levels decline.

Zoning Districts: Business Highway, Industrial and Industrial Park

Non-shielded wall-packs, barn lights, and floodlights not aimed downward are prohibited in all zones.



Town Clerk

Minutes of Annual Town Meeting (continued)

- F. Total site lumen limit.** The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using the hardscape area and table below. For sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens. The total installed initial luminaire lumens are calculated as the sum of the initial luminaire lumens for all luminaires.

Table 1: Allowed Total Initial Lumens Per Site for Outdoor Lighting by Hardscape Method

LZ-0	LZ-1	LZ-2	LZ-3
<ul style="list-style-type: none"> Conservation Research, Scientific & Professional 	<ul style="list-style-type: none"> Residential A Residential B 	<ul style="list-style-type: none"> Business Village 	<ul style="list-style-type: none"> Business Highway Industrial Industrial Park
0.5 lumens per SF of hardscape	1.25 lumens per SF of hardscape	2.5 lumens per SF of hardscape	5.0 lumens per SF of hardscape

- G. Correlated Color Temperature (CCT).** All proposed LEDs shall have a correlated color temperature (CCT) between 2200K and 3000K.
- H. Exterior lighting plan.** Applications subject to the provisions of § 174-10, Site plan approval, shall submit a lighting plan which shall include the following information, except to the extent waived by the Planning Board. All other lighting not subject to the provisions of said § 174-10 does not require a lighting plan but shall meet the standards as set forth in this **Bylaw section**, unless as may otherwise be provided herein. **The installation of fixtures or luminaires shall be subject to the provisions of this by-law and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. The lighting plan shall include the following information and comply with the regulations adopted pursuant to this Bylaw:**
- (1) Location, orientation and type of outdoor luminaire, including the height of the luminaire, both existing and proposed;
 - (2) Type of lamp, such as metal halide, compact fluorescent, high pressure sodium, **LED**;
 - (3) Luminaire manufacturer's specification data, including lumen output and photometric data showing cutoff angles, as well as a description of all illuminating devices, fixtures, lamps, supports, reflectors, both existing and proposed; this may include, but is not limited to, catalog cuts and illustrations by manufacturers;
 - (4) **Complete report of BUG rating data for all luminaires (if not already included in the manufacturer's specification data) calculated from photometric data (as per IES TM-15-11) showing compliance with the Planning Board Rules and Regulations for Outdoor Illumination;**
 - (5) Photometric plan showing the intensity of illumination expressed in footcandles at ground level within the interior of the property and at the property boundaries **that also includes the Total Site Lumen Limit; Limits to Off Site Impact; Light Shielding for LED lighting; and the Correlated Color Temperature; according to adopted regulations;**
 - (6) Evidence that the plan complies with light trespass restrictions as set forth herein.
- I. Waivers.** An applicant may make a waiver request to the Planning Board for increased lighting levels within any given lighting zone and the Planning Board shall have such waiver authority hereunder.
- J. Lighting control requirements.** Automatic switch controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic time switch or equivalent functions from a programmable lighting controller, building automation system or lighting energy management system, all with battery or similar backup power or device. The Exterior Lighting Plan shall establish curfew time(s) after which total outdoor lighting lumens shall be reduced by at least 30% or extinguished. Lighting reductions are not required for any of the following:

- (1) Lighting for residential properties including multiple residential properties not having common areas; with the exception of landscape lighting
 - (2) When the outdoor lighting consists of only one luminaire.
 - (3) Code required lighting for steps, stairs, walkways, and building entrances.
 - (4) Lighting under canopies, in tunnels, parking garages, and similar conditions.
 - (5) When in the opinion of the Planning Board, lighting levels must be maintained.
 - (6) Motion activated lighting.
 - (7) Lighting regulated by special use in which times of operation are specifically identified.
 - (8) Businesses that operate on a 24-hour basis.
- K. Community outdoor sports/recreational lighting requirements.** These requirements are an exemption from the total site lumen limit based on hardscape metrics. Community outdoor sports or recreational facilities will be held to the IDA, IES criteria for outdoor sports lighting. On-field illuminance values will be determined by current IDA, IES set forth in the Rules and Regulations for Outdoor Illumination adopted to implement the intent and purpose of this bylaw. Standard regulations include:
- (1) Color, luminaire correlated color temperature (CCT) may not exceed 5700 Kelvin;
 - (2) Other lighting, parking and concession area lighting will be considered a separate luminaire system and must meet the applicable lighting standards for the relevant lighting zones;
 - (3) Shut-off, curfew time shall be no later than 10:00PM (2200 hrs.); for good cause shown, the Planning Board may waive the compliance requirement of this subsection.
- L. Street lights.** Light emitted by the fixture shall have a correlated color temperature no greater than 3000 Kelvin and/or comply with Massachusetts DPU Tariff standards if applicable. All other street light features are exempt from regulation under this bylaw.
- M. Light shielding for parking lot illumination.** All parking lot lighting shall have no light emitted above 90 degrees from the installed vertical axis.
- N. Flickering and flashing lights.** No flickering or flashing lights shall be permitted. Processes, such as arc welding, which create light flashes shall be confined within buildings or shielded to prevent either direct glare or flashing.
- O. Fixture mounting heights.**
- (1) ~~F. Wall-mounted fixtures.~~ In nonresidential districts, a luminaire attached to the exterior of a building or structure for area lighting shall be mounted no higher than 15 feet above grade and shall be shielded to control glare. ~~"Wall-pac" lighting fixtures are prohibited.~~
 - (2) ~~P. Pole-mounted fixtures.~~ Pole-mounted exterior lighting fixtures **shall not exceed the pole-mounted height limitation of 20 feet in all zones.** ~~types are defined and restricted as follows:~~
- Existing non-conforming light heights may remain as mounted until modification is proposed, at which time the height must be brought into compliance.**
- ~~(1) Type A: no light cutoff.~~
 - ~~(2) Type B: luminaire shielded such that peak candlepower is at an angle of 75° or less from straight down, and essentially no light is emitted above the horizontal.~~
 - ~~(3) Type C: luminaire shielded such that total cutoff is at less than 90° from straight down, and no light source is in direct view of an observer five feet above the ground at any point off the premises.~~
- ~~H. Pole-mounted fixtures height limitation. Illustrations of pole-mounted exterior lighting fixture types are shown in Chart I here-in. Pole-mounted fixtures shall not exceed the applicable pole-mounted height limitation set forth in Chart II in any district. The Type A pole-mounted exterior lighting fixture is prohibited in all nonresidential districts, unless equipped with shields.~~

CHART I. ILLUSTRATIONS

Town Clerk Minutes of Annual Town Meeting (continued)

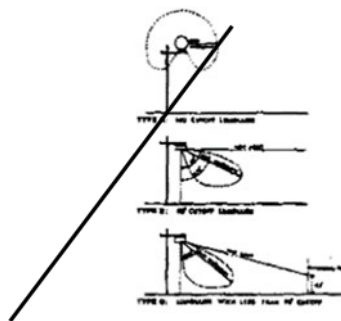


CHART II. POLE MOUNTING HEIGHT LIMITATIONS

**Maximum Luminaire Mounting Height
(feet above grade)***

"District" is that in which fixtures are located.

District

Residential

Nonresidential

Fixture Type A

40

Not allowed (unless shielded)

CHART II. POLE MOUNTING HEIGHT LIMITATIONS

**Maximum Luminaire Mounting Height
(feet above grade)***

"District" is that in which fixtures are located.

District

Residential

Nonresidential

Fixture Type B

15

20

Fixture Type C

20

20

* Note: Feet above grade refers to the overall average grade of the area being illuminated.

- P. Ceiling-mounted fixtures. In nonresidential districts, luminaires mounted on an exterior ceiling such as under a canopy shall be mounted with the refractor or lens flush with or recessed in the ceiling or fixture.
- Q. Lighting levels. Any luminaire with a lamp or lamps rated at a total of 1,800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) and all flood or spot luminaires rated at 900 lumens or more (which is approximately equal to one 60-watt incandescent light bulb) shall not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire. If any spot or flood luminaire rated 900 lumens or less is directed or focused such as to cause direct light from the luminaire to be cast toward residential buildings on adjacent or nearby land, or to create glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or its light output controlled as necessary to eliminate such conditions. The Planning Board reserves the right to limit and regulate the amount of illumination on a project site between the hours of 10:00 p.m. and 6:00 a.m., while understanding the need for safety and security lighting.
- R. Light trespass limitations. There shall be no light trespass by a luminaire beyond the property boundaries of the lot on which it is located, except as within a street right-of-way for which there shall be no limit.

; or do or act anything in relation thereto

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The article proposes to replace the current language in Section 174-12.1 Outdoor illumination with new language to reduce blue lighting and increase public health based on recommendations from the American Medical Association and the International Dark-sky Association.*

MOTION MADE: I move that the Town vote to amend the Zoning Code of the Town of Southborough Article III entitled “Use Regulations” by replacing thereto Section 174-12.1 thereof entitled “Outdoor illumination”, as printed in the warrant with the exception to the Scrivener's error in the definition of Hardscape, always intended to read 10 feet not 100 feet per the language from page 35 of the IDA-IES Model Lighting Ordinance definitions.

1st AMENDMENT MADE: I move to amend the main motion by striking the words in subsection B, **The replacement of fixtures or luminaires shall be subject to the provisions of this section and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. Non-conforming fixtures or luminaires requiring replacement for any reason (including but not limited to end of life, breakdown, vandalism) shall be replaced in compliance with this Bylaw. And by substituting the words:** Those existing luminaires which are not in compliance with Section 174-12.1 entitled “Outdoor Illumination” as of its effective date, shall nevertheless be considered in compliance provided such luminaires satisfy the previous bylaw provisions as enacted by the Town Meeting on April 11, 2005 by passage of Article 40 thereof, until the replacement of fixtures or luminaires is required as set forth herein. Fixtures or luminaires requiring replacement, for any reason, including but not limited to end of life, breakdown, vandalism shall be replaced in compliance with this Bylaw and further comply with the guidance outlined in the Rules and Regulations for Outdoor Illumination as promulgated by the Planning Board.

1st AMENDMENT PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

MOTION TO INDEFINITELY POSTPONE THE ARTICLE FAILED.

2nd AMENDMENT MADE: I move to amend the main motion by adding the following words to Subsection D:

“FLOOD LUMINAIRE

Artificial light in a bright and broad beam, typically greater than 90° beam angle, illuminating a wider area for visibility in a short distance. These lights are typically used for landscape lighting, parking lots, architectural lighting, work lighting, and other applications that require wide light spread.” after the words “Fixture” alphabetically and before the words “Frontlight” in Subsection D-Definitions.” Additionally, by adding the following words to Subsection D:

SPOT LUMINAIRE

Artificial light that projects a longer, narrow beam of light, typically less than 90° beam angle, illuminating a narrow area over a long distance. These lights are often found in gardens, above garage doors, on police and search and rescue vehicles, or other applications where focused lights is needed.” after the words “Mounting Height” alphabetically and before “Uplight” in Subsection D-Definitions.

2nd AMENDMENT PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

MOTION AS AMENDED PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

ARTICLE 36: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Article III entitled “Use Regulations” by amending thereto Section 174-10, entitled “Site Plan Approval” as hereinafter specified.

****Bold text are insertions. Strikethrough text are deletions.*

§ 174-10. Site plan approval.

[Amended 4-8-1985 ATM by Art. 39; 4-14-1986 ATM by Art. 48; 4-13-1987 ATM by Art. 43; 4-11-1988 STM by Art. 4; 4-26-1990 ATM by Art. 41]

A. The purpose of the site plan review procedure is to encourage a desirable and compatible character of development within the Town of Southborough and to assure safety, promote logic, imagination and innovation in the design process while complying with all zoning requirements. The requirements of this section shall be applicable to the following:

- (1) Any nonresidential development that results in an increase in on-site parking.
- (2) All modifications to existing development projects which fall within the applicability of the Town's regulations for parking and loading (§ 174-12) or landscaping (§ 174-13).

Town Clerk

Minutes of Annual Town Meeting (continued)

- (3) Any change in use or reactivation of a facility that has not been in use for a period of two years.
[Added 4-8-1996 ATM by Art. 51]
- (4) Multifamily housing for the elderly.
[Added 4-15-1997 ATM by Art. 56]
- (5) Adaptive reuse of historic buildings.
[Added 4-25-2017 ATM by Art. 30]

B. Site plan review will be processed by one of the following means:

- (1) Minor plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds less than 2,000 square feet of floor area or which would require at least five but fewer than 20 parking spaces regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals less than 2,000 square feet shall be subject to minor plan review by the **Planning Board** ~~Site Plan Review Committee. The Site Plan Review Committee shall be chaired by the Town Planner and will consist of a Selectmen or its designee, Building Inspector, Highway Superintendent, Board of Health Agent, Superintendent of the Water Department, Police Chief and Fire Chief or their designee, who will meet at a regularly scheduled time and place to review plans.~~ The **Planning Board** ~~Committee~~ shall also seek the advice of the Conservation Commission in the review of all minor plan submissions.
[Amended 4-8-1996 ATM by Art. 51]
- (a) ~~Minor plan review will require 10 copies of the site plan to be submitted to the office of the Planning Board, together with an application form and filing fee. A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.~~ All plans will be prepared at a scale no greater than one-inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum:
 - [1] All existing and proposed buildings, including setbacks.
 - [2] Existing and proposed parking.
 - [3] Driveway openings.
 - [4] All property and street lines.
 - [5] Existing and proposed landscaping.
 - [6] Existing and proposed signs.
 - [7] Surfacing, indicating treatment of all surfaces.
 - [8] Location of all wetlands.
 - [9] Method of sewage disposal.
 - [10] Water supply.
 - [11] Stormwater drainage.
 - [12] Such other information as the **Planning Board** ~~Site Plan Review Committee~~ may reasonably request.
- (b) ~~Any dispute arising from the minor plan review process or any plan not receiving unanimous approval from the Site Plan Review Committee shall be referred to the Planning Board for action. The Committee may also refer any site plan that, due to unusual circumstances or a unique situation, it feels should be approved by the Planning Board. All site plans sent to the Planning Board by the Site Plan Review Committee for action will be handled through the minor plan review process.~~
[Amended 4-8-1996 ATM by Art. 51]
- (b) **Minor site plan is not a public hearing.**
- (c) The **Planning Board** ~~Site Plan Review Committee~~ shall approve, or disapprove or refer to the ~~Planning Board~~ all submittals for minor **site** plan review within **the required** 30 days of a completed application to the office of the Planning Board, **but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk. The actions allowed by the minor site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application will be required.**

- (d) Where applicable, all other criteria and conditions of this section will govern minor plan review.
- (2) Major plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds 2,000 square feet or more of floor area or which would require 20 or more parking spaces, regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals 2,000 square feet or more shall be subject to major plan review by the Planning Board. The major site plan submission shall consist of the following elements:
[Amended 4-8-1996 ATM by Art. 51]
- (a) Ownership, zoning, use and the general location of structure and topography within 300 feet of the property lines of the site or adjacent land contiguously owned with the site.
- (b) All **plans will be prepared at a scale no greater than one-inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum, all** site features, existing or proposed, including but not limited to the following:
- [1] Driveways, including widths.
 - [2] Parking facilities, including dimensions thereof.
 - [3] Loading facilities.
 - [4] Service areas.
 - [5] Street line, including widths.
 - [6] Roadways, including widths.
 - [7] Pedestrian walks, including widths and types of surface.
 - [8] Landscaping designation, specific plantings.
 - [9] Screening.
 - [10] Signs, including proposed sizes, mounting heights, types and drafted design.
 - [11] Lighting, including plan location and detail information, size, type and wattage.
 - [12] Surfacing, indicating treatment of all surfaces.
 - [13] Existing trees on the site which are a caliper of six inches or larger.
 - [14] Wetlands.
 - [15] Drainage, including detailed design data, pipe sizing, etc.
 - [16] Stone walls.
 - [17] Topography at two-foot contour intervals.
 - [18] Sewage disposal, including detailed design information.
 - [19] Water supply.
 - [20] Curbing.
 - [21] Such other information as the Planning Board may reasonably request.
- (c) The construction of the work as detailed on the site plan shall not deviate from the work shown on the approved site plan. Accordingly, the site plan shall contain a sufficient level of detail to ensure the constructability of the project. Supporting details and documentation shall be presented as part of the site plan submission. **Suitable space to record action of the Planning Board including signature lines shall be provided on each plan sheet.**
- (3) Incomplete applications for both the minor and major review shall not be accepted by the Planning Board. Following submission of a site plan to the Planning Board, the Board or its designee shall review the **application**/plan for completeness within three business days of the submission. Completeness shall be based on the requirements of ~~the this~~ **respective subsections for minor or major review**. If the submission is determined incomplete by the Planning Board or its agent, notice will be **provided** ~~mailed~~ to the applicant ~~by certified mail~~ within three business days of the submission specifying the deficiencies.
- C. The plans **for minor or major site plan approval** shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered to practice in the Commonwealth of Massachusetts. **A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.** ~~and shall be submitted with 11 copies to the office of the Planning Board, together with an application form and a filing fee, if any.~~

Town Clerk

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D. Approval required.

- (1) Site plan approval shall be granted **by a majority vote** upon determination by the Planning Board that the following are complied with. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment; **shall provide** ~~and~~ adequate provision for utilities and stormwater drainage consistent with the functional requirements of the Southborough Planning Board's Rules and Regulations for the Subdivision of Land; ~~and~~ shall be so designed that for the given location, ~~and~~ type and extent of land use, the design of building form, building location, egress points, grading and other elements of the development shall be so as to:
 - (a) Minimize the volume of cut and fill, the number of removed trees six inches in caliper and larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, soil erosion and the threat of air or water pollution.
 - (b) Maximize pedestrian and vehicular safety and convenience within the site and egressing from it.
 - (c) Minimize obstruction of scenic views from publicly accessible locations.
 - (d) Minimize visual intrusion by minimizing the visibility of parking, storage or other outdoor service areas viewed from public ways or premises residentially used or zoned; minimizing glare from headlights through plantings or other screening; minimizing lighting intrusion through use of such devices as cutoff luminaires confining direct rays to the site; fixture mounting height not higher than 20 feet ~~except adjacent to Route 9~~; and avoiding unreasonable departure from the character of buildings in the vicinity.
- (2) The Planning Board shall adopt and from time to time amend reasonable regulations for the administration of these guidelines.

- E. The Planning Board shall hold a public hearing on the application for **major** site plan approval, with a written notice of the time and place of said hearing being given the applicant and the Board of Selectmen. The applicant is responsible for sending this notice to the certified abutters by certified mail return receipt requested, at least 10 days before the scheduled hearing. The Planning Board shall not act on the application until it has received and given due consideration to the recommendations of the Board of Selectmen or until 10 days have elapsed after the public hearing without receipt of the Selectmen's comments.
- F. The Planning Board shall act on ~~an~~ **complete** application for **major** site plan approval and shall notify, in writing, the applicant, the Board of Selectmen and the Building ~~Commissioner~~ **Inspector** of its action within 60 days of the receipt of ~~a the complete~~ application **filed with the Town Clerk, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk.** ~~Failure of the Planning Board to so act and to notify the applicant within said 60 days shall constitute approval of the site plan.~~ **Upon site plan approval, applicant shall provide final plan sets for Planning Board endorsement, followed by a digital copy after Planning Board signatures.** The actions allowed by the **major** site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application, notice and hearing will be required.
- G. Any person aggrieved by the action of the Planning Board on ~~a~~ **either minor or major** site plan approval application may appeal said action to a Court of competent jurisdiction in accordance with M.G.L. c.40A, Section 17, **as amended. No action shall take effect until twenty days have lapsed after the decision has been filed in the office of the Town Clerk and any appeals have been resolved.**

[Amended 5-22-2018 STM by Art. 3]

- H. Minor departures from the site plan as approved, may be authorized by the Building ~~Commissioner~~ **Inspector** after approval of the ~~Planning Board Site Plan Review Committee~~ **Planning Board** if required by engineering or other circumstances not foreseen at the time of plan approval. Any change increasing the size of any building or structure, changing the location of any building, parking or access road by more than 10 feet or reducing landscaping or screening **or increase to site lighting levels** may be made only through review by the Planning Board following the same procedures as for an original submittal. Any departure must be requested, in writing, with the basis for the change given. Any change authorized shall be recorded on the file copy of the site plan with the Building ~~Commissioner~~ **Inspector's** signature and the date.

Commissioner Inspectors signature and the date.

- I. The removal, fill or change of grade of earth materials, including soil, loam, sand or gravel, undertaken in order to construct or locate buildings, structures and such features accessory thereto as ways, driveways, areaways, walks or parking areas, and therefore exempt from regulations under Chapter 85 of this Code, is a part of construction and development process regulated by the Zoning Chapter. Except as necessary for the construction of detached one- or two-family dwellings and of features accessory thereto, the removal, fill or change of grade of earth materials for the purposes defined above shall be subject to approval under this section. Where the commencement of removal, fill or change of grade of earth materials precedes construction by three months or more, the submission and approval of the site plan may be undertaken in two stages, with the information for the first stage limited to property boundaries, existing and proposed topography at two-foot or lesser contour intervals, the character of the soil to be removed, added or relocated, the location and depth of any service and drainage conduits or pipes and the approximate location of any existing or proposed buildings, structures or physical features accessory thereto. Each stage shall be treated as a separate site plan for the purposes of this section, and the approval of Stage 1 of a site plan shall not be construed to assure the subsequent approval of Stage 2.
- J. Compliance. The issuance of an occupancy permit will not be given prior to the satisfactory completion of all elements and conditions of the approved site plan. A temporary occupancy permit may be issued after the satisfactory completion of all items essential to public health and safety and sufficient bonding acceptable to the Planning Board is provided to the Town to cover all outstanding items.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This article proposes to amend the Site Plan Approval bylaw by bringing minor site plan approval under the purview of the Planning Board, as opposed to the Site Plan Review Committee and further clarify steps for minor and major site plan approval.*

MOTION MADE: I move that the Town of Southborough vote to amend the Zoning Code of the Town of Southborough, Article III entitled "Use Regulations" by amending thereto Section 174-10, entitled "Site Plan Approval", as printed in the warrant.

AMENDMENT MADE: I move to amend by adding the following words "Failure of the Planning Board to so act and to notify the applicant within said 60 days shall constitute approval of the site plan.", after the words "copy of said agreement to be filed with the Town Clerk."

AMENDMENT PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

MOTION AS AMENDED PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

ARTICLE 37: To see if the Town of Southborough will vote to approve the Southborough Noise Bylaw proposal attached to this document, as amended, or do or act anything in relation thereto.

SOUTHBOROUGH NOISE BYLAW

1.1 Declaration of Policy

Whereas excessive sound can be a serious hazard to the public health and welfare and safety and the quality of life; and whereas a substantial body of science and technology exists by which excessive sound may be substantially abated; and whereas the citizens of Southborough have a right to and should be ensured an environment free from excessive sound that may jeopardize their health or welfare or safety or degrade the quality of life; now, therefore, it is the policy of the Town of Southborough (the "Town") to prevent excessive sound which may jeopardize the health and welfare or safety of its citizens and/or degrade the quality of life.

It shall be unlawful for any person to make, continue to make, permit or cause to be made or continued, any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities. Furthermore, it shall be unlawful for any person who has custody and control of the premises to allow or permit another person to make, continue or permit to be made or continued any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities within the limits of the Town of Southborough.

1.2 Definitions

Except as may be specified herein, acoustical terminology used throughout this Bylaw is that approved as American National Standard Acoustical Terminology [ANSI S1.1-1994] by the American National Standards Institute (ANSI). The following words, phrases and terms as used in this Bylaw shall have the meanings as indicated below:

Town Clerk

Minutes of Annual Town Meeting (continued)

- A. **BACKGROUND SOUND LEVEL** shall mean the sound level associated with a given environment, being a composite of sounds from all sources excluding the alleged offensive noise, at the location and approximate time at which a comparison with the alleged offensive noise is to be made.
- B. **CONSTRUCTION** shall mean those activities requiring a building permit, and shall also include any site preparation, cemetery burial and caretaking operations, seismic surveys grading, assembly, erection, substantial repair, alteration, or similar action, including demolition, for or of public or private rights-of-way, structures, utilities or similar property.
- C. The abbreviation **dba** shall mean the A-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals. The abbreviation **dbc** shall mean the C-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals.
- D. **EMERGENCY VEHICLE**: shall mean any vehicle operated in an effort to protect, provide or restore public safety, including, but not limited to, ambulances, police vehicles and fire vehicles.
- E. **EMERGENCY WORK**: shall mean any work performed in an effort to protect, provide or restore public safety, or work by private or public utilities when restoring utility service or any work performed for the purpose of preventing or alleviating the physical trauma or physical damage threatened or caused by an emergence – an occurrence or set of circumstances involving actual or imminent physical trauma or property damage.
- F. **ENFORCING PERSON**: shall mean any police officer, building official or public health official of the Town or any other Town employee designated by the Town Manager for this purpose.
- G. **IMPACT DEVICE**: shall mean a construction device in which or by which a hammer, meaning a moving mass of hard solid material, is mechanically by means of a working fluid or compressed air caused to repetitively impact upon and transmit kinetic energy to a tool. The tool may be included as a part of the device, as in the case of a moil on a paving breaker or the drill steel of a jackhammer, or it may be a mass to which the impact device is temporarily connected as in the case of a pile and pile driver. Examples of impact devices are pile drivers, paving breakers, power impact hammers, impact wrenches, riveters and stud drivers.
- H. **INTRUDING NOISE**: shall mean the total sound level created, caused, maintained by, or originating from an alleged offensive source at a specified location while the alleged offensive source is in operation.
- I. **PERSON**: shall mean a person, firm, association, co-partnership, joint venture, corporation or any entity recognized by applicable law, public or private in nature.
- J. **SOUND LEVEL**: shall mean the instantaneous A-weighted sound pressure level, in decibels, (dba) as measured with a sound level meter set to the “A” weighting scale, slow response. On the decibel scale a sound level increase of 10 means the sound is 10 times more intense or powerful.

Decibel levels of some common activities are listed below:

Sound Level - dB	Source
50 - 65	normal conversation
60 - 65	laughter
70	hair dryer, vacuum
V Increasing risk of hearing loss V	
80	garbage disposal
85 - 90	lawnmower
100	garbage truck
120	walk behind leaf blower
130	jet takeoff/landing
145	fireworks

K. **SOUND LEVEL METER:** shall mean an instrument meeting American National Standard Institute's (ANSI) Standard S1.4-1983 for Type 1 or Type 2 sound level meters or an instrument and the associated recording and analyzing equipment, which will provide equivalent data.

1.3 Designated Noise Zones

The properties hereinafter described are hereby assigned to the following noise zones:

NOISE ZONE I: All properties utilized as residential uses in accordance with the Town of Southborough Zoning Bylaws and the grounds of any school, hospital or similar health care institution, house of worship or library while the same is in use, and any Cemetery or Open Space.

NOISE ZONE II: All other property used in accordance with the Town's Zoning Bylaw.

1.4 Exterior Noise Standards

It shall be unlawful for any person at any location within the area of the Town to create any loud noise, or to allow the creation of any noise, on property owned, leased, occupied or otherwise controlled by such person, which causes the sound level when measured on complainant's property to exceed the greater of:

- A. The maximum allowable exterior sound level outlined in Table I; or
- B. Five dB over the background sound level.

Table 1. Maximum Allowable Exterior Sound Level		
Noise Level	Daytime level 7:00 AM to 10:00 PM	Nighttime level 10:00 PM to 7:00 AM
I	60 dBA	50 dBA
II	70 dBA	65 dBA

If the intruding noise source is continuous and cannot reasonably be discontinued or stopped for a time period whereby the background sound level can be determined, the measured sound level obtained while the source is in operation shall be compared directly to the maximum allowable exterior sound level outlined in Table I.

1.5 Construction Noise Standards

A. Noise associated with construction is permitted between 7:00 AM and 6:00 PM on weekdays and 9:00 AM and 5:00 PM Saturdays provided the sound level from:

1. Non-impact devices do not exceed 70 dBA as measured over a time interval of 1 minute with the sound meter set to slow located on any other property, but at least 50 feet from the construction activity;
2. Impact devices does not exceed 90 dBA as measured with a sound level meter set to slow response located on any other property, but at least 30 feet from the construction activity.

B. Between the hours of 6:00 PM and 7:00 AM on weekdays and Saturday, noise associated with construction, shall be limited by the standards of Section 1.4.

C. Construction activities shall not be allowed on Sundays or legal holidays.

1.6 Maintenance Noise Standards

A. Noise associated with maintenance is permitted between 7:00 AM and 6:00 PM on weekdays, 8:00 AM and 6:00 PM on Saturdays and between the hours of 9:00 AM and 6:00 PM on Sunday, provided the sound level does not exceed 70 dBA as measured with a sound level meter set to slow response on any other property, but at least 50 feet from the maintenance;

B. Between the hours of 6:00 PM and 7:00 AM on weekdays, 6:00 PM and 8:00 AM on Saturday and between the hours of 6:00 PM and 9:00 AM on Sunday or a legal holiday, noise associated with maintenance, shall be limited by the standards of Section 1.4.

Town Clerk

Minutes of Annual Town Meeting (continued)

1.7 Commercial Trash Collection and Deliveries or Pick-up

- A. The operation of commercial trash compactors or collection of trash, rubbish, refuse or debris, which generates noise in excess of the criteria given in Section 1.4 at any point of public or common pass-by between the hours of 7:00 PM and 7:00 AM is prohibited.
- B. Deliveries or pick-ups for commercial or business purposes between 10:00 PM and 6:00 AM are prohibited unless the noise level of such deliveries or pick-ups in nearby residential areas does not exceed the noise criteria listed in Section 1.4.

1.8 Motor Vehicles or Motorcycles

Motor vehicles or motorcycles operated on public ways in the Town of Southborough or in any place where the public has the right of access as invitees or licensees may not exceed a maximum sound level of 85 dBA. It is also in violation of the Bylaw to operate a motor vehicle or motorcycle without a sound-limiting device connected to the exhaust system. This prohibits so-called "straight pipe" exhaust systems. This section shall not include screeching sounds emitted from emergency braking. Measurement for the purposes of this Section shall be at a distance of 36 inches from the noise source.

1.9 Special Provisions

Noise associated with the following activities shall be exempted from the provisions of this Bylaw:

- A. Emergency work or emergency vehicles.
- B. The operation of any vehicular alarm provided it terminates within 15 minutes of the initially recorded complaint.
- C. Occasional outdoor gatherings, public dances, shows, and sporting and entertainment events provided said events are conducted pursuant to a permit or license issued by the appropriate jurisdiction relative to the staging of said events.
- D. The intermittent or occasional use, during the daytime, of homeowners' light residential outdoor equipment
- E. Snow removal performed by snow blowers, snow throwers or snow plows when appropriately outfitted with a muffler.
- F. Any activity to the extent regulation thereof has been preempted by Town, State or Federal Law or by agreement between Town, State or the Federal Government.

1.10 Prima Facie Violations

Any measured noise exceeding the sound level standards as specified in Sections 1.4 through 1.10 may be deemed by the enforcing person to be prima facie evidence of a violation of the provisions of this Bylaw.

1.11 Penalties for Violations

- A. Violations under Article 1, in the discretion of the enforcing person, may be enforced by non-criminal disposition as provided in MGL Chapter 40, Section 21D.
- B. The penalty for a violation under this Bylaw shall be \$100 for a first offense, \$250 for a second offense, \$500 for a third offense, and for each succeeding offense each day or part thereof shall constitute a separate offense.

Proposed by: PETER LAPINE, et al.

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *As the population of Southborough grows, it has transitioned from a rural community to one that is more suburban. People move to Southborough to enjoy its natural beauty and peaceful environment. With increased housing density, practices of earlier times increasingly encroach upon the tranquility of Town residents, resulting in conditions characterized as being out of balance. There is an ever-growing requirement to place limits on these practices – a rebalancing - so that everyone, business owners and homeowners alike, may prosper. This article, a Noise Bylaw, seeks to harmonize the needs of Town residents with those of local business owners.*

MOTION MADE: I move that the Town vote to amend the Town Code of the Town of Southborough, Article 2, entitled General Legislation, by creating a new Chapter 119, entitled Noise Regulations, to include the content of Article 37 in the 2021 Southborough Town Warrant.

AMENDMENT MADE: I move that the Town vote to amend the motion by adding to section 1.9, G. "Noise produced by animals, either wild or domestic." After the words "... Town, State of the Federal Government."

AMENDMENT FAILED.

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED.

ARTICLE 38: To see if the Town of Southborough will vote to pass a bylaw to reduce plastic waste

Section 1 Purpose and Intent

The production and use of single-use plastics such as polystyrene food packing and thin-film plastic checkout bags have significant impacts on the environment, including, but not limited to, contributing to the potential death of aquatic and land animals through ingestion and entanglement; contributing to pollution of the natural environment; creating a burden to solid waste collection and recycling facilities; clogging drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture. Additionally, polystyrene contains known carcinogens, and readily leaches into certain foodstuffs. Measurable levels of polystyrene are now found almost 100% of human fat samples.

The purpose of this bylaw is to preserve the Town's water, wildlife and natural resources—as well as to enhance the health of its citizens—by banning within the Town of Southborough two of the largest contributors of non-recyclable plastics to the environment—single-use polystyrene retail food packaging and single-use plastic checkout bags—while promoting the adoption of more environmentally friendly alternatives.

Section 2 Definitions

“Polystyrene food packaging” – means any holder of food or beverage made from polystyrene, either in solid or foam (Styrofoam) form, such as cups, plates, or take-out containers, as well all other single-use plastic products made to facilitate the consumption of foods, such as straws, lids and utensils made from polystyrene or other non-compostable plastic materials.

“Checkout bag” – means a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check-out area of the store.

“Retail Store” – means any business facility that sells goods directly to the consumer whether for or not-for-profit, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, as well as seasonal and temporary businesses.

“Reusable checkout bag” – means a bag with handles that is specifically designed and manufactured for multiple reuse and is either polyester, polypropylene, cotton or other durable material, or durable plastic that is at least 4.0 mils in thickness.

“Thin-film single-use plastic bags” – are those bags typically with handles, constructed of high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), or polypropylene (other than woven and non-woven polypropylene fabric), if said film is less than 4.0 mils in thickness

“Recyclable paper bag” – means a paper bag that is 100 percent recyclable and contains at least 40% post-consumer recycled content, and displays the words “recyclable” and “made from 40% post-consumer recycled content” in a visible manner on the outside of the bag

Section 3 Use Regulations

(A) Polystyrene food packaging shall not be distributed, used, or sold by any retail store within the town of Southborough.

(B) Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail store within the Town of Southborough.

(C) If a retail store provides or sells checkout bags to customers, the bags must be one of the following (1) recyclable paper bags, or (2) reusable checkout bags. The retail store may charge for said bags.

(D) Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, are still permissible.

(E) Violation of the By-Law to Reduce Plastic Waste: First offense – written warning; 2nd offense - \$100 per offense; 3rd and subsequent offenses - \$250 per offense.

Town Clerk

Minutes of Annual Town Meeting (continued)

Section 4 Effective Date

This bylaw shall take effect six (6) months following Town Meeting approval of the bylaw. Upon application of the owner or the owner's representative, the Board of Selectmen or their designee may exempt a retail store from the requirements of this section for a period of up to two (2) months upon a finding by the Board of Selectmen or their designee that (1) the requirements of this section would cause undue hardship; or (2) a retail store requires additional time in order to draw down an existing inventory of straws or checkout bags.

Section 5 Enforcement

Enforcement of this bylaw shall be the responsibility of the Board of Selectmen or their designee. The Board of Selectmen or their designee shall determine the monitoring process to be followed, which may be limited to responding to citizen reports, and incorporating the monitoring process into other town duties as appropriate. Any retail store distributing plastics in violation of this bylaw shall be subject to fines as described in Section 3 (E) above. Any such fines shall be paid to the Town of Southborough. No licenses shall be renewed for any establishment with outstanding violations under this section.

Section 6 Severability

If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.
; or to do or act anything in relation thereto.

Proposed by: MICHAEL WEISHAN, ET AL.

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This proposed bylaw would make a marked contribution to the health of both the citizens of Southborough and the overall environment by banning single-use plastic bags, Polystyrene cups, straws, utensils etc. at all retail establishments in Southborough.*

INDEFINITELY POSTPONED – COMBINED VOTE

ARTICLE 39: To see if the Town of Southborough will vote to strongly request that the Board of Selectmen direct DPW to conduct an analysis of Flagg Road for the purpose of instituting a commercial truck exclusion (similar to Latisquama Road), or do or act anything in relation thereto.

Proposed by: JONAS LINDEN, ET AL.

Board of Selectmen Recommendation: No position

Advisory Committee Recommendation: At Town Meeting

Summary: *Due to increased pedestrian and bicycle activity on Flagg Rd and documented cases of trucks driving into yards and destroying property, including dangerous tractor trailer activity resulting in a tow off Trottier School children's path, we are strongly requesting the Board of Selectmen direct DPW to conduct an analysis of Flagg Road for the purpose of instituting a commercial truck exclusion.*

MOTION MADE: That the Town vote to strongly request that the Board of Selectmen direct DPW to conduct an analysis of Flagg Road for the purpose of instituting a commercial truck exclusion (similar to Latisquama Road).

MOTION PASSED.

MOTION TO DISSOLVE THE ANNUAL TOWN MEETING AT 4:40PM PASSED.

True Copy

Attest:

James F. Hegarty, Town Clerk

Town Clerk
Minutes of Special Town Meeting , November 1, 2021

**Report of the Southborough Town Clerk
Minutes of the Special Town Meeting
Town of Southborough**

The Special Town Meeting was duly called on Monday November 1, 2021, 7:00PM and held in the gymnasium and auditorium of the Trotter Middle School, 49 Parkerville Road. Town Moderator Paul M. Cimino called the meeting to order at 7:09PM and announced that there a quorum was present (100 voters = quorum) (284 voters were present). Roger W. Challen was appointed to be the Deputy Moderator in the auditorium. Per the direction of the Board of Health, attendees were instructed to always wear masks. The following Articles were voted on in a legal manner.

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

MOTION PASSED.

ARTICLE 1: To see if the Town will vote to accept the following change to the Personnel Bylaw Entitled "The Salary Administration Plan," as specified in Chapter 31 of the Code of the Town of Southborough entitled PERSONNEL: include a position titled "Senior IT Specialist" in Section 20, Schedule A at Grade 7.

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[Revised at November 1, 2021 Fall 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 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*	

Town Clerk

Minutes of Special Town Meeting (continued)

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	
Senior IT Specialist	

SUPERVISORS & TECHNICAL STAFF	
Assistant Town Clerk	6
Assistant Director, Youth & Family Services	
Outreach Coordinator	
Assistant Library Director	
Police Business Administrator	
Program Manager, COA	
Business Administrator II	5
Children's Librarian	
Staff Engineer	
Executive Assistant to the Board of Selectmen	

Town Clerk
Minutes of Special Town Meeting (continued)

Program Coordinator	
Deputy Assessor	
Business Administrator I	4
Maintenance Technician	
Assistant Treasurer/Collector	
Assistant Town Accountant	
ADMINISTRATIVE & SUPPORT STAFF	
Administrative Assistant	3
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

*when not under contract

Rates for Full-Time Positions

Grade	Minimum		Midpoint		Maximum	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
1	\$39,236	\$18.86	\$45,149	\$21.71	\$51,063	\$24.55
2	\$42,178	\$20.28	\$48,505	\$23.32	\$54,832	\$26.36
3	\$45,341	\$21.80	\$52,143	\$25.07	\$58,945	\$28.34
4	\$50,446	\$24.25	\$59,274	\$28.50	\$68,103	\$32.74
5	\$54,230	\$26.07	\$63,719	\$30.63	\$73,209	\$35.20
6	\$58,297	\$28.03	\$68,498	\$32.93	\$78,700	\$37.84
7	\$70,063	\$33.68	\$84,077	\$40.42	\$98,089	\$47.16
8	\$82,325	\$39.58	\$98,790	\$47.50	\$115,255	\$55.41
9	\$96,731	\$46.51	\$116,077	\$55.81	\$135,424	\$65.11

do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Board of Selectmen Recommendation: [Support, 5-0-0](#)

Town Clerk

Minutes of Special Town Meeting (continued)

Summary: *The Personnel By-Law governs policies and pay structures for non-union employees. The position "Senior IT Specialist" is being added to Grade 7 of the Classification Schedule, which will support the funding request that was approved by Town Meeting in May 2021.*

MOTION MADE: I move Article 1 as printed in the warrant.

MOTION PASSED.

ARTICLE 2: To see if the Town will vote to amend the Town's General and Zoning Bylaws by changing the term "Board of Selectmen" to "Select Board" in all mentions of the same throughout the entirety of the General and Zoning Bylaws, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support, 5-0-0

Advisory Committee Recommendation: At Town Meeting

Summary: *The name change is to promote inclusion and diversity in Southborough's town government. The board will remain under the current confines of the Board of Selectmen authority. Over 100 towns in the Commonwealth have already adopted the name change.*

MOTION MADE: I move that the Town vote to amend the Town's General and Zoning bylaws, by changing the term "Board of Selectmen" to "Select Board" as printed in the warrant.

MOTION PASSED BY MODERATOR DECLARED 2/3rd MAJORITY.

[Approved by the Attorney General on February 11, 2022.](#)

ARTICLE 3: To see if the Town will vote to amend Article 7 of the May 22nd, 2022 Annual Town Meeting as follows:

<u>Budget 542 - Board of Health FY22</u>	<u>Original Vote</u>	<u>Proposed Amended</u>	<u>Change</u>
		<u>Amount</u>	
51000-51990 Personal Services	132,068	201,291	69,223
52000-58990 Other Charges & Expenses	70,624	70,624	-
TOTAL	202,692	271,915	69,223

Budget 910 - Employee Benefits FY22

910-51720 Health Insurance	5,283,905	5,303,302	29,397
910-51780 Dental Insurance	248,964	250,026	1,062

And to increase the Total raise and appropriate FY22 budget by \$99,682;

And further to amend Article 8 of the May 22, 2022 Annual Town Meeting as follows:

<u>Water Enterprise Fund 6161</u>	<u>Original Vote</u>	<u>Proposed Amended</u>	<u>Change</u>
		<u>Amount</u>	
400-450-56940 Mass Water Resources - Water	1,420,000	1,270,000	-150,000

, or act or do anything in relation thereto.

Proposed by: BOARD OF HEALTH and BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support, 5-0-0

Advisory Committee Recommendation: At Town Meeting

Summary: *The BOH is requesting an increase for the Public Health Director and Public Health Nurse salary and benefits line items. This was not brought forward at annual town meeting to allow for the town to take advantage of FEMA and CARES funding. The incremental is to cover the remainder of FY22 that is not budgeted for. In addition, the Board of Selectmen is looking to reduce the line item for the MWRA water assessment in the Water Enterprise Fund. It has been determined that the amount voted in May can be reduced as the MWRA water assessment figures have been refined.*

MOTION: I move to amend the FY 2022 Budget as voted under Article 7 of the 2021 ATM, May 22, 2021, by raising and appreciating the sum of \$99,682 to be spent under budget 542 & budget 910 as described in the printed warrant and further to reduce the MWRA Assessment line item in the FY 2022 Water Enterprise Fund by the sum of \$150,000.

AMENDMENT: I move to amend the main motion of Article 3 by removing all references to Budgets 542 & 910 in the warrant.

AMENDMENT PASSED.

MAIN MOTION AS AMENDED PASSED.

ARTICLE 4: 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.	Engineering/Capital Feasibility Studies	\$ 30,000	\$ 30,000	
B.	IT: Server replacements	\$ 85,000	\$ 85,000	

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary:

A. This item will allow the Capital Planning Committee along with numerous other town Boards, Committees, and Department Heads to continue exploration and any other preliminary design in developing a comprehensive capital plan related to the building needs of all town departments currently located in the Town House, Cordaville Hall, South Union School, DPW Facility, Library and School Administration space. Any proposed funds to be spent with this article will only be allowed after a presentation to and authorization by the Board of Selectmen.

B. This item will replace our 3 physical servers and upgrade our licensing. The current set up of servers have reached their end-of-life support. Also, the current configuration is insufficient for the number of virtual servers (VM's) that are currently set up. Memory on all of the host servers is approaching maximum utilization and storage has also reached its capacity. We currently have 14 VM's that reside on 3 host (physical) servers, 9 of which are critical for all town services including public safety. Servers that are on-premise currently need to remain that way to support the public safety complex and internal domain resources. Domain resources include print server, domain controller and file server.

MOTION MADE: I move that the town vote to transfer from free cash \$30,000 for engineering capital feasibility studies and \$85,000 for IT Server replacement.

MOTION PASSED.

ARTICLE 5: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$25,000 for the purpose of funding a comprehensive traffic study for the Town of Southborough that will determine the most optimal routes for heavy commercial vehicles travelling through Town, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support, 5-0-0

Advisory Committee Recommendation: At Town Meeting

Summary: *The Board of Selectmen has received requests for truck exclusions on various roads. Due to requirements from Mass DOT, alternative routes must be determined in order to put new exclusions in place. This study will be used to determine the best routes for trucks to travel through Southborough.*

MOTION MADE: I move that the Town vote to transfer \$25,000 from free cash for the purpose of funding a comprehensive traffic study as listed in the printed warrant.

MOTION PASSED.

ARTICLE 6: To see if the Town will vote to amend the provisions of the Southborough Code, Section 9.8 and 9.12 thereof, as follows:

§ 9-8 Establishment; membership; residence requirements. [Amended 4-12-1999 STM by Art. 1; 10-21-2002 STM by Art. 7; 4-15-2008 ATM by Art. 34]

Town Clerk

Minutes of Special Town Meeting (continued)

There shall be an Advisory Committee, which shall consist of ~~nine~~ seven voters of the Town. No member shall be appointed who is a Town officer, employee or member of another Town committee, appointed or elected; provided, however, that an Advisory Committee member may belong to one ad hoc committee that is appointed by an elected board or official, or one other committee appointed by the Moderator under the following restrictions:

A. The Advisory member's participation is approved by majority vote of the Advisory Committee excluding the member desiring to participate in the above committees.

B. The Advisory member may not vote or be counted for purposes of a quorum during Advisory meetings when matters subject to the jurisdiction of the above other committees are presented to the Advisory Committee.

§ 9-12. Appointment of Chairman and Secretary.

Said Committee shall choose from its membership a Chairman, a Vice-Chairman and a Secretary.

, or act or do anything in relation thereto.

Proposed by: ADVISORY COMMITTEE

Board of Selectmen Recommendation: Support, 5-0-0

Advisory Committee Recommendation: [At Town Meeting](#)

Summary: *The proposed article makes the following changes to the current Advisory by-law:*

§ 9-8 - Proposed article (1) reduces the number of members on the Advisory committee from nine to seven.

§ 9-12 –Proposed article adds the office of Vice-Chairman.

MOTION MADE: I move that the Town vote to amend sections 9.8 and 9.12 of the Town Code to reduce the number of members on the Advisory Committee from nine (9) to seven (7) in section 9.8 and to change the officers of the Advisory Committee to Chair, Vice Chair and Secretary from the current Chairmen and Secretary in section 9.12.

MOTION PASSED.

Approved by the Attorney General on February 11, 2022.

ARTICLE 7: To see if the Town will vote to amend the provisions of the Southborough Code, Chapter 41-2 entitled Notice of Town Meetings by appending the following language to the section:

“and fourteen days, at least, before the time appointed for a Special Town Meeting.”

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK

Board of Selectmen Recommendation: Support, 5-0-0

Advisory Committee Recommendation: At Town Meeting

Summary: *This language clarifies the existing bylaw so it complies with G.L. Ch. 39, S 10.*

MOTION MADE: I move Article 7 as printed in the warrant.

MOTION PASSED.

Approved by the Attorney General on February 11, 2022.

ARTICLE 8: To see if the Town will vote to amend the provisions of the Southborough Code, by creating a new section §41-2.1 entitled Location of Town Meeting by adding the following:

§ 41-2.1 Location of Town Meeting

Due to reasons such as a lack of physical capacity in a suitable auditorium or other facility in Southborough, or an emergency, the Board of Selectmen may specify in a warrant for an annual or special town meeting that the meeting is to be held or in any town contiguous to Southborough. Town meeting may also vote to adjourn to such a facility if it deems appropriate.

, or act or do anything in relation thereto.

Proposed by: TOWN CLERK

Board of Selectmen Recommendation: Support, 5-0-0

Advisory Committee Recommendation: At Town Meeting

Summary: *This article would give the Board of Selectmen the option to direct that a town meeting be held in any of the towns contiguous to Southborough. For example, a town meeting could be held at Algonquin Regional High School if the town were unable to hold the meeting in Southborough due to a lack of physical capacity or an emergency.*

MOTION MADE: I move Article 8 as printed in the warrant.

MOTION PASSED.

Approved by the Attorney General on February 11, 2022.

ARTICLE 9: To see if the Town will vote to amend the provisions of the Southborough Code, by renaming Article III to “Annual Report”, by deleting section 41-26 in its entity, and creating a new section 41-26.1 entitled “Availability of Annual Report”, as follows:

§ 41-26.1 Availability of Annual Report

No later than seven days before an annual town meeting, the Selectmen shall make copies of the Annual Town Report available to the public by placing it on the town website and at the Southborough Town House.
, or act or do anything in relation thereto.

Proposed by: TOWN CLERK

Board of Selectmen Recommendation: Support, 5-0-0

Advisory Committee Recommendation: At Town Meeting

Summary: *This article would correct the conflicting language in Southborough Town Code sections 41-2 and 41-26.*

MOTION MADE: I move Article 9 as printed in the warrant.

MOTION PASSED.

Approved by the Attorney General on February 11, 2022.

ARTICLE 10: To see if the Town will vote to amend the Town Zoning Bylaw as follows:

Part 1. Amend Article I, Miscellaneous Provisions, § **174-2** Definitions, by adding the following new terms and definitions in appropriate alphabetical order.

BED AND BREAKFAST

Bed and breakfast is an establishment on owner-occupied property offering transient lodging accommodations to the general public, with not more than four guest rooms and food service limited to breakfast for guests.

CO-WORK CENTER

A building or portion thereof used for flexible work spaces offering short-term, monthly, or longer lease periods for self-employed people or people working for different employers, and typically providing shared furnishings, equipment, and business support services.

ESTABLISHMENT

An institutional, business, commercial, or industrial activity that occupies all or a portion of a building; a place of business.

FAÇADE

The external faces of a building.

FRONTAGE OCCUPANCY

The percent of a lot's street frontage that is occupied by a building between the minimum and maximum front setback range.

LANDSCAPED GREEN SPACE

Land that is covered with grass, trees, shrubs, or other vegetation and may include a pervious walkway that meets accessibility standards.

MICROBREWERY

A microbrewery is a licensed establishment that produces and distributes beer, ale, or other malt beverages, and which may include accessory uses such as tours of the microbrewery, retail sales, and a taproom for on-site consumption. In addition to selling beer at retail on the premises, a microbrewery may act as wholesaler for beer of its own production for off-site consumption if it has a valid pub brewery license from the Commonwealth of Massachusetts.

Town Clerk

Minutes of Special Town Meeting (continued)

MIXED-USE DEVELOPMENT

A development that includes any combination of permitted nonresidential uses and one or more dwelling units within a single structure; provided, however, that the inclusion of two (2) or more dwelling units in a mixed-use development shall not be deemed a multifamily dwelling. The ground floor facing the street shall be used only for permitted nonresidential uses, and residential dwellings cannot exceed 40% of the gross floor area of the above ground level floor space of the building (no residential dwellings in the basement level).

Part 2. Amend Article II, Establishment of Districts, **§ 174-3 Districts enumerated**, by adding the following new district:

M. Downtown District, referred to as DD

Part 3. Amend Article III, Use Regulations, **§ 174-8.C.(2)** as follows (amendment shown in italics)

Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District, or a mixed-use development in the Downtown District, shall be deemed to be in a single principal permitted use.

Part 4. Amend Article III, Use Regulations, **§ 174-8, Schedule of Use Regulations**, by adding the following new section:

§ 174-8.12 Downtown District

A. Permitted uses are as follows:

- (1) All uses permitted in the residential districts (RA and RB).
- (2) Mixed-use development, provided that each nonresidential use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B) and provided that the number of dwelling units does not exceed three (3).
- (3) Professional or business office, or bank, but not including a medical or dental office.
- (4) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsman, or bakery.
- (5) Bed and breakfast.
- (6) Child care center.
- (7) Co-work center.

B. Permitted uses, up to a maximum of 3,000 square feet per establishment.

- (1) Retail sales and services.
- (2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited).
- (3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive-through service is prohibited).
- (4) Personal services such as barber shop, beauty salon, tailor, or shoe repair.

C. Permitted uses by special permit from the Planning Board are as follows:

- (1) Any use listed in Subsection B exceeding 3,000 sq. ft. per establishment.
- (2) Mixed-use development that includes a nonresidential use that is a permitted use under Section 174-8.12(A) or Section 174-8.12(B) but with four (4) or more dwelling units.
- (3) Mixed-use development that includes a nonresidential use requiring a special permit under this Section 174-8.12.
- (4) Microbrewery.
- (5) Veterinarian, animal hospital, or animal clinic.
- (6) Medical or dental office.
- (7) Multifamily dwelling, not to exceed ten (10) units.
- (8) Private garage or parking for more than three cars or more than one truck or other commercial vehicle.
- (9) Indoor recreation, athletic or exercise facility.

- D. Uses by special permit from the Zoning Board of Appeals are as follows:
- (1) Accessory apartment.
 - (2) Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of 15,000 square feet.
 - (3) A mobile home or travel trailer used as a dwelling or business quarters for more than 30 days in a year.
- E. Prohibited uses. All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations are prohibited.
- F. Development standards are as follows:
- (1) Minimum lot area: 5,000 square feet.
 - (2) Minimum frontage: 60 feet.
 - (3) Minimum setbacks:
 - (a) Front: 10 feet.
 - (b) Rear: 35 feet.
 - (c) Side: 10 feet; 25 feet if adjacent to a residential district.
 - (d) Other street: 10 feet
 - (4) Maximum front setback: 20 feet unless waived by the Planning Board.
 - (5) Maximum Floor Area Ratio: 0.30 as of right, or a maximum of 0.50 by special permit from the Planning Board.
 - (6) Minimum landscaped green space: 20 percent. At least 50 percent of the landscaped green space shall be contiguous and located between the front building line and front lot line unless the Planning Board approves a different placement of the landscaped green space as part of Site Plan Review.
 - (7) Minimum Façade Buildout (% Lot Width) unless waived by the Planning Board.
 - (a) With less than 50 feet of frontage: N/A
 - (b) 50-80 feet of frontage: 60%
 - (c) Over 80-100 feet of frontage: 70%
 - (d) Over 100 feet of frontage: 75%
 - (8) Height regulations:
 - (a) Maximum building height: 35 feet and three stories,
 - (9) Residential dwellings. Single-family or two-family dwellings in the Downtown District shall comply with RB District standards.
- G. Building Regulations
- (1) The principal entrance(s) to the building shall be on the front façade, which shall face the street.
 - (2) The maximum distance between street-level entrances in a single building shall be 35 feet unless waived by the Planning Board.
 - (3) The maximum depth of street-level commercial spaces shall be the lesser of 30 feet or 60 percent of the depth of the building unless waived by the Planning Board.
 - (4) The maximum front setback in Section F(4) may be increased for purposes of amenities such as landscaping, a plaza, square, courtyard, recessed entrance, sidewalk, multi-use path, raised terrace, façade offsets, or outdoor dining, but not for vehicle use.
 - (5) Affordable housing. In any multifamily or mixed-use building with four or more units, at least 12.5 percent of the units shall be affordable housing that is eligible for the Chapter 40B Subsidized Housing Inventory (SHI) in accordance with the Chapter 40B regulations and Guidelines of the Massachusetts Department of Housing and Community Development (DHCD).
- H. The operation of any marijuana establishment as defined in MGL c. 94C, § 1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.

Town Clerk

Minutes of Special Town Meeting (continued)

Part 5. Amend Article III, Use Regulations, by adding the following new section, **§ 174-10.2 Downtown District plan approval.**

In the Downtown District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the procedural requirements and decision criteria of § 174-9, § 174-10, and 174-10.1(A) through (C) shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required. The Planning Board is authorized to promulgate design guidelines to carry forth the purpose and intent of these Bylaw provisions.

Part 6. Amend Article III, Use Regulations, **§ 174-12 Parking and loading regulations**, by inserting the new Section F below and relabeling the existing Section F. Egress to Section G.

- F. Exceptions in the Downtown District. Off-street parking requirements for development in the Downtown District shall comply with Section E above except for the off-street parking requirements for the following uses:
- (1) Dwellings: two spaces for each dwelling unit, plus one space for each 80 square feet of floor area devoted to a customary home occupation or a professional use.
 - (2) Bed and breakfast: one space for each guest room plus two spaces for the owners of the premises.
 - (3) Restaurants and other places serving food or beverages: one space for each four seats.
 - (4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.
 - (5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

Part 7. Amend Article II, Establishment of District, **§ 174-4 Zoning Map**, by adding the new *Downtown District* to the Southborough zoning map, said district being depicted on a map as voted by the Board of Selectmen on September 21, 2021 on file with the Town Clerk fourteen (14) days prior to Town Meeting.

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support, 5-0-0

Advisory Committee Recommendation: At Town Meeting

Summary: *The purpose of this article is to revitalize Southborough's historic downtown district, while promoting small scale mixed-use development, diversity in housing, and connectivity. This is achieved by updating permitted uses, allowing mix-use development which entail both commercial/retail and residential in one building, and by*

MOTION: I move that the Town vote to amend the Town's Zoning Bylaw, by adding a new Downtown District zoning bylaw, as printed in the blue handout.

The following is the text from the blue handout referenced in the Motion.

DOWNTOWN DISTRICT (DD)

Part 1. Amend Article I, Miscellaneous Provisions, **§ 174-2 Definitions**, by adding the following new terms and definitions in appropriate alphabetical order.

BED AND BREAKFAST

Bed and breakfast is an establishment on owner-occupied property offering transient lodging accommodations to the general public, with not more than four guest rooms and food service limited to breakfast for guests.

CO-WORK CENTER

A building or portion thereof used for flexible work spaces offering short-term, monthly, or longer lease periods for self-employed people or people working for different employers, and typically providing shared furnishings, equipment, and business support services.

ESTABLISHMENT

An institutional, business, commercial, or industrial activity that occupies all or a portion of a building; a place of business.

FAÇADE

The external faces of a building.

FRONTAGE OCCUPANCY

The percent of a lot's street frontage that is occupied by a building between the minimum and maximum front setback range.

LANDSCAPED GREEN SPACE

Land that is covered with grass, trees, shrubs, or other vegetation and may include a pervious walkway that meets accessibility standards.

MICROBREWERY

A microbrewery is a licensed establishment that produces and distributes beer, ale, or other malt beverages, and which may include accessory uses such as tours of the microbrewery, retail sales, and a taproom for on-site consumption. In addition to selling beer at retail on the premises, a microbrewery may act as wholesaler for beer of its own production for off-site consumption if it has a valid pub brewery license from the Commonwealth of Massachusetts.

MIXED-USE DEVELOPMENT

A development that includes any combination of permitted nonresidential uses and one or more dwelling units within a single structure; provided, however, that the inclusion of two (2) or more dwelling units in a mixed-use development shall not be deemed a multifamily dwelling. The ground floor facing the street shall be used only for permitted nonresidential uses, and residential dwellings cannot exceed: (a) 40% of the gross floor area of the above ground level floor space of a three-story building (no residential dwellings in the basement level); or (b) 50% of the gross floor area of the above ground level floor space of a two-story building (no residential dwellings in the basement level).

Part 2. Amend Article II, Establishment of Districts, § 174-3 Districts enumerated , by adding the following new district:

M. Downtown District, referred to as DD

Part 3. Amend Article III, Use Regulations, § 174-8.C.(2) as follows (amendment shown in italics)
--

Not more than one principal permitted use shall be located on any lot, provided that a multiple occupancy building used for the same category of use, such as retail sales and services, light manufacturing or offices in a business district or Industrial Park District, or a mixed-use development in the Downtown District, shall be deemed to be in a single principal permitted use.

Town Clerk

Minutes of Special Town Meeting (continued)

Part 4. Amend **Article III, Use Regulations**, § 174-8, Schedule of Use Regulations, by adding the following new section:

§ 174-8.12 Downtown District

I. Permitted uses are as follows:

- (1) All uses permitted in the residential districts (RA and RB).
- (2) Mixed-use development, provided that each nonresidential use in the development is a permitted use under this Section 174-8.12(A) or Section 174-8.12(B) and provided that the number of dwelling units does not exceed four (4).
- (3) Professional or business office, or bank, but not including a medical or dental office.
- (4) Custom manufacturing of custom goods sold primarily on the premises, such as a woodworking shop, shop for artisan or craftsman, or bakery.
- (5) Bed and breakfast.
- (6) Child care center.
- (7) Co-work center.

J. Permitted uses, up to a maximum of 3,000 square feet per establishment.

- (1) Retail sales and services.
- (2) Ice cream shop, sandwich shop, candy shop, other specialty food service establishment serving walk-in customers (drive-through service is prohibited).
- (3) Restaurant, with indoor seating and outdoor seating on an adjacent patio (drive-through service is prohibited).
- (4) Personal services such as barber shop, beauty salon, tailor, or shoe repair.

K. Permitted uses by special permit from the Planning Board are as follows:

- (1) Any use listed in Subsection B exceeding 3,000 sq. ft. per establishment.
- (2) Mixed-use development that includes a nonresidential use that is a permitted use under Section 174-8.12(A) or Section 174-8.12(B) but with five (5) or more dwelling units.
- (3) Mixed-use development that includes a nonresidential use requiring a special permit under this Section 174-8.12.
- (4) Microbrewery.
- (5) Veterinarian, animal hospital, or animal clinic.
- (6) Medical or dental office.
- (7) Multifamily dwelling, not to exceed ten (10) units.
- (8) Private garage or parking for more than three cars or more than one truck or other commercial vehicle.
- (9) Indoor recreation, athletic or exercise facility.

L. Uses by special permit from the Zoning Board of Appeals are as follows:

- (1) Accessory apartment.
- (2) Conversion of a one-family house in existence for two years or longer to a two-family dwelling, on a lot with a minimum of 15,000 square feet.
- (3) A mobile home or travel trailer used as a dwelling or business quarters for more than 30 days in a year.

M. Prohibited uses. All uses which are not listed above, legally nonconforming or otherwise allowable by the provisions of the zoning regulations are prohibited.

- N. Development standards are as follows:
- (1) Minimum lot area: 5,000 square feet.
 - (2) Minimum frontage: 60 feet.
 - (3) Minimum setbacks:
 - (a) Front: 10 feet.
 - (e) Rear: 35 feet.
 - (f) Side: 10 feet; 25 feet if adjacent to a residential district.
 - (g) Other street: 10 feet
 - (4) Maximum front setback: 20 feet unless waived by the Planning Board.
 - (5) Maximum Floor Area Ratio: 0.30 as of right, or a maximum of 0.50 by special permit from the Planning Board.
 - (6) Minimum landscaped green space: 20 percent. At least 50 percent of the landscaped green space shall be contiguous and located between the front building line and front lot line unless the Planning Board approves a different placement of the landscaped green space as part of Site Plan Review.
 - (7) Minimum Façade Buildout (% Lot Width) unless waived by the Planning Board.
 - (a) With less than 50 feet of frontage: N/A
 - (b) 50-80 feet of frontage: 60%
 - (c) Over 80-100 feet of frontage: 70%
 - (d) Over 100 feet of frontage: 75%
 - (8) Height regulations:
 - (a) Maximum building height: 35 feet and three stories,
 - (9) Residential dwellings. Single-family or two-family dwellings in the Downtown District shall comply with RB District standards.
- O. Building Regulations
- (1) The principal entrance(s) to the building shall be on the front façade, which shall face the street.
 - (2) The maximum distance between street-level entrances in a single building shall be 35 feet unless waived by the Planning Board.
 - (3) The maximum depth of street-level commercial spaces shall be the lesser of 30 feet or 60 percent of the depth of the building unless waived by the Planning Board.
 - (4) The maximum front setback in Section F(4) may be increased for purposes of amenities such as landscaping, a plaza, square, courtyard, recessed entrance, sidewalk, multi-use path, raised terrace, façade offsets, or outdoor dining, but not for vehicle use.
 - (5) Affordable housing. In any multifamily or mixed-use building with four or more units, at least 12.5 percent of the units shall be affordable housing that is eligible for the Chapter 40B Subsidized Housing Inventory (SHI) in accordance with the Chapter 40B regulations and Guidelines of the Massachusetts Department of Housing and Community Development (DHCD).
- P. The operation of any marijuana establishment as defined in MGL c. 94C, § 1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.

<p>Part 5. Amend Article III, Use Regulations, by adding the following new section, § 174-10.2 Downtown District plan approval.</p>
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In the Downtown District, major site plan approval shall be by special permit from the Planning Board for any use requiring a special permit. In such cases, the procedural requirements and decision criteria of § 174-9, § 174-10, and 174-10.1(A) through (C) shall apply. The Planning Board may adopt design guidelines and apply them to major site plan approval applications regardless of whether a special permit is required. The Planning Board is authorized to promulgate design guidelines to carry forth the purpose and intent of these Bylaw provisions.

Town Clerk

Minutes of Special Town Meeting (continued)

Part 6. Amend Article III, Use Regulations, § 174-12 **Parking and loading regulations**, by inserting the new Section F below and relabeling the existing Section F. Egress to Section G.

- G. Exceptions in the Downtown District. Off-street parking requirements for development in the Downtown District shall comply with Section E above except for the off-street parking requirements for the following uses:
- (1) Dwellings: two spaces for each dwelling unit, plus one space for each 80 square feet of floor area devoted to a customary home occupation or a professional use.
 - (2) Bed and breakfast: one space for each guest room plus two spaces for the owners of the premises.
 - (3) Restaurants and other places serving food or beverages: one space for each four seats.
 - (4) Mixed-use development: one space per dwelling unit and one space per 300 square feet of nonresidential floor area.
 - (5) Professional or business office: one space per 300 square feet for ground floor offices and one space per 350 square feet for offices above the first floor.

Part 7. Amend Article II, Establishment of District, § 174-4 **Zoning Map**, by adding the new *Downtown District* to the Southborough zoning map.

FIRST AMENDMENT TO THE MAIN MOTION MADE: I move to amend the main motion by striking section 174-8.12 C (7) in its entirety.

FIRST AMENDMENT TO THE MAIN MOTION FAILED BY COUNTED VOTE: YEA – 100, NAY 148

SECOND AMENDMENT TO THE MAIN MOTION MADE: I move to amend the main motion:

- (1) By striking the words under Part 4 Amend Article III Use Regulations 174-8 Schedule of Use Regulations 174-8, (a) Height Regulations (4) Maximum building Height 35 and “three stories” and by substituting the words “two- and one-half stories”
- (2) By striking the words: Under Part 4 Amend Article III Use Regulations 174-8 Downtown Schedule of Use Regulations 174-8.12, F. Development Standards (5) Maximum Floor Area Ratio: “0.3 as of right” and by substituting the words: “0.4 as of right” and
- (3) By striking the words: Under Part 4 Amendment III Use Regulations 174-8 Downtown Schedule of Use Regulations 174-8.12, G. Building Regulations (3) after “The maximum depth of street-level commercial spaces shall be “the lesser of 30 feet or 60% of the depth of the building unless waived by the Planning Board” and by substituting the words: “60 feet unless waived by the Planning Board” and deleting the words “or 60% of the depth of the building unless waived by the Planning Board.”

(The Moderator asked the resident who submitted the second amendment to the main motion to confirm the intent of part 3 of the motion was to change the allowable depth of a building to 60 feet depth with no review by the Planning Board. The resident confirmed that was his intent.)

FIRST AMENDMENT TO THE SECOND AMENDMENT TO THE MAIN MOTION MADE:

I move to amend the amendment by striking the request to change the maximum building height to 2 ½ floors and having it remain at 3 floors.

FIRST AMENDMENT TO THE SECOND AMENDMENT TO THE MAIN MOTION PASSED.

SECOND AMENDMENT TO THE FIRST AMENDMENT TO THE MAIN MOTION MADE:

I move to amend the main motion by striking the words (under Definitions § 174-2) entire paragraph “Mixed-Use Development” and by substituting the words: A development that includes any combination of permitted nonresidential uses and one or more dwellings within a single structure; provided, however, that the inclusion of two (2) or more dwelling units in a mixed-use development shall not be deemed a multifamily dwelling. The total area of nonresidential uses must be equal to or greater than the gross floor area of the ground floor, and no dwellings may be built below the ground floor. Also deletes the proposed §174-8.12.F (5) entirely.

SECOND AMENDMENT TO THE FIRST AMENDMENT TO THE MAIN MOTION FAILED.

(The Moderator summarized the changes to the main motion that had been made through the multiple amendments and were the basis for the upcoming vote.)

**MAIN MOTION AS AMENDED BY THE AMENDED SECOND AMENDMENT PASSED
BY COUNTED VOTE: YEA – 182, NAY – 65**

Approved by the Attorney General on February 11, 2022.

MOTION TO DISSOLVE THE 2021 SPECIAL TOWN MEETING PASSED AT 10:11PM.

Southborough School Committee

The current members are:

Roger W. Challen, Chairperson	Jessica A. Devine, Vice Chairperson
Jennifer M. Primack, Secretary	Keturah Martin
	Kamali A. O'Meally

School Administration

Gregory L. Martineau, <i>B.S., M.A.</i>	Superintendent of Schools
Stefanie K. Reinhorn, <i>A.B., M.A.T., Ed.D</i>	Assistant Superintendent of Schools
Marie B. Alan, <i>B.S., M.A.</i>	Director of Student Support Services
Julie G. Doyle, <i>B.S., M.Ed.</i>	Director of Institutional Technology and Digital Learning
Mary Ellen Duggan, <i>M.Ed., B.S.N., R.N., N.C.S.N.</i>	District Wellness Coordinator
Jennifer M. Henry <i>B.S., M.Ed., B.C.B.A., L.A.B.A.</i>	Early Childhood Administrator
Keith T. Lavoie, <i>B.A., M.A., MEDL</i>	Director of Operations
Deborah Q. Lemieux, <i>B.S., M.S.Ed., Ed.S.</i>	Assistant Director of Student Support Services
Erica J. Matthew, <i>B.S., M.S., M.Ed.</i>	Assistant Director of Student Support Services
Rebecca J. Pellegrino, <i>B.A., M.B.A.</i>	Director of Finance and Operations
Heather A. Richards, <i>B.A., M.B.A., J.D.</i>	Director of Human Resources
Rhoda Webb, <i>B.A., M.A.</i>	Director of English Learners and Equity

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	Transportation and Registration Assistant
Pamela J. Roberts	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, focusing 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 District's work cornerstones are articulated in its Strategic Plan *Vision 2026: Educate, Inspire, Challenge* that emphasizes growth and achievement for students and staff in the areas of five strategic objectives. These identified areas are embedded in specific programming, curriculum, and offerings appropriate for each grade level. School Improvement Plans are developed in a purposeful collaborative way and actualize the Strategic Plan focus areas to support the students and staff at each grade level. The purposes are to engage in a continuous renewal of excellence and seek researched-based and innovative practices. The District is proud of its students' accomplishments, outstanding educators and leaders, and the community's commitment to the District's shared mission and vision. The 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.

THE PUBLIC SCHOOLS OF SOUTHBOROUGH - 2021 HIGHLIGHTS

The following highlights provide a snapshot of the activities and events that support teaching and learning throughout Southborough's Public Schools. 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 to support others in need. Our schools engage in various 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 are in the process of implementing the newly adopted History and Social Science Curriculum Frameworks. Literacy across the content areas continues to remain a fundamental element of all teaching and learning levels. The District's partnership with Southborough safety officials continues to be healthy 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 are a few highlights from each of the District's schools:

P. Brent Trottier Middle School (Grades 6-8):

School Structure and Programming

As a result of our educational demands during the pandemic, Trottier Middle School has had to adjust its approaches to learning, schedules, and programming to ensure staff and students' health and safety while maintaining a robust academic environment. The Trottier Reopening Task Force, which met regularly throughout the spring and summer, crafted and designed an operational system in the building that outlined clear procedures and protocols for classroom instruction, hallway passage, mask breaks, exchange of materials, and access to outside learning spaces.

Trottier has developed three different teaching and learning models and continues with the remote Monday format for all students where they are educated from home. This is an opportunity for all Trottier students regardless of learning model (Hybrid or Stand Alone Remote Program [SARP]) to learn together. The Hybrid was designed with cohorts coming in on A and B days. Also, fifty students are participating in the SARP. Trottier teachers have expanded their professional practices through the use of technology for the benefit of students. There are Trottier teachers who are streaming students into the classroom while teaching with students in-person simultaneously. This effort has been extraordinary and has allowed SARP students to have ongoing and meaningful connections with their peers and Trottier faculty. Lastly, higher-risk students have been identified and attend school in-person for four days.

Superintendent's Report (continued)

Parent and Family Communication and Involvement

As a result of the pandemic and the shift to remote practices, Trottier's capacity to keep families and community members informed has evolved. For example, virtual parent coffees have been well attended due to the flexibility they have provided families. Parents no longer need to leave work to attend these on-site meetings. Rather they can take 30 minutes out of their typical workday to attend these meetings via Zoom. Trottier has tried to ensure that these "coffees" are a means for input for families and a two-way communication platform. Parents are provided an opportunity to ask questions that are relevant to their child's learning experience.

The CANVAS student information system has been the hub for Trottier's remote learning work. Students can view videos, screencasts, participate in discussion boards, submit work, receive feedback, and complete assessments through this platform. Also, the grade book feature provides students and families ongoing and current updates on student performance.

There have been two "firsts" this year. The Trottier faculty developed a virtual Curriculum Night to highlight the year's goals, content standards, and assessment work. In addition, it conducted its first virtual Parent-Teacher Conferences. The feedback from parents and teachers alike has been overwhelmingly positive. This flexibility allowed parents to meet and not have to leave busy work schedules yet still have meaningful conversations with teachers. As a result, Trottier will examine if and how we could use these remote approaches in the future.

Community feedback is always critical to our progress. The District is working to survey parents to gain insights into academic programming in such a complicated environment. Lastly, the Trottier Leadership Team developed student surveys for both Hybrid and SARP students. These surveys explored student opinions on health and safety measures, remote learning, asynchronous learning days, in-person days, and student-adult connections. This data will be used to shape Trottier's work in the future.

Professional Development and Learning

In preparation for the school year, the District organized 10-days of professional development to prepare for a unique and challenging learning environment. The core of the work included both physical and mental health and safety, highlighted by a presentation by Dr. Wilkins on "Taking Care of Yourself."

Trottier has committed to building a culturally responsive pedagogy and environment that promotes equitable access to all learners. The District has led this effort through the development of the Coalition for Equity. Many faculty members engaged in this work at the building level by participating in individual professional growth opportunities and book group participation. There was a wide range of professional development centered on not only technological tools but pedagogy as well. Staff was fortunate to meet with Greg Kulowiec, an expert in online and remote learning during these days. Trottier staff had subsequent training with Greg to build student collaboration in a remote learning environment. A byproduct of this work has been developing the Trottier Professional Learning Committee dedicated to building technology tools and approaches for its Stand Alone Remote Program.

Lastly, a driver of Trottier's work is providing time for staff to collaborate and work with one another in Professional Learning Communities. This ongoing collaboration has been a critical piece of our staff's professional growth. For example, specials teachers were given time to plan and coordinate with their K-12 colleagues. There has been significant time dedicated to helping teachers prepare for a new learning environment and to collaborate within teams and departments at the building-based level.

School Culture and Climate

Trottier set out three overarching goals for the year: health and safety, teaching and learning, and school culture. Although a new environment, Trottier staff continues to work tirelessly to maintain the traditions and approaches students have learned to enjoy over the years. At the outset of the year, two welcome back orientations were conducted for Trottier students; one virtually for all students with a whole class assembly. Additionally, Trottier hosted a welcome back session that mirrored its traditional First Two Days programming. Simultaneously, a virtual meeting for SARP students was hosted. Student voice always has been and continues to be incredibly critical to Trottier's program development. The Trottier Leadership Team developed a survey to gain perspective on the student experience.

Margaret A. Neary Elementary School (Grades 4-5):

Community Partnership

As part of Neary's Kindness Initiative, Neary continued its partnership with The Southborough Senior Center. Neary is creative in identifying virtual opportunities to connect students with seniors. For example, Neary will be sharing virtual concert links, inviting senior guest readers into its classrooms, and creating cards to share virtually during celebrations.

Community Service Project:

- Food Pantry-monthly collections & Friday Farewell Presentation
- Southborough Youth and Family Christmas gifts
- Peer Mentoring & Peer Pals Program

SOS: Recess Reimagined

Encouraging imagination, movement, and active play is critical to a child's physical, emotional, and cognitive development. "Play" is a way to develop essential skills and strengths, build relationships, and positive social interaction among students. The Neary SOS has put together both an indoor and outdoor recess bin for each classroom cohort to minimize the sharing of materials while maximizing students' choices. Denise Johnson, Neary Art Teacher, has worked closely with Neary's SOS parents to create indoor recess projects for individual use. Thanks to parents' generosity for purchasing foam noodles, classrooms are also engaging in movement breaks, including Cardio Drumming, which combines creativity and fitness in a fun and safe environment. This kind gesture and generous support have positively impacted students during this shift in how they interact with each other during this unprecedented time.

Awarded Grants

SEF: Understanding Differences/Disability Awareness Project: Understanding Differences / Disability Awareness (Finn, Woodward, Neary, and Trottier Schools): Northborough Southborough Special Education Parent Advisory Council (NSPAC) in conjunction with the Southborough school libraries will update and enhance the current collection of books about specific disabilities or with strong characters who have specific disabilities. Librarian, Lisa Wagoner, was able to select developmentally appropriate literature for the Neary library, which will promote conversation and discussion as students continue to learn how to interact, live, and work with one another no matter the differences.

Albert S. Woodward Memorial School (Grades 2-3)

Community Engagement and Family Partnerships

In partnership with Southborough Youth and Family Services, the Woodward faculty and staff collectively donated over \$1,600 in gift cards to Southborough families in need. When faced with adversity, the Woodward and larger Southborough community instinctually come together to support one another. The Woodward School continues to hold monthly food and supply collections to support the Southborough Food Pantry.

Social-Emotional Learning and Character Education

Albert S. Woodward Memorial School's Compassion, Acceptance, and Respect for Everyone (CARE) themes provide students with opportunities to think about, discuss, and model a positive character trait throughout the month. While Woodward's traditional assemblies were not possible this year, it has found creative ways to celebrate a shared experience and positive message for the school. Woodward's virtual CARE assemblies are shared with students each month, including discussions, read aloud, interactive songs, and student modeling. A benefit to virtual and recorded CARE assemblies is that Woodward students could share the positive message of character education with their families and loved ones at home.

Professional Learning and Staff Development

For students to receive the highest level of education, we must invest in educators and provide them with the tools and training necessary to succeed in this atypical year. To that end, Woodward and District staff participated in a two-week professional development series to begin the 2020-2021 school year. The staff took part in system-wide Keynote addresses, attended webinars led by educational consultants, and self-selected workshops that would ensure their success this year. The staff also continues to receive training on many topics, including culturally responsive practices in schools. Dr. Sarah Fiarman most recently led this work. Dr. Fiarman has written and consulted about school leadership, unconscious

racial bias, and system-level improvement, including the book, *Unconscious Bias in Schools: A Developmental Approach to Exploring Race and Racism* (co-authored with Tracey Benson). In addition to writing, Dr. Fiarman consults with schools, districts, and nonprofits to build learning communities where every child and adult can thrive. The staff has also received ongoing training from Greg Kulowiec from EdTechteacher.org. Mr. Kulowiec guided staff in a virtual training on designing multi-day digital workspaces with Google Suite and Slides. This work is connected to the Northborough-Southborough Portrait of a Graduate, a guiding force in creating the District's Strategic Plan.

Mary E. Finn Elementary School (Grades PreK-1)

School Structure and Programming

In response to the pandemic, Finn adjusted its programming and structure to accommodate the safety protocols required in the school. In the preschool program, Finn restructured its five preschool classrooms to create eight smaller learning pods. This has allowed Finn to deliver full in-person instruction to students while maximizing the safety and health protocols to mitigate potential risk factors from the pandemic. Also, two Grade 1 staff members (one Grade 1 teacher and one educational support professional) and one kindergarten teacher taught students in an online, virtual format. Finn's pre-school program is now offering limited remote sessions.

Parent, Family, and Community Communication and Involvement

Parents and families have always been an integral part of all that we do at the Finn School. More than any year prior, this year has been extraordinary in what Finn has asked of its students' parents and families. With the acceptance and implementation of the Hybrid learning model, parents and families have had to become educational facilitators of their child's learning on the days that students are at-home, not in-person (at-school), to assist them in logging on for online and virtual work.

Finn also had to think creatively about some of the more traditional aspects of school opening. Finn's Annual Student/Family Open House, which traditionally was a whole family event, was limited to just students and scheduled by cohort. Even so, this new open house structure for Finn's students helped lower student and family anxiety before the start of school.

Professional Development

The Finn staff has continued with ongoing professional development, starting with the Finn School's Reopening Committee. The Reopening Committee was established in late Spring of 2020 and worked over the summer, looking at what revisions to school (physical and programmatic) needed to be put in place to reopen safely for students and staff. This work was done with support and alignment with the District's Reopening Committee.

Finn continues its work in the area of Social-Emotional Learning, SEL. Last year as part of Finn's School Improvement Plan, Finn established an SEL Leadership Committee, whose work was to inventory the many different SEL initiatives Finn has taken on over the years, assess their effectiveness, survey staff, and make recommendations for SEL programming. An area of ongoing focus for staff is assisting students in the development of their self-regulatory skills. Finn's SEL Committee is interested in broadening the work completed to the district level. The SEL competency and skills developed at the pre-school, kindergarten, and Grade 1 level set the foundation for all future learning. The Finn preschool program has also implemented a new research-based, early childhood SEL curriculum (AI's Pals) within all classrooms to support further the student's development of emotional resilience and social competence skills.

School Culture and Climate

Finn has always taken pride in establishing caring, nurturing, supportive relationships with every one of our students. With students being out of school for such a significant amount of time, work in developing and maintaining a student-centered, positive school environment has been more vital than ever. The Finn staff followed CASEL's "Roadmap to Support the Return to School" with equity-focused Social Emotional Learning, SEL strategies centered on building trusting and supportive relationships. CASEL's Roadmap program outlined critical strategies and practices that foster competencies within learning environments that students and adults need to reunite, renew, and thrive during this pandemic. Finn also started the school year with a consistent message to families and students that school is safe. And educating our students in the ways they can keep themselves and others safe while still enjoying many of the fun and enjoyable aspects school offers.

The following is a summary of federal and state grants received by The Public Schools of Southborough. We also appreciate grants 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 - \$42,411 (Federal funding)

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

Title II Part A - Improving Educator Quality - \$20,117 (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 - \$7,990 Consolidated Grant (Federal funding)

The purpose of this consolidated grant, shared by the Northborough, Southborough, and Northborough-Southborough Regional School Districts, is to offer supplemental services to children whose first language is not English. Funds are used to provide these children with the assistance needed to perform challenging academic work at proficient levels.

Title IV Part A - Student Support and Academic Enrichment - \$10,000 Consolidated Grant (Federal funding)

Title IV Part A of the federal Elementary and Secondary Education Act provides The Public Schools of Southborough with funds to build capacity and ensure that all students have access to a high-quality educational experience. The priorities of Title IV are to support: well-rounded educational opportunities, safe and healthy students, and effective use of technology.

Early Childhood Special Education Allocation - \$14,702 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 least restrictive learning environment's federal and state requirements. The funds pay for part of the preschool integrated programs' cost, emphasizing services for medically fragile children.

Federal Special Education Entitlement - \$361,051

This annual federal entitlement grant is allocated to ensure that students with disabilities receive free and appropriate education through special education and related services. The District utilizes these funds to defray some of the costs involved in meeting students' complex, individual learning needs. Several special education positions are funded through this grant and training and consultation for classroom teachers, special education teachers, and therapists.

Southborough Public Schools Enrollment by Grades—October 1, 2020

<u>School</u>	Pre-K	K	1	2	3	4	5	6	7	8	<u>Total</u>
Finn	87	104	143								334
Woodward				120	134						254
Neary						123	129				252
Trottier								132	123	127	382
Total	87	104	143	120	134	123	129	132	123	127	1,222

Town of Southborough Schools Financial Statement

APPROPRIATION:

Regular Education	\$ 14,464,343
Special Education	\$ 6,356,531
Total Beginning Appropriation	<u>\$ 20,820,874</u>

Total Appropriation **\$ 20,820,874**

EXPENDITURES:

REGULAR DAY PROGRAMS

ADMINISTRATION:

School Committee	\$ 7,092
Superintendent's Office	\$ 104,049
Administrative Support Services	\$ 550,019
Total Administration	<u>\$ 661,160</u>

INSTRUCTION:

Supervision	\$ 61,082
Principals' Offices	\$ 977,746
Teaching	\$ 9,059,646
(includes Salaries, Supplies and Materials)	
Professional Development	\$ 93,108
Textbooks & Instructional Equip	\$ 445,475
Library Services	\$ 301,506
Guidance Services	\$ 258,754
Total Instruction	<u>\$ 11,197,316</u>

OTHER SCHOOL SERVICES:

Attendance Services	\$ 4,477
Health Services	\$ 381,073
Pupil Transportation	\$ 315,664
Cafeteria Services	\$ 106,404
After School Activities	\$ 17,231
Student Body Activities	\$ 16,702
Total Other School Services	<u>\$ 841,549</u>

OPERATION OF PLANTS:

Custodial Services	\$ 725,301
(Salaries & Supplies)	
Heating	\$ 140,751
Electricity	\$ 238,867
Telephones	\$ 37,568
Water	\$ 10,166
Technology Telecommunications	\$ 51,976
Total Operation of Plants	<u>\$ 1,204,629</u>

MAINTENANCE:

Grounds	\$ 14,730
Buildings	\$ 225,860
Equipment	\$ 125,433
Technology Maintenance	\$ 21,511
Total Maintenance	<u>\$ 387,534</u>

BUILDING & EQUIPMENT:

Lease	\$ 1,740
New Equip Over \$5,000	\$ -
Cafeteria Equipment	\$ -
	<u>\$ 1,740</u>

**TOTAL EXPENDITURES,
REGULAR DAY PROGRAMS** **\$ 14,293,929**

SPECIAL EDUCATION PROGRAMS

Legal Services	\$ 3,582
Supervision	\$ 169,246
Teaching (Salaries & Supplies)	\$ 4,371,610
Professional Development	\$ 1,810
Psychological Services	\$ 435,915
Health Services	\$ 28,044
Transportation	\$ 345,176
Equipment Maintenance	\$ 3,504
Programs - Other Schools in Massachusetts	\$ 839,918
Payments to Collaboratives	\$ 228,547

**TOTAL EXPENDITURES,
SPECIAL EDUCATION** **\$ 6,427,353**

TOTAL EXPENDITURES **\$ 20,721,282**

BALANCE RETURNED TO GENERAL FUND:

\$ 99,592

SCHOOL LUNCH ACCOUNT

INCOME:

Balance from FY19	\$ (393)
Total Receipts, FY20	\$ 261,274
Total Revenues	<u>\$ 260,882</u>

EXPENSES:

Total Expenditures, FY20	\$ 260,882
BALANCE TO FY21	<u>\$ 260,882</u>

SPECIAL ED - CIRCUIT BREAKER

INCOME:

Balance from FY19	\$ 760,237
Total Receipts, FY20	\$ 880,191
Total Revenues	<u>\$ 1,640,428</u>

EXPENSES:

Total Expenditures, FY20	\$ 760,237
BALANCE TO FY21	<u>\$ 880,191</u>

Fiscal Year 2021: July 1, 2020-June 30, 2021

Information At A Glance



Southborough Town House
17 Common Street
Southborough, MA 01772

EMERGENCY NUMBER - 911
[Police, Fire, Ambulance]

508-485-0710
selectboard@southboroughma.com
@17 Common 

<u>DEPARTMENT</u>	<u>PHONE</u>	<u>CONTACT NAME</u>
Accounting	508-485-0710	Carla McAuliffe, Town Accountant
Animal Control Officer	508-485-7817	Jennifer Condon
Assessors	508-485-0720	Paul Cibelli, Principal Assessor
Board of Health	508-481-3013	Heather Alker, MD, Public Health Director
Board of Selectmen	508-485-0710	Mark Purple, Town Administrator
Building Department	508-485-0717	Laurie Livoli, Building Commissioner
Conservation Commission	508-485-0710	Melissa Danza, Conservation Agent
Department of Public Works [incl. Water, Cemetery, Tree]	508-485-1210	Karen Galligan, DPW Superintendent
Facilities Department	508-485-8175	John Parent, Director of Facilities
Fire Department	508-485-3235	Steven Achilles, Fire Chief
Housing Authority	508-481-2166	Lynne Trombley, 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, Recreation Director
Senior Center	508-229-4453	Pamela LeFrancois, COA Director
Town Clerk	508-485-0710	James Hegarty, Town Clerk
Treasurer/Collector	508-485-0710	Brian Ballantine, Finance Director
Veterans' Agent	508-229-2172	Brian Stearns
Youth and Family Services	508-481-5676	Sarah Cassell, Director
Zoning Board of Appeals	508-485-0717	Kelly Boyd, Principal Assistant to the Zoning Board of Appeals

PUBLIC SCHOOLS

Albert S. Woodward [Gr. 2-3]	508-229-1250	Steven Mucci, Principal
Algonquin Regional High School	508-351-7010	Sean Bevan, Principal
Assabet Valley Regional Technical	508-485-9430	Mark Hollick, Principal
Margaret Neary [Gr. 4-5]	508-481-2300	Kathleen Valenti, Principal
Mary Finn [Pre-K-1]	508-485-3176	Clayton Ryan, Principal
Superintendent's Office	508-486-5115	Gregory Martineau, Superintendent
Trottier Middle School [Gr. 6-8]	508-485-2400	Gary Hreschuk, Principal

OTHER SERVICES

Citizen Information	1-800-392-6090	Secretary of State's Office
Historical Museum	Open by Appointment	Southborough Historical Society www.southboroughhistory.org
Home Delivered Meals for Elders	508-573-7200	BayPath Elder Services
Southborough Access Media	508-481-3292	Terry Underwood, Executive Director
Southborough Community House	508-485-4887	Bea Ginga
Southborough Post Office	508-485-4736	Ryan DiEoreo, Southborough Postmaster
Cable TV Provider	1-833-267-6094	Charter Communications
Cable TV Provider	1-800-837-4966	Verizon
Electricity Aggregation Program	1-833-272-9591	Southborough Community Power Choice
Electricity Provider	1-800-592-2000	Eversource
Electricity Provider	1-800-322-3223	National Grid