

TOWN OF SOUTHBOROUGH



ANNUAL REPORT
2024

On The Cover

I Love My Southborough

By Rushil Kumbhojkar

I attempted to capture all of the aspects of Southborough that are dear to me. This includes the man made structures like the Police Station, Fire Station, Library, and schools.

I added the natural beauty of our town such as our trails, rivers, and forest.

And, last but not least, I included the community of Southborough because that is my most favorite part of our town.



Photo of Rushil Kumbhojkar

Rushil Kumbhojkar is in seventh grade at Trottier Middle School. In 2023, he was one of 15 students who won the “YES! Art” contest for his painting, “I Love My Southborough”. Rushil and his family have lived in Southborough since 2021.

“Alone, we can do so little; together, we can do so much.”

Helen Keller

Many thanks to all Departments, Boards, Committees, and Commissions for their insightful reports.

Dedication Contribution: Vanessa Hale
Report compiled and formatted by: Melanie Otsuka
Front Cover formatted by: Melanie Otsuka
Inside Cover photo by: Melanie Otsuka

One Hundred Fifty First
Annual Report
of the
Town of Southborough
Massachusetts



For the Year Ending
December 31, 2024

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~DEDICATION~

She was more than a Historian. She was an archivist on Southborough – from describing the earliest farming family to explaining why the first traffic light was installed to why we outgrew the two-person police department. What we must honor her for though is having the gusto to run and be elected as our first female member of the Select Board.

Donna departed this world peacefully on July 9, 2024, surrounded by family. From her obituary you would learn that she was focused on education from very early days while completing her collegiate degrees at Tufts University, to studying for a Masters at Boston University which helped her prepare for teaching in Japan and Germany for the US Department of Defense Schools – perhaps lighting a fire in her for educating the rest of us about being a stellar public servant and civic citizen. As a member of the Society of Friends, she exemplified the values of kindness and patience, was tremendously insightful and fair.

It was during those years that she discovered her love of travel, adventuring all over Asia, Europe, and the Middle East but never did she stray far from her home and love of Southborough.



Donna McDaniel
photo courtesy of Jess McDaniel

I often experienced Donna sharing her skills as a member of the Southborough contingency of the Westborough League of Women Voters. In her days [without present day technology] Donna was always required to attend the various meetings and events in person. Furthermore, in my role as Town Administrator, I am thankful to her for using her publication skills to attempt to make more interesting the dry material reported in the Town's annual reports.
-Janice Conlin, Town Administrator [retired]

In 2007 when the Town adopted the Senior Tax Work Off Program, she was first in line. It was through that experience that she served as the Editor of this very Town Report for many years hence. She tutored many of us in writing style, proper citations and how to look back and reflect on what lessons our forebear's crystallized about this community.

Coming back to the US, she began her career as a journalist, writer and editor, primarily at the Middlesex News, with many contributions to the Villager of Southborough, which led her to author countless columns, conversations and contributions at every town meeting. Providence called her though and she stood up to the challenge when she was elected as the first female Select Board member [then known as the Board of Selectmen] in 1978. One of her first ventures was to our “sister city” of Southborough [Kent] England where she met with her counterparts and traded ideas which guided her for years to come.

As a Quaker for the last 35+ years of her life, she brought her astute mind and relentless attitude together as the co-author of the book “Fit for Freedom, Not for Friendship: Quakers, African Americans, and the Myth of Racial Justice”. Always thinking globally, that was just one of a plethora of topics she mentored us on. It should come as no surprise that Donna and her peers helped found the Sudbury Valley School in the late 1960’s in Framingham, MA. The school’s mission is that if given the right framework, children will flourish in a more creative learning environment where they each have a role in decision making. The Sudbury “model” is still in use around the world. Her passions didn’t stop there, however. She was one of those rare gems that never feared public speaking and had a starring role in two YouTube programs: “Cows to Computers” about the changes in Southborough in the 1970s, and “Southborough Town Meeting with Donna McDaniel”. Her zest for good conversation on a variety of topics was one of many reasons she was named a member of the Massachusetts Commission on the Status of Women’s 2013 class of Unsung Heroines.

~DEDICATION~

"Donna's hard work and impressive array of personal accomplishments have made a permanent dent in the glass ceiling and undoubtedly paved the way for the next generation of unsung heroines to follow in her footsteps." - Sen. Jamie Eldridge.

Her son Evan recalls that when he was young, the topic of town meeting was always so prevalent that he thought it lasted for at least a month! Regarding the year in which she was the first female elected to the Select Board, he reflected that although it was exciting, she served because she wanted to have a pivotal role in community conversations and use her skill set to create a foundation of justice and equality in this town for years to come.

It is her own words, written about the passing of former Town Moderator John Wilson, that beckon us to recall her stamp on this community:

"As we look back may his love for and commitment to the town be a model for those who follow in the future. May our town always be so much for the better." -Donna McDaniel, November 13, 2019



Donna McDaniel
photo courtesy of Jess McDaniel

"Every town has people, often women, whose voices really shape what the community stands for. Donna was definitely one of those people. Her extensive travels informed her worldview, but she always stayed grounded in the importance of local connections. Whether it was through her leadership in local office or her work preserving Southborough's history, you could see how much she cared about the town and its people. I really admired Donna and know she'll be greatly missed."

-Carolyn Dykema, former State Representative

In Memoriam

ROSE WALKER	1/1/2024
ESTELLE JOHNSON	1/11/2024
NATALE BELLANTONI	1/19/2024
ANTHONY BISSONNETTE	1/19/2024
MORTON BROND	1/22/2024
JUNE KENTEL	1/31/2024
CHARLES NAPOLEON	1/31/2024
PATRICK SULLIVAN	2/23/2024
ALEXANDER SZETO	2/24/2024
PETER STARBIRD	2/27/2024
JAMES SCULLY	3/4/2024
WAYNE CHEN	3/5/2024
KYLE MORIN	3/15/2024
BENJAMIN DANIELS	3/21/2024
GERTRAUD BESSOM	3/31/2024
PATRICIA ASPINWALL	4/8/2024
DALE MATHES	4/8/2024
KENNETH HAYES	4/15/2024
MICHAEL GULBANKIAN	4/20/2024
CONNIE DUFFY	4/24/2024
JOHN MCCARTHY	5/14/2024
PENELOPE CLARKE	5/25/2024
JEREMIAH WALSH	5/26/2024
LINDA HALL	6/1/2024
RICHARD HURD	6/29/2024
DARRYL LEWIS	7/5/2024
DENISE GAUTHIER	7/8/2024
JAMES WATTERS	7/13/2024
ELAINE DAVIDSON	7/16/2024
CHERYL MIDDLETON	7/16/2024
JUDITH MCCARTHY	7/20/2024
SHARON SANFORD	8/2/2024
FRANCIS ATCHUE	8/7/2024
DANIEL PEARL	8/14/2024
RUIQING LIU	8/17/2024
JANET MOODIE	8/29/2024
PAMELA MOZDIEZ	8/29/2024
RAYMOND MINNUCCI	9/1/2024
MARY ANN PHILLIPS	9/1/2024
KARL HANNER	9/4/2024
JOSEPH ACKIL	10/18/2024
GAIL JENKS	10/30/2024
RALPH NOE	12/3/2024
PAUL ANGELO	12/13/2024
CATHERINE O'BRIEN	12/17/2024
PENELOPE PHANEUF	12/19/2024
MARYALICE REILLY	12/24/2024
JENNIE WARD	12/25/2024
LINDA NELSON	12/28/2024
FRANK SANTELLA	12/28/2024

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 9.^[1]

DID YOU KNOW?

- In 1727, Southborough split off as the “south borough” of Marlborough
- While still part of Marlborough, Southborough was once called “Stony (Stoney) Brook”
- Southborough consists of three villages:
 - Cordaville
 - Fayville
 - Southville
- Stony and Angle Brooks were dammed for the creation of the Sudbury Reservoir

Town House: 17 Common Street

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

Public Library: 25 Main Street

Monday, Friday, Saturday 10am-5pm; Tuesday-Thursday 10am-9pm; closed Sunday

Public Safety: 32 Cordaville Road

Police Dept.

Fire Dept. /Emergency Ambulance

Department of Public Works: 147 Cordaville Road

Monday-Friday 8am-4pm

Recreation and Youth and Family Services: South Union Building, 21 Highland Street

Monday-Thursday 9am-4pm; Friday 9am-12pm

Cordaville Hall: 9 Cordaville Road

Board of Health Monday-Thursday 8am-12:30pm; Friday 8am-12pm

Building Dept./Zoning Dept./Conservation Dept.

Monday-Thursday 7am-4pm; Friday 8am-12pm

Council on Aging/Senior Center

Monday-Friday 8:30am-3pm; Saturday 9am-12pm

1. "Southborough, Massachusetts." Wikipedia, Wikimedia Foundation, 17 Jan. 2019, https://en.wikipedia.org/wiki/Southborough,_Massachusetts

SOUTHBOROUGH AT A GLANCE

(continued)

Southborough, MA Worcester County

Area: 13.79 square miles
68.12 miles of Town roads
10.72 miles of State roads

Population*:
10,154

Tax Rate:
\$13.81 per thousand

Form of Government:
Open Town Meeting; Select Board

*based on Town Clerk's most recent census data

How Do I?

License My Dog:
(508) 485-0710 ext. 3006 or
dogs@southboroughma.com

Register to Vote:
<https://www.sec.state.ma.us/ovr/>

Pay My Bills:
(508) 485-0710 ext. 3010 or
southboroughtown.com/treasurercollector

Real Estate/Excise Tax Questions:
(508) 485-0710 ext. 3010 (Treasurer)
(508) 532-0710 ext. 3016/3017 (Assessors)

Transfer Station Information: (508) 485-1210
Hours of Operation:
Wednesday-Saturday 8 AM- 6 PM

Elementary Schools:

Albert S. Woodward Memorial School; 28 Cordaville Road

Margaret A. Neary School; 53 Parkerville Road

Mary E. Finn School 60 Richards 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:

Fay School; 48 Main Street

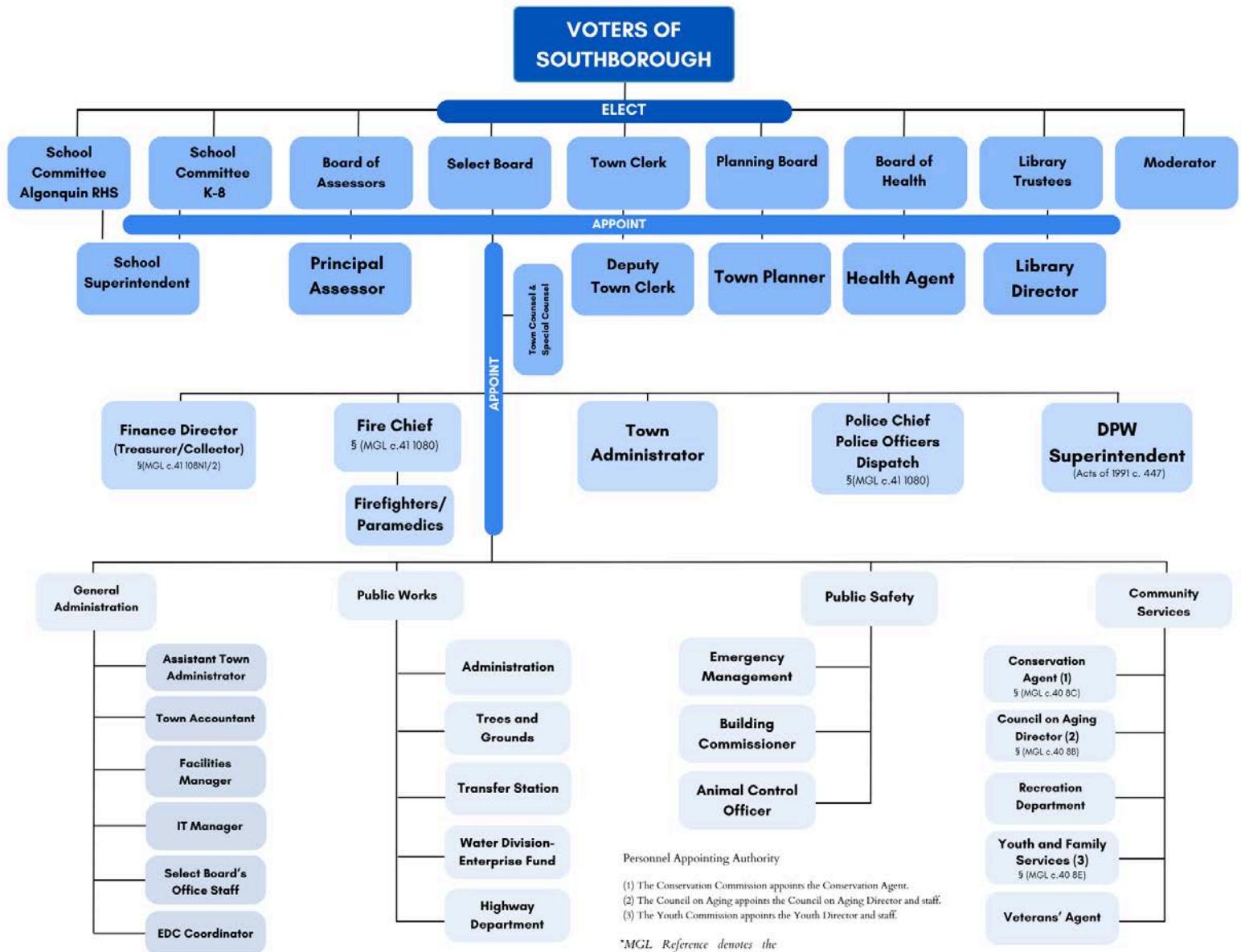
St. Mark's School; 25 Marlboro Road

The New England Center for Children; 33 Turnpike Road

SOUTHBOROUGH AT A GLANCE

(continued)

Town of Southborough Organizational Chart



OFFICERS OF THE UNITED STATES OF AMERICA

As of December 31, 2024

President.....Joseph R. Biden, Jr.
VicePresident.....Kamala Harris
U.S. Senators in Congress.....Edward J. Markey and Elizabeth A. Warren
U.S. Representative in Congress, Fifth District.....James McGovern

STATE OFFICIALS

Governor.....Maura Healey
Lieutenant Governor.....Kim Driscoll
Secretary of State.....William Francis Galvin
Attorney General.....Andrea Joy Campbell
Treasurer.....Deborah B. Goldberg
Auditor.....Diana DiZoglio
Governor's Councillor, Third District.....Marilyn M. Petitto Devaney
State Senator in General Court, Middlesex and Worcester District.....James Eldridge
State Representative, 8th Middlesex District.....Kate Donaghue

COUNTY AND DISTRICT OFFICIALS

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

TOWN OFFICERS

As of December 31, 2023

ELECTED OFFICIALS

ASSABET VALLEY REGIONAL SCHOOL DISTRICT COMMITTEE- 4 years
Mark E. Pietrewicz (2028)

BOARD OF ASSESSORS-3 years
Jeffrey W. Klein (2025)
Tammi A. Rice (2026)
Heath S. Widdiss (2027)

BOARD OF COMMISSIONERS OF TRUST FUNDS- 3 years
Susan Delarda-Wood (2027)
Nicolas McCoy (2025)
Sam Stivers (2026)

BOARD OF HEALTH- 3 years
Chelsea M. Malinowski (2027)
Safdar Medina (2025)
Elizabeth Zulick (2026)

SELECT BOARD- 3 years
Kathryn M. Cook (2025)
Andrew R. Dennington (2027)
Alfred Hamilton (2026)
Marguerite Landry (2026)
Sam Stivers (2025)

BOARD OF TRUSTEES
SOUTHBOROUGH LIBRARY- 3 years
Jane C. Davis (2026)
David C. Ekberg (2027)
Marguerite H. Landry (2025)
Janet M. Maney (2025)
Mary Tinti (2027)
Amy S. Yazdani (2026)

MODERATOR- 1 year
Paul M. Cimino (2025)

NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT COMMITTEE- 3 years
Southborough
Paul H. Desmond (2026)
Kathleen A. Harragan (2027)
Jennifer Primack (2027)
Matthew J. Spencer (2025)
John Wysocki (2026)
Northborough
Christopher D. Covino (2026)
Joan G. Frank (2025)
Kathleen M. Howland (2027)
Christopher Lacasse ((2027)
Sean P. O'Shea (2026)

PLANNING BOARD- 5 years
Lisa Braccio (2028)
Deborah DeMuria (2027)
Marnie L. Hoolahan (2029)
Meme Luttrell (2026)
Jesse T. Stein (2025)

SCHOOL COMMITTEE- 3 years
Roger W. Challen (2025)
Laura Kauffmann (2027)
Chelsea Malinowski (2026)
Kamali Aieka O'Meally (2025)
Alan Zulick (2027)

SOUTHBOROUGH HOUSING AUTHORITY- 5 years
Robert John Braccio (2026)
Bertha T. Ginga (2029)
Nancy Soter (2028)
John M. Wood (2025)
VACANCY (State Appointee)

TOWN CLERK - 3 years
James F. Hegarty (2026)

APPOINTED OFFICIALS - by Moderator

Terms to expire June 30th of year specified, unless otherwise indicated.
ADVISORY COMMITTEE- 3 years
Marci Jones Salow (2027)
Timothy W. Martel (2025)
Adam Nodiff (2025)
Andrew T. Pfaff (2026)
Howard Rose (2025)
Barry Rubenstein (2026)
Larry Samberg (2027)

PERSONNEL BOARD - 3 years
Doriann Jasinski (2027)
Jason W. Malinowski (2025)
John E. Thorburn (2025)
VACANCY (2025)
VACANCY (2026)

PUBLIC WORKS PLANNING BOARD - 3 years
APPOINTED BY MODERATOR
Mark S. Bertronazzi (2026)
James A. Harding (2025)
VACANCY (2027)
APPOINTED BY PLANNING BOARD
Deborah DeMuria (2025)
Sam Stivers (2026)

TOWN OFFICERS

(continued)

APPOINTED OFFICIALS - By Select Board

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

AFFORDABLE HOUSING TRUST FUND

COMMITTEE- 2 years

William J. Boland (2025)

Kathryn M. Cook (2025)

Andrew R. Dennington, II (2025)

Alfred Hamilton (2025)

Doriann M. Jasinski (2025)

Marguerite Landry (2025)

Sam Stivers (2025)

AMERICANS WITH DISABILITIES ACT (ADA)

COORDINATOR- 1 year

Mark J. Purple (2025)

ANIMAL CONTROL OFFICER/

ANIMAL INSPECTOR - 1 year

Jennifer A. Condon (2025)

ASST. TOWN ACCOUNTANT - 1 year

Debra Ferrante (2025)

ASST. TOWN ADMINISTRATOR- 1 year

Vanessa D. Hale (2025)

BUILDING DEPARTMENT

INSPECTOR OF BUILDINGS- 3 years

Christopher Lund (2027)

ALTERNATE BUILDING INSPECTOR - 1 year

Gene Novak (2025)

ELECTRICAL INSPECTOR - 1 year

James Colleary (2025)

ASSISTANT ELECTRICAL INSPECTORS - 1 year

Jack Nemensky (2025)

Steve Curtis (2025)

(APPOINTED BY INSPECTOR OF BUILDINGS)

PLUMBING/GAS INSPECTOR - 1 year

Austin P. Belliveau (2025)

ASSISTANT PLUMBING/GAS INSPECTOR - 1 year

Ken Salsman (2025)

COMMUNITY PRESERVATION COMMITTEE - 3 years

Lisa Braccio (2027)- Planning Board Rep.

Grant Farrington (2025)- Historical Comm. Rep.

Doug Manz (2025)- SHOPC Rep.

Ellen Marya (2026)- Citizen-At-Large

Brett Peters (2026)- Citizen-At-Large

Benjamin B. Smith (2027)- Conservation Comm. Rep.

Sara Warden (2025)- Open Space Preservation Comm. Rep.

VACANCY (2026)- Housing Authority Rep..

VACANCY (2027)- Recreation Rep.

CONSTABLE- 1 year

Jonjy Ananth (2025)

Rajoo Ananth (2025)

CONSERVATION COMMISSION- 3 years

Kevin Farrington (2027)

Mark Possemato (2026)

Benjamin Smith (2026)

Melinda Upton (2027)

Elizabeth Zulick (2026)

VACANCY (2027)

VACANCY (2025)

COUNCIL ON AGING - 3 years

Mary Ann Anderson (2027)

Michael L. Backer (2025)

Gerald V. Capra (2025)

William H. Harrington (2027)

Sandra L. Kiess (2025)

Joyce Macknauskas (2027)

Douglas C. Peck (2026)

P. Brent Trottier (2025)

Carol A. Yozzo (2025)

ALTERNATE MEMBERS

Jeff Schiebe (2025)

Michael Sheff (2026)

DEED RESEARCH COMMITTEE - 1 year

Meme Luttrell (2026)

Jesse Stein (2026)

VACANCY (2025)

DEPUTY TREASURER/COLLECTOR - 1 year

David J. Birri (2025)

DIRECTOR OF FACILITIES- 1 year

John A. Parent (2025)

ECONOMIC DEVELOPMENT COMMITTEE

Karen Anglim (2025)

Khoi Nguyen (2025)

Michael Nordstrom (2025)

VACANCY (2027)

VACANCY (2027)

ECONOMIC DEVELOPMENT COORDINATOR - 1 year

Leah Emerson (2025)

ETHICS COMMISSION LIAISON- 1 year

James F. Hegarty (2025)

FINANCE DIRECTOR/TREASURER/COLLECTOR- 3 years

Brian P. Ballantine (2025)

TOWN OFFICERS

(continued)

FIRE CHIEF- 3 years
Andrew Puntini (202)

FIRE WARDEN - 1 year
Andrew Puntini (2025)

GRANT COORDINATOR - 1 year
Carla McAuliffe (2025)

HIPAA PRIVACY OFFICER- 1 year
Vanessa D. Hale (2025)

HISTORICAL COMMISSION- 3 years
Dan Blanchard (2025)
Grant Farrington (2026)
Michele Hokinson (2027)
Kevin D. Miller (2025)
Kelly O'Brien (2026)
Anne M. Pfaff (2025)
VACANCY (2025)

METROPOLITAN AREA PLANNING COUNCIL- 3 years
Deborah DeMuria (2025)
VACANCY (2025)

METROWEST REGIONAL COLLABORATIVE- 1 year
Meme Luttrell (2025)- *Planning Board Rep.*
Sam Stivers- (2025) *Select Board Rep.*

METROWEST REGIONAL TRANSIT AUTHORITY- 1 year
Sam Stivers (2025)

MUNICIPAL COORDINATOR-(Right-to-Know Law)- 1 year
Andrew Puntini (2025)

MUNICIPAL HEARING OFFICER- 1 year
John E. Thorburn (2025)

MUNICIPAL TECHNOLOGY COMMITTEE- 3 years

Ryan Donovan (Ex-Officio)(no expiration)
Jason Montijo (Ex-Officio) (no expiration)
VACANCY (Ex-Officio)(no expiration)

SELECT BOARD APPOINTEES
Orla Daly (2027)

Angela K. Varner (2025)

LIBRARY TRUSTEES APPOINTEE

Matthew Jared Probst (2027)

SCHOOL COMMITTEE APPOINTEES

Joseph Z. Provo (2025)

Yash Ukidave (2026)

NEARY SCHOOL BUILDING COMMITTEE- 1 year
Brian Ballantine (Ex-Officio)(no expiration)
Keith Lavoie (Ex-Officio)(no expiration)
Gregory Martineau (Ex-Officio)(no expiration)
Steve Mucci (Ex-Officio)(no expiration)
Rebecca Pellegrino (Ex-Officio)(no expiration)
Mark Purple (Ex-Officio)(no expiration)
Stefanie Reinhorn (Ex-Officio)(no expiration)
Kathleen Valenti (Ex-Officio)(no expiration)
Roger Challen (School Committee Rep.) (2025)
Kathryn Cook (Select Board Rep.) (2025)
Mark Davis (Citizen-at-Large) (2025)
Denise Eddy (Citizen-at-Large) (2025)
Christopher Evers (Citizen-at-Large) (2025)
Jason Malinowski (Capital Planning Rep.) (2025)
Andrew Pfaff (Advisory Committee Rep.) (2025)

OPEN SPACE PRESERVATION COMMISSION- 5 years
Frederica Gillespie (2026)
Joan Levenson (2027)
Leslie Naditch (2029)
Sara Warden (2028)
VACANCY (2025)

PARKING CLERK- 1 year
Brian P. Ballantine (2025)

POLICE DEPARTMENT
Chief of Police- 3 years
Ryan M. Newell (2025)
Constable - 1 year
Ryan M. Newell (2025)
Jail Keeper - 1 year
Ryan M. Newell (2025)
Lieutenant - 1 year
Sean McCarthy (2025)
Michael T. Whelan (2025)

Detective - 1 year
Stephen Neivert (2025)

Sergeants - 2 years
James V. Deluca (2026)
Stephen Neivert (2026)
Jeff Norton (2026)
Thomas Rock (2026)
Timothy J. Slatkavitz (2026)

Officers- 2 years
Riley Brown (2026)
Theodore Davis (2026)
Adlaberto Lopez-Aponte (2026)
Jeremy McClosky (2026)
Owen O'Brien (2026)
Jonathan Paiva (2026)
Luke Soccorso (2026)
Aaron Sparks (2026)
Cole Trainor (2026)
Anthony Vega (2026)

TOWN OFFICERS

(continued)

POLICE DEPARTMENT (cont.)

Police Business Administrator - 1 year
Cynthia McLeod (2025)

Communications Officers- 1 year

Full-time
Kyle Devincent (2025)
Stephanie Fontaine (2025)
David Maida (2025)
Brittany Remillard (2025)
Marlo Taylor (2025)
Bessie Trinidad (2025)
Part-time
Nadia Badenhausen (2025)
Nancy Dauteuil (2025)
Charles Goodwin (2025)

Special Officers- 1 year
David Hagen (2025)

Chaplain - 1 year
Rev. James B. Flynn (2025)

PROCUREMENT OFFICER, CHIEF-1 year

Mark J. Purple (2025)

PUBLIC ACCESSIBILITY COMMITTEE - 1 year

Marguerite Landry (2025)
William W. Sines (2025)
William B. Warren (2026)
Chris Lund (Ex-Officio) (no expiration)
Mark J. Purple (Ex-Officio) (no expiration)
VACANCY (2024)
VACANCY (2025)

RECREATION COMMISSION - 3 years

Donald P. Dumont (2026)
Jennifer P. Hansen (2027)
Kristen LaVault (2025)
Rachael E. O'Day (2026)
VACANCY (2024)

REGISTRAR OF VOTERS - 3 years

Keith Ackley (2026)
Tomasz Kierul (2025)
Tracey D. Navaroli (2027)
James F. Hegarty (Ex-Officio)(no expiration)

SEXUAL HARASSMENT OFFICER- 1 year

Gregory Manousos (2025)

SOUTHBOROUGH CULTURAL ARTS COUNCIL-

2 calendar years
Nicole Boloz (10/2/2025)
Jane Gates (8/5/2026)
Katlyn Heusner (10/10/2025)
Elizabeth Kesselman (10/2/2025)
Rajani Kumari (2/27/2026)
Catherine M. Weber (10/2/2025)

SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE (SEPC) (AD HOC)- unlimited

Dana Amendola
Lisa M. Braccio
Matthew F. Braccio
Annette Casco
Sarah A. Cassell
William Cundiff
Melissa Danza
Robert C. Lagasse
Sherri A. Lajeunesse
Pamela M. LeFrancois
Chris Lund
Jason Montijo
Scott E. Navaroli
Ryan Newell
John A. Parent
Alicia R. Porter
Andrew Puntini
Mark J. Purple
Karina G. Quinn
Dana E. Sgroso
Mark A. Spruill
Jason Talerman
John P. Tommaney
Taylor West
Carol A. Willoughby
11 VACANCIES

SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE - 3 years

Thomas Bhisitkul (2025)
Paul Desmond (2026)
Alfred Hamilton (2026)
Douglas Manz (2025)
Jesse T. Stein (2027)
VACANCY (2027)
VACANCY (2027)

SOUTHBOROUGH SCHOLARSHIP ADVISORY COMMITTEE - 3 years

Lisa Braccio (2025)
Stephanie Butler (2027)
Isabelle Q. Murphy (2025)
Christine Pearson (2027)
Maria Romero Vagnini (2027)

TOWN OFFICERS

(continued)

SOUTHBOROUGH STEWARDSHIP COMMITTEE-

1 year

Kevin Farrington [Conservation Commission Rep.](2025)
Frederica J. Gillespie [Open Space Commission Rep.] (2025)
Joyce M. Greenleaf (2025)
Kathryn McKee (2025)
Brett Peters (2025)

SOUTHBOROUGH TRAILS COMMITTEE-Bylaw

Committee

Thomas Marcoulier (2026)
Kathryn McKee (2026)
Satyendra Sharma (2025)
William Warren (2025)
VACANCY (2025)

SPECIAL LEGAL COUNSEL- 1 year

Mead, Talerman, and Costa (2025)

SUPERINTENDENT OF PUBLIC WORKS- 3 years

William Cundiff (2026)

TAXATION AID COMMITTEE (AD HOC)- 1 year

Maryann Anderson (2025)
Brian P. Ballantine [Treasurer/Collector; Ex-Officio](2025)
Harold Kiess (2025)
Jeffrey W. Klein [Board of Assessors Chair] (2025)
VACANCY (2024)

TOWN ACCOUNTANT- 3 years

Carla McAuliffe (2026)

TOWN ADMINISTRATOR- 3 years

Mark J. Purple (2027)

TOWN COUNSEL- 1 year

Mead, Talerman, and Costa (2025)

TREE WARDEN- 1 year**VETERANS' AGENT AND BURIAL AGENT- 1 year**

Brian Stearns (2025)

VETERANS' GRAVE OFFICER- 1 year

VACANCY

YOUTH COMMISSION- 3 years

Karen Anglim (2025)
Susan J. Beyer (2027)
Laura Chiocco (2025)
Sara B. Michas (2026)
Lauren J. Richey (2026)
Nancy Sutton (2025)
VACANCY (2024)

ZONING BOARD OF APPEALS- 5 years

Doris M. Cahill (2027)
Paul N. Drepanos (2025)
Douglas Manz (2027) (Alternate Member)
Jamie Mieth (2026)
Michael Robbins (2027)
David C. Williams (2027)

APPOINTED OFFICIALS- By Board of Assessors

PRINCIPAL ASSESSOR/APPRASIER - 3 years
Paul T. Cibelli (2026)

APPOINTED OFFICIALS- By Board of Health

PUBLIC HEALTH DIRECTOR
Taylor West
BURIAL AGENT
James F. Hegarty

APPOINTED OFFICIALS - By Council on Aging

SENIOR CENTER DIRECTOR
Pam LeFrancois

APPOINTED OFFICIALS - By Town Clerk

DEPUTY TOWN CLERK- 3 years
Amy Berry (2025)

APPOINTED OFFICIALS - By Youth Commission

YOUTH AND FAMILY SERVICES DIRECTOR
Sarah Cassell (2025)

SELECT BOARD

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, coordinated through the Town Administrator and his/her staff, the activities of other appointed boards, and addresses issues that have not previously been settled.

Names and Faces

In 2024, we were delighted to welcome several new individuals to Team Southborough. Some are familiar faces that the Town was overjoyed to see thrive in their new role. Heidi Cibelli and Christina McCarthy top that list. Christina joined the Town in 2020 in the Youth and Family Services department. Complimenting her love for community services, her tenure thus far as the Recreation Department Program Coordinator has been superb [including running the department without a Director and launching Summer Camp nonetheless]! Heidi happily has brought her many years of experience to the Council on Aging as their inaugural Volunteer Coordinator after stints in the Library and the Town Accountant's office.

Accolades to our new employees who have brought a new perspective, and a tremendous skill set in their focus area such as Travis Farley, Recreation Director, Lisa Novello, Recreation Business Administrator, Chris Lund, Building Commissioner, Janet Bartolane, Youth and Family Services Business Administrator and Caitlin Cervello, Civil Engineer. We cannot close out 2024 without extending our gratitude to two terrific public servants who saw us through periods of transition. Paul Fillebrown ably served as Interim Fire Chief for several months and Gene Novak kept us running on all cylinders while serving as our Interim Building Commissioner.



Southborough Fire Department

Chief Steve Achilles ended a very successful term here in February when he was recruited by Universal Studios to manage their fire prevention program. He quickly became a welcome face in town and swiftly joined the Arts Council where he demonstrated his cultural interests. Although his departure was sad to note, it was perfectly timed for Andrew Puntini to rise to the top of the list immediately and succeed him as Fire Chief. Chief Puntini is well known in the region and was so respected by peers for his long tenure with the Foxborough Fire Department.

Over the course of 2024, the Select Board met 39 times for countless hours and deliberated upon some of the following topics:

- St. Mark's Street Park Completion: Ms. Kim Tolander, a School Committee member, suddenly passed away in 2022 at the age of 48. In January of 2024 the Select Board voted to approve "Heritage Park" the name recommended by the St. Mark's Street Park Working Group. Construction and landscaping of the park at the reconstructed St. Mark's Street intersection with Marlborough Road was finally completed and opened this past spring, with a bench being named for Ms. Tolander
- Bumps-be-Gone at Town House (driveway fix): this was a lingering item from the Main Street project that finally addressed the driveway issues to improve accessibility (and our patience)!
- Following a Public Safety Staffing Study analyzing a number of factors, the Select Board took a vote that culminated in years of research and discussion and signed an agreement in November to form a MetroWest Regional Emergency Communications Center (RECC). This is a partnership with the towns of Grafton and Westborough; currently the communities are formulating plans for renovating the building [located in Westborough center] and hiring an Executive Director

SELECT BOARD (continued)

- Breakneck Hill Farm cleanup: The 2024 Town Meeting approved several million dollars for environmental remediation and restoration efforts on this property, as a result of a consent order from the Department of Environmental Protection
 - Establishment of 21 Highland Committee to analyze future use of this building: This building [circa 1912] was formerly known as the South Union School but now houses the Recreation and Youth and Family Services departments. The committee will analyze and deliberate upon repurposing the building for other municipal or community uses, or potential re-sale
 - The Select Board created the Neary School Building Committee in February, 2022 who partnered with the MSBA to deliver a replacement school for the fifty-year-old Neary School. The recommended project will be voted on at a Special Town Meeting on Saturday May 10, 2025.
 - Coordinated with the Personnel Board to implement the Town's first Employee Handbook which details various policies, procedures, insurance benefits and other associated employee programs
 - The newly formed Tricentennial Committee hit the ground running, met 14 times and launched several fundraisers during 2024. A 501(c)(3) was also formed to assist the committee with properly seeking sponsorships to aid in defraying the cost of the yearlong celebrations that will occur in 2027. The Committee has created a contact list of 125+ Southborough organizations for engagement, developed a town-wide survey and sourced marketing items and social media resources to aid in planning events. Additionally, they secured \$30,000 in seed money at the 2024 Annual Town Meeting. The Committee encourages everyone to lend us your historical photos and documents so that we may scan them for future preservation. Contact the Town House to do so!
 - A huge thank you to our dedicated Eagle Scouts for their incredible service projects that enhance our community! Ian Cage revitalized the hallways at Pilgrim Church, Colin Kessinger improved Mooney Field with new baseball bullpens, Nathaniel Mason brought literacy to our schools with Little Libraries, and Joseph Truman installed permanent disc golf targets at Chapel of the Cross. Congratulations also to Cass Melo, for the meaningful bench installation at Beals Preserve. Your hard work and commitment have a lasting impact—Southborough is grateful for your tremendous contributions!
 - And with a note of gratitude - In late September, Hurricane Helene devastated the eastern seaboard and the community swiftly banded together to assemble donations for a 53 foot truck headed south. Kudos to the many residents, volunteers, community-based businesses and organizations who collectively sourced 35,000 pounds of valuable items for those in need.



The 2024-2025 Select Board

(Back row: Sam Stivers; Kathryn Cook, Vice-Chair; Al Hamilton;
Front row: Marguerite Landry; Andrew Dennington, Chair)

Photo: Vanessa Hale

“Not everybody can be famous, but everybody can be great because greatness is determined by service.”

-Martin Luther King Jr.



Hurricane Helene donation volunteers

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, Business Administrator, for the exceptional work they do to carry out the day-to-day operations of this busy department and their frequent assistance to all town departments.

The Board also extends its sincere appreciation to all department heads, staff, and boards and committees for their loyal service and contributions made to the Town of Southborough! Finally, the Select Board's Office continues to expand our social media footprint. Find us at www.southboroughtown.com or @17Common. The Town Administrator's Newsletter was launched in 2023; current and past editions can be found here: <https://www.southboroughma.gov/795/Town-Administrator-Newsletter>

BOARD OF ASSESSORS

BOARD OF ASSESSORS

Jeffrey W. Klein, Chair
Tammi A. Rice, Vice-Chair
Heath S. Widdiss, Member

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 \$3.567 billion to \$3.788 billion in fiscal year ('FY') 2025. Analysis of real estate sales and market conditions yielded significantly increased residential assessments for the third straight year in all price ranges due to continued high demand and a severe inventory shortage. Commercial assessments experienced a small increase in total value; however, vacancy rates remain high in office buildings while rents for this type of space are declining as property owners attempt to attract new tenants. Assessments of industrial properties continue to rise, fueled by strong demand, rising rents and low vacancy rates. The average single-family home assessment in Southborough rose from \$893,400 to \$957,500 in FY2025, a 7.17% increase. The FY2025 tax rate decreased slightly from \$13.91 to \$13.81 per thousand from the previous year. The average assessed single family home tax bill increased from \$12,427 to \$13,223, an increase of \$796, or 6.41%. It should be noted, FY2025 assessments reflect the value of real and personal property as of January 1, 2024. Real estate values in all neighborhoods were assessed based on sales transactions occurring in calendar year 2023. Calendar year 2024 real estate sales and market conditions will not be reflected in taxpayer's assessments until FY2026.

In FY2025, the Assessors calculated \$43.99 million in "new growth", which is value generated from new construction, renovations, and new personal property. This represents \$611,898 in additional revenue for the community, a 15.09% decrease from \$720,635 collected in FY2024. This year's new growth is well below the previous ten-year average of \$713,540. Based on projections, new growth is expected to be well below our ten-year average as little new property development is expected in FY2025.

In 2024, the department continued its single-family measure and list program utilizing our outside consultant, Real Estate Research Company Inc. (RRC). Guidelines set forth by the Department of Revenue's Bureau of Local Assessment (BLA) require all municipalities in the Commonwealth to have a cyclical inspection program in place to inspect all improved real estate parcels once every ten years, at a minimum. The department goal is to complete 2,600 inspections and all associated data entry by the conclusion of calendar year 2025. The scope of this project includes inspecting and measuring all improvements, photographing the front and rear of each house, as well as conducting an interior inspection. The purpose of this project is to update the physical characteristics of each property in our database which is utilized in determining annual assessments. 841 properties were inspected over the past eight months for a total of 2,202 since the project launched in April 2022. The Board of Assessors would like to express their sincere gratitude to those property owners who provided access to their homes for interior inspections, allowing us to ensure the accuracy of our data.

In November of 2024 the department migrated its real estate software to a cloud-based platform. This will make software upgrades and maintenance much more efficient as well as providing added security to our database. With this change both real and personal property is now cloud based and no longer require on-site servers.

Above and beyond the department's annual responsibilities, the Board would like to thank our staff for their extra effort in handling the additional workload created by the cyclical inspection program. Working together as a team they continue to progress through this project in an organized and professional manner. The Board would also like to recognize our Deputy Assessor Lori Esposito who in January was awarded a Massachusetts Accredited Assessor (M.A.A.) designation by completing both the necessary course work and a 2-year apprenticeship. She becomes only the second staff member in the history of the department to be awarded this accreditation. We congratulate Lori for this huge achievement in furthering her career within the assessing field.

BOARD OF ASSESSORS

(continued)

The Board of Assessors would like to remind our senior citizens and disabled veterans of the availability of property tax exemptions to assist with real estate taxes. An exemption is a release from the obligation of having to pay taxes on all or part of a parcel of real estate due to specific personal circumstance and qualifications set forth in the Massachusetts General Laws. To see if you qualify, please visit the Office of the Assessors page at www.southborough-ma.gov or call our office at 508-485-0720 for more information.

A tax deferral program for qualified seniors is also available.

A Senior tax work off program administered by the Council on Aging allows resident 60+ years of age to volunteer work for a town department to assist in paying their taxes. Applications are available at the Senior Center.

TOWN MODERATOR

Once again, warm greetings from your Moderator, Paul Cimino. I thank you for your continued support at the 2024 Town election, and I continue to make every effort to reward that support in my service to our Town in this role.

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 at any Special Town Meeting that may be called at any other time during the year. Second, on behalf of Town Meeting the Moderator appoints all members to the Advisory Committee and to the Personnel Board. (The former Public Works Planning Board was dissolved by Town Meeting action in 2024.)

In Massachusetts towns, an Annual Town Meeting (ATM) is required by law, and for well over 300 years in New England ATM has been our foundation for maintaining local control of our Town governance through direct citizen-voter involvement. Town Meeting serves as the functional equivalent of the Town's legislative branch – it acts on all proposed new or amended By-Laws, and it approves all components of the annual Town budget. In Southborough, our ATM is an “open” Town Meeting (as opposed to a “representative” Town Meeting generally found in larger towns); this means that any registered voter may have a direct voice in the operation of our Town by attending, speaking, and voting on any matter taken up at the Town Meeting. An open Town Meeting is the purest and most democratic form of self-government in the United States, and as Moderator I preside over it, maintaining flow and decorum.

In Southborough, our Town Meetings are formally governed by Massachusetts General Laws chapter 39 and Southborough Town Code chapter 41. In addition, for purposes of order and procedure, Southborough has long ago adopted the reference *Town Meeting Time: A Handbook of Parliamentary Law* as published by the Massachusetts Moderators Association (MMA). Please note that the MMA has published the 4th edition of Town Meeting Time just in the past few months, and this is the version in use today and going forward.

The quorum necessary to convene our Town Meeting is 100 registered voters. The business of Town Meeting is guided by a document called the Warrant, which is published in advance by the Select Board 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.

As I write this report in late 2024, the Select Board has already set us to convene for the 2025 ATM at 7:00 p.m. on Monday, April 7th at the Trottier Middle School auditorium, and for a Special Town Meeting (STM) at 9:00 a.m. on Saturday, May 10th at the Algonquin Regional High School auditorium. With the setting of these dates many months in advance, I hope folks have marked their calendars and made plans to attend.

TOWN MODERATOR

(continued)

Appointments

In Southborough the Moderator appoints all members to the Advisory Committee and the Personnel Board. These bodies act independently, and they publish separate reports elsewhere in this Annual Town Report.

Since the 2024 ATM I have appointed (or reappointed) the following current members through the term indicated. Please join me in offering sincere thanks to these volunteers!

To the Advisory Committee: Barry Rubenstein (2026)
 Marci Jones Salow (2027)
 Larry Samberg (2027)

To the Personnel Board: Doriann Jasinski (2027)

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

Thank you, and see you at Town Meeting!

Best regards,

Paul Cimino
Moderator

PERSONNEL BOARD

The Southborough Personnel Board which serves three-year terms and function as an independent citizen board appointed by the Town Moderator to administer the Town's Personnel Bylaw aka "The Salary Administration Plan" or "SAP" (Town Code Ch. 31). The SAP governs employees who are not covered by a union or employment contract. The Board's authority and responsibilities are defined by the SAP and include: making recommendations on policy, classifying non-union employee positions, approving salary increases/schedules, administering employee training development funds, and recommending bylaw updates to Town Meeting. Current members include Doriann Jasinski, John Thorburn and Jason Malinowski (Chair). There are two vacancies currently.

This year we bid adieu to Michelle Jones Johnson and Barry Rubenstein, each who brought their special expertise to the board. They served for two and four years respectively. Ms. Jones Johnson helped guide more forward-thinking policies based on her experience in the academic and non-profit sector and Mr. Rubenstein volunteered hundreds of hours helping us shape our policies and procedures based on his in-depth knowledge as a retired labor attorney. We salute Mr. Rubenstein especially for his loyal tenure as Chair of the Personnel Board and are grateful for the ability to continue to work with him in his new role on the Advisory Committee.

2024 ACCOMPLISHMENTS

- Transitioned from a pay range system to a 15-step salary grid as of July 1, 2024.
- Enhanced vacation benefits to improve employee recruitment and retention.
- Classified the positions of Civil Engineer and DPW Laborer, as well as streamlining the classifications of Health Agent and Health Director.
- Funded employee training for all staff on anti-discrimination, components of emotional intelligence and wellness issues like elder care/caregiving.
- Completed and distributed the first in depth Employee Handbook that assembles town policies, procedures, compensation language, paid leave protocol and other benefits.
- Continued to collaborate with the Town Administrator, who serves as the Town's Personnel Director under the Town Administrator Bylaw (Town Code, Ch 27, Article IX).

ACKNOWLEDGEMENTS

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

Jim Hegarty, Town Clerk and Amy Berry, Deputy Town Clerk

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

TOWN ACCOUNTANT

Town of Southborough
Balance Sheet - All Funds

June 30, 2024

	General Fund	Special Revenue Funds	Capital Project Funds	Enterprise Funds	Trust and Agency Funds	Long-term Debt Account Group	TOTAL
ASSETS							
Cash and cash equivalents	10,607,601	8,858,489	2,612,650	1,365,027	9,625,847		33,069,615
Receivables:							
Septic Bett Int Added to Tax							-
Property Taxes	260,560						260,560
Tax Liens and foreclosures	382,772	930		1,173			384,876
Motor vehicle excise	141,980						141,980
Departmental		718,123		130,621			848,744
Less: Allowance for abatements	(724,999)						(724,999)
Prepaid Expenses							-
Due from Commonwealth							-
Amounts to be Provided for Ret of Debt						29,132,365	29,132,365
Total Assets	10,667,914	9,577,542	2,612,650	1,496,821	9,625,847	29,132,365	63,113,140
LIABILITIES & FUND BALANCES							
Liabilities:							
Warrants and accounts payable	1,469,367	175,174	50,214	21,096	14,347		1,730,199
Other accrued liabilities	2,275,984	2,281					2,278,265
Notes payable			1,070,000				1,070,000
Bonds payable						29,132,365	29,132,365
Deferred revenue	60,313	415,110		131,794			607,218
Agency Funds					176,046		176,046
Other liabilities	19,839						19,839
Total Liabilities	3,825,504	592,566	1,120,214	152,890	190,393	29,132,365	35,013,932
Fund Balances:							
Reserved for:							
Encumbrances & continued appropriations	1,462,073	1,240,862		239,178			2,942,113
Petty cash	381						381
Subsequent year expenditures	2,118,351	1,019,531		250,000			3,387,882
Debt Service							-
Undesignated Fund Balance	3,261,605	6,724,583	1,492,436				11,478,624
Unreserved Retained Earnings				854,753	9,435,454		10,290,207
Total Fund Balances	6,842,410	8,984,976	1,492,436	1,343,931	9,435,454		28,099,208
Total Liabilities & Fund Balances	10,667,914	9,577,542	2,612,650	1,496,821	9,625,847	29,132,365	63,113,140

Reserve Fund Transfers :

FY 2024

ORIGINAL BALANCE	180,000.00		
TRANSFERS OUT:			
DATE	DEPARTMENT		
2/13/2024	School	Mold Remediation	(87,970.01)
		TOTAL REMAINING BALANCE	92,029.99

TOWN ACCOUNTANT

(continued)

Intergovernmental Transfers:			FY 2024
DEPARTMENT	PURPOSE OF TRANSFER	SOURCE	AMOUNT APPROVED
145 Treasurer/ Collector	Salary adjustment for Deputy Collector	910 - Employee Benefits	1,805.00
151 Legal	To cover overage for other legal	910 - Employee Benefits	5,358.00
176 Zoning	To coverage overage in part-time salaries due to zoning applications	910 - Employee Benefits	2,900.00
220 Fire	To cover overage in replacement equipment	910 - Employee Benefits	14,200.00
751 Long Term Int	Interest paid as long term budgeted in short term	752- Int- Short Term	76,004.14
3497 Capital Projects	Funds to cover bond paydown	752- Int- Short Term	45,895.07
TOTAL INTERGOVERNMENTAL TRANSFERS			146,162.21

Town Accountant

TOWN REVOLVING FUNDS ACTIVITY - FISCAL 2024

<u>ACCOUNT</u>	OPENING BALANCE			CLOSING BALANCE
	7/1/2023	RECEIPTS	LESS EXPENDITURES	6/30/2024
GRANTS	1,108,461	3,202,059	1,502,588	2,807,932
GIFTS	190,439	111,202	176,516	125,125
OTHER REVOLVING FUNDS	791,714	851,831	870,540	773,006
SALE OF CEMETERY LOTS	322,339	31,850	-	354,189
TITLE V SEPTIC BETTERMENTS	202,656	2,596	30,097	175,155
AMBULANCE FUND	706,765	565,750	524,490	748,025
OTHER RECEIPTS RESERVED FOR APPROPRIATION	110,987	27,932	19,947	118,972
COMMUNITY PRESERVATION FUND	<u>2,458,923</u>	<u>726,215</u>	<u>923,206</u>	<u>2,261,932</u>
FY 2023 TOWN REVOLVING FUNDS	<u>5,892,284</u>	<u>5,519,435</u>	<u>4,047,384</u>	<u>7,364,335</u>

TREASURER

CASH BALANCES AS OF JUNE 30, 2024

BANK ACCOUNTS:

Bartholomew & Co.	Investment	1,658,573
Eastern Bank	Investment	2,127,892
Leader Bank	Lockbox	2,239,942
Marlboro Savings - Escrow	Planning	184,040
Marlboro Savings - Escrow	Road Openings	2,454
Marlboro Savings	Main Operating Account	4,548,323
Marlboro Savings	Student Activity Account	24,800
Marlboro Savings	School Lunch Receipts	2,264
Marlboro Savings	Extended Day Program	18,639
Mass.Mun.Dep.Trust	Investment	199,807
Mass.Mun.Dep.Trust	Law Enforcement Trust	13,941
Mass.Mun.Dep.Trust	Southwood Eng. B. O. H.	13,595
Mass.Mun.Dep.Trust	Southboro Cultural Arts Council	3,361
Needham Bank	Investment	1,241,459
Salem Five	Investment	3,378,000
TD Bank	Ambulance Receipts	276,739
	Online Payments -	
Unibank	School/Town/Permits	76,451
Unibank	Investment & State Payments	5,572,458
Unibank	Payroll	4
Unibank	Accounts Payable	208

TRUST FUNDS:

Bartholomew & Co.	Stabilization Fund	685,451
Bartholomew & Co.	Other post Employment Trust	3,681,665
Bartholomew & Co. & BOA	Town Trust Funds	4,614,169
Bartholomew & Co.	Community Preservation Account	2,492,652
Town House	Petty Cash	381

Cash Balances:

33,057,269

COLLECTOR

	Reversals and										Lien to Real Estate	Transfer Tax Title	Closing			
	Opening	Exemptions /				Cr adjustment										
		Balance	Commitment	Refunds	Dr adjustment	Payment	Abatement									
REAL ESTATE																
FY 2024	0.00	48,097,856.49	126,689.24	31,643.04	47,893,138.63	92,961.60	17,991.45	0.00	11,277.27	240,819.82						
FY 2023	190,905.57	0.00	0.00	11,459.17	79,929.90	0.00	24,719.33	0.00	97,715.51	0.00						
FY 2019	1,150.00	0.00	0.00	0.00	1,150.00	0.00	0.00	0.00	0.00	0.00						
<i>RE Subtotal</i>	<i>192,055.57</i>	<i>0.00</i>	<i>0.00</i>	<i>11,459.17</i>	<i>81,079.90</i>	<i>0.00</i>	<i>24,719.33</i>	<i>0.00</i>	<i>97,715.51</i>	<i>240,819.82</i>						
TAX TITLE	99,781.44	86,261.36	0.00	22,910.41	64,549.13	0.00	1,433.47	0.00	0.00	142,970.81						
TAX TITLE WTR	877.57	3,235.53	0.00	0.00	2,939.87	0.00	0.00	0.00	0.00	0.00	1,173.23					
TAX TITLE CPA	420.15	692.02	0.00	186.01	387.75	0.00	0.00	0.00	0.00	0.00	930.43					
TAX DEFERRAL	27,818.00	11,720.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,338.38					
PERSONAL PROPERTY																
FY 2024	0.00	1,517,325.36	3,024.56	4.73	1,499,326.42	1,288.07	0.00	0.00	0.00	0.00	19,740.16					
FY 2023	11,703.36	0.00	0.00	0.00	1,564.82	0.00	10,138.54	0.00	0.00	0.00	0.00					
<i>PP Subtotal</i>	<i>11,703.36</i>	<i>1,517,325.36</i>	<i>3,024.56</i>	<i>4.73</i>	<i>1,500,891.24</i>	<i>1,288.07</i>	<i>10,138.54</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>19,740.16</i>					
MOTOR VEHICLE																
2024	0.00	2,417,826.11	45,832.31	166.34	2,326,907.79	36,003.38	913.53	0.00	0.00	0.00	100,000.06					
2023	112,325.42	282,270.52	33,379.84	0.84	366,233.14	29,284.38	0.00	0.00	0.00	0.00	32,459.10					
2022	21,798.15	0.00	2,841.34	0.00	12,387.60	2,748.91	0.00	0.00	0.00	0.00	9,520.98					
2021	13,727.03	0.00	720.08	0.00	1,214.58	476.75	12,755.78	0.00	0.00	0.00	0.00					
<i>EX Subtotal</i>	<i>147,848.60</i>	<i>2,700,096.63</i>	<i>82,773.57</i>	<i>167.18</i>	<i>2,706,723.11</i>	<i>68,513.42</i>	<i>13,669.31</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>141,980.14</i>					
WATER LIENS																
FY 2024	0.00	70,739.96	0.00	0.00	62,538.06	0.00	0.00	0.00	0.00	0.00	8,201.90					
FY 2023	4,193.27	0.00	0.00	0.00	358.88	0.00	598.86	0.00	3,235.53	0.00	0.00					
<i>WL Subtotal</i>	<i>4,193.27</i>	<i>70,739.96</i>	<i>0.00</i>	<i>0.00</i>	<i>62,896.94</i>	<i>0.00</i>	<i>598.86</i>	<i>0.00</i>	<i>3,235.53</i>	<i>8,201.90</i>						
SEPTIC BETT																
FY 2024	0.00	2,596.13	0.00	0.00	2,596.13	0.00	0.00	0.00	0.00	0.00	0.00					
<i>SL Subtotal</i>	<i>0.00</i>	<i>2,596.13</i>	<i>0.00</i>	<i>0.00</i>	<i>2,596.13</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>					
SEPT BETT INT																
FY 2024	0.00	469.19	0.00	0.00	469.19	0.00	0.00	0.00	0.00	0.00	0.00					
<i>SL Subtotal</i>	<i>0.00</i>	<i>469.19</i>	<i>0.00</i>	<i>0.00</i>	<i>469.19</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>					
WATER																
Rates	189,275.23	2,375,068.99	4,543.56	1,435.35	2,375,862.47	2,303.62	141.88	68,089.48	0.00	123,925.88						
Other Charges	-2,218.53	46,779.45	640.00	0.00	46,101.64	303.58	32.26	270.00	0.00	-1,508.54						
<i>WTR Subtotal</i>	<i>187,056.70</i>	<i>2,421,848.44</i>	<i>5,183.56</i>	<i>1,435.35</i>	<i>2,421,964.11</i>	<i>2,607.18</i>	<i>174.14</i>	<i>68,359.48</i>	<i>0.00</i>	<i>122,419.14</i>						
TOTAL	671,554.66	6,814,292.96	90,981.69	35,976.84	6,844,109.62	72,408.67	50,733.65	68,359.48	100,951.04	717,573.79						
CPA Tax 2024	0.00	432,713.68	656.11	241.14	430,408.88	837.02	326.92	0.00	0.00	2,038.11						
CPA Tax 2023	1,407.22	0.00	69.21	33.58	564.50	0.00	146.45	0.00	799.06	0.00						
FORECLOSURE	200,462.91										200,462.91					

Board of Commissioners of Trust Funds

The Board of Commissioners of Trust Funds, consisting of three elected residents, plus the Town Treasurer as an ex-officio member, has responsibility for the management of all trust funds given or bequeathed for the benefit of the Town or the inhabitants thereof, unless the donor in making the gift or bequest shall otherwise provide.

Members are elected in the same manner as other town officers. They are elected annually on a staggered basis for three year terms.

The Board sets an application policy and meets to consider any requests for disbursements. All hardship requests are held in the strictest of confidence with only the elected members and the ex-officio member having access to application details.

During the calendar year of 2024 the Board expended a total of \$30,394. See below for detail:

Community Fund: \$7,500

- The Board provides funds to the Community Fund once per Fiscal Year (subject to availability) for the purpose of assisting residents in Town. Applications for assistance are referred to a group consisting of one representative from each of the following: Council on Aging, Youth and Family Services, and the Food Pantry. Typical assistance is for utilities, housing maintenance, loan repayment, food support, and other hardship items.

Direct Assistance: \$12,894

- This assistance is granted directly to residents who have submitted an application for financial assistance due to a hardship. The Committee meets (typically in open session unless circumstances dictate otherwise) and will consider the facts and vote on a final determination. In some cases, the Committee can suggest other funding sources for an applicant to pursue. Some of the typical purposes for this support include hearing & dental assistance, auto loan assistance, and utilities assistance.

Holiday Assistance: \$3,000

- Every Fall the Committee meets and considers issuing funds for the purchase of gift cards for people in need. These funds are issued to the Council on Aging and the Youth and Family Services Department. These groups in turn identify residents in need of gift cards and then distribute the gift cards accordingly. Both groups document the purchases made with these gift cards to confirm that they were used for the intended general assistance purposes (food, pharmacy, etc.).

Support for the Taxation Aid Fund: \$7,000

- The Southborough Taxation Aid Fund was created in 2002 to assist low-income elderly and disabled persons with their real estate taxes. The fund is supported by donations and other Taxation Aid Committee funding sources. Assistance is based on annual applications received from low-income residents. These awards for aid generally range from \$500 to \$2,000. During 2024 a total of 10 applicants were awarded tax aid.

Current Members:

Nicholas McCoy, Chair

Susan Delarda-Wood, Member

Sam Stivers, Member

Brian Ballantine, Town Treasurer (ex-officio)

BUILDING DEPARTMENT

The Building Department is proud to reflect on a transformative and productive year in 2024. Despite challenges, including significant leadership transitions, we have emerged stronger, implementing changes that have streamlined operations and prepared the department for future growth. Below are highlights of our key accomplishments and ongoing initiatives:

2024 Achievements

1. Digitization of Property Files:

We initiated the transition of property files to digital formats, marking a major step toward modernizing departmental workflows. This effort enhances accessibility and operational efficiency, benefiting both staff and the public.

2. Streamlining Permits and Inspections:

- We implemented in-house programming for our permitting system, significantly improving the user experience for applicants.
- Field inspectors were equipped with tablets, enabling real-time inspection reporting, reducing response times, and increasing productivity.

3. Collaborative Zoning Bylaw Updates:

Partnering with the Planning and Select Boards, we have begun updating the Town's Zoning Bylaws. This work lays the foundation for a more resilient and future-ready regulatory framework.

4. Route 9 Development Projects:

The department has supported exciting new projects along Route 9, which promise to bring growth and modernization to Southborough. These initiatives energize our team as we look forward to 2025.

Department Responsibilities

The Building Department oversees construction, demolition, alteration, repair, and occupancy for all residential, commercial, and industrial properties in Southborough. We enforce codes and ordinances outlined in the following regulations:

- Massachusetts State Residential and Building Codes
- Massachusetts Electrical, Plumbing, Gas Codes
- Southborough Zoning Code and Regulations
- Weights and Measures

We also manage zoning decisions, special permits, and site plan approvals, and conduct safety inspections for assembly spaces, restaurants, religious institutions, and daycare facilities.

Staff Leadership

Building Commissioner, Chris Lund, CBO, who joined Southborough this year oversees all departmental functions and serves as the chief building inspector and zoning enforcement officer. The Building Department team includes:

- Chris Lund, Building Commissioner
- Kelly O'Brien, Business Administrator
- Lara Davis, Principal Assistant for Zoning Board of Appeals & Conservation Department
- Eugene "Gene" Novak, Building Inspector
- Jim Colleary, Wiring Inspector
- John Nemensky, Assistant Wiring Inspector
- Stephen Curtis, Assistant Wiring Inspector
- Austin Beliveau, Gas/Plumbing Inspector
- Ken Salsman, Assistant Gas/Plumbing Inspector

BUILDING DEPARTMENT

Permit and Revenue Summary

A total of 1,784 permits were issued in 2024, representing a significant increase from 1,685 in 2023. The total revenue collected was \$814,736.99, compared to \$614,605.12 in 2023. Below is a breakdown of permits issued and associated fees:

**Miscellaneous includes any permit that is not consistently applied for, such as: demolition, pool, tent, sign, shed, and ZBA applications.*

Permit Type	Total Permits	Total Fees Collected
Building Permits	410	\$508,610.00
Annual Certification Permits	26	\$1,266.00
Insulation Permits	70	\$6,323.20
Mechanical Permits	104	\$40,283.72
Roof, Siding, Doors, & Window Permits	139	\$47,935.04
Electrical Permits	545	\$133,205.51
Gas Permits	179	\$14,244.80
Plumbing Permits	242	\$32,430.40
Miscellaneous	69	\$30,438.32
2024 Totals:	1784	\$814,736.99

The progress made in 2024 is a testament to the dedication of the Building Department team and their commitment to innovation and service. As we look ahead to 2025, we are excited to build on this momentum and continue supporting Southborough's growth and vitality.

COMMUNITY PRESERVATION COMMITTEE

2024 was a productive year for the Community Preservation Committee (CPC). The March 2024 Annual Town Meeting voted to approve our recommended appropriations from the Community Preservation Act (CPA) fund:

- \$75,438 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.
- \$61,000 to be applied towards the bond for the renovation and restoration of the historic Southborough Library building for the purpose of historic preservation as approved at ATM 2018.
- \$141,850 to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation plus \$52,842 from the CPA FY24 Budgeted Reserve Fund Balance to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation.
- \$46,046 for the rehabilitation and restoration of historic Town records for historic purposes as requested by Southborough Town Clerk Jim Hegarty, with \$21,005.43 from the Historic Reserve Account and \$25,040.57 from the Budgeted Reserve Account. This consists of \$45,046 in project costs and an additional \$1,000 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start of July 1, 2024, and to be completed by June 30, 2027.
- \$211,232 from the CPA Fund Budgeted Reserve for the construction of the final segment of Peninsula Trail requested by the Southborough Trails Committee for recreational purposes. This consists of \$183,680 in project costs and an additional \$27,552 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start date of July 1, 2024, and to be completed by December 1, 2026.
- \$553,750 for the installation of a new irrigation system in accordance with the standards of Audubon International, at the Southborough Golf Club from the CPA Fund Balance, as requested by the Southborough Golf Committee for the purpose of recreation. This consists of \$475,000 in project costs and an additional \$78,750 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on project completion by December 1, 2026.

Additionally, the September 2024 Special Town Meeting voted to approve CPC's Citizen's Petition warrant article to amend Article IV, Section 9-16 of the code of the Town of Southborough to make the Historical Commission, Housing Authority, Conservation Commission, Planning Board, Recreation Commission, Open Space Preservation Commission, and Southborough Housing Opportunity Partnership Committee the appointing authorities for their respective CPC representatives.

The Committee held its annual Public Forum on June 6 to educate the community about the Community Preservation Act, the Community Preservation Committee, and to seek information about upcoming projects from community stake holders. We would like to thank Kevin Miller, Chair of the Historical Commission, for telling the committee about potential historic preservation projects at the Town Common and the Rural Cemetery.

The CPC is presently reviewing applications from the Affordable Housing Trust Fund Committee, the Historical Commission, the Public Works Department, and the Southborough Firefighters Association.

This year we said goodbye to Recreation Commission representative Kristin LaVault and long-serving Adminstrative Assistant Elizabeth Carroll. We thank them both for their dedication, hard work, and generosity of time. We welcomed and have enjoyed working with Open Space Preservation Committee member Sara Warden and Southborough Housing Opportunity Partnership Committee representative Doug Manz, and thank them for joining us. We also thank our CPC Consultant, Frederica Gillespie for her hard work keeping the Committee up to date on the latest CPA best practices and regulatory guidance as well as helping us manage our budgeting and reporting responsibilities. The Southborough Community Preservation Committee looks forward to another productive year.

CONSERVATION COMMISSION

The Southborough Conservation Commission is the local authority responsible for the protection of Southborough's natural resources and for the enforcement of the Massachusetts Wetlands Protection Act (M.G.L. Ch. 131, Sect. 40) and regulations (310 CMR 10.00), including the Rivers Protection Act, the Southborough Wetlands Bylaw and Regulations (Chapter 170) and the Stormwater and Erosion Control Bylaw (Chapter 154). The Commission is a seven-member volunteer board appointed by the Select Board.

Areas subject to the Commission's jurisdiction include wetland resources such as Bordering or Isolated Vegetated Wetlands (BVW & IVW), Vernal Pools, Bordering or Isolated Land Subject to Flooding (BLSF & ILSF), and 100' from their borders along with perennial streams and Rivers and 200' from the mean annual high water mark. The Commission further restricts the first 20' from each resource area as a 'no touch' zone. Any activity proposed in these areas requires review and approval by the Commission through a public hearing process. If the Commission determines that a proposal meets the regulatory performance standards, a permit and special conditions are issued to ensure work is adequately protecting resource areas and interests listed within regulations. 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, especially those with over 1 acre of disturbance.

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, Chestnut Hill Farm, and Halloran property. The Southborough Stewardship Committee, whose stewardship and management of Breakneck Hill Conservation Land (BHCL) and the Town Forest has been invaluable, reports to the Commission and oversees the maintenance of these lands.

In 2024, the Commission closed the year with Mark Possemato as chair, Benjamin Smith as vice-chair, and members Elizabeth Zulick, Melinda Upton and Kevin Farrington. The Commission is served by a salaried Conservation Agent, Melissa Danza, and a part-time administrative assistant, Lara Davis. One Commission member serves on the Community Preservation Committee (Benjamin Smith), one member on the Stewardship Committee (Kevin Farrington), and the Agent serves on the Southborough Emergency Planning and Management Committee.

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

The Commission completed removal of solid waste and asbestos containing materials on a ~1 acre portion of Breakneck Hill Conservation Area that has a 'farm dump' disposed of by the previous owner. The Town entered an Administrative Consent Order (ACO) with the Massachusetts Department of Environmental Protection (MassDEP) for the removal and cleanup of an unauthorized solid waste facility. A total of ~\$4.4 million was appropriated at two separate Town Meetings and is expected to come in under budget. Final restoration and planting of the area will occur in Spring 2025.

The Community Garden had another successful year overseen by dedicated volunteer Garden Coordinator Steve Hintereder. This was Mr. Hintereder's first year as Community Gardens Coordinator. We would like to thank all gardeners for working with the Commission during the farm dump cleanup.

Lucas Environmental, LLC continues to provide high quality professional wetlands science consulting services, greatly assisting the Commission with reviews of the myriad applications received. 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. Moving forward, the Town expects to contract with another on-call engineering firm as Fuss & O'Neill is no longer providing this service. We thank the dedication of the team serving Southborough since 2008 in assisting the Commission with reviews under our Stormwater requirements.

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CONSERVATION COMMISSION

(continued)

In 2024, the Commission held 29 public hearings for Notices of Intent, Requests for Determination of Applicability, and Abbreviated Notices of Resource Area Delineation. In FY24, the Commission collected \$4,720 in state regulated wetland filing fees, \$36,582.50 in local filing fees and for necessary peer reviews (unused peer review funds get returned to applicant at the end of the permitting process), and \$2,300 Stormwater permit filing fees.

Notice of Intent:

77 Deerfoot Road	170 Woodland Road
Jericho Hill Road ROW (utility pole)	34 Central Street
20 Sears Road	116 Main Street
28 Edgewood Road	Central Street ROW (drainage)
20 Turnpike Road	27 Pine Hill Road
22 Turnpike Road	142 Boston Road (Trails)
120 Turnpike Road	26 Meadow Lane (subdivision)
Main St, Ware Road, Brigham Street, Johnson Road, Northboro Road ROW (utility poles)	

Abbreviated Notices of Resource Area Delineation:

25 Park Street	66 Oak Hill Road
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Request for Determination of Applicability:

35 Clifford Street	225 Cordaville Road
4 Spring Meadow Drive	1 Andrews Way
107 Main Street	46 Flagg Road
15 Pine Hill Road	42 Wildwood Drive
11 Cordaville Road	32 Oregon Drive
Reservoir Drive (DCR Gate 12)	38 Presidential Drive

The Commission held 1 Stormwater Management Permit public hearing:

26 Meadow Drive (subdivision)

The Commission considered 20 Requests for Certificate of Compliance:

5 Nathan Stone Lane	Northboro Road Culvert
163 Parkerville Road	4 Dairy Farm Lane
20-24 Turnpike Road	6 Dairy Farm Lane
Bigelow Road	8 Jericho Hill Road
156 Main Street	10 Presidential Drive
20 Sears Road	120 Turnpike Road
14 Dairy Farm Lane	5 Cordaville Road
10 Dairy Farm Lane	10 Overlook Drive
12 Dairy Farm Lane	Stonebrook Court
90 Deerfoot Road	1 Andrews Way

The Commission considered 8 Request for Extensions:

117 Framingham Road	8 Dairy Farm Lane
0 Chestnut Hill Road	40-42 Central Street
25/32 Marlboro Road	Ila Bella Estates
25 Marlboro Road	Trails Committee fencing

COUNCIL ON AGING/SENIOR CENTER

2020 census numbers show a 76% increase in seniors residing in Southborough over the last 10 years. That number is projected to increase continuously over the next 10 years.



Photo: Southborough Senior Center Facebook

2024 was a wonderful year for the Senior Center with the completion of our building addition in the spring. Our new addition included additional program space and a comfortable place for seniors to meet, chat, or watch tv or a movie. We have met many new seniors of all ages, many of them in their 60's and early 70's as well as those folks well into their 90's. We continue to focus on the needs of homebound seniors and those who are the caregivers to spouses and loved ones. 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.

In 2024 the Council on Aging sent out a survey to all seniors. The response showed an interest in educational programming, health related and fitness programs, trips and concerts. The survey also indicated a high concern for health services such as vaccines, home care, transportation, diabetes counseling, audiology and durable medical equipment. Technology, lifelong learning, and art were all areas of interest.

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.

Vehicles are wheelchair accessible.

The Council's mission includes advocating for senior services on behalf of the town's elder population, identifying and improving community services and town resources. The Council on Aging is a town board that meets monthly at the Senior Center. The public is welcome to attend these meetings.

Senior Center Funding: Funding for the Senior Center and its programs comes primarily from the town budget, the Friends of the Council on Aging, and grants from the Executive Office of Elder Affairs, the Southborough Community Fund and the Cummings Foundation. The "Friends of the Council on Aging" holds fund raising activities throughout the year. Thank you Jimmy Falconi for being the biggest financial supporter of the Friends of the Council on Aging. Many thanks to those who coordinate, participate, and contribute to the fundraising efforts of the Friends of the Council on Aging.

ACTIVITIES AND SERVICES

Yoga, stretch class, chi gong, strength classes, other interactive group activities are in full swing! For those of you who want to brave the weather outside, our walking challenge coordinated by volunteer Sandy Kiess continues on through the winter months. Please see our website southboroughseniors.com or call us to receive a newsletter with a current schedule.

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 Springwell 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 police, fire, and local schools, to offer safety programs as well as intergenerational programs. Two pool tables and bocce court are available and Southborough has formed a competitive pool team that participates in league play with other senior centers. In addition to providing for our seniors, the Senior Center also offers services and assistance to the families caring for these elders.

COUNCIL ON AGING/SENIOR CENTER

(continued)

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 Tuesdays and Fridays 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 9th year the Southborough Community Fund is supporting the efforts of the Senior Center to assist family members who are full time caregivers through our caregiver meals support program. For more information please contact the Senior Center Outreach Coordinator.

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 continue to flourish thanks to a wonderful group of dedicated volunteers led by Joyce Macknauskas. The raised beds were built four 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 are always welcome.

Genealogy Group

Many thanks to Jeff Schiebe and Carol Colaianni for volunteering to lead this group. New members 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 at various locations. 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.

COUNCIL ON AGING/SENIOR CENTER

(continued)

Emergency Preparedness

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

Health Insurance Counseling

Counseling is provided by appointment with a trained SHINE (Serving Health Information Needs of Elders) volunteer who has been extremely busy during the recent months helping seniors make informed decisions regarding their health care coverage. The SHINE councilor provides information and counseling for Medicare, Medicaid, Medicare HMO's and prescription drug programs. Thank you once again to Carolyn MacLeod and Jonna Zimmerman for their 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 133 hours in exchange for a \$2000 property tax credit. The \$2000 tax credit is the obvious benefit for seniors who participate in the program. The benefit that may not be so obvious to the general public is the community involvement and feeling of giving back to the community that the seniors receive and so often express when participating in the program. Almost all who participate continue to volunteer for the town even after their hours are completed. One of the unseen benefits of this program is that participants have become a vital part of the town's work force and are utilized in number of different departments. Registration for the program takes place in early April at the Senior Center.

Senior Center Website

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

Volunteers

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

Special thanks to Jimmy Falconi for his ongoing support which has continued after the conclusion of the Falconi Family Memorial Golf Tournament, and to TJ's Spirits of Ashland, Hannaford Markets, and Kennedy's Market 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. Many thanks to the dedicated members of the Friends of the Council on Aging and all who support them.

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

Thank you to the Cummings Foundation for their support and donation to the Senior Center.

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

DEPARTMENT OF PUBLIC WORKS

The DPW is comprised of sixteen (16) full-time positions; (6) Highway and Transfer Station, (3) Water Division, (1) Grounds Division, (1) Fleet Division, (1) Operations Supervisor and (4) office personnel. This past year resulted in the loss of three long-term staff: Dean Cibelli – 36 years, Bridget Gilleney – 36 years and George Mooney – 34 years. The new position of civil engineer was filled on September 23, 2024 by Caitlin Cervello.

HIGHWAY:

Roads:

- Winter 2023-2024 resulted in only about 27 inches of precipitation as snow, ice and freezing rain.

Maintenance information:

- Roadside brush-mowing, street sweeping, pothole filling was completed by the Highway crew
- Stop line, school zone and crosswalk painting was also completed by the Highway crew

Transfer Station:

- Household Hazardous Waste Day occurred in October
- Approximately 2,323 tons of refuse was transported to Wheelabrator
- A total of 4,026 permits were issued by the DPW for 2023-2024
- Landfill and Transfer Station inspections and reporting occurred, as required.

Storm-water:

- The DPW helped sponsor the Annual Spring Clean-up with the Rotary Club
- The stormwater annual reporting was submitted, as required
- The catch basin cleaning contractor began cleaning catch basins in December, 2024

Cemetery:

- Burial Rights to 32 lots, containing 30 graves, and 2 niches were sold
- There were 31 cremation burials and 27 full body burials at the Rural Cemetery

GROUNDS:

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
- Collected trash at cemetery, fields, playgrounds

Trees: The DPW does not have a Tree Division but incorporates those duties within the Highway department, to the extent possible.

- The Select Board (who are the Town's Tree Warden) and the Planning Board held a tree removal hearing for 26 street trees that were requested for removal by residents or on the DPW's tree inventory list and recommended for removal. A tree hearing was also held for 94 trees that were requested by National Grid for removal or trimming to reduce tree outage problems.

WATER:

Water is an Enterprise Fund which operates solely based upon user fees and not the tax base.

Consumption:

- 2024 usage in Southborough was about 356 Million Gallons (MG) of water compare to 327 MG in 2023

Water User Fees:

- the Select Board voted new water rates which were implemented on the Oct. 2024 bill, due in Nov. 2024

Infrastructure Improvements and Maintenance:

- exercised gate valves, flushed system, painted hydrants
- sampling and required DEP reporting completed

DEPARTMENT OF PUBLIC WORKS

(continued)

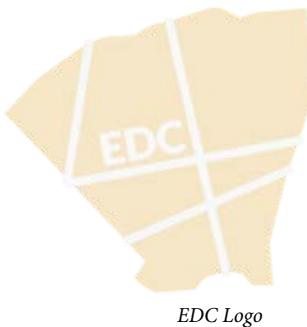
Noteworthy DPW Projects in 2024

- Willow Street Culvert – A large sinkhole developed on Willow Street near Boston Road and which resulted in flood waters topping the road twice in 2024 causing the road to be closed. After grant application, the Massachusetts Department of Ecological Restoration (DER) awarded the Town of Southborough a \$220,400 grant for design work associated with the failing culvert.
- Other failing culverts and sinkholes were located on John Street, Central Street (near Boston Road) and Northborough Road (near Jericho Hill Road). Repairs and design are underway.
- Pipe Camera Grant – The Town took a regional approach to secure a grant totaling \$110,000 for a pipe camera kit. Southborough, Hopkinton and Westborough teamed together to apply for a pipe Camera Grant. The pipe camera will be used for pipe inspections to help assess the need for pipe replacements or retrofitting.
- Roadway Paving on the following streets was performed this year: Brookside Road, Carolyn Terrace, Chestnut Hill Road, Cottage Street, East Main Street, Hammond Street, Harris Drive, Howes Court, Newton Street, Old Cordaville Road, Parker Street, Parkerville Road (North), Ted Lane, Upland Road, Walker Street, Winchester Street, and the Trottier School Parking Lot(s).
- Failing Sidewalks on Stockwell Lane and Fitzgerald Lane were reconstructed.
- A final Pavement Management Plan was developed and will be used to prioritize roadway improvements in the near term. The Plan and reports may be found at these links:
Plan: <https://tinyurl.com/2024FinalPMPreport>
Map: <https://tinyurl.com/2024FinalPMPmap>
- The Town is working with BETA Engineering on an ADA Self-Evaluation and Transition Plan. Links to this are as follows:
Volume 1: <https://tinyurl.com/ADA-SelfPlanV1>
Volume 2: <https://tinyurl.com/ADA-SelfPlanV2>
- The Water Department responded to a number of water main breaks in 2024, and is in the process of working on a plan of implementation for Capital Improvements.



Southborough Department of Public Works

ECONOMIC DEVELOPMENT COMMITTEE



INTRODUCTION

In 2024, the EDC made progress toward 2021 Master Plan goals. These include wastewater solutions, zoning updates to meet post-pandemic needs and conditions, and support for businesses looking to relocate to and within Southborough. Since the pandemic, market conditions have changed substantially,¹ requiring study and evaluation of present conditions and commercial zoning along the Route 9 corridor. Efforts in 2024, in preparation for state grant proposals and requests for technical assistance, will produce results in 2025 to strengthen and reinforce Southborough's commercial tax base.

The Board of Selectmen established the EDC | Economic Development Committee as an ad hoc committee in 2013 and as a standing committee in 2017 to stabilize the real estate tax burden on town residents by encouraging the growth of the commercial and industrial tax base while also preserving the character and charm of Southborough.

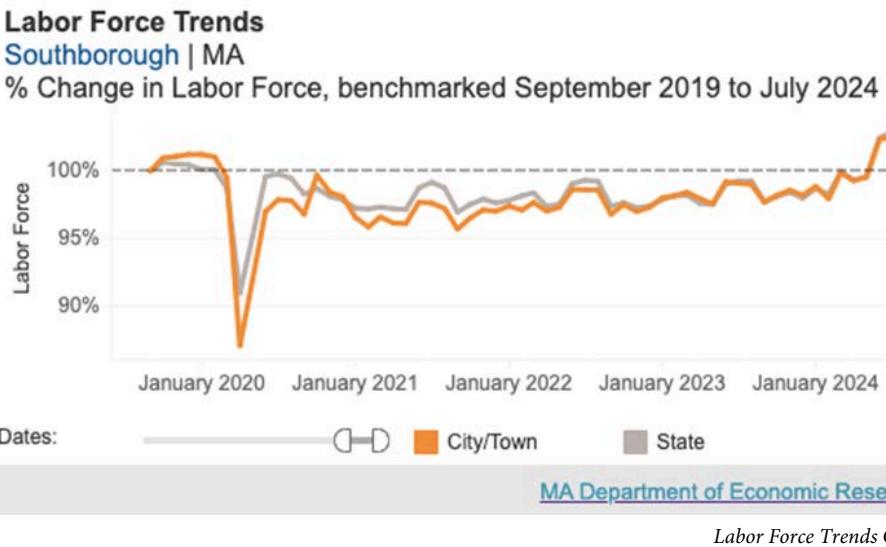
The EDC's mission remains true to that goal.

The EDC acknowledges the variables of the market, the concerns of private enterprise and ownership interests, and with every means at their disposal aims to support businesses and residents through advocacy and service while furthering the economic development objectives of Southborough's 2021 Master Plan. The EDC recognizes the post-pandemic challenges of a highly competitive regional and global economy and the importance of the local economy to our town's financial well-being and the prosperity of our residents.

LOCAL BUSINESSES AND EMPLOYMENT

Southborough Labor Force Trends 2

% Change in Labor Force benchmarked from January 2020 to July 2024



Southborough's unemployment rate as of November 2024 is 3.7%, besting the state's 4% and the nation's 4.2% unemployment rate during the same period. Southborough gained a number of businesses totaling 507 establishments, with gains in the retail, wholesale, and construction trades. Monthly employment totaled 7,894 persons across nineteen industry sectors with an average weekly wage of \$2,021 as of the second quarter of 2024.²

ECONOMIC DEVELOPMENT COMMITTEE

(continued)

CELEBRATING NEW & EXISTING BUSINESSES

Academic Discoveries, Alliance Health & Human Services, Apothecary Artists Studios & Gallery, Arcosian Engineering, Arcpoint Labs, Bartolini Builders, Beehive Pros Storage, Benjamin Franklin Plumbing of MetroWest, Beroli Construction, Beyond Resourcing, BIS Consulting, Blizzard Cookie Company, Boston DanceSport Cup, Boston West Creative, Bowen Bioscience, Brainwave Science, Braza Pizzeria & Wings, Brusa Construction, Capital Group Properties, Caring Transitions of Westford-Marlborough, Carlson Wealth, Carnova, Caroline Elfland Productions, Carter Law Group, Cedar Hill Behavioral Health, Circular Technologies, Central Motors, Classic Metal Roofs, Code Red Consultants, Come Rain or Shine Tent Works & Event Rentals, Cordaville Market aka Fitzgerald's General Store, Cranberry Mechanical Contractors, Creative Lending Solutions, Crotty Equine Ventures, Custodio Auto Services, Cysco Books, Divorce Mediation Training Assoc. | Skylark Law, DK Brede Investment Management Company

Eagle Leasing, Edward D. Jones & Company, EJ Automotive, Envision Tattoo Studios, Epiphany Wellness Center, Falconi Oil & Energy, Ferris Development, FINE Automotive, First Choice Physical Therapy, Fitts Insurance, Frontier Adjusters, Global Pack Ship, Grodsky | Mechanical, Construction & Fabrication, Gulbankian Farms & Florist Shop, Hair Blush Salon, HM Green Solutions, Icon Limousine, Ilene Titus | Attorney, Impact Fire Services, Jachowicz Law Office, JBJ Construction, JD Advisors, JDA, Jellico Scientific, Jill J. MUA | Make-Up Artist, JJM Consulting, John J. St. Andre | Attorney-at-Law, K. Dantz Textile Art, KCM Detailing Services, Keeping It Collectible, Ken's Foods, Key Autism Services, Kidsborough, Lily Reflexology Spa, Long Cadillac, Luna Wolf Excavating, Magenta Search, Main Street Medical, Manion's Vanilla, Mayfayre Properties, MCF Athletics, MDRR Consulting, Metro Lube, MetroWest Mini Splits, Miller Law Group, MJJ Designs | Web Design & Development, More4less Online, MySouthborough.com, Nancy Gould Photography, NanoDx, Nirvana Health, Nick's Excavating & Trucking, Nonprofit Living

Paramount Recovery Centers, Power Systems Integrity, Pristine Cleaning, PT Plus, Raro Studio, Reliant Medical, ReMax Signature Properties, Renew Aesthetic Medicine & Wellness, Rio Medical, Rittsa Roberta Aesthetics, Root to Rise Pilates, Sentie's Kitchen, Serenity Hospice, Servpro of Shrewsbury-

Westborough, Shrubs & Trees, Signarama, Smarter Healthcare Partners, Solar Medix, Southborough House of Pizza, Southborough Liquor & More, Southborough Orthodontics, Southborough Village Preschool, Sperry's Liquors & Market, Spire Metering Technology, Spray Foam Genie Boston, Stellar Electric, Stitched Modern, Strung Jewelry Designs, Tamara Silva Event Excellence, Team Tom Truong, Teixeira Construction, Ted's of Fayville, The Collaborative Outpost, The Colony Group, The Frog's Mane, The Little Bakery, The Myth Makers | Public Art & Installations, Theracopia, Thrive MVMNT, Tidy Clean by Nilde, TOSS C3, Upstart Power Inc, Vaz LS Consulting, Venture Auto Services, Visterra Landscape Group, Walker Development, Wamburu Construction & Design, WeeCare for Little People, Wollen Construction, Well Nested, West Suburban GI, Wild Media Productions

COMMITTEE OVERVIEW

Former EDC Chair Rob Anderson, Vice President of Business Development at MassDevelopment, and Michael Moorehead, licensed architect with Longfellow Design Build, retired after serving on the EDC since 2017 and 2018 respectively. Khoi Nguyen, Director of Data Management at Liberty Mutual and a Southborough resident for more than ten years, joined local realtor Karen Anglim with Andrew Abu Realtors and new EDC Chair Michael Nordstrom, Senior Manager of Quality Control at Karl Storz Endoscopy-America, as current members of the EDC in 2024.

Leah Emerson facilitated the committee's activities over the course of the year as Economic Development Coordinator, having served from a halftime position since July 2023. Former EDC member Claire Reynolds of CCR Consulting provided committee support via contract services on an as-needed basis. With the endorsement of the Selectmen, Advisory Board and Town Administration, the town voted in favor of a full time Economic Development Coordinator position at the September 30, 2024 fall Town Meeting to further the EDC's work and objectives beginning in 2025. An EDC fact sheet was developed summarizing the committee's contributions and accomplishments to educate residents and businesses on the value of their work since the committee's inception in 2013.

The EDC also promoted education, engagement, and committee development through an annual Planetizen subscription for members of the EDC, the Planning Board, Select Board, the Building Commissioner, and the Zoning Board of Appeals, per each person's interest and convenience. Planetizen is an online learning platform offering over 300 courses on current land use related topics. "How Zoning Shapes Cities, Communities and Regions" by Jenny Schuetz, Ph.D. is an exemplary course the EDC was glad to partake in to better understand zoning issues at the local level.

From attending public meetings and hearings for important developments like MBTA Communities and other significant projects, the EDC acknowledges the hard work and dedication of other town boards and committees. We are always happy to have the input of the Select Board, the Planning Board, other town committee and nonprofit board members, residents, and community partners through attendance and participation at EDC meetings.

ECONOMIC DEVELOPMENT COMMITTEE

(continued)

To keep communication open around the interests and issues we have in common, cultivating interdepartmental and intergovernmental collaboration at the local level is vitally important. The committee continues to look for ways to improve and increase its outreach and visibility through strategic engagement and continued relationship building with residents, the town, and the business community. If you are local to Southborough and have an interest in economic development, please reach out, we'd love for you to join us!

REPRESENTATION AND ADVOCACY

In addition to participating in local meetings, topical webinars, and training workshops, the EDC also represents Southborough at local and regional events to advocate for Southborough and its interests. Keeping current with the latest resources and developments, cultivating connections with neighboring towns, community partners, and regional and state representatives, some of which include:

Citizen Planner Training Collaborative (CPTC) Annual Conference	Massachusetts Municipal Association (MMA) Annual Meeting
MetroWest Economic Research Center (MERC) Annual Meeting at Framingham State University	Corridor 9-495 Regional Chamber of Commerce Legislative Breakfast and Events
Metropolitan Area Planning Council (MAPC) Annual Trails Summit and Community Engagement Workshop Series	Massachusetts Area Regional Planning Agencies (MARPA) Statewide Municipal Partnerships Annual Conference
Metropolitan Area Planning Council (MAPC) and MetroWest Regional Collaborative (MWRC) Monthly Meetings and Legislative Breakfast	495-MetroWest Partnership Planning and Economic Development Working Group (PEDWG) Monthly Meetings and State House Day

WASTEWATER SOLUTIONS

The State's Energy and Environmental Affairs grant funded the Weston & Sampson Route 9 Wastewater Feasibility Study, which was completed under budget. The EDC's project manager successfully requested that the remaining funds be used to continue the study recommendations. Two follow-up studies by consultants - Future Development Wastewater Considerations for the Sudbury Reservoir Watershed by Paul Pisinski and a Wastewater Management Action Plan by Lombardo Associates for Route 9 and downtown - were funded with remaining grant money. In addition, the EDC provided a 34% match to the grant, which was over the 25% required amount.

- ADDITIONAL HIGHLIGHTS AND ACTIVITIES in 2024
- Created draft marketing materials for EDC branding and identity
- Developed a business directory website to be published in 2025
- Researched and analyzed economic development in nearby cities and towns
- Developed an EDC fact sheet and an EDC tracker for committee meetings and activities
- Attended artisan markets, openings, events and workshops in Southborough supporting local businesses
- Assisted businesses in evaluating and finding suitable locations supported by current zoning bylaw provisions
- Funded a follow-up report to 2023's Route 9 wastewater feasibility study and 2021's wastewater feasibility for downtown by Weston & Sampson, the 2024 Wastewater Management Action Plan by Lombardo Associates
- Engaged Mr. Paul Basta's 8th grade civics students at Trottier Middle School to discuss project ideas promoting civic engagement and their desire to support local businesses
- Explored data collection methods, AI tools, and locational intelligence technology for targeted business development, outreach, grant proposal data and support
- Helped pass Article 14 to create a full time Economic Development Coordinator position at the September 30th fall Town Meeting.
- Collaborated and participated in zoning working group meetings for improved parking requirements, ADU provisions, and expanded uses in the Industrial Park - IP zoning district based on constituent feedback
- Submitted a Technical Assistance Program application for a Route 9 zoning review by Southborough's regional planning agency, the Metropolitan Area Planning Council (MAPC)
- Invited Westborough and Northborough to collaborate on an intermunicipal Community One Stop for Growth state grant application for completion of a Route 9 corridor study
- Completed a Downtown and environs business and asset inventory, to be followed by Route 9 East, Route 9 West, and Southville-Cordaville inventories for strategic outreach, engagement, and ongoing relationship building

ECONOMIC DEVELOPMENT COMMITTEE

(continued)

EDC's CONTINUED FOCUS in 2025

- Route 9 and the Downtown District per the 2021 Master Plan
- Working with other boards and committees to update zoning to better support community needs post-pandemic (Planning Board, Select Board, ZBA)
- Building relationships and collaborating with regional groups (495-MetroWest Partnership and MAPC) and surrounding towns (Westborough, Northborough, Framingham)

"You have been a HUGE help! I so appreciate you trying to get this town to be more accepting of newness and the positivity it can have on the community. Thank you again!" - Chelsea Bradway, Principal, All Things Sparkly Photography and Co-Owner of Apothecary Artists

re: their downtown relocation and seasonal artisan markets

"I saw the wonderful review you wrote and wanted to thank you so very much. Thank you kindly for taking the time to do that. It really helps a lot!" - Carolyn Gulbankian, Owner

Gulbankian Farms Garden Center and Florist Shop re: support for local floral workshops and events

"Thank you Leah. This took some effort and I'm very grateful for your help. P.S. the new space is still under renovations but it's going to be so great!" - Jen Martin, Owner

Root to Rise Pilates re: expansion at 1 Boston Road and list of alternative business locations

"Thank you Leah for your amazing work on the Metropolitan Area Planning Council (MAPC) technical assistance application! You are a gem for this town!" - Marnie Hoolahan, Planning Board Member and President, The Nemetz Group, Biopharmaceutical Consultants

"I want to thank both Leah Emerson and Claire Reynolds for all of their efforts on my behalf. The committee loved the written presentation that we submitted. It seemed to me that they all were excited about my project. I left that meeting wondering if I should pinch myself to make sure I wasn't dreaming. Onward we go!!

I have someone who may be interested in the property as I told you awhile ago. I gave him your number to call about his dealings with various town boards and regulations. You have been most helpful to me and I am forever thankful for it." - Jim Falconi, Owner, Falconi Oil & Energy and Falconi's Pit Stop re: adaptive reuse of 21 Boston Road, a historically significant Southborough property

¹ Commercial sales in MetroWest are down 91% year-over-year from the first half of 2023 to 2024, putting increased pressure on building owners to convert office space to other uses to alleviate post-pandemic vacancies. Eric Casey, Worcester Business Journal *Suburban zombies: Falling demand for office space forces building owners to get creative*, December 23, 2024
Report: Sales in 495 West down 91% so far in 2024, as MetroWest office landlords deal with vacancies, July 29, 2024

² Massachusetts Department of Economic Research, 2024

FACILITIES MANAGEMENT DEPARTMENT

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

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

DESCRIPTION OF SERVICES

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

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

STAFFING

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

Our current FY25 staff is as follows:

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

STAFF FUNCTIONS

Director of Facilities - Through 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 wastewater 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.

FACILITIES MANAGEMENT DEPARTMENT

(continued)

ACHIEVEMENTS

Throughout 2024, the members of the Facilities Department worked diligently to improve the level and quality of service provided to our customers. As we move through 2025, we will continue to focus on maintaining structures and making upgrades to systems that are approaching the end of their life cycle. Such upgrades often result in financial savings realized through reduced maintenance and energy costs.

Below is a list of some of the projects undertaken by the Facilities Department in 2024. Although most of these projects have been finalized, we will continue to work on completing the remainder in 2025.

Town House

- Completed the historic renovation of the building exterior. Items addressed include repointing of the brick facade, replacing the asphalt roofing surface on the main building with a slate roof, replacing the rain gutters and downspouts, renovation of window sashes, installation of new storm windows, and the installation of new front doors.
- Replaced aged basement windows.
- Replaced alarm system components.
- Began replacing various desktops.
- Repaired/replaced a low water cutoff unit on a HVAC system boiler.
- Replaced an actuator unit on the HVAC system.
- Installed a new condensing unit on the HVAC system.
- Replaced a delay timer on an AC condensing unit.
- Installed new boiler sensors.
- Installed new LED lighting units in a second-floor hallway.

Library

- Replaced fire alarm system components.
- Made repairs to the HVAC system circulation pumps.
- Replaced parking lot light pole heads and various other exterior lighting components.

Cordaville Hall

- Worked with Assabet Valley Regional Vocational Technical High School on completing the addition of a new activities room on the front of the building.
- Made repairs to the wood shingle exterior and trim work on the original building structure and then repainted this structure.
- Made repairs to vinyl siding.
- Replaced failing rain gutters on portions of the building.
- Installed 6 new windows.
- Repaired existing and installed additional LED lighting units around the exterior of the building.

Public Safety Complex

- Replaced overhead door components and made various repairs to overhead door units.
- Installed a new overhead door 3-phase RHX operator unit.
- Replaced HVAC system related condensation pumps in various rooms throughout the building complex.
- Installed additional means of ventilation over the refrigerator and freezer units in the Fire Department's kitchen.
- Replaced the batteries in the generator unit.
- Replaced the heat recovery wheel motor for RTU #1.
- Replaced a low water cutoff on the boiler system.
- Repaired a damaged ambulance cord reel in the apparatus bay.

FACILITIES MANAGEMENT DEPARTMENT

(continued)

D.P.W.

- Made repairs to various roof surfaces.
- Repaired/replaced various pass door locks and closures throughout the main building complex.
- Constructed a new office space for the Town Engineer.
- Replaced overhead door components and made repairs to overhead door units.
- Replaced the battery in the generator unit.
- Replaced a Reznor heating unit in the Water Division.
- Replaced a Maxitrol amplifier, gas valve, and limit switch on a Reznor furnace.

Cemetery

- Made repairs to the furnace damper unit.

Transfer Station

- Replaced an overhead door panel at the steel storage building.
- Installed a new plate cover for a 480-volt panel in recycling office.

Station II

- Serviced the alarm system and replaced failed components.

South Union School

- Made repairs to various exterior components and trim work and repainted the same.
- Made repairs to the roofing system.
- Installed a new valve and float on the boiler system.
- Replaced a damper actuator in the elevator room.
- Replaced ERU batteries in the elevator.

HISTORICAL COMMISSION

Current members:

Kevin Miller (Chair), Annie Pfaff (Vice Chair and Treasurer), Grant Farrington, Michele Hokinson, Daniel Blanchard, Kelly O'Brien

2024 saw the culmination of efforts dating back to 2010 with the installation, in May and June, of the bronze signage marking the seven entry points to the Southborough Center Historic District, listed in the National Register of Historic Places. The signs are located on Cordaville Road, Latisquama Road, Middle Road, School Street, Main Street (east and westbound), and on Marlborough Road at the entrance to the new Southborough Heritage Park. The Historical Commission celebrated the new district and the installation of the signs with a public reception at the Southborough Community House on June 27th.



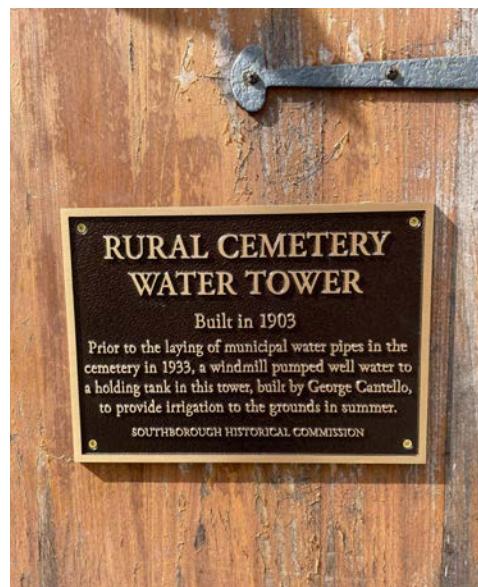
*Historic District sign
photo courtesy of Kevin Miller*

Having brought the National Register signage in under budget, the Commission, with the Select Board's support, was able to redirect a portion of our remaining ARPA allocation to another signage project: a bronze plaque noting the history of the Rural Cemetery Water Tower, built in 1903 and used to irrigate the cemetery until 1933.

The significance and beauty of this stone water tower, and concern for its preservation, prompted the Historical Commission to submit a Community Preservation Act (CPA) application to fund a new roof and restoration of the doors, window louvers, and other elements needing attention. Our application, with the support of DPW Superintendent Bill Cundiff, is pending before the Community Preservation Committee.

The Historical Commission also co-sponsored, with the Select Board, a CPA application to fund the much-needed restoration of the granite post-and-iron rail fencing surrounding the Town Common. That application is also pending.

The Historical Commission's revitalized Historic House Sign Program has been very well received by town residents, with fifteen signs delivered in 2024 to all corners of Southborough, and with several more under review or in production as of this writing.



*Rural Cemetery Water Tower sign
photo courtesy of Kevin Miller*

With an eye toward making the House Sign Program entirely self-sustaining through voluntary donations, the Historical Commission, with the assistance of the Town Accountant, established a Historical Commission donation account pursuant to provisions of M.G.L. ch.40 §8D.

The Southborough Historical Commission has also continued efforts to document the unmarked graves of Revolutionary War Veterans interred in the Old Burial Ground (OBG) with hopes of completing this project in 2025 with an updated plaque and with a guidebook to Revolutionary Veterans Graves, both marked and unmarked in the OBG.

Historical Commission members representing the Commission on other town committees include: Grant Farrington (Community Preservation Committee), Michele Hokinson (Pilot and Tricentennial Committees), Jim Blaschke (Tricentennial), and Kevin Miller (21 Highland Future Use Committee).

Lastly, we thank Jim Blaschke, who stepped down in November, for his years of loyal service as a member of the Southborough Historical Commission.

OPEN SPACE PRESERVATION COMMISSION

Charge of the Commission:

To Facilitate the Preservation of Open Space in Southborough

As land becomes scarcer and prices higher, the Open Space Preservation Commission (OSPC) has been seeking innovative ways to fulfill the charge of the Commission. Preserving open space within Southborough is accomplished not only by purchasing land or permanently protecting land through legal instruments such as conservation restrictions, but also by ecological landscape management of unprotected open space which is also a form of land preservation.

Master Plan Implementation

The OSPC is in our 2nd year of implementation of the Towns 10-year Master Plan, with a focus on 3 of Goals that the OSPC is designated to be responsible for over the next 10 years.

Expand the use of native plants and prioritize awareness and installation of pollination systems across the community.

- As part of our Native Pollinator - Native Plant Initiative, the OSPC hosted two successful garden tours and a native plant sale.
- 2024 was our 5th year of providing Native Seed Distribution and Winter Sow Program.
- The OSPC reviewed and made recommendations to the Planning Board on projects resulting in significant native plant requirements in the approved permits.
- OSPC worked with Facilities reviewed plans and installations for new plantings at the Town House and Heritage Park
- We had a booth at Heritage Day in collaboration with Native Plant Gardens of Southborough volunteers, we showcased native plants and the science to preserve biodiversity and preserving our open spaces.



*Open Space Preservation
photo courtesy of Joan Levenson*

Prioritization of the education and outreach to the community about the existence and impact of invasive species

- The OSPC has continued collaborating with state and federal agencies to stay informed and develop town-wide management strategies since the invasive Spotted Lanternfly (SLF) was documented in Southborough in September of 2023.
- We are in the last phases of managing a CPA funded multi-year Japanese Knotweed infestation at the Southborough Golf Course.
- Provided support to the Southborough Stewardship Committee to plan for managing new invasive plant infestations at Breakneck Hill Conservation Land, including 5-acres of new Bradford Pear infestation and the newly arrived Porcelain Berry.

Develop a collaborative policy/approach for the strategic acquisition/protection of properties

- Investigated the options to preserve the Johnson Farm property on Northborough Road, which the family is looking to sell. This land has been listed as a High Priority for protection for over 20 years in the Town and State Approved Open Space and Recreation Plans.

OPEN SPACE PRESERVATION COMMISSION

(continued)

Working and Collaboration Within Town Government

- The OSPC was an active participant during the Hearings for the 40b apartment project at 120 Turnoike Road, directly abutting Breakneck Hill Conservation Land. The original proposal was for the building to be on 6.2 acres of land previously required to be given to the town as open space. The legalities of that requirement were being debated. The OSPC advocated at Hearings and in conversations with the project proponent, for the building and parking lots to be moved off the open space. We played a significant role in a compromise proposal which allows the housing to be built, while 6.2 acres will be deeded to the town as open space. On December 11, 2024, the ZBA granted a Comprehensive Permit for the project and included many of the OSPC's recommendations in the permit.
- The OSPC attended meetings with the Trustees and the Conservation Commission, reviewed and commented on the proposed Management Plan for Chestnut Hill Farm. We are particularly concerned with impacts to the grassland habitat critical for bobolinks, which are declining and listed as a species of highest conservation need by the state. During the summer of 2024 the Trustees took a pause from farming at Chestnut Hill Farm and the plan is still being developed.

Planet Palooza – A Week- Long Celebration of Earth Day

The OSPC facilitated the 3rd annual week of activities to celebrate Earth Day. We collaborated with many town organizations to hold activities focused on environmental awareness and action. The OSPC hosted Garden weeding and freshening up. We once again dedicated this program to Linda Hubley and supported the town's scholarship honoring her.

Native Pollinator and Native Plant Initiative

- We continue our work with Dr. Robert Gegeair and collaborate with the Stewardship Committee at Breakneck Hill Conservation Land on cutting edge research and implementation of best management practices to preserve healthy ecosystems and preserve biodiversity.
- Bombus vegans and Bombus fervidus, two species of bumblebees listed as Highest Conservation Need in the Commonwealth, continue to be documented at the Beecology Research Garden at Breakneck Hill Conservation Land and at the Whit Beals Biodiversity Through Pollination Garden at SOLF's Beal's Preserve. The result of our work continues to be included in the data of Dr. Robert Gegeair's research and will guide future projects statewide.

Winter Sow

- During January and February 2024 our dedicated volunteers cleaned and packaged native plant seeds that we had collected from the gardens for biodiversity at Beals Preserve and Breakneck Hill. We offered over 60 varieties of seeds and distributed over 2,000 seed packets.
- We hosted multiple Winter Sow workshops where we showed participants how to turn a milk jug into a mini greenhouse to winter sow the native plant seeds.

Summary

As we review the overall accomplishments of the Open Space Preservation Commission in 2024 we are proud of our achievements and grateful to the many dedicated volunteers that made our Native Pollinator - Native Plant Initiative programs successful, and for their commitment to the protection of our open spaces and natural resources. Together we can work towards a sustainable ecosystem and a healthier environment for all.

Southborough Open Space Preservation Commission
Protecting and Preserving Open Space in Southborough

RECREATION COMMISSION

Recreation Commission:

Jen Hansen, Chair
Donald Dumont, Vice Chair
Kristin LaVault
Rachael O'Day
Vacancy (1)

Recreation Department

Travis Farley, CPRP, Director
Christina McCarthy, Program Coordinator
Denise Mayer, Administrative Assistant (PT)
Lisa Novello, Administrative Assistant (PT)

Department 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 townwide 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 Running Club, 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 "Friends of Southborough Recreation" which is a non-profit organization run by local residents, who fundraise in order to enhance the recreational opportunities in town. They have contributed to the Recreation Department's goals thru capital projects, program scholarships, and program support.

The Recreation Department works closely with, and thanks, the Southborough Public Schools, 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.



Touch a Truck Event



Sneaker Prom Event

Department Programming and Building Overview:

The Recreation Department saw an annual increase in registration numbers across programming offered through the department. In 2024 the department brought in 3,700 registrations. This is a 1% increase over 2023. Programming highlights included our seven (7) week Summer camp program which sold out, our growing relationships with partners such as BEST soccer, Skyrise Theater, FAST sports, and new endeavors with Southborough Youth Basketball, pickleball lessons and open play, and revamped after school programs. The department continued to develop a fabulous Adaptive Recreation partnership with Rec Connect and partnership between Southborough Recreation, Shrewsbury Recreation, and Northborough Recreation. Some of these programs/activities included trips to basketball games & performances as well as dances like our Sneaker Prom.

RECREATION COMMISSION

(continued)

Recreation Facility Improvements – 2024

South Union School/Recreation Department Building

Additionally, 2024 continued to see a resurgence in the programming and usage of the South Union building/Recreation Department located at 21 Highland Street. Starting in November 2024 and stretching through the winter and spring months of 2025 – the building continued to see very heavy use. Programmed daily, it served as the home to indoor pickleball, Adult and youth pottery/ceramics, music production course, babysitting and home alone safety courses, kids and adult yoga, vacation week programs, and karate. It has also served as an additional meeting space for town and community groups.

Improvements have been made with the introduction of a new pottery kiln, two new pottery wheels courtesy of the Southborough Community Fund, technology upgrades for presentations, and office improvements as the department's staff has grown.



Summer Nights Event

Department Van

The Recreation Department procured and took delivery of an additional passenger van for programming in 2024. This van has been put into use weekly transporting students to after school programs and special events. It has allowed us to expand the capacity of multiple specialty programs.

AED

The department worked hard to obtain six outdoor AED boxes that were placed at multiple fields throughout our community. This is a significant step towards enhancing the safety of athletes and spectators alike, Southborough Recreation is proud to announce the installation of Automated External Defibrillators (AEDs).

Recreation Department Special Events



Trunk or Treat Event

Southborough Summer Nights

Summer Nights is an end of season celebration hosted by the Recreation Department and Friends of Southborough Recreation in August 2024. The event featured a wide variety of food trucks, live music, and fireworks display for the community to enjoy. Summer Nights 2025 is scheduled for August 23, 2025.

Heritage Day Parade and Celebration

Heritage Day 2024 was held in October 2024 to celebrate all things Southborough and what makes this town great. 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 2025 is scheduled for October, 2025.

Halloween Trunk or Treat

2024 marked the 4th year the Recreation Department held their Free Halloween Trunk or Treat in partnership with the Southborough Fire and Police Departments. This year over 1,000 community members joined us and the program was a great success. A tremendous amount of thanks is deserved to the various sponsors and businesses who set up booths to hand out candy and information on their services. We also enjoyed a movie after Trunk or Treat.

RECREATION COMMISSION

(continued)



Gobble Wobble Road Race

Free Summer Concert Series 2024

The Recreation department revamped their summer concert series for 2024 offering six (6) concerts free to the public. With our most diverse line up of musical acts and genres, each night was a great success. The series was highlighted by a family friendly, children's performer, Stacey Peasley. This day brought it our largest crowd of both residents and nonresidents looking to enjoy an evening in the park.

Thanksgiving Gobble Wobble 5k Road Race

The Friends of Southborough Recreation saw another successful running of the 18th Annual Thanksgiving Day Gobble Wobble 5k Road race and 2k walk. The event brought in over 1,000 registered runners and walkers and it was a tremendous success. We look forward to the 19th annual race on Thanksgiving Day 2025.

The Recreation Department is responsible for the scheduling of all town-owned fields and indoor gymnasiums. 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. In 2024 the department issued 323 use permits totaling 14,329 hours of field and gym time to local, out of town, and private organizations. All field permit fees go directly to the general fund, while 9/11 turf usage fees are managed by the Recreation Commission and used to re-invest in the 9/11 field maintenance and future replacement.



Council on Aging Event



Summer Program Event

Below is the inventory of fields and facilities the Recreation Department manages:

- Harold E. Fay Memorial Field/Playground
- Finn School/Mooney Athletic Complex
- Liberty Estates Field
- Kallander Field
- Lundblad Field
- 9-11 Memorial Field
- Choate Field Complex at Woodward School
- Neary School Fields
- Trottier School fields and track
- South Union/Arts Center building and playground
- Town House Playground

Photos courtesy of the Recreation Department, unless otherwise credited

TRAILS COMMITTEE

The Southborough Trails Committee (STC) is dedicated to creating, maintaining, and improving trails throughout Southborough in collaboration with municipal, state, and regional organizations, as well as public and private entities.

STC manages a network of trails, providing accessible and enjoyable recreational opportunities for people of all ages and abilities. Southborough's open spaces and conservation lands offer unique environmental and recreational benefits to the community. We remain committed to promoting passive recreation while educating trail users about responsible use to protect water quality and preserve the natural watershed.

Over the past year, STC has focused on key trail initiatives to advance the following goals:

- Enhancing community engagement through active outreach and trail-related programs.
- Expanding trail stewardship efforts, including construction, accessibility improvements, and ongoing maintenance.
- Securing funding to complete the Peninsula Trail project.

To keep the community informed and engaged, STC regularly shares trail updates, events, and resources via Facebook and our website. These platforms serve as vital tools for connecting with residents and promoting outdoor recreation in Southborough.

During 2024, STC focused on the following activities:

- Organized a recurring Yoga on the Trails series in partnership with instructor Emma Bartolini
- Launched Phase II engineering services for the Peninsula Trail, focusing on the design of a pedestrian footbridge and boardwalk
- Purchased benches and boardwalk materials to enhance trail accessibility and user experience

The Southborough Trails Committee (STC) is deeply grateful for the ongoing support from the Town and community, which makes our work possible. We extend a special thank you to the Recreation Department and the Recreation Commission, Select Board, Town employees, DPW, Conservation Commission, Stewardship Committee, and other municipal boards, committees, and departments who help STC meets its objectives and serve the community. We also appreciate the invaluable contributions of SOLF, local Scouts and their leaders, dedicated volunteers, community organizations, businesses, surrounding towns, and state agencies.

We are especially grateful for our strong partnership with the Massachusetts Water Resources Authority (MWRA) and the Department of Conservation and Recreation, Division of Water Supply Protection (DCR). Their support is essential to our success, and our progress would not be possible without their collaboration and commitment.



Southborough Trails
photo courtesy of Kathryn McKee



"A trail through the woods is never just a path; it's a promise of adventure." — Unknown

SOUTHBOROUGH LIBRARY

Mission Statement

The Southborough Library is an innovative and dynamic community center dedicated to literacy, lifelong learning, and patrons' diverse interests. The library provides assistance, services, programs, collections, and technology to the local community. The library building serves as a welcoming environment that provides equitable access and collaborative space to the public.

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 four public computers with Internet access upstairs. There are three catalog terminals to search for books and materials, two iPads for the catalog, a black & white printer, and free Wi-Fi for the public. The library also hosts a pay-per-use copy machine and a self-service fax machine. The library provides access to a self-checkout machine upstairs. Visit the Southborough Library website at www.southboroughlib.org to search the catalog and request items, download e-books and audiobooks, live chat with staff, or access online electronic resources. Staff routinely provide Reader's Advisory service, suggesting books for library users to read. Library card holders also have access to downloadable e-books and electronic audiobooks on their personal e-readers, smartphones, and tablets via the C/W MARS-sponsored Libby app at <https://libbyapp.com/interview/welcome#doYouHaveACard>.

Thanks in large part to The Friends of the Southborough Library, the library offers reduced price passes to many cultural museums and educational attractions across Massachusetts. The Southborough Library offers two circulating telescopes for patron checkout, as well as an expanded collection of circulating puzzles and board games. Thanks to grant support from the Southborough Community Fund, the library offers twelve circulating ukuleles in the Teen Room. Thanks to state grant funding, the library has two circulating gardening kits that include tools for the novice and experienced horticulturalist. The successful Library Seed Exchange also continued for the fifth consecutive year. The library's outdoor Story Walk continues to attract new outdoor users and enhance youth literacy. Approximately 6,345 residents of Southborough have active library cards.



Chess Board outside the front entrance of Library

Delivery and Interlibrary Loan

Southborough is a member of the Central/Western Massachusetts Automated Resource Sharing (C/W MARS) network. Through the consortium's interlibrary loan service, cardholders can request materials that Southborough does not directly own but still has access to via a statewide delivery service. Unless there is a pending waitlist, books and materials are typically received in just a few days. Users are notified by email, phone, or text when the material arrives. To search the full C/W MARS 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, Mary Tinti, 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 library policy and long-term strategic planning efforts. The board meets at least once a month, and sometimes more frequently during the annual budgeting season.

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, processing 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 2024, the library received multiple grant awards from the Southborough Cultural Arts Council and the Southborough Community Fund.



Bake Sale table at the Holiday Book Sale

SOUTHBOROUGH LIBRARY

(continued)



Outdoor Story Time

Library Programs

This year, the library hosted a variety of both in-person and virtual ongoing programs. They included a monthly virtual book club, story times for children, Baby & Toddler Time, Tech Time, and Crafternoons for middle and high school students. Special events, such as the annual Art In Bloom, continued to be very popular. The Rotary Club of Southborough and the Southborough Poetry Workshops continued as monthly in-person evening events. Southborough Recreation continued to help maintain online and in-person registrations in partnership with the library. As weather allowed, the library held several successful outdoor programs for children including regular weekly preschool story times, baby yoga sessions, and continued a popular Friday morning singalong series called Kids Jam. Drop-in knitting programs continued for adults.

New programs have continued to be offered at the library for adults. Programs featuring health and wellness were very successful throughout the year. Presentations covered a range of topics including Narcan training, sleeping habits, and growing veggies in a healthy garden. A professional cooking instructor leads more online classes featuring cuisine from around the world made with fresh ingredients.

The library has developed even more opportunities for Southborough teens to volunteer. Partnerships continue with The Friends of the Southborough Library, and schools in the district as well as new contacts at local nonprofits. Volunteer numbers are higher than ever before and new projects are offered every month. The library hosted its first Youth Volunteer Fair with a record number of attendees showing enthusiasm for contributing to the library. A new Nature Club met throughout the summer which fostered youth involvement in the library's green initiatives. Special summer events, like the staff-led Escape Room, received positive feedback. Several new tutorials for the Teen Room Idea Lab on laser cutting and 3D printing were also held.



Mr. Vinny's Shadow Puppet program

Southborough Library Fund

In 2011, members of the Library Board of Trustees helped to establish 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://cfncm.org/donate-now/southborough-library-fund> and providing your information.



Holiday Book Sale

SOUTHBOROUGH LIBRARY

(continued)

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 of the Southborough Library holds 501(c)3 nonprofit status. The library would like to acknowledge and thank the Friends' leadership for their service: President Beth Melo, Vice-President Sandy Pochapin, Recording Secretary Mary Tinti, Corresponding Secretary Kathryn Nordsrom, Treasurer Prudence Webster, and Book Sale Director Diana Tremblay. Want to help support the Southborough Library? Join the Friends. They meet monthly on the first Wednesday evening at 7:30PM. Meetings are on Zoom. For more information, email friendsofsouthboroughlib@gmail.com.



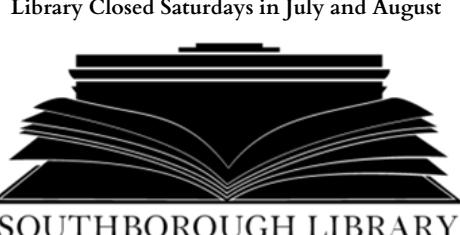
Ed Popielarczyk's Magic Show



Mariana Sorensen, Ryan Donovan,
Worcester Red Sox mascot, and Kim Ivers

What is New at the Southborough Library in 2024

The library offered a new and improved catalog software as of July 2024. The new system allows the library to feature seasonal book suggestions, thematic databases and upcoming programs, and a chat feature to communicate with staff online. New outreach initiatives also began in 2024. The library hosted an offsite program with fun activities for the local youth refugee population and visited local senior housing to share library resources. The library also continued to host story time once a week for Southborough Recreation summer campers. The library began the process applying for a building project grant, for necessary expansion and renovation to the existing building. The MPLCP grant was submitted in July. The library was not ultimately awarded a grant.



Library Logo

Staff Acknowledgements

Ryan Donovan, Kim Ivers, Marianna Sorensen, Leah Selleck, Carol Logan, Libby Goodreau, Kathy Kolenda, Kelly Winand, Jenny D'Innocenzo, Jamie Hayes, Deb Moore, Diane Wallace, Val De Angelis, Kathy Schoener,

Anastasiia Kolesnikova, Marjory O'Neill, Claudia Roche, Madrid Elena Cunningham, Caitlin Palmer, Jackson Harris, Autumn Stewart, and Maya Regan.

	FY21^	FY22	FY23	FY24
Total material holdings	237,253	253,055	279,289	312,800
Direct circulation (not including inter-library loans)	97,347	141,894	154,082	161,480
Inter-library loans processed through Southborough (sending and receiving)	28,755 (12,817 received, 15,938 provided)	25,928 (11,775 received, 14,153 provided)	25,621 (11,365 received, 14,256 provided)	27,564 (12,502 Received, 15,062 Provided)
e-book circulation	14,542	13,475	13,498	15,182
Total attendance at adult/young adult programs	786	1,541	1,886	1,636
Total attendance at children's programs	2,096	2,381	3,909	5,396
Fines & fees collected and turned back to the town^	\$25.00	\$296.00	\$486.00	\$416.00

[^]FY21 Statistics were adversely affected by the COVID-19 pandemic & subsequent building closure.

Photos courtesy of the Library Director

SOUTHBOROUGH YOUTH AND FAMILY SERVICES

Mission and Strategic Plan

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.

Overview of Services

Mental Health Support Services

Mental Health Support Services continues to be the most utilized category of support the department offers. Southborough utilizes Interface Referral Service through William James College and Behavioral Health Partners of MetroWest as mental health and wellness referral helplines. The department utilizes a screening and triage process to prioritize residents with urgent time-sensitive needs and assist more residents in identifying long-term support for their family. To ensure best clinical practices, SYFS's clinical staff engages in weekly clinical supervision and weekly consultation with contracted clinical specialist and supervisor, Rhona Kerans (began in September of 2019).

SYFS provides short-term or interim mental health support to Southborough residents of all ages. Services vary in intensity and are designed to be accessible and highly responsive. In 2024, SYFS mental health support services included:

- **Referral Support**

SYFS assists individuals and families with finding a community mental health provider through a contract with INTERFACE Referral Service through William James College. 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. Each referral best meets the location, insurance, and specialty needs of the caller.

SYFS also utilizes the referral support of Behavioral Health Partners (BHP) of MetroWest. BHP is a collaboration of four partner agencies: Advocates, South Middlesex Opportunity Council (SMOC), Spectrum Health Systems, and Wayside Youth & Family Support Network. BHP assists callers from MetroWest communities with accessing behavioral health, primary care, substance use services, and social service providers. Callers can utilize their free Service Navigation Line Monday through Friday at 844-528-6800.

- **Clinical Consultations**

Southborough residents wishing to consult a mental health professional for guidance without delay and without commitment to counseling services, are welcome to request a confidential Clinical Consultation with one of our staff. Consultations may be scheduled by in-person appointment or be conducted over the phone.

- **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 confidential 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.



Carrie Stack Event

SOUTHBOROUGH YOUTH AND FAMILY SERVICES

(continued)

- **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 confidential therapeutic groups as needed, based on level of interest and the availability of staff. Previous therapeutic group offerings include a DBT informed social emotional skills workshops, parent support, social pragmatics groups, and executive functioning skills groups.



Jon Mattleman event

- **Substance Use Diversion Program**

This confidential 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.

- **Info Sessions**

Info Sessions are short trainings that may be provided one on one, in a group setting, or as a workshop. Residents can choose from a menu of various topics including information on depression, anxiety, and ADHD, how to navigate the mental health system, an overview of services the department offers, and topics related to improved communication and building healthy relationships.

Need-Based Services

SYFS offers a number of programs to residents experiencing financial hardship. Some of these programs are unique to Southborough while others are state funded public benefits that SYFS acts as an intake site for. In 2024, SYFS offered the following need-based services:

- **Southborough Emergency Fund**

With financial support from Friends of the Southborough Youth Commission and the Southborough Trust Fund; SYFS, the Southborough Senior Center, and Southborough Food Pantry, have been able to provide occasional emergency financial assistance to 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 completing and submitting the application.

- **Camp Scholarship Program**

SYFS coordinates and distributes camp scholarships to children who would not otherwise be 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.

- **Winter Wishes**

In cooperation with the Southborough schools and Friends of the Southborough Youth Commission, SYFS has acted as a clearinghouse for donations by identifying and distributing gift cards 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 AND FAMILY SERVICES

(continued)

- **Case Management**

In recent years, SYFS has seen an uptick in residents with multisystem stressors needing help with basic needs such as housing, health insurance, and food insecurity. As a result, SYFS started offering navigation support for residents applying to these public assistance benefits through case management services.

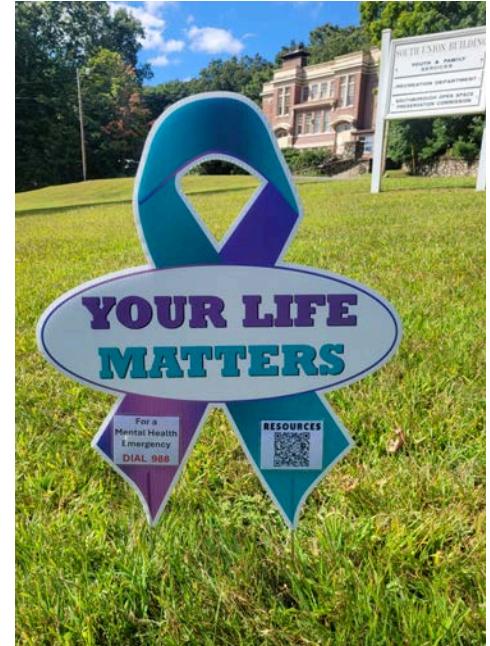
Prevention Programs

An important goal for SYFS is to support individuals, families, and the community ahead of challenges by investing in prevention programming. SYFS utilizes evidence-based strategies and interventions to reduce harmful norms and risk factors while increasing community protective factors and promoting health and wellness. SYFS offers educational programming and information through programs such as suicide prevention trainings, communication workshops, substance abuse prevention programming, and Positive Youth Development initiatives. In 2024, SYFS offered the following prevention programs:

- QPR Gatekeeper Suicide Prevention trainings
- Listen With L.O.V.E. (LWL)
- Say It With L.O.V.E. (SWL)

As in previous years, SYFS offered these additional prevention programs throughout the year:

- Observance of National Day of Unplugging- March 2024
- Celebration of Mental Health Awareness Month – May 2024
- Substance Misuse Prevention
- Youth Council



Suicide Prevention Month sign

Southborough Youth Commission

The Southborough Youth Commission (SYC) was established in 1978 by the town following general law of the Commonwealth of Massachusetts. The SYC is a seven-member commission appointed by the Select Board for terms of 3 years. The purpose of the Southborough Youth Commission is to support the mission of Southborough Youth and Family Services.

2024 Youth Commission Board Members

January-June 2024

Lauren Richey, Chair
Karen Anglim, Vice Chair
David Joyner
Sara Michas, Secretary
Susan Beyer
Nancy Sutton
Laura Chiocco

July-December 2024

Lauren Richey, Chair
Laura Chiocco, Vice Chair
Sara Michas, Secretary
Susan Beyer
Nancy Sutton
Karen Anglim
VACANCY

If you're interested in joining the Youth Commission, please contact the current chair, Lauren Richey at lrlichey@southboroughma.com.

SOUTHBOROUGH YOUTH AND FAMILY SERVICES

(continued)

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, through fundraising and outreach efforts. To learn more, please visit the Friends of the Southborough Youth Commission Facebook page or email friendsofsboroyouthcommission@gmail.com.



Christina McCarthy, Tim Davis, Sarah Cassell,
Meaghan Eiland, Janet Bartolane

CONTACT US

Phone: (508) 481-5676

Email: syfs@southboroughma.com

Address: 21 Highland Street Southborough, MA 01772

Fax: (508) 983-7753

Social Media: [@SBoroYFS](https://twitter.com/SBoroYFS)

Website: www.southboroughma.gov/197/Youth-Family-Services

Staff

Director: Sarah Cassell, LMHC, MCCS

Assistant Director: Meaghan Eiland, LMHC

Program Coordinator: Shannon Kinayman (left the department in October 2024)

Administrative Assistant:

- Christina McCarthy (left the department in February 2024)
- Janet Bartolane (hired in March 2024)

Graduate Level Clinical Intern: Elizabeth Niquette



Trunk or Treat event

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, generosity, and moral support! The Youth Commission Board typically meets 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!



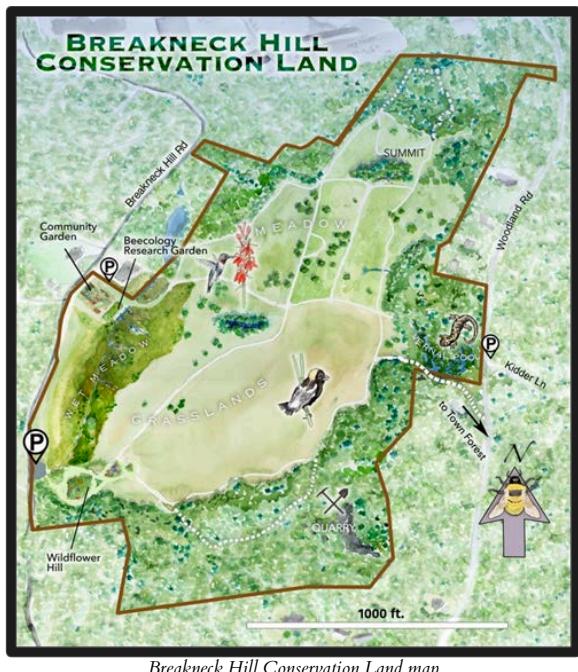
**SOUTHBOROUGH YOUTH
AND FAMILY SERVICES**
STRENGTHENING OUR COMMUNITY BY SUPPORTING ITS FAMILIES

photos courtesy of Youth and Family Services Director

STEWARDSHIP COMMITTEE

Mission: To provide conservation-based stewardship of the Breakneck Hill Conservation Land and Town Forest, balancing multiple conservation and passive recreation uses.

The Stewardship Committee's dedicated group of volunteers continued its efforts throughout 2024 to create habitat for at-risk species of wildlife, to manage invasive plants, and to provide an inviting space for passive recreation for Southborough residents. To that end, they installed a beautiful new map at the trailhead kiosk.



Breakneck Hill Conservation Land map

The Stewards also made strides in the foundational steps for establishing a new roadside meadow. Given the considerable seedbank of invasive plants on the conservation land, the Stewards have embraced the measured approach necessary for ensuring a slow success over a fast failure.

As we have since 2015, the Stewards continued collaborating with Dr. Robert Gegeair, a professor at the University of Massachusetts. His research findings have guided our planting at the Beeecology Research Garden which features plants documented to support at-risk pollinators. Those plants continue to attract native bumblebees in decline, such as *bombus fervidus* and *bombus vagans*, as well as a wide variety of butterflies and birds.

The Stewards manage a considerable portion of the Breakneck Hill acreage as grasslands—a habitat in steep decline nationwide. Our success is notable in that we have documented bobolinks nesting again in 2024.

The Stewards face ongoing challenges in managing the many invasive plants at Breakneck Hill. These include Bradford pear, autumn olive, multiflora rose, bittersweet, and creeping buttercup, among others. We newly documented porcelain berry on the edge of the property, and keep on the lookout for burning bush and Japanese knotweed. We work with experts to determine the best methods to manage and eradicate those invasive plants. At the same time, we work to mark and protect important native species across the property, which includes native honeysuckles, native roses, pussy willows, and others.

This past year, we supported the Conservation Commission's work to fulfill the Town's obligation to clean up the refuse from an old farm dump on the conservation land. We worked with the Conservation Agent Melissa Danza, the Commissioners, and the contractors to minimize damage to the trails and habitat. This required the Stewards to close the trail access by Community Gardens as a matter of safety.

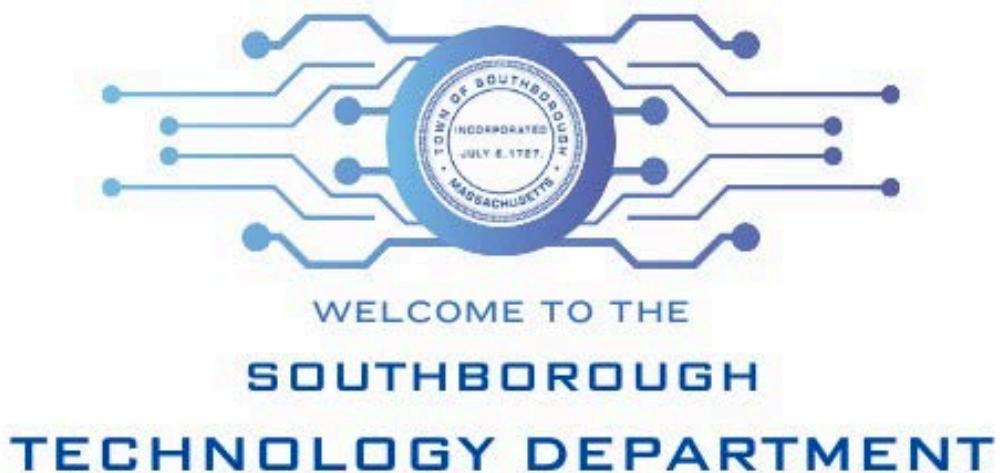
The Stewards also provided considerable input to the proposed 40B development at 120 Turnpike Road, which abuts the Breakneck Hill Conservation Land. That input included letters and attending Zoning Board of Appeals meetings to not only convey our concerns about development's implications for the conservation land, but also to request conditions for approval that included dark sky lighting, preserving the historic stone wall, and maintaining as many trees as possible, among others. The Zoning Board included many of the Steward's requests in its conditions.

The Stewards appreciate all the Town officials, employees, and residents of Southborough who supported the Breakneck Hill Conservation Land in 2024. In particular, we want to thank Melissa Danza, the Conservation Agent.; the Conservation Commissioners; and the Department of Public Works, who keeps our trails in tiptop shape. And we are grateful that the residents of Southborough continue to enjoy the property.

TECHNOLOGY DEPARTMENT

Yet again another busy year in the Technology Department as we try to stay ahead of the tech curve. We have conducted an update of our Wi-Fi technology at each Town building. This will improve the ability for specific areas such as DPW, the Town House, and the new common area at the Senior Center to access the internet in locations that were previously inaccessible. The new Meraki system also keeps the Town at the latest in Wi-Fi security. This product is also a cloud-based solution which aligns with the Town's 5-year plan for moving services to the cloud.

Cybersecurity is always at the forefront of the Technology Department, and we work hard to protect the Town employees and residents from this daily threat. Windows 10 will be ending support at the end of 2025, so we have started the process of moving our PCs to Microsoft's newest platform Windows 11. This project is rolled into our yearly budget for computer updates, so the financial impact is already accounted for. Stay tuned for more updates in the ever-changing world of technology!



VETERANS' SERVICES



Unites States Flags

Photo courtesy of Veterans Service Officer

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 appointments hours are scheduled 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 and by appointment.

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 Veterans Office provided 4 rides to Veterans for appointment at no cost to the veterans.

VETERANS' SERVICES

(continued)

Eligibility of veteran 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.

Some other examples of veteran and dependent benefits include:

- Financial assistance – Chapter 115
- Medical, RX, eye glasses, and hearing aids
- Outreach and counseling
- Researching records
- Medical clinics, hospitals and soldiers' homes
- Burial markers for deceased veterans

Southborough currently has over 300 veterans. In 2024, the VSO processed 14 Federal veterans' benefits claim applications through the Department of Veterans Affairs and 2 recurring (monthly) State benefits under MGL Chapter 115 for Southborough Veterans and family members.

PLANNING BOARD

The Southborough Planning Board consists of five members, elected for five-year staggered terms. The Planning Board's primary role is to review and regulate land use development.

The Planning Board reviews applications for permits, subdivisions, and site plan approval as required by state law and Town bylaws.

In consideration of the Town's Master Plan, the Planning Board guides the community's future growth and development. The Board holds public hearings for proposed changes and additions to zoning bylaws for Town Meeting approval. The Board may also develop bylaws for approval.

In 2024, the Planning Board proceeded with deliberating nineteen (19) applications and held 4 public hearings for warrant articles, all during its nineteen (19) regularly scheduled meetings and ten (10) additional meetings.

During the Town Election in May, Planning Board member Marnie Hoolahan was successful in her bid for re-election. The re-organization after the election saw Ms. Meme Luttrell voted to continue her role as the Planning Board Chair, with Jesse Stein, again being voted as Vice Chair, and with Debbie DeMuria and Lisa Braccio continuing their roles as Planning Board Members. The Planning Department continued its operations with Karina Quinn, Town Planner, and Business Administrator I, Colleen Stansfield.

Southborough Planning Board representatives serve on several committees and state agencies:

Metrowest Regional Collaborative: Meme Luttrell

Community Preservation Committee: Lisa Braccio

Southborough Housing Opportunity Partnership Committee (SHOPC): Jesse Stein

Metropolitan Area Planning Committee (MAPC): Debbie DeMuria

21 Highland Future Use Committee: Lisa Braccio

Deed Research Subcommittee: Meme Luttrell, Jesse Stein

Master Plan Implementation Committee: Debbie DeMuria

Action Items

- **Zoning Maps** – The Board has during the last year updated the zoning maps. The GIS maps on the Town website were updated from 2006 to 2021 and also includes the new Downtown District.
- **MBTA Communities** – The 2+ year effort by the Planning Board was met with success this year by passing the MBTA Communities Overlay Districts at Special Town Meeting (September 30, 2024). This is required by law after the signing of the Housing Choice Law. This required that Southborough create zoning districts that allow multi-family housing by-right with a minimum gross density of 15 units per acre. The Planning Board held several public outreach meetings, including two information sessions, two mapping sessions, and several working sessions. The Board submitted the MBTA Communities compliance application to EOHLC on December 18, 2024.
- **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 five (5) open space areas. The report was submitted to the Planning Department on July 1, 2024, and the findings will be on a future agenda to be discussed at a Planning Board meeting. Lucas Environmental also prepared a preliminary Open Space Awareness & Enforcement Guidance document.
- **Tree City USA** – To maintain Southborough's recognition as a Tree City USA Community, the program requires annual recertification by the end of the year. Southborough's 2024 Tree City application was sent in for the sixth year in a row, continuing the community's Tree City USA status through the Arbor Day Foundation. A new plaque insignia for year 6 is expected. The DPW installed two street signs indicating the Town's TreeCity USA Community status. 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.
- **Accessory Dwelling Units (ADU)** – Massachusetts recently enacted the Affordable Homes Act, which makes it easier for homeowners to create ADU's on their residential properties. The new law allows for more ADU's to be built, and they can be constructed by-right in single-family zoning districts. The maximum size of an ADU can be no more than $\frac{1}{2}$ the gross floor area of the principal dwelling or 900 sf, whichever is smaller. This requires Southborough to have an ADU Bylaw that conforms to the state requirements. The Planning Board started discussing this in October 2024 and will be opening the Public Hearing in January of 2025.

PLANNING BOARD

(continued)

Site Plan Review and Special Permits

- **337 Turnpike Rd. (Adult Daycare)** – The Planning Board completed deliberations and approved the application for Major Site Plan Approval. The proposal is for the change of use of approximately 14,545 SF of office space to an Adult Day Care Facility on the 1st floor of the existing building, with no exterior site development activities proposed beyond the installation of a sign on an existing pylon.
- **28 Turnpike Rd.** – The Planning Board completed deliberations and approved the application for Minor Site Plan Approval, for a change of use of 1,782± SF of retail space on the 1st floor to office space with the existing 2nd floor residential use of 1,625± SF to continue at 28 Turnpike Road.
- **250 Turnpike Rd. (Contractors Yard Building)** – The Planning Board started deliberations for Major Site Plan Approval.
- **2 East Main St. (Mixed Use Building)** – The Planning Board started deliberations for the Major Site Plan Approval and a Special Permit for the Downtown District for a mixed-use building (residential/retail).
- **26 Meadow Ln. (Reservoir Meadows)** – The Planning Board started deliberations for Major Site Plan Approval, along with Special Permits for Major Residential Development and Lower Impact Development for 5-unit flexible development.

ANR's (Approval Not Required)

In 2024, the Planning Board endorsed three (3) ANR plans:

- **26 Edgewood Rd** – Map 16, Lots 5 & 6, ANR approval to change existing boundary lines between 2 lots to result in two buildable lots
- **66 Oak Hill Rd** – Map 31, Lot 33, ANR approval to create lot 1 and lot 2
- **26 Meadow Lane** – Map 56, Lots 14 & 27, ANR approval to create Lot 5B and creating a non-buildable Parcel A

Subdivisions – NONE

Scenic Road Stonewall and Tree Removal

- **May 2024 DPW list of trees and requests from residents for Scenic Roads removals** – most APPROVED
- **November 2024 NGrid list of trees for Scenic Road Tree Removal** – Removal of trees that were requested on scenic roads – most APPROVED
- **20 Woodbury Rd. (trees)** – Removal of 1 Tree – APPROVED

Ongoing Development

The Town Planner monitored projects that moved into or continued in the construction phase including 28 Turnpike Rd. (Change of Use); 154-156 Northboro Rd (contractor bays); 325 Turnpike Rd (Ken's Foods building expansion and sound barrier wall); 250 Turnpike Rd (Self Storage Facility); St. Mark's School new parking lot at Marlboro Rd; St. Mark's School dormitory; 200 Turnpike Rd (Contractors Yard Facility); 10 Turnpike Rd (Storage Facility; Chestnut Meadow Subdivision off Chestnut Hill Rd; Stonebrook Village Subdivision off Oregon Road; and Ila Bella Flexible Subdivision off Mount Vickery Road, to ensure that conditions stipulated in the respective Planning Board decisions and approved plans are met.

Warrant Articles

The Planning Board held public hearings to deliberate and take public input for the following Annual Town Meeting (March 25, 2024) and Special Town Meeting (September 30, 2024) Warrant Articles:

- **Annual Town Meeting, Article 36** – Downtown District, sponsored by Planning Board, to amend the Town Code Downtown District, Chapter 174 – Zoning where appropriate – PASSED
- **Annual Town Meeting, Article 37** – Special Permit Term, sponsored by Planning Board, to amend Chapter 174 – Zoning, to include an expiration for special permits as required by MGL c. 40A section 9 – PASSED
- **Special Town Meeting, Article 8** – MBTA Communities Overlay Districts – sponsored by Planning Board, to amend the zoning map and to integrate a new MBTA overlap district section into the current zoning bylaw – PASSED

PLANNING BOARD

(continued)

Improved Efficiencies – Throughout 2024, the Planning Department continued its efforts in creating 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.

The Planning Department's website is continually updated to provide easier access to project information, applications, rules and procedures, approved meeting minutes, and supporting documentation for Planning Board meetings. Planning Board meetings were held in person and continued a hybrid approach utilizing Zoom so that residents and applicants can attend meetings either in person or via Zoom with recordings located on YouTube.

MASTER PLAN IMPLEMENTATION COMMITTEE

Southborough's 2021 Master Plan establishes the Town's 2030 Vision and provides a basis for future decision-making by the Town. The Master plan serves to guide Southborough's growth and change, preserving its natural and cultural resources, and maintaining / enhancing its public services and facilities. Implementation of recommendations of the 2021 Master Plan began in 2021 with the Planning Board's appointment of the Master Plan Implementation Committee.

The MPIC sincerely wishes to thank the many volunteer boards, committees and Town departments for their dedication toward achieving the Master Plan's 39 goals and 201 recommendations related to the Town's 2030 vision.

Master Plan Implementation Committee Composition

The Master Plan Implementation Committee (MPIC) is a five-member committee composed of the following four members (with one position currently vacant):

- Debbie DeMuria (Chair), Judith Watson (Clerk), Sam Stivers, and Will Warren

Current Status

Good progress has been made in many areas, with the majority of the recommendations being worked on. Of the 201 implementation recommendations, the overall status is:

Complete:	~ 10%
On track to complete:	~ 15%
In progress:	~ 55%
Not started:	~ 20%

Progress Highlights

There are four areas that show particularly strong progress thus far: Recreation, Schools, Public Services and Land Use & Zoning.

Additional notable accomplishments for the year in selected focus areas include:

Enhance connectivity within the Town, including trails, bike paths, and sidewalks

- Opened a 1.6-mile section of Boroughs Loop/Aqueduct trail (Peninsula Trail) near Fayville Dam, adding interpretive signage and historical markers
- Assabet Southborough Greenway is in advanced planning stages which would provide a bike path from the Southborough MBTA station to Marlborough

PLANNING BOARD

(continued)

Improve and expand community gathering spaces, including a community center and pocket parks

- Senior Center expansion and renovation completed, including new multi-function room
- Completed Heritage Park (adjacent to the Southborough Public Library along Rt 85 and St. Mark's Street)

Protect and maintain open space, sustain our environment, and expand recreation opportunities

- Golf course irrigation system upgrade started, as authorized by 2024 Town Meeting
- Removal of all solid waste and asbestos containing material at Breakneck Hill Conservation Land has been completed, with final planting and stabilization underway
- Five Town-owned properties (totaling 6.5 acres) were transferred to be under the care and control of the Conservation Commission

Increase diversity in housing, including mixed-use development and by-right accessory apartments

- New multi-family 60 rental unit 40B development permitted on Route 9
- MBTA Communities Overlay Districts approved at 2024 Special Town Meeting
- Accessory dwelling units (ADUs) By-Right approved by the state in 2024; zoning article to reflect new state law to be presented at 2025 Annual Town Meeting

Strengthen the sustainability of local businesses, commercial districts, and villages

- Town GIS capabilities have been updated. The 2006 zoning maps have been updated to include the Downtown District and produce an official updated 2021 Zoning Map
- Evaluation of locations that can accommodate wastewater treatment and disposal ongoing along Route 9
- An updated business directory website is under development, to highlight local businesses, amenities and services
- Streamlined permitting and inspection workflows have been implemented

Additional information about the Master Plan and the status of the implementation process can be accessed through the Planning Board's Master Plan website.

ZONING BOARD OF APPEALS

Zoning Board of Appeals Members

David Williams, Chair
Michael Robbins, Clerk
Doris Cahill
Paul Drepanos
Jamie Mieth
Doug Manz, Alternate
(1) Vacancy, Alternate

Zoning Board of Appeals Staff

Lara Davis, Business Administrator

The Southborough Zoning Board of Appeals consists of five members and two alternate members, appointed by the Select Board, who serve for staggered five-year terms. The Board acts on the following classes of matters: Appeals, Special Permits, and Variances as governed by MGL c. 40A and Chapter 174 of the Town of Southborough Bylaws, and Comprehensive Permits as governed by MGL c. 40B.

APPLICATIONS HEARD BY THE ZONING BOARD OF APPEALS IN 2024

0 Turnpike Road, 0 Flagg Road, Off Rt. 495 – Comprehensive Permit – The Residences at Park Central LLC

Comprehensive Permit to construct at 200-unit, ownership community for mix-income residents.

Application filed September 18, 2023. Denied September 20, 2024, currently appealed to the Housing Appeals Committee.

120 Turnpike Road – Comprehensive Permit – FD 120 Turnpike LLC

Comprehensive Permit to construct a 60-unit apartment building on an undeveloped portion of the 120 Turnpike Road lot. Relief was requested under MGL Chapter 40B, Sections 20-23 and 760 CMR 56.

Application filed November 1, 2023. Granted December 11, 2024.

120 Turnpike Road – Special Permit – FD 120 Turnpike LLC

Special Permit to modify the 2005 Special Permit decision due to the proposed use of the shared driveway to serve the MGL 40B Comprehensive Permit project on the southern parcel.

Application filed November 1, 2023. Granted December 11, 2024

250 Turnpike Road – Special Permit – Ferris Development Group, LLC

Special Permit to allow two buildings and two uses on one lot. Relief was requested under 174-8 C (2).

Application filed November 1, 2023. Granted January 17, 2024.

10 Winter Street – Patricia Burns Fiore – Special Permit & Variance

Special Permit and Variance to allow an accessory apartment that exceeds the maximum habitable floor area. Application filed December 1, 2023. Granted January 17, 2024.

120 Turnpike Road – FD 120 Turnpike LLC – Modification to a Special Permit

Special Permit Modification to modify a Notice of Decision for a Special Permit dated August 21, 2019 to remove language relating to a land donation. Application filed March 13, 2024. Withdrawn May 8, 2024.

ZONING BOARD OF APPEALS

(continued)

6 Parker Street – John Cage – Special Permit & Variance

Special Permit & Variance to allow an alteration to a pre-existing, nonconforming structure that will encroach on the side setback. Application filed April 29, 2024. Granted June 26, 2024.

77 Deerfoot Road – Ellen & Michael Moorehead – Special Permit & Variance

Special Permit & Variance to allow an alteration to a pre-existing, nonconforming structure that will encroach on the side setback. Application filed May 1, 2024. Granted June 26, 2024.

250 Turnpike Road, 0 Parkerville Road – FD 250 Turnpike, LLC – Comprehensive Permit

Comprehensive Permit to construct a 56-unit apartment building, which has since changed to a 32-unit townhome proposal. Application filed May 23, 2024. Public Hearings are still ongoing.

337 Turnpike Road – Gracious Home Adult Day Health Care Center LLC – Special Permit

Special Permit to allow two principal uses on one lot, and to allow an adult day care use. Application filed June 3, 2024. Granted July 17, 2024.

241-245 Turnpike Road – 241 Parkhaus, LLC – Special Permit Extension Request

One-year extension request. Granted September 4, 2024.

104 Sears Road – Zachary Bemis – Special Permit

Special Permit to allow more than three garage bays. Application filed August 29, 2024. Granted October 8, 2024.

120 Turnpike Road – FD 120 Turnpike LLC – Variance

Variance to permit 344 parking spaces. Application filed August 20, 2024. Granted October 8, 2024.

20 Sears Road – Sandra Delbridge – Special Permit

Special Permit to allow more than three garage bays. Application filed September 24, 2024. Granted November 13, 2024.

7 Ashley Road – Mark Borreliz – Special Permit & Variance

Special Permit & Variance to allow an accessory apartment that encroaches on the side setback. Application filed October 1, 2024. Granted November 13, 2024.

120 Turnpike Road – FD 120 Turnpike LLC – Variance

Variance modification to modify the 2024 Variance decision to permit 344 parking spaces to reflect a revised plan submission. Application filed November 12, 2024. Granted December 18, 2024.

ADMINISTRATIVE UPDATES

The Board co-sponsored a warrant article to incorporate a two-year expiration timeframe for Special Permits in accordance with G.L. c.40A, Section 9, which was approved by Town Meeting. The Board also attended the October 21, 2024 and November 4, 2024 Planning Board meetings to discuss a proposed ADU Bylaw to reflect the state-level changes enacted by the Affordable Homes Act, signed into law by Governor Maura Healey on August 6, 2024.

POLICE DEPARTMENT



Mission Statement

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

To the Honorable Select Board members, residents, community members, colleagues, neighbors, and friends; It is my pleasure to present you with the Southborough Police Department's CY2024 Annual Report.

The Southborough Police Department is staffed by a dedicated group of Officers led by Chief Ryan M. Newell; Lieutenant Sean McCarthy, Lieutenant Michael Whelan and five Sergeants- who make up the Command Staff. The department's current Sergeants include Sgt. Tim Slatkavitz, Sgt. James DeLuca, Sgt. Steve Neivert, Sgt. Thomas Rock, and Sgt. Jeffrey Norton. There are currently 12 full-time Police Officers, 6 full-time Communications Officers (Dispatchers), 3 part-time Communications Officers and 1 full-time Police Business Admin. within the Southborough Police Department.

The Department Dispatch Log included 19,887 entries this year. In addition, the department logged 198 in-custody arrests and applied for 368 Criminal Applications through the Westborough District Court. Officers also completed 1,001 Incident Reports.

The Department continued the use of our department website, Facebook, Twitter, and Instagram account, as a means of distributing information and crime prevention initiatives to the public, including publishing the department's Police Activity Log on our Facebook page.

The department underwent many staffing changes in 2024. Sgt. Michael Whelan was promoted to Lieutenant and Det. Jeffrey Norton was promoted to Sergeant in December of this year. Off. O'Brien was also brought into the Detective Division as an Investigator. The department hired six (6) Officers to replace Officers who have left the department for a variety of employment opportunities. Those six (new) officers are Off. Jeremy McClosky, Off. Aaron Sparks, Off. Cole Trainor, Off. Anthony Vega, Off. Jonathan Paiva, and Off. Adalberto Lopez-Aponte. Four of the officers transferred from other Police Departments and two officers recently graduated from the Boylston Police Academy.



Southborough Police Department Staff



Inv. O'Brien, Off. Brown, Off. Vega, Chief Newell, and Lt. McCarthy

Community Policing Initiatives

The Southborough Police Department continues to have a harmonious relationship with the community, largely due to great efforts in Community Policing. This year our department members participated in programs and town events such as Lunch Take-Back; Special Olympics; Persons at Risk Program; School Resource Officer; Child Seat Install; Finn Family Festival; Senior Citizen Liaison Officers; Walk to School Day; Community Read Day; Southborough Garden Club Flower deliveries to senior citizens; Summer Nights; Heritage Day; Get on Board at the Senior Center; Gobble Wobble; Drug Take Back Box; Internet Safety Zone; and Trunk or Treat.



Inv. O'Brien and Sgt. Norton

Officers continued their charitable efforts throughout the year by participating in the Pink Patch Project, Veterans Patch Fundraiser, and the Shop-With-A-Cop Christmas event in Framingham. Community Policing programs remain a high priority for the Southborough Police Department, and our department members enjoy participating in them.



Inv. O'Brien, JDP Botsaris, Off. Fontana, Chief Newell, Lt. Whelan, Sgt. Neivert, and Off. Trainor

POLICE DEPARTMENT

(continued)

Traffic Enforcement

Under the direction of Sergeant Stephen Neivert, areas of traffic enforcement emphasis are noted at roll call on the department's "Request for Traffic Enforcement Board," and through speed monitoring or electronic sign boards. In addition, our officers participated in four separate Federal Grant programs that addressed Speeding, Impaired Driving, and Distracted Driving. Officers investigated 417 motor vehicle crash reports and issued 4,769 citations this year. Officers also conducted over 4,568 radar posts this year. Speeding throughout Town continues to be a concern of our residents. Residents with specific areas of concern are urged to contact the department for stepped-up enforcement initiatives.



Southborough Police Department cruisers

Specialty Assignments

Officers Jeff Norton and Julia Fontana were assigned as the department's Senior Citizen Liaison Officers for our elder population and Senior Center. If you have any issues, whether it be safety or other concerns, please feel free to contact our Senior Citizen Liaison Officers at 508-485-2121 or by e-mail: sclo@southboroughma.com. In January of 2025, Off. Anthony Vega was appointed to the open Liaison position, with the departure of Off. Fontana from the department. Off. Vega will make an excellent addition to the Senior Citizen Liaison Officer Team.

Criminal Investigations & Detective Bureau

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

The Detective Division is currently managed by Lieutenant McCarthy. Detectives conduct follow-up investigations based on information provided by the patrol division. During this past year, Det. Jeff Norton and Inv. Owen O'Brien split the assignment, and were assigned to follow up investigations on approximately 144 cases: along with oversight of 374 Criminal Applications in Westborough District Court. Additionally, the firearms licensing unit processed 137 LTC/FID firearm permits this year.

Department Goals

It is the goal of the Southborough Police Department to perpetuate a strong work ethic that fosters pride in ourselves and in our department. We continue to be a model agency prepared to meet future challenges and will continue to grow and adapt to our ever-changing community by providing the highest level of service and protection to our citizens. We will accomplish this goal by providing our employees with the tools, training, and knowledge to meet and exceed all present and future needs of the Town of Southborough within the scope of law enforcement services. We will strive to adapt, which will help to ensure that we continue to provide the level of service deserved by the community we serve.

As part of the Criminal Justice Reform enacted in Chapter 253 of the Acts of 2020, the Massachusetts Peace Officer Standards and Training (POST) Commission was established. The Commission continues to take important steps to help improve public safety and increase trust between members of law enforcement and the communities they serve. POST is charged with creating a mandatory certification process for police officers, as well as processes for decertification, suspension of certification, or reprimand in the event of certain misconduct. The members of the Southborough Police Department continue to take a proactive approach in meeting the standards established by the POST Commission.

This year the Town of Southborough made the decision to join the towns of Westborough and Grafton in their pursuit to establish a Regional Emergency Communications Center (RECC) in the Town of Westborough. The development process for the RECC is on-going, and Southborough representatives (Town Administrator, Police Chief & Fire Chief) are continuously working on the development of this important Emergency Communications Center.

POLICE DEPARTMENT

(continued)

Acknowledgements

I extend my sincere thanks and appreciation to the Select Board and the Town Administrator for their continued support of the Southborough Police Department. I would also like to thank the many town Boards, Committees, Commissions and Departments who work in concert with our department, all for the benefit of our residents. Many of the issues that our department face requires a multi-faceted approach to resolve. Working closely with the different agencies in our community helps provide solutions to these sometimes-complicated issues.



Off. Fontana, Lt. McCarthy, FF Stapleton, Cpt. Doane,
Sgt. Neivert, Off. Davis

I would like to thank Fire Chief Andrew Puntini and the members of the Southborough Fire Department, who work side-by-side with our officers, responding to the many emergency service calls in our town. I would also like to thank DPW Superintendent, William Cundiff, and the members of the Southborough DPW, who work closely with our department in organizing the many town events and help to assist with the traffic issues that our community faces throughout the year.

We would like to thank the residents, schools, and business community for their great support and encouragement during this past year. Thank you for the cards, food, and other items you have dropped off at the police department throughout the year. Your expressions of gratitude are greatly appreciated!

Finally, I would like to thank the men and women of The Southborough Police Department for their dedication and commitment to their profession, and for the work they do day in and day out handling the various and challenging issues that present themselves in our community. They embraced the changes and challenges within this profession with the utmost flexibility and continued the mission of the agency without pause or complaint, providing excellent services to the community. Thank you for your service and sacrifice while performing the very difficult job that you do.

Thank you.



Police Chief Ryan Newell



Off. Chapski, Off. Fontana, Sgt. Slatkavitz and Lt. McCarthy

SOUTHBOROUGH POLICE DEPARTMENT
PROTECTING OUR COMMUNITY...TOGETHER

Photos courtesy of Chief Ryan Newell

ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR

TOWN OF SOUTHBOROUGH ANIMAL CONTROL ANNUAL SUMMARY REPORT JANUARY 2024-DECEMBER 2024

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	DECEASED ANIMALS	BARN KENNELS INSPECTED 2024
January	23	4	1	1		2	2	1			6	6 Kennel
February	9	2				2	2				2	1 Kennel
March	15	1				1	5		1	1	6	
April	16	2			1	2	5		1	2	3	
May	44	6	1	2		15	8	1	2	2	7	
June	33	2		1		14	3	1	1	4	7	
July	22	4		2		7	4			2	3	
August	22	1	1	2		5	5		2	2	4	
Sept	20	4				4	2		3	5	2	
October	17	2	4			5	4			1	1	
November	20	4		3		5	6	1			1	
December	26	1	1	1		6	1		1	1	4	10 Barn
TOTAL 2024	267	33	8	12	1	68	47	4	11	20	46	17

NOTES:

BARN INSPECTIONS COMPLETED 2024 10

KENNEL INSPECTIONS COMPLETED 6

PER DEPT. OF ANIMAL HEALTH ALL BARN INFORMATION IS CONFIDENTIAL ALL REPORTS SUBMITTED TO D.A.H. 1/3/2024

TOWN OF SOUTHBOROUGH BARN INSPECTION REPORT January 1, 2023 – December 31, 2023

		Total #
1 CATTLE		7
2 GOATS		37
3 SHEEP		4
4 SWINE		2
5 LLAMAS/ALPACAS		8
6 EQUINES		12
7 CHICKENS		610
8 RABBITS		12
9 WATER FOWL		36
10 OTHER	11-Turkeys, 2 Gamebirds, 7 Emu	20
	Totals	
	Totals	
Barns completed 10		
Barn Reports submitted to Department of Animal Health		

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



Picture of a dog in a Police uniform

FIRE DEPARTMENT

Mission Statement

We are dedicated to providing quality public safety and risk reduction services to our community.



Andrew Puntini, Chief of Department
Photo courtesy of the MetroWest Daily News

I am pleased to present the 2024 annual report for the Southborough Fire Department, first of which as your Fire Chief. We hope that the following pages give insight to the operations and mission of your Southborough Firefighters and our department.

The last year saw a lot of changes in the organization with the retirement of Chief Steven Achilles following a 35-year career in the fire service, the last 4 here in Southborough. We are also thankful for Chief Paul Fillebrown, who helped steer the department in the transitioning phase. He will forever be part of our organization.

The Southborough Fire Department is a lot more than fire suppression and Emergency Medical Services as you will see here. The men and women of the department provide daily outreach through public education, fire prevention, community risk reduction, and collaboration with other town departments.

Incident Statistics	
Building Fires in Town	4
Building Fires Out of Town	20
Vehicle Fires	9
Outside and Brush Fire	21
Motor Vehicle Accidents	155
Extrication from Vehicles	3
Medical Emergencies	813
Service Calls	205
Alarm Investigations	256
Other	90
Total	1576

In the coming year, we will continue to train, provide community engagement, and respond to emergencies. In addition, we will be working with some of our mutual aid partners during the implantation phase and joining of the newly formed Metrowest Regional Communication Center. We are excited to what this system has to offer to aid in enhancing our response to the community.

We hope you enjoy the following pages, and the information contained within. Scan the code for our stand alone report or visit our website.



Scan For Fire Dept Report

January

Jeremy Parkinson was promoted to Lieutenant on January 23rd



Firefighter Parkinson with Town Clerk Jim Hegarty

March

Firefighters conducted a technical rescue of a dog from a confined space. The pet was successfully reunited with their owners



Firefighters rescuing confined dog

February

Fire Chief Steven Achilles retired from the fire service after a 38 year career, 4 in Southborough



Retired Fire Chief Achilles

April

Firefighter Meghan Mulcahy received her permanent badge and helmet shield after she came off her new employee probation



Firefighters Mulcahy and Franks

FIRE DEPARTMENT

(continued)

May

Southborough Fire was recognized in the press regarding woman in the fire service and Southborough's five female firefighters.



Firefighters Stapleton, Martinez, Mulcahy, Doane, and Conway

June

Firefighters trained at the Worcester Training Academy with our mutual aid partners



Firefighter training at Worcester Training Academy

July

Firefighters used the Aerial Ladder to rescue a pet off a roof and was able to render first aid and reunite the pet with their owners.



Firefighters rescuing a pet on a roof

August

The Southborough Fire Department recognized Interim Fire Chief Paul Fillebrown for his dedication and leadership. Even though Chief Fillebrown was only with us for a short time, he left a lasting impact with the department.



Interim Chief Fillebrown

September

Firefighters conducted a live house burn on Deerfoot Road. This was the first time in over 10 years the department had this opportunity, which provided invaluable real-life training to our firefighters.



Southborough Fire Department Staff



Live house burn

October

The department conducted our first open house in several years post-COVID. The Public Education division did a great job in its community outreach and fire prevention education.



Firefighter Doane

Firefighters Bruning and Stapleton graduated the Massachusetts Firefighting Academy. This was the first time in over 20 years the department had 2 members graduate from the same class.



Firefighters Bruning and Stapleton

FIRE DEPARTMENT

(continued)

November

The department deployed to Salem and Wilmington to assist in their large-scale forest fires through the statewide fire immobilization plan.



Southborough Fire Department ambulance

On November 20, 2024, Southborough Fire Department responded to a reported car fire in a parking lot on Main Street. Engine 22 arrived to find a fully involved vehicle that was extending to a garage. Due to their quick work, only one side the building was damaged.



Main Street car fire

December



Captain Brittany Doane with Town Clerk Jim Hegarty

The Southborough Fire Department had a promotional ceremony for Captain Brittany Doane. Captain Doane was promoted to Captain and will lead Group 2. Additionally, Firefighters Bruning and Stapleton were pinned and sworn in.



Southborough Firefighters operated at a high-rise fire in Westborough on the 7th floor

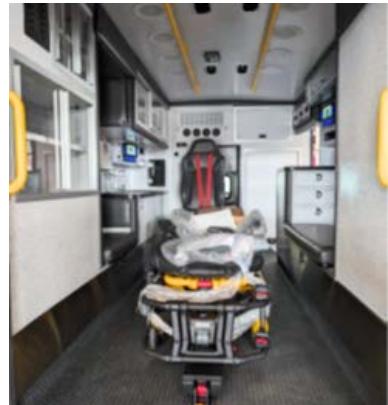


Firefighters Bruning and Stapleton with Town Clerk Jim Hegarty

Emergency Medical Services

The Department currently provides ALS Paramedic care 24/7, with a staff of 15 Paramedics, 1 Advanced EMT and 8 Basic Life Support EMT's. We currently operate 2 class 1 ambulances and 2 Advanced Life Support Engines. In 2024, our ambulances responded to 980 calls for service. Of those calls, 570 were Basic Life Support and 393 were for Advanced Life Support.

The Department prides itself on providing high quality professional medical care to all its patients and with that, we are constantly looking to improve our training and equipment. Currently the Department provides mandatory continuing education to all our EMS personnel through an online portal known as Prodigy EMS Education. This program meets the standards put out by the Massachusetts Office of Emergency Medical Services. Throughout 2024 we adopted an additional way to provide education to our members. We will continue to provide an online program to maintain compliance with Local and State regulations and will now include hands-on practical evolutions that will be taught by the department officers.



Interior photo of an ambulance

FIRE DEPARTMENT

(continued)



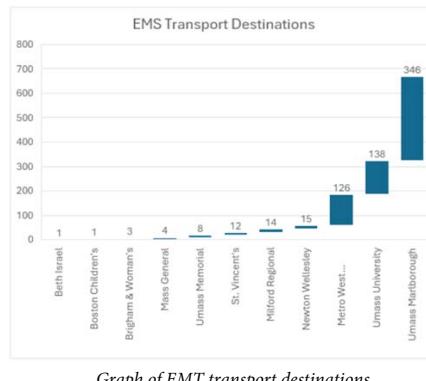
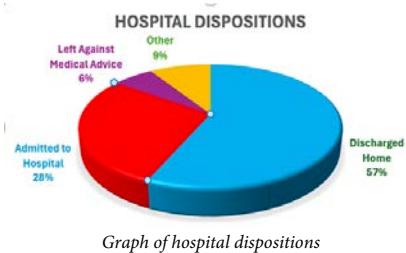
Photo of Cardiac Monitor

Additional ways we strive to improve our medical care are with state-of-the-art equipment and new diagnostic methods. During 2024, the Department upgraded its Cardiac Monitors to the newest Zoll 12 lead cardiac monitors. These monitors will help in diagnosing serious cardiac deficiencies as well as show active changes occurring in the heart. This will allow our technicians to make better decisions on diagnosis, treatment, and appropriate destination.

Our Paramedics have also been trained on using diagnostic ultrasound devices in the field to help identify internal bleeding and other conditions otherwise invisible to the provider until advanced stages.

In a forward-thinking approach, the Department was fortunate to partner with the Board of Health and the Encompass Coalition to provide a “Leave Behind Narcan” program. This program would provide literature and a nasal Narcan spray device to families and patients that suffer from narcotic abuse. When our ambulance responds to a potential overdose, the EMS personnel or Fire Officer will provide this material to a responsible family member and sometimes the patient themselves, without delaying immediate patient care. Having this life saving medication in the early onset of an overdose will save more lives and educate patients and families of the help and services available to hopefully prevent future overdoses.

EMS Statistics



Patient Dispositions From ER	
Discharge to Home	56%
Admit to Hospital	28%
Left Against Medical Advice	6%
Other	9%

Graph of patient dispositions

Trauma On Scene Times	
Critical Patients	12min
Stable Patients	14min

Graph of trauma on-scene times

Fire Prevention and Community Risk Reduction

The Office of Fire Prevention within the Southborough Fire Department, under the leadership of Captain Christian Dano for the past five years, continues to prioritize safety, innovation, and efficiency. A key milestone during this time has been the seamless transition from paper-based to online permitting, significantly enhancing the processes for scheduling inspections, maintaining records, and managing revenue.

In 2024, the department processed a total of 362 permits, generating \$15,900 in permit fees. Collaboration remains a cornerstone of our operations as we work closely with the Building Department, Wiring Inspector, and Board of Health to ensure the safety of residents, visitors, and public safety personnel across Southborough.

Breakdown of Inspections:

- Real Estate Transfers: 90
- Oil Burners/Oil Tanks: 85
- Propane Tanks: 32
- Flammable Liquids: 15
- Fire Suppression Systems: 22
- Hot Work (Welding/Cutting): 14
- Fire Alarm Repairs: 5
- Fire Drills: 11
- Plan Reviews: 280
- Complaint Investigations: 5



Ambulance 28's New Delivery

Knox Box Program Partnership

In collaboration with our local senior center, we expanded the Knox Box program to support residents requiring frequent assistance. The installation of residential Knox Boxes has facilitated safe and damage-free entry for emergency responders, ensuring timely aid while preserving the integrity of our residents' homes.

Elementary School Engagement

Our commitment to fostering safety awareness from a young age led us to engage with elementary schools through various programs. A highlight of these initiatives was a raffle event, where the winner received a memorable ride to school in a fire truck. This initiative not only delighted students but also reinforced positive relationships between the fire department and the community.

FIRE DEPARTMENT

(continued)

Year-End Community Risk Reduction Report

In the past several years, our department has implemented a series of community risk reduction (CRR) initiatives aimed at enhancing the safety and well-being of our residents, particularly seniors and young students.

Fall Prevention and Detection

Recognizing the significant risk that falls pose to our senior population, we conducted educational sessions focused on fall prevention strategies. These sessions provided practical advice on maintaining balance, safe home arrangements, and the importance of regular health check-ups. Additionally, we offered guidance on setting up fall detection features on Apple watches, empowering seniors to utilize technology for their safety. Home safety checks were also performed to identify and mitigate potential hazards, thereby reducing the risk of injuries within the home environment.

Ten-Minute CPR and Defibrillator Training

To enhance community preparedness for cardiac emergencies, we introduced a concise, ten-minute CPR training program. This program educated participants on the fundamentals of cardiopulmonary resuscitation and the operation of semiautomatic defibrillators, equipping them with the skills necessary to respond effectively in critical situations. These classes are targeted towards our senior community, the senior center, club houses at 55 and older neighborhoods, and our places of worship.

Summary

Through these targeted CRR programs, we have made significant strides in reducing risks and enhancing safety within our community. We remain dedicated to ongoing education, collaboration, and the implementation of innovative strategies to safeguard our residents in the coming year.

Public Education/SAFE Program



Field Day event

2024 was an exciting and impactful year for our fire safety education programs. We reached over 600 students from preschool through 3rd grade through 17 school visits. We delivered engaging and interactive lessons on essential topics, including home escape plans, stop drop & roll, crawl low and go, smoke alarms and much more!

A highlight of the year was our participation in Woodward School's Field Day, where students practiced fire safety skills and explored our fire trucks up close. We also organized a home escape plan contest, rewarding one excited student with a fire truck ride to school. Our Open House wrapped up the year, giving families an interactive opportunity to learn fire safety and explore our equipment.



Field Day event

To ensure we delivered the most up-to-date and effective education, our public safety educators attended the Fire and Life Safety Conference, strengthening our ability to serve the community.

Through these efforts, we inspired young minds, strengthened community connections, and provided families with the tools and knowledge to stay safe.



*Photos courtesy of the Fire Chief

BOARD OF HEALTH

The Health Department, under the guidance of the Board of Health, promotes and protects the health and wellness of residents, employees, and visitors. This is accomplished through the development and implementation of programs focused on disease surveillance and prevention, environmental health inspections, health promotion, education, and outreach. Through the enforcement of federal, state, and local statutes and regulations, we strive to protect and preserve the health of the community and the environment.

The Board of Health consists of Chelsea Malinowski, Chair; Dr. Safdar Medina, Vice Chair and Elizabeth Zulick, Clerk. Our core staff has had changes in the past year, including the promotion of Taylor West from Assistant Health Director to Health Director and Public Health Nurse; and hiring the first shared employee between the towns of Southborough and Northborough. After completing a thorough investigation through the Community Compact Best Practices Grant, Northborough and Southborough created an intermunicipal agreement for a shared health agent, who we are very excited to get started by the end of 2024. Dennis Costello continues to provide his septic knowledge to the town as the sanitary inspector and Barbara Spiri continues to support the Health Department as Business Administrator.

Continued Health Department Initiatives:

Encompass Coalition



Encompass Logo

- Focuses on preventing and reducing substance misuse in Northborough and Southborough
- Awarded a \$625,000 five-year grant from the Drug-Free Communities (DFC) Support Program in 2023
- Hired a full-time DFC Coalition Coordinator to oversee programming
- Named a 2024 Blue Ribbon Coalition by CADCA's National Coalition Institute
 - The Blue-Ribbon Coalition Initiative, created by CADCA's National Coalition Institute (NCI) with funding from the Office of National Drug Control Policy (ONDCP), offers coalitions the opportunity to gain national recognition for their significant contributions to community-level substance use outcomes.

Greater Boroughs Partnership for Health (GBPH)



- Provides shared public health services for Northborough, Boylston, Southborough, and Westborough
- Supports staffing of a Health Agent, Epidemiologist, and contracted Public Health Nurses
- Offers programs including:
 - Free Home Wellness Check program
 - Blood pressure clinics
 - CPR program
 - Narcan Training program
 - Drive Through Vaccine Flu Clinic servicing over 200 pediatric and adult residents

Greater Boroughs Partnership for Health logo

BOARD OF HEALTH

(continued)

Health Department Efforts

- Conducted flu vaccination clinics at various locations:
 - Southborough Senior Center
 - Southborough Public Schools
 - Multiple Southborough daycares
 - Homebound Residents
- Administered over 300 flu shots, including high-dose vaccines for qualifying seniors
- Provided approximately 20 flu vaccines to homebound residents
- Distributed 20 COVID-19 vaccinations to the public
- Expanded and streamlined nuisance complaints for residents to be able to submit an online form
- Updated and created regulations that fall under the board of health purview including camps and trash hauler regulations
- Continued to strengthen public health emergency preparedness (PHEP) in Southborough, through contributing the town CEMP plan, and participating on the medical reserve corps (MRC) board for MetroWest, and the Region 4AB PHEP executive committee

The following information is provided as a statistical summary of permits/licenses issued by Health Department for the 2024 calendar year with a Total Revenue of: \$46,969:

Body Art Establishment License Renewal	0*
Body Art Practitioner License Renewal	0*
Food Establishment (New: change of ownership or use)	2
Food Establishment Permit Application (Temporary)	8
Food Establishment Renewal	30
Residential Kitchens	8
Food Truck Annual Permit	12
Funeral Director Permit	1
Recreational Camp	9
Septage Hauler License	9
Septic Decommissioning Application	0
Septic Installer License	41
Septic Permits	31
Component Repairs	26
Soil Test	28
Swimming Pool Application	4
Title 5 Records	76
Tobacco Product Sales Permit	9
Well Permit	1

*Renews on odd years

The Health Department also investigated the following communicable diseases in MAVEN for the 2024 calendar year:

Babesiosis	1
Campylobacteriosis	2
Giardiasis	2
Group A streptococcus	1
Hepatitis B	17
Hepatitis C	1
Haemophilus influenzae	1
Human Granulocytic Anaplasmosis	1
Influenza	29
Lyme Disease	27
Pertussis	2
Salmonellosis	2
Shiga Toxin Producing Organism	1
Latent Tuberculosis	12
Tuberculosis	2

CONTACT US

Phone: 508-481-3013

Email: boardofhealth@southboroughma.com

Address: 9 Cordaville Road Southborough, MA 01772

Facebook: Town of Southborough- Health Department

Website: Southboroughma.gov/321/Health-Department

TOWN CLERK

Demographic Information

Southborough's population as of 12/31/2024 was 10,154 people.

Oldest resident: 98.4 years old

Youngest resident: 6 days old

Median age: 42.5 years old

Ages 0 to 1: 2,050

Ages >65: 1,727

Veterans: 242

Births

114 children (61 boys and 53 girls) were born in Southborough in 2024. The most common girl's name was Olivia (3 girls), and the most common boy's names were Alexander, Benjamin, James, Julian, and Noah, with 2 each. January and November had the greatest number of births with 12 each, while July and September had the fewest births with 8 each.

Deaths

The deaths of 50 Southborough residents were recorded in 2024. The average age of the deceased was 77 1/3 years old. The oldest Southborough resident who passed away in 2024 was 99 1/2 years old.

Marriages

22 couples filed marriage intentions in Southborough in 2024.

Registered Voters

There were 7,537 registered voters as of 12/31/2024

Precinct	Independent	Democrat	Republican	All Other	Total
1	1,711	564	226	12	2,513
2	1,677	500	303	16	2,496
3	1,686	577	245	20	2,528
Totals	5,074 67%	1,641 22%	774 10%	48 .6%	7,537

Elections

The 4 elections held in 2024 were the 3/5/24 Presidential Primary, the 5/14/24 Annual Town Election, the 9/3/24 State Primary Election, and the 11/5/24 State Election. The election results are included in this report.

Town Meetings

The Annual Town Meeting was held on 3/24/24 and a Special Town Meeting was held on 9/30/24. The minutes of these meetings are included in this report.

TOWN CLERK

(continued)

Town of Southborough Presidential Primary Election Official Results

Official Totals				
	Pct 1	Pct 2	Pct 3	Total
DEMOCRATIC BALLOT	404	318	367	1,089
PRESIDENTIAL PREFERENCE				
Dean Phillips	10	13	17	40
<i>Joseph R. Biden</i>	350	271	314	935
Marianne Williamson	9	5	6	20
No Preference	29	24	24	77
Cenk Uyger	-	-	-	-
Gavin Newsom	1	-	-	1
All other	5	1	5	11
Blanks	-	4	1	5
TOTAL	404	318	367	1,089
STATE COMMITTEE MAN				
<i>James B. Eldridge</i>	350	281	312	943
All Other	-	-	-	-
Blanks	54	37	55	146
TOTAL	404	318	367	1,089
STATE COMMITTEE WOMAN				
<i>Kara M. Le Treize</i>	333	277	297	907
All Other	-	1	-	1
Blanks	71	40	70	181
TOTAL	404	318	367	1,089
TOWN COMMITTEE				
GROUP	246	195	214	655
Blanks	158	123	153	434
TOTAL	404	318	367	1,089
Kara M. Le Treize	266	215	229	710
Rebecca V. Deans-Rowe	271	205	241	717
Robert Jon Sanford Ross	257	210	222	689
Anne Glutting Jones	260	202	229	691
Kelley Roney	270	208	237	715
Daniel Max Frank	265	200	227	692
Michael Bakshi	261	201	226	688
Karen M. Gadbois	271	213	238	722
Grant Everett Farrington	259	204	224	687
Robin Kampmann Gunderson	256	198	223	677
Paul Harold Desmond	265	206	229	700
Rosemarie Paula Mauro	270	212	231	713
Amy L. Rosenberg	264	206	235	705
Cassandra Ann Melo	263	212	227	702
Karen Swan Muggeridge	262	205	228	695
Patrick A. Stanton	253	198	226	677
Cathy Anne Neidich	267	200	227	694
Owen James Nichols-Worley	260	204	223	687
Accia A. Warren	258	203	230	691
William Bizzell Warren	248	201	225	674
All Other	2	3	3	8
Blanks	8,844	7,028	8,230	24,102
TOTAL	14,092	11,134	12,810	38,036

Official Totals				
	Pct 1	Pct 2	Pct 3	Total
PRESIDENTIAL PREFERENCE	418	380	402	1,200
Chris Cristie	7	6	7	20
Ryan Binkley	-	2	-	2
Vivek Ramaswamy	3	1	2	6
Asa Hutchinson	-	1	-	1
Donald J. Trump	150	149	163	462
Ron DeSantis	3	3	1	7
<i>Nikki Haley</i>	247	213	223	683
No Preference	5	4	3	12
All Other	-	-	3	3
Blanks	3	1	-	4
TOTAL	418	380	402	1,200
STATE COMMITTEE MAN				
<i>Dave H. Lunger</i>	243	232	251	726
All Other	4	2	1	7
Blanks	171	146	150	467
TOTAL	418	380	402	1,200
STATE COMMITTEE WOMAN				
<i>Caroline Stewart Cunningham</i>	221	208	232	661
Dorothy A. Bisson	25	17	3	45
All Other	3	1	-	4
Blanks	169	154	167	490
TOTAL	418	380	402	1,200
TOWN COMMITTEE				
All Other	12	8	11	31
Blanks	6,258	5,692	6,019	17,969
TOTAL	6,270	5,700	6,030	18,000
Official Totals				
	Pct 1	Pct 2	Pct 3	Total
LIBERTARIAN	9	9	4	22
PRESIDENTIAL PREFERENCE				
Jacob George Hornberger	-	1	-	1
Michael D. Rectenwald	1	1	-	2
Chase Russell Oliver	-	-	1	1
Michael Ter Maat	-	-	-	-
Larse Damian Mapstead	2	-	-	2
No Preference	1	3	2	6
Write-ins	-	-	-	-
All Other	2	3	1	6
Blanks	3	1	-	4
TOTAL	9	9	4	22
STATE COMMITTEE MAN				
<i>Walter J. Ziobro</i>	6	4	3	13
All Other	-	-	-	-
Blanks	3	5	1	9
TOTAL	9	9	4	22
STATE COMMITTEE WOMAN				
All Other	-	-	-	-
Blanks	9	9	4	22
TOTAL	9	9	4	22
TOWN COMMITTEE				
All Others	-	-	-	-
Blanks	90	90	40	220
TOTAL	90	90	40	220
Registered Voters in EACH Precinct	Pct 1	Pct 2	Pct 3	Total
Democratic	558	506	594	1,658
Republican	231	318	257	806
Libertarian	4	10	9	23
Unenrolled	1,687	1,654	1,690	5,031
Other	11	7	11	29
Total	2,491	2,495	2,561	7,547
Total Votes Cast in EACH Precinct	Pct 1	Pct 2	Pct 3	Total
Democrat	404	318	367	1,089
Republican	418	380	402	1,200
Libertarian	9	9	4	22
Total	831	707	773	2,311
Percentage of Eligible Voters Who Voted	33.4%	28.3%	30.2%	30.6%
A True Attest Copy: James F. Hegarty, Town Clerk				

TOWN CLERK

(continued)

Town of Southborough
Annual Town Election
Official Results
May 14, 2024

Town of Southborough Annual Town Election Official Results May 14, 2024						
CANDIDATE	Term	Votes Cast:	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
			436	388	443	1,267
ASSABET VALLEY REG VOC DIST	4 yrs	vote 1				
<i>MARK E. PIETREWICZ</i>			342	300	354	996
Others			1	1	0	2
Blanks			93	87	89	269
	TOTALS		436	388	443	1,267
BOARD OF ASSESSORS	3 yrs	vote 1				
<i>HEATH SURNER WIDDISS</i>			336	308	355	999
Others			0	1	0	1
Blanks			100	79	88	267
	TOTALS		436	388	443	1,267
BD OF COMM OF TRUST FUNDS	3 yrs	vote 1				
<i>SUSAN ANNE DELARDA-WOOD</i>			341	313	348	1,002
Others			2	0	0	2
Blanks			93	75	95	263
	TOTALS		436	388	443	1,267
BOARD OF HEALTH	3 yrs	vote 1				
<i>CHELSEA MALINOWSKI</i>			347	305	349	1,001
Others			2	3	0	5
Blanks			87	80	94	261
	TOTALS		436	388	443	1,267
BD OF TRUSTEES SOUTHBOROUGH LIBRARY	3 yrs	vote 2				
<i>DAVID CARL EKBERG</i>			316	287	328	931
<i>MARY M. TINTI</i>			317	282	327	926
Others			1	0	0	1
Blanks			238	207	231	676
	TOTALS		872	776	886	2,534
HOUSING AUTHORITY	5 yr	vote 1				
<i>BERTHA T. GINGA</i>			348	313	355	1,016
Others			0	4	0	4
Blanks			88	71	88	247
	TOTALS		436	388	443	1,267
MODERATOR	1 yr	vote 1				
<i>PAUL M. CIMINO</i>			357	300	355	1,012
Others			1	4	0	5
Blanks			78	84	88	250
	TOTALS		436	388	443	1,267

TOWN CLERK

(continued)

Town of Southborough
Annual Town Election
Official Results
May 14, 2024

NB/SB REGIONAL SCHOOL	3 yrs	vote 2				S'boro Voters	N'boro Voters	Total Votes
Northborough Candidate								
KATHLEEN M. HOWLAND			262	242	275	779	1,079	1,858
GIGI LISA HOWELL			173	141	154	468	474	942
CHRISTOPHER ALLEN LACASSE			176	151	173	500	909	1,409
Others			0	1	0	1	8	9
Blanks			261	241	284	786	274	1,060
TOTALS			872	776	886	2,534	2,744	5,278

NB/SB REGIONAL SCHOOL	3 yrs	vote 2				S'boro Voters	N'boro Voters	Total Votes
Southborough Candidate								
KATHLEEN A. HARRAGAN			324	268	325	917	1,060	1,977
JENNIFER LANE PRIMACK			330	289	315	934	1,051	1,985
Others			1	1	0	2	163	165
Blanks			217	218	246	681	470	1,151
TOTALS			872	776	886	2,534	2,744	5,278

PLANNING BOARD	5 yrs	vote 1						
MARNIE LEIGH HOOOLAHAN			271	222	216	709		
ALAN S. BELNIAK			102	126	210	438		
Others			2	0	3	5		
Blanks			61	40	14	115		
TOTALS			436	388	443	1,267		

BOARD OF SELCTMEN	3 yrs	vote 1						
ANDREW DENNINGTON			243	207	216	666		
JOSEPH PALMER			156	159	210	525		
Others			4	1	3	8		
Blanks			33	21	14	68		
TOTALS			436	388	443	1,267		

SOUTHBOROUGH SCHOOL COMMITTEE	3 yrs	vote 2						
LAURA MARIA KAUFFMAN			331	293	345	969		
ALAN MICHAEL ZULICK			320	259	305	884		
Others			1	0	0	1		
Blanks			220	224	236	680		
TOTALS			872	776	886	2,534		

Southborough			
PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
Registered Voters *	2,497	2,507	2,575
			7,579
Votes Cast Per Precinct	436	388	443
			1,267
Voter Turnout %	17.5%	15.5%	17.2%
			16.7%

*As of May 6, 2024: Deadline to register

Winners are indicated in Bold Italics

A True Attest Copy:

James F. Hegarty, Town Clerk

TOWN CLERK

(continued)

**Town of Southborough
State Primary Election
Official Results
September 3, 2024**

Town of Southborough Official State Primary Election Results 9/3/24				
Official Totals				
	Pct 1	Pct 2	Pct 3	TOTAL
Democratic Ballot				
Senator in Congress				
Elizabeth Ann Warren	317	246	251	814
Write-Ins	-	-	-	-
All others	-	-	-	-
Blanks	23	9	19	51
TOTALS	340	255	270	865
Representative in Congress				
James P. McGovern	321	239	255	815
Write-Ins	-	-	-	-
All others	-	-	-	-
Blanks	19	16	15	50
TOTALS	340	255	270	865
Councillor				
Marilyn M. Petito Devaney	201	130	153	484
Mara Dolan	108	98	94	300
Write-Ins	-	-	-	-
All Others	-	-	-	-
Blanks	31	27	23	81
TOTALS	340	255	270	865
Senator in General Court				
James B. Eldridge	310	235	249	794
Write-Ins	-	-	-	-
All Others	-	-	-	-
Blanks	30	20	21	71
TOTALS	340	255	270	865
Representative in General Court				
Kate Donaghue	317	235	254	806
Write-Ins	-	-	-	-
All Others	-	-	-	-
Blanks	23	20	16	59
TOTALS	340	255	270	865
Clerk of Courts				
Dennis P. McManus	294	223	235	752
Write-Ins	-	-	-	-
All Others	-	-	-	-
Blanks	46	32	35	113
TOTALS	340	255	270	865
Register of Deeds				
Kathryn A. Toomey	306	230	248	784
Write-Ins	-	-	-	-
All Others	-	1	-	1
Blanks	34	24	22	80
TOTALS	340	255	270	865

Town of Southborough Official State Primary Election Results 9/3/24				
Official Totals				
	Pct 1	Pct 2	Pct 3	TOTAL
Republican Ballot				
Senator in Congress				
Robert J. Antonellis	30	13	13	56
Ian Cain	6	7	10	23
John Deaton	70	56	66	192
Write-Ins	1	-	-	1
All others	1	1	-	2
Blanks	-	1	1	2
TOTALS	108	78	90	276
Representative in Congress				
Write-Ins	-	-	-	-
All others	1	2	-	3
Blanks	107	76	90	273
TOTALS	108	78	90	276
Councillor				
Write-Ins	-	-	-	-
All Others	1	-	-	1
Blanks	107	78	90	275
TOTALS	108	78	90	276
Councillor				
Write-Ins	-	-	-	-
All Others	1	-	-	1
Blanks	107	78	90	275
TOTALS	108	78	90	276
Councillor				
Write-Ins	-	-	-	-
All Others	1	-	-	1
Blanks	107	78	90	275
TOTALS	108	78	90	276
Councillor				
Write-Ins	-	-	-	-
All Others	1	-	-	1
Blanks	107	78	90	275
TOTALS	108	78	90	276
Councillor				
Write-Ins	-	-	-	-
All Others	1	-	-	1
Blanks	107	78	90	275
TOTALS	108	78	90	276
Councillor				
Write-Ins	-	-	-	-
All Others	1	-	-	1
Blanks	107	78	90	275
TOTALS	108	78	90	276
Councillor				
Write-Ins	-	-	-	-
All Others	1	-	-	1
Blanks	107	78	90	275
TOTALS	108	78	90	276

TOWN CLERK

(continued)

**Town of Southborough
State Primary Election
Official Results
September 3, 2024**

Town of Southborough Official State Primary Election Results 9/3/24				
Official Totals				
	Pct 1	Pct 2	Pct 3	TOTAL
Libertarian Ballot	3	2	2	7
Senator in Congress				
Write-Ins	-	-	-	-
All others	-	-	-	-
Blanks	3	2	2	7
TOTALS	3	2	2	7
Representative in Congress				
Write-Ins	-	-	-	-
All others	-	-	-	-
Blanks	3	2	2	7
TOTALS	3	2	2	7
Councillor				
Write-Ins	-	-	-	-
All Others	1	-	-	1
Blanks	2	2	2	6
TOTALS	3	2	2	7
Senator in General Court				
Write-Ins	-	-	-	-
All Others	1	-	-	1
Blanks	2	2	2	6
TOTALS	3	2	2	7
Representative in General Court				
Write-Ins	-	-	-	-
All Others	1	-	-	1
Blanks	2	2	2	6
TOTALS	3	2	2	7
Clerk of Courts				
Write-Ins	-	-	-	-
All Others	-	-	-	-
Blanks	3	2	2	7
TOTALS	3	2	2	7
Register of Deeds				
Write-Ins	-	-	-	-
All Others	-	-	-	-
Blanks	3	2	2	7
TOTALS	3	2	2	7
Registered Voters per Precinct	Pct 1	Pct 2	Pct 3	Totals
Democratic	554	506	586	1,646
Republican	231	309	254	794
Libertarian	5	9	9	23
Unenrolled	1,710	1,690	1,724	5,124
Other	10	7	12	29
*Total Reg Voters each PRECINCT	2,510	2,521	2,585	7,616
Votes Cast in EACH Precinct	Pct 1	Pct 2	Pct 3	Totals
Democratic	340	255	270	865
Republican	108	78	90	276
Libertarian	3	2	2	7
Total Votes Cast in EACH Precinct	451	335	362	1,148
Voter Turnout	15.1%	18.0%	13.3%	14.0%
				15.1%
True Attest Copy				
James F. Hegarty, Town Clerk				
*As of August 24, 2024 deadline to register to vote.				
Winners are indicated in bold.				

TOWN CLERK

(continued)

Town of Southborough

State Election

Official Results

November 5, 2024

TOTAL VOTES CAST					TOTALS			
	Pct 1	Pct 2	Pct 3	Total				
TOTAL VOTES CAST	2,109	2,049	2,088	6,246				
ELECTORS OF PRESIDENT AND VP								
AYYADURAI and ELLIS	7	11	14	32				
DE LA CRUZ and GARCIA	2	2	6	10				
HARRIS and WALZ	1,435	1,340	1,360	4,135				
OLIVER and TER MATT	28	12	14	54				
STEIN and CABALLERO-ROCA	17	16	20	53				
TRUMP and VANCE	575	630	613	1,818				
KENNEDY	2	1	3	6				
HALEY	-	1	10	11				
All others	17	8	20	45				
Blanks	26	28	28	82				
TOTAL	2,109	2,049	2,088	6,246				
SENATOR IN CONGRESS								
ELIZABETH ANN WARREN	1,286	1,220	1,237	3,743				
JOHN DEATON	760	792	808	2,360				
Write-Ins	-	-	-	-				
All others	4	5	1	10				
Blanks	59	32	42	133				
TOTAL	2,109	2,049	2,088	6,246				
REPRESENTATIVE IN CONGRESS								
JAMES P. MCGOVERN	1,411	1,336	1,386	4,133				
CORNELIUS SHEA	554	601	570	1,725				
All others	6	3	3	12				
Blanks	138	109	129	376				
TOTAL	2,109	2,049	2,088	6,246				
COUNCILLOR								
MARA DOLAN	1,514	1,491	1,535	4,540				
All others	9	23	19	51				
Blanks	586	535	534	1,655				
TOTAL	2,109	2,049	2,088	6,246				
SENATOR IN GENERAL COURT								
JAMES B. ELDREDGE	1,535	1,526	1,540	4,601				
All others	13	23	19	55				
Blanks	561	500	529	1,590				
TOTAL	2,109	2,049	2,088	6,246				
REPRESENTATIVE IN GENERAL COURT								
KATE DONAGHUE	1,478	1,423	1,443	4,344				
BOYD STEWART CONKLIN	408	437	449	1,294				
All others	3	-	4	7				
Blanks	220	189	192	601				
TOTAL	2,109	2,049	2,088	6,246				
CLERK OF COURTS								
DENNIS P. MCMANUS	1,515	1,522	1,539	4,576				
All others	19	14	20	53				
Blanks	575	513	529	1,617				
TOTAL	2,109	2,049	2,088	6,246				
REGISTER OF DEEDS								
KATHRYN A. TOOMEY	1,508	1,522	1,542	4,572				
All others	13	12	13	38				
Blanks	588	515	533	1,636				
TOTAL	2,109	2,049	2,088	6,246				

QUESTION 1- Auditing the Legislature				
	Pct 1	Pct 2	Pct 3	Total
YES	1,383	1,340	1,431	4,154
NO	582	598	531	1,711
Blanks	144	111	126	381
TOTAL	2,109	2,049	2,088	6,246
QUESTION 2 - Eliminate MCAS				
	Pct 1	Pct 2	Pct 3	Total
YES	967	956	939	2,862
NO	1,087	1,052	1,115	3,254
Blanks	55	41	34	130
TOTAL	2,109	2,049	2,088	6,246
QUESTION 3 - Rideshare Unions				
	Pct 1	Pct 2	Pct 3	Total
YES	935	940	976	2,851
NO	1,065	1,018	1,016	3,099
Blanks	109	91	96	296
TOTAL	2,109	2,049	2,088	6,246
QUESTION 4 - Legalization of psychedelic drugs				
	Pct 1	Pct 2	Pct 3	Total
YES	744	763	780	2,287
NO	1,273	1,216	1,256	3,745
Blanks	92	70	52	214
TOTAL	2,109	2,049	2,088	6,246
QUESTION 5 - Tipped Wages				
	Pct 1	Pct 2	Pct 3	Total
YES	730	732	722	2,184
NO	1,299	1,254	1,307	3,860
Blanks	80	63	59	202
TOTAL	2,109	2,049	2,088	6,246
Registered Voters	Pct 1	Pct 2	Pct 3	Total
Votes Cast	2,563	2,563	2,610	7,736
Percent of Voter Voting	82.3%	79.9%	80.0%	80.7%
Attest:	James F. Hegarty			
				Town Clerk

TOWN CLERK

ANNUAL TOWN MEETING MINUTES MARCH 23, 2024

The Annual Town Meeting was duly called on Saturday March 23, 2024, at 10:00 AM and held at the Trottier Middle School, 49 Parkerville Road, Southborough, MA. Town Moderator Paul M. Cimino called the meeting to order at 10:20 AM and announced that a quorum of more than 100 voters was present; 199 voters had registered.

The following Articles were voted on in a legal manner.

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

MOTION PASSED UNANIMOUSLY.

Reports:

Matthew Probst presented a report on behalf of the Municipal Technology Committee.

Ryan Donahue presented the Peggy Tuttle Award to Beth Melo.

Marnie L. Hoolahan presented a report on the MBTA Communities Multi-Family Zoning - By-Right legislation.

Chelsea Malinowski presented the Louis Hazen Award to Lisa Braccio.

Moderator's Consent List:

MOTION MADE: That the following articles be combined for one vote: Articles 1, 2, 3, 14, 15, 16, 17, 18, 20, 22, 27, 28, 32, 35, 38, 40, 41. (Articles 1, and 35 were held.)

MOTION TO PASS CONSENT ARTICLES 2, 3, 14, 15, 16, 17, 18, 20, 22, 27, 28, 32, 35, 38, 40, and 41 PASSED.

ARTICLE 1: To see if the Town will vote to endorse the acceptance of 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 the Town's treasury for use as directed by any such donor, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 2: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2024 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: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 3: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Select Board or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, but no longer than seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Board Recommendation: Support

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

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 4: 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 March 23, 2024 Annual Town Meeting]

Effective July 1, 2024, 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 to provide oversight and guidance to the Town Administrator in the development and maintenance of personnel policies and regulations, 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, encompassed in any officially recognized labor union and/or association, or exempted by statute. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through E ("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 and E 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 available 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, or longer if extended.

“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

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 (a) approve an appropriate job description, (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof.

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 Select Board 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 and E 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.

ANNUAL TOWN MEETING MINUTES MARCH 23, 2024

f. On-Call Compensation: The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of \$300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by \$45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

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 for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1st following their twelve-month anniversary. 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 Select Board or their designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

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

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The form of this certification will be prescribed by Personnel Board policy promulgated 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 Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board.

c. 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 Select Board 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. The probationary period may be extended by a Department Head [or Appointing Authority] when deemed necessary.

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 up to Step 8 for the appropriate job grade as set forth in Schedule A 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.

ANNUAL TOWN MEETING MINUTES MARCH 23, 2024

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
Juneteenth	Christmas Day
Independence Day	Day before <u>or</u> after Christmas Day (as set by the Town annually)

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

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

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

b. Vacations with Pay

(1) 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 - 2	6.666	Two weeks
2+ - 7	10.0	Three weeks
7+ - 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 four weeks' vacation [pro-rated] for the first year of employment with the Town.

ANNUAL TOWN MEETING MINUTES MARCH 23, 2024

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. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. 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. Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band. Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks).

(3) 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.

(4) In the event of termination of employment 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.

(5) 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. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of 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.

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 no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of 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 as authorized by the Finance Director and approved by the Personnel Board.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Select Board 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 Select Board 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.

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.

b. 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. The Personnel Board shall provide oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

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

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

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

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

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

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

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

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

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

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

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented to the Personnel Board and the Personnel Board has the opportunity to act on it. The Board of its own motion 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: GRADED POSITIONS

Title	Grade
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Library Associate	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher**	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Se	6
Civil Engineer	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7
Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8
Director of Facilities	8
IT Manager	8
Library Director	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract

**effective March 25, 2024

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SCHEDULE A

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	\$15.38	\$15.68	\$15.99	\$16.31	\$16.64	\$16.97	\$17.31	\$17.66	\$18.01	\$18.37	\$18.74	\$19.11	\$19.49	\$19.88	\$20.28
A-2	\$19.22	\$19.60	\$19.99	\$20.39	\$20.80	\$21.22	\$21.64	\$22.07	\$22.51	\$22.96	\$23.42	\$23.89	\$24.37	\$24.86	\$25.36
A-3	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49	\$27.02	\$27.56	\$28.11	\$28.67	\$29.24	\$29.82	\$30.42
A-4	\$26.53	\$27.06	\$27.60	\$28.15	\$28.71	\$29.28	\$29.87	\$30.47	\$31.08	\$31.70	\$32.33	\$32.98	\$33.64	\$34.31	\$35.00
A-5	\$29.18	\$29.77	\$30.37	\$30.98	\$31.60	\$32.23	\$32.87	\$33.53	\$34.20	\$34.88	\$35.58	\$36.29	\$37.02	\$37.76	\$38.52
A-6	\$32.10	\$32.75	\$33.41	\$34.08	\$34.76	\$35.46	\$36.17	\$36.89	\$37.63	\$38.38	\$39.15	\$39.93	\$40.73	\$41.54	\$42.37
A-7	\$40.13	\$40.93	\$41.75	\$42.59	\$43.44	\$44.31	\$45.20	\$46.10	\$47.02	\$47.96	\$48.92	\$49.90	\$50.90	\$51.92	\$52.96
A-8	\$48.15	\$49.12	\$50.10	\$51.10	\$52.12	\$53.16	\$54.22	\$55.30	\$56.41	\$57.54	\$58.69	\$59.86	\$61.06	\$62.28	\$63.53
A-9	\$52.97	\$54.03	\$55.11	\$56.21	\$57.33	\$58.48	\$59.65	\$60.84	\$62.06	\$63.30	\$64.57	\$65.86	\$67.18	\$68.52	\$69.89

SCHEDULE B: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent.....	\$8,000
Clerk, Board of Registrars.....	\$1,638.33
Deputy Emergency Management Director.....	\$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 C: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Positions
Grade 1
Camp Counselor
Program Aide (1:1)
Program Supervisor (i.e. RAP Monitor)
Grade 2
Camp Assistant Supervisor
Grade 3
Camp Supervisor
Assistant Coach
Head Coach
Grade 4
Program Instructor

Rates for Recreation Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	\$15.00	\$31,200.00	\$16.00	\$33,280.00	\$17.00	\$35,360.00
2	\$19.00	\$39,520.00	\$20.00	\$41,600.00	\$21.00	\$43,680.00
3	\$23.00	\$47,840.00	\$24.00	\$49,920.00	\$25.00	\$52,000.00
4	\$30.00	\$62,400.00	\$31.00	\$64,480.00	\$32.00	\$66,560.00

SCHEDULE D: 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 Select Board 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 E: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee's Start Date

ANNUAL TOWN MEETING MINUTES MARCH 23, 2024

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

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 5: To see if the Town will vote to raise or transfer a sum of money as may be necessary for the Town's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

100-199 GENERAL GOVERNMENT						
	FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
114 MODERATOR						
51000-51990 Personnel Services	50	50	50		50	50
52000-58990 Other Charges and Expenses	0	50	50		50	50
MODERATOR TOTAL	50	100	100	0.00%	100	100
121 ELECTED SELECT BOARD						
51000-51990 Personnel Services	3,200	4,000	4,000		4,000	4,000
ELECTED SELECT BOARD TOTAL	3,200	4,000	4,000	0.00%	4,000	4,000
122 SELECT BOARD						
51000-51990 Personnel Services	405,922	424,564	421,404		421,404	421,404
52000-58990 Other Charges and Expenses	56,690	57,699	68,727		68,727	68,727
SELECT BOARD TOTAL	462,612	482,263	490,131	1.63%	490,131	490,131
131 ADVISORY COMMITTEE						
52000-58990 Other Charges and Expenses	1,584	5,250	5,250		5,250	5,250
ADVISORY COMMITTEE TOTAL	1,584	5,250	5,250	0.00%	5,250	5,250
132 RESERVE FUND						
52000-58990 Other Charges and Expenses	0	180,000	180,000		180,000	180,000
RESERVE FUND TOTAL	0	180,000	180,000	0.00%	180,000	180,000
135 TOWN ACCOUNTANT						
51000-51990 Personnel Services	162,356	168,649	172,719		172,719	172,719
52000-58990 Other Charges and Expenses	2,873	3,515	4,495		4,495	4,495
TOWN ACCOUNTANT TOTAL	165,229	172,164	177,214	2.93%	177,214	177,214
136 AUDIT						
52000-58990 Other Charges and Expenses	30,500	46,000	45,550		45,550	45,550
AUDIT TOTAL	30,500	46,000	45,550	-0.98%	45,550	45,550

ANNUAL TOWN MEETING MINUTES MARCH 23, 2024

		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
140 ELECTED BOARD OF ASSESSORS							
51000-51990 Personnel Services		2,250	2,250	2,250		2,250	2,250
ELECTED BOARD OF ASSESSORS TOTAL		2,250	2,250	2,250	0.00%	2,250	2,250
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
141 ASSESSORS							
51000-51990 Personnel Services		197,502	205,166	214,868		214,868	214,868
52000-58990 Other Charges and Expenses		51,521	54,695	60,270		60,270	60,270
ASSESSORS TOTAL		249,024	259,861	275,138	5.88%	275,138	275,138
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
145 TREASURER/COLLECTOR							
51000-51990 Personnel Services		232,753	247,604	285,096		285,096	285,096
52000-58990 Other Charges and Expenses		10,869	11,930	11,680		11,680	11,680
TREASURER/COLLECTOR TOTAL		243,623	259,534	296,776	14.35%	296,776	296,776
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
151 LEGAL							
52000-58990 Other Charges and Expenses		149,319	135,000	147,375		147,375	147,375
LEGAL TOTAL		149,319	135,000	147,375	9.17%	147,375	147,375
<i>Legal budget (151) and Special Legal (153) are now combined in Legal budget (151)</i>							
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
152 PERSONNEL BOARD							
51000-51990 Personnel Services		0	5,000	5,000		5,000	5,000
52000-58990 Other Charges and Expenses		8,161	9,875	9,875		9,875	9,875
PERSONNEL BOARD TOTAL		8,161	14,875	14,875	0.00%	14,875	14,875
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
154 MUNICIPAL TECHNOLOGY COMMITTEE							
52000-58990 Other Charges and Expenses		384	1,500	1,500		1,500	1,500
MUNICIPAL TECHNOLOGY COMMITTEE TOTAL		384	1,500	1,500	0.00%	1,500	1,500
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
155 INFORMATION TECHNOLOGY							
51000-51990 Personnel Services		175,665	189,181	198,721		198,721	198,721
52000-58990 Other Charges and Expenses		309,835	379,828	422,548		422,548	422,548
INFORMATION TECHNOLOGY TOTAL		485,500	569,009	621,269	9.18%	621,269	621,269

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		FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
159 OTHER OPERATION SUPPORT							
52000-58990 Other Charges and Expenses		442,173	541,531	524,253		524,253	524,253
OTHER OPERATION SUPPORT TOTAL		442,173	541,531	524,253	-3.19%	524,253	524,253
160 ELECTED TOWN CLERK							
51000-51990 Personnel Services		92,856	96,570	101,916		101,916	101,916
ELECTED TOWN CLERK TOTAL		92,856	96,570	101,916	5.54%	101,916	101,916
161 TOWN CLERK							
51000-51990 Personnel Services		143,637	139,365	179,442		179,442	179,442
52000-58990 Other Charges and Expenses		70,841	84,932	143,610		143,610	143,610
TOWN CLERK TOTAL		214,478	224,297	323,052	44.03%	323,052	323,052
171 CONSERVATION COMMISSION							
51000-51990 Personnel Services		86,155	97,407	104,459		104,459	104,459
52000-58990 Other Charges and Expenses		31,362	41,420	38,710		38,710	38,710
CONSERVATION COMMISSION TOTAL		117,516	138,827	143,169	3.13%	143,169	143,169
175 PLANNING BOARD							
51000-51990 Personnel Services		154,970	160,851	169,559		169,559	169,559
52000-58990 Other Charges and Expenses		22,000	27,060	28,325		28,325	28,325
PLANNING BOARD TOTAL		176,970	187,911	197,884	5.31%	197,884	197,884
176 ZONING BOARD OF APPEALS							
51000-51990 Personnel Services		6,984	11,146	27,731		27,731	27,731
52000-58990 Other Charges and Expenses		922	1,750	2,000		2,000	2,000
ZONING BOARD OF APPEALS TOTAL		7,906	12,896	29,731	130.54%	29,731	29,731
177 OPEN SPACE							
52000-58990 Other Charges and Expenses		1,571	5,000	5,000		5,000	5,000
OPEN SPACE TOTAL		1,571	5,000	5,000	0.00%	5,000	5,000

ANNUAL TOWN MEETING MINUTES MARCH 23, 2024

		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
182 ECONOMIC DEVELOPMENT COMMITTEE							
51000-51990 Personnel Services		0	28,240	30,306		30,306	30,306
52000-58990 Other Charges and Expenses		18,929	13,341	12,950		12,950	12,950
ECONOMIC DEVELOPMENT COMMITTEE TOTAL		18,929	41,581	43,256	4.03%	43,256	43,256
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE							
51000-51990 Personnel Services		366,352	412,873	426,397		426,397	426,397
52000-58990 Other Charges and Expenses		234,049	247,235	265,636		265,636	265,636
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL		600,401	660,108	692,033	4.84%	692,033	692,033
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
193 PUBLIC ACCESSIBILITY COMMITTEE							
51000-51990 Personnel Services		0	0	0		0	0
52000-58990 Other Charges and Expenses		2,500	2,500	2,500		2,500	2,500
PUBLIC ACCESSIBILITY COMMITTEE TOTAL		2,500	2,500	2,500	0.00%	2,500	2,500
200-299 PUBLIC SAFETY							
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
210 POLICE DEPARTMENT							
51000-51990 Personnel Services		1,969,893	2,269,720	2,331,894		2,331,894	2,331,894
52000-58990 Other Charges and Expenses		187,252	152,614	166,141		166,141	166,141
POLICE DEPARTMENT TOTAL		2,157,145	2,422,334	2,498,035	3.13%	2,498,035	2,498,035
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
218 PUBLIC SAFETY COMMUNICATIONS							
51000-51990 Personnel Services		319,149	385,678	410,771		410,771	410,771
52000-58990 Other Charges and Expenses		10,327	10,125	12,240		12,240	12,240
PUBLIC SAFETY COMMUNICATIONS TOTAL		329,476	395,803	423,011	6.87%	423,011	423,011
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
220 FIRE DEPARTMENT							
51000-51990 Personnel Services		2,147,681	2,243,435	2,333,989		2,333,989	2,333,989
52000-58990 Other Charges and Expenses		246,855	295,305	307,040		307,040	307,040
FIRE DEPARTMENT TOTAL		2,394,535	2,538,740	2,641,029	4.03%	2,641,029	2,641,029
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
241 BUILDING DEPARTMENT							
51000-51990 Personnel Services		143,718	164,873	175,559		175,559	175,559
52000-58990 Other Charges and Expenses		5,956	14,200	12,500		12,500	12,500
BUILDING DEPARTMENT TOTAL		149,675	179,073	188,059	5.02%	188,059	188,059

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		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
291 EMERGENCY MANAGEMENT							
51000-51990 Personnel Services		3,744	7,000	5,000		5,000	5,000
52000-58990 Other Charges and Expenses		7,023	7,560	11,060		11,060	11,060
EMERGENCY MANAGEMENT TOTAL		10,767	14,560	16,060	10.30%	16,060	16,060
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR							
52000-58990 Other Charges and Expenses		27,556	30,359	30,359		30,359	30,359
ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL		27,556	30,359	30,359	0.00%	30,359	30,359
400-499 PUBLIC WORKS & FACILITIES							
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
400, 420 DEPT. OF PUBLIC WORKS							
(Highway, Cemetery, Tree)							
51000-51990 Personnel Services		964,762	1,088,241	1,141,159		1,141,159	1,141,159
52000-58990 Other Charges and Expenses		1,505,333	1,617,950	1,706,950		1,706,950	1,706,950
DEPT. OF PUBLIC WORKS TOTAL		2,470,095	2,706,191	2,848,109	5.24%	2,848,109	2,848,109
500-599 HUMAN SERVICES							
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
510 ELECTED BOARD OF HEALTH							
51000-51990 Personnel Services		0	450	450		450	450
ELECTED BOARD OF HEALTH TOTAL		0	450	450	0.00%	450	450
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
512 BOARD OF HEALTH							
51000-51990 Personnel Services		187,519	204,600	213,594		213,594	213,594
52000-58990 Other Charges and Expenses		54,156	70,624	70,624		70,624	70,624
BOARD OF HEALTH TOTAL		241,675	275,224	284,218	3.27%	284,218	284,218
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
541 COUNCIL ON AGING							
51000-51990 Personnel Services		289,147	323,836	340,804		340,804	340,804
52000-58990 Other Charges and Expenses		59,246	64,655	72,435		72,435	72,435
COUNCIL ON AGING TOTAL		348,394	388,491	413,239	6.37%	413,239	413,239
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
542 YOUTH COMMISSION							
51000-51990 Personnel Services		244,444	259,890	284,610		284,610	284,610
52000-58990 Other Charges and Expenses		17,505	23,596	49,664		49,664	49,664
YOUTH COMMISSION TOTAL		261,949	283,486	334,274	17.92%	334,274	334,274

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			FY2023	FY2024	FY2025	Percent	SB	ADV
			ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
543 VETERANS' SERVICES								
51000-51990 Personnel Services			15,000	15,000	16,000		16,000	16,000
52000-58990 Other Charges and Expenses			14,257	23,950	23,700		23,700	23,700
VETERANS' SERVICES TOTAL			29,257	38,950	39,700	1.93%	39,700	39,700
<i>Veterans (543) and Memorial Day (692) are now combined in Veterans Budget (543)</i>								
<i>600-699 CULTURE & RECREATION</i>								
			FY2023	FY2024	FY2025	Percent	SB	ADV
			ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
610 LIBRARY								
51000-51990 Personnel Services			431,366	477,540	501,402		501,402	501,402
52000-58990 Other Charges and Expenses			142,645	146,907	153,549		153,549	153,549
LIBRARY TOTAL			574,011	624,447	654,951	4.88%	654,951	654,951
			FY2023	FY2024	FY2025	Percent	SB	ADV
			ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
630 RECREATION COMMISSION								
51000-51990 Personnel Services			144,901	152,199	162,029		162,029	162,029
52000-58990 Other Charges and Expenses			14,054	14,069	16,994		16,994	16,994
RECREATION COMMISSION TOTAL			158,955	166,268	179,023	7.67%	179,023	179,023
			FY2023	FY2024	FY2025	Percent	SB	ADV
			ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
691 HISTORICAL COMMISSION								
52000-58990 Other Charges and Expenses			0	1,000	1,000		1,000	1,000
HISTORICAL COMMISSION TOTAL			0	1,000	1,000	0.00%	1,000	1,000
<i>700-799 DEBT SERVICE</i>								
			FY2023	FY2024	FY2025	Percent	SB	ADV
			ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
DEBT PRINCIPAL AND DEBT INTEREST								
0100-710-59100 Principal General Fund			2,230,097	1,015,116	1,246,464		1,246,464	1,246,464
0100-751-59150 Interest General Fund			851,376	866,929	870,987		870,987	870,987
0100-751-57880 Bond Disclosure			500	2,550	1,000		1,000	1,000
DEBT PRINCIPAL AND DEBT INTEREST TOTAL			3,081,973	1,884,595	2,118,451	12.41%	2,118,451	2,118,451
<i>900-999 UNCLASSIFIED</i>								
			FY2023	FY2024	FY2025	Percent	SB	ADV
			ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
910 EMPLOYEE BENEFITS								
51700 Police/Fire Accident and Workers' Comp.			293,630	326,783	282,837		282,837	282,837
51710 Unemployment Payments			1,314	30,000	30,000		30,000	30,000
51720 Health Insurance			5,245,751	5,570,300	6,066,598		6,066,598	6,066,598
51730 Retirement Fund			2,558,308	2,808,872	3,114,808		3,114,808	3,114,808
51740 Life Insurance			5,388	5,311	5,498		5,498	5,498
51750 Flexible Spending Account			6,445	7,250	7,470		7,470	7,470
51770 Medicare			415,496	406,621	441,824		441,824	441,824
51780 Dental Insurance			252,116	261,662	271,993		271,993	271,993
51785 Medicare B Penalty			17,525	17,250	17,600		17,600	17,600
EMPLOYEE BENEFITS TOTAL			8,795,973	9,434,049	10,238,628	8.53%	10,238,628	10,238,628

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		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
941 COURT JUDGMENTS							
57600 Court Judgments		232,965	0	0		0	0
COURT JUDGMENTS TOTAL		232,965	0	0	0.00%	0	0
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
945 LIABILITY INSURANCE							
52000-58990 Other Charges and Expenses		342,442	384,426	439,002		439,002	439,002
LIABILITY INSURANCE TOTAL		342,442	384,426	439,002	14.20%	439,002	439,002
300-399 EDUCATION							
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
300 ELECTED SCHOOL COMMITTEE							
51000-51990 Personnel Services		50	500	500		500	500
ELECTED SCHOOL COMMITTEE TOTAL		50	500	500	0.00%	500	500
		FY2023	FY2024	FY2025	Percent	SB	ADV
		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
301 SOUTHBOROUGH SCHOOLS							
REGULAR DAY PROGRAMS							
Administration		638,555	647,536	643,697		643,697	643,697
Instruction		12,223,764	12,096,032	12,990,266		12,990,266	12,990,266
Other Student Services		884,217	902,088	982,954		982,954	982,954
Operation and Maintenance Buildings		1,904,485	1,869,135	1,915,810		1,915,810	1,915,810
Fixed Charges		300	300	53,217		53,217	53,217
Contractual Obligation		0	796,772	0		0	0
REGULAR DAY PROGRAMS TOTAL		15,651,321	16,311,863	16,585,944		16,585,944	16,585,944
SPECIAL EDUCATION PROGRAMS							
Administration		19,000	22,700	23,100		23,100	23,100
Instruction		5,556,661	5,511,233	6,058,346		6,058,346	6,058,346
Other Student Services		508,223	661,313	880,056		880,056	880,056
Operation and Maintenance Buildings		4,000	4,000	7,000		7,000	7,000
Fixed Charges		2,775	2,775	2,775		2,775	2,775
Programs, Other Systems in Massachusetts		467,630	375,646	542,826		542,826	542,826
Programs, Member of Collaborative		73,833	174,888	158,917		158,917	158,917
SPECIAL EDUCATION TOTAL		6,632,122	6,752,555	7,673,020		7,673,020	7,673,020
GRAND TOTAL OPERATING ACTUAL		22,283,443	23,064,418	24,258,964	5.18%	24,258,964	24,258,964

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		FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
302 ALGONQUIN REGIONAL HIGH SCHOOL							
REGULAR DAY PROGRAMS							
Administration	712,689	717,195	722,561			722,561	722,561
Instruction	12,174,498	12,117,922	12,747,011			12,747,011	12,747,011
Other Student Services	2,187,175	2,218,446	2,356,517			2,356,517	2,356,517
Operation and Maintenance Buildings	1,988,471	2,161,116	2,193,835			2,193,835	2,193,835
Fixed Charges	4,367,478	4,825,018	4,919,604			4,919,604	4,919,604
New Equipment	0	0	0			0	0
Tuition, Other Public Schools	200,000	200,000	250,000			250,000	250,000
Contractual Obligation	0	574,602	0			0	0
REGULAR DAY PROGRAMS TOTAL	21,630,311	22,814,299	23,189,528			23,189,528	23,189,528
SPECIAL EDUCATION PROGRAMS							
Administration	19,000	15,000	15,500			15,500	15,500
Instruction	2,968,858	3,017,142	3,412,017			3,412,017	3,412,017
Other Student Services	334,767	483,508	612,517			612,517	612,517
Operation and Maintenance Buildings	2,100	2,100	5,600			5,600	5,600
Fixed Charges	1,595	1,595	1,595			1,595	1,595
Programs, Other Systems in Massachusetts	485,237	41,470	502,465			502,465	502,465
Programs, Member of Collaborative	285,213	215,232	132,204			132,204	132,204
SPECIAL EDUCATION TOTAL	4,096,770	3,776,047	4,681,898			4,681,898	4,681,898
GRAND TOTAL OPERATING ACTUAL	25,727,081	26,590,346	27,871,426	4.82%		27,871,426	27,871,426
				Percent			
		NON EXEMPT	EXEMPT	TOTAL	Inc./Decr.		
FY 2024 SOUTHBOROUGH ASSESSMENT		9,118,930	396,969	9,515,899	6.89%		
		FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL							
Southborough Operating Assessment	409,450	403,066	485,516			485,516	485,516
Renovation Project - Capital Assessment	34,369	33,357	32,345			32,345	32,345
SOUTHBOROUGH ASSESSMENT TOTAL	443,819	436,423	517,861	18.66%		517,861	517,861
		FY2023 ACTUAL	FY2024 BUDGET	FY2025 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL							
Tuition/Transportation Assessment	39,058	44,875	45,534			45,534	45,534
NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL	39,058	44,875	45,534	1.47%		45,534	45,534

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: The article includes recommendations from both the Select Board and the Advisory Committee for the FY25 budget. Funding recommendations are noted in the individual recommendation columns for each department.

MOTION MADE: That the Town vote to raise and appropriate and transfer, the sum of \$62,010,578 as may be necessary to fund the Town's operating budget, as follows:

Transfer from the Cemetery Perpetual care	\$ 25,000.00
Transfer from Free Cash	\$ 1,873,351.00
Transfer from Overlay Reserve	\$ 245,000.00
Transfer from Ambulance Fund, Receipts Reserved	\$ 660,100.00
Transfer from Septic Betterment Fund	\$ 31,464.00
Transfer from Water Enterprise Fund	\$ 372,387.00

And that the Balance of \$58,803,276 be raised and appropriated.

The Moderator read each budget number and asked the hall to identify any budget that should be held.

These budgets were held: 145 Treasurer Collector, 161 Town Clerk, 218 Public Safety Communications, 910 Employee Benefits, 301 Southborough Schools, 302 Algonquin Regional High School.

MOTION: To pass all non-held budgets passed.

MOTION: To pass budgets 145 Treasurer Collector, 161 Town Clerk, 301 Southborough Schools, 302 Algonquin Regional High School passed.

AMENDMENT MADE: To change Budget # 218 (Dispatch Salaries) from \$423,011 to \$554,891 (an increase of \$131,880) and to change budget # 910 (Employee Benefits) from \$10,238,628 to \$10,283,452 (an increase of \$44,824).

AMENDMENT PASSED.

MAIN MOTION AS AMENDED: That the Town vote to raise and appropriate and transfer, the sum of \$62,187,282 as may be necessary to fund the Town's operating budget, as follows:

Transfer from the Cemetery Perpetual care	\$ 25,000.00
Transfer from Free Cash	\$ 1,873,351.00
Transfer from Overlay Reserve	\$ 245,000.00
Transfer from Ambulance Fund, Receipts Reserved	\$ 660,100.00
Transfer from Septic Betterment Fund	\$ 31,464.00
Transfer from Water Enterprise Fund	\$ 372,387.00

And that the Balance of \$58,979,980 be raised and appropriated.

MAIN MOTION AS AMENDED PASSED.

ARTICLE 6: To see if the Town of Southborough will vote to raise and appropriate or transfer from available funds a sum of \$289,414.00 to the Police Department Budget, #210 for the purpose of hiring four full-time dispatchers to provide coverage 24/7, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.

Select Board Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *Over the past two and a half years the Town has been exploring joining a Regional Emergency*

Communications Center (RECC). Now is the time to address the immediate need. This is NOT a clerical job.

*Dispatchers provide critical emergency communication services to Police, Fire, EMS, Public Health, DPW, School Departments, Building Departments, Youth and Family Services, Senior Services, Recreation, State Police, Court, Commonwealth of Mass. Properties, Dam, MBTA Station, 9-11 Field, Reservoir trails, Businesses and private nonprofits.*Select Board Packet, March 7, 2023, Office of the Select Board, the original intent of looking at Regional Emergency Communications Center (RECC) was not for financial purposes for Southborough. There has been consensus that maintaining 1 dispatcher per shift is not acceptable. However, there have been questions raised about the costs. Three different scenarios of future dispatch costs with assumptions outlined in memo. * Select Board Meeting Minutes, December 19, 2023, III.i.ii. Chief Achilles & Chief Newell recommendation for maintaining current model Chief Newell and Chief Achilles shared their findings on enhancing the current dispatch operation system. "The Chiefs state that whether or not the Town chooses to regionalize, the immediate need is to add four full-time dispatchers to provide coverage 24/7."*

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

ARTICLE 7: To see if the Town of Southborough will vote to raise and appropriate, or transfer from available funds a sum of \$119,372.00 for the purpose of covering the Employee Benefits for the additional four full-time dispatchers, or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF, ET AL.

Select Board Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *These Employee Benefits funds for the additional four full-time dispatchers will be applied to the Employee Benefits Budget, #910, as standard practice in Southborough.*

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

ARTICLE 8: To see if the Town of Southborough will vote to:

1. Restate the request, approved at Annual Town Meeting 2023, that the Select Board, not enter into any IMA for Regional Dispatch without first presenting the principal terms thereof to Town Meeting for its recommendation thereupon

2. Request that the Select Board not enter into any IMA containing annual budgetary, or debt, approval terms that substantially circumvent, or fail to include, Town Meeting's financial approval requirements as contained in the provisions of the longstanding Regional School Agreement.

3. Request that the Select Board not enter into any IMA for Regional Dispatch before the Technology Committee has reported to Select Board and Town Meeting regarding the feasibility of creating virtual dispatch regions to provide similar coverage redundancy using substantially existing technology, while maintaining a 24 hour per day seven day per week physical presence at the Public Safety Building at no additional cost to the Town.

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4. Recommend that Select Board recognize the necessity of full cooperation between Town governing bodies for successful operation of the Town. Advise the Select Board that, while the foregoing are merely requests, and Select Board is not bound to observe these requests, it is noted that the Select Board's annual request for its budget is similarly not binding on Town Meeting, further that Select Board disrespect for recommendation 2, circumventing centuries of taxation control by Town Meeting, may provoke a similar reaction by Town Meeting toward subsequent budgetary requests for Select Board, and that cooperation is far better if observed in both directions.

; or do or act anything in relation thereto.

Proposed by: BONNIE PHANEUF and JOHN BUTLER

Select Board Recommendation: At Town Meeting

Advisory Committee Recommendation: Not Support

Summary: *This is a citizen's petition.*

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

ARTICLE 9: 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 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

WATER ENTERPRISE	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY2025 REQUEST	PERCENT (+) or (-)
DIRECT COSTS					
51000-51990 Total Personal Services	319,953	387,136	399,116	435,159	
52000-58990 Other Charge & Expense	1,705,388	1,425,664	1,660,150	1,562,556	
59100 Principal Long Term Debt Water	344,408	345,000	342,000	380,000	
59150 Interest Long Term Debt Water	111,526	97,890	82,515	102,028	
59250 Interest on Notes	0	10,027	35,819	0	
CAPITAL EQUIPMENT - LEASE					
DPW DIESEL YEAR 4 OF 7	10,622	10,622	10,622	10,622	
DPW HOOK TRUCK YEAR 4 OF 7	9,103	9,264	9,105	9,105	
CAPITAL EQUIPMENT					
FY23 MINI EXCAVATOR - WTR PORTION		20,000			
FY24- PICKUP TRUCK - WTR PORTION			15,000	0	
FY25- ENGINEERING				250,000	
INDIRECT COSTS					
59510 Indirect Costs	204,695	216,133	249,770	372,387	
TOTAL WATER FUND	2,705,695	2,521,736	2,804,097	3,121,857	11.33%

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to appropriate \$2,749,470 for the Water Enterprise Fund for direct costs, that \$372,387 be included in the appropriations from the General Fund for indirect costs and be allocated to the Water Enterprise Fund, and that \$3,121,857 be raised as follows:

User Charges \$2,871,857

Retained Earnings \$ 250,000

MOTION PASSED.

ARTICLE 10: To see if the Town will vote to transfer \$100,000 from Water Retained Earnings for use in the FY24 Water Enterprise Fund budget, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article is intended to supplement the water revenue for the current fiscal year in the Water Enterprise Fund. FY24 has seen lower than expected water usage, and the use of retained earnings will complement the revenue from water rates and provide sufficient support for the Water Enterprise Fund.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 11: 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	Receipts Reserved Ambulance/Other
A.		ROAD MAINT. & MISC STREET REPAIR	\$272,500	\$272,500	
B.		MOWER ATTACHMENT J DEERE TRACTOR	\$20,630	\$20,630	
C.		POLICE CRUISERS (2)	\$150,000		\$150,000
D.		DEFIBRILLATORS - PARAMEDIC	\$50,000	\$50,000	

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary:

A. These funds are for public roadway infrastructure and related design, permitting, maintenance, repair and construction throughout town. These are expended in conjunction with Chapter 90 roadway improvement funding from the Commonwealth. Prior to committing any FY25 Road Maintenance Funds, a formal plan for the anticipated use of these funds shall be presented to the Capital Planning Committee in a posted public meeting. The Capital Planning Committee will then vote to support or make suggested changes to the Select Board and the DPW Director.

B. This request replaces a 2009 Flail Mowerhead for the John Deere tractor for roadside mowing. This mower head replacement is needed immediately for uninterrupted service this upcoming year.

C. This funds the planned replacement of two front-line cruisers with two police utility vehicles. This is a scheduled rotation that would move the older cruisers with higher mileage out of the active rotation of front-line cars to detail vehicles. The new vehicles would replace 2 front line cruisers, both are 2019 Ford Explorers with approx. 100,000 miles each.

D. This request is to replace the existing 12-year-old Cardiac Monitor/Defibrillators that are no longer upgradable or repairable with the newest model Monitor/Defibrillators available. This upgrade will improve the Fire Department's ability to continue to provide the latest Advanced Life Support care to the patients we serve.

MOTION MADE: That the town vote to raise and appropriate the sum of \$343,130 for the following purposes:

- \$272,500 for Road Maintenance;
- \$20,630 for Mower Attachment for John Deere Tractor; and
- \$50,000 for Defibrillators - Paramedic

And further, I move that the amount of \$150,000 be transferred from Free Cash for the following purposes:

- \$150,000 for 2 Police Cruisers.

MOTION PASSED.

ARTICLE 12: To see if the Town will vote to apply for, accept, and expend Massachusetts Public Library Construction Program (“MPLCP”) grant funds if approved, and vote to raise and appropriate or transfer from available funds the sum of \$150,000, or any other sum if said MPLCP grant is approved, said sum to be expended by the Town for library assessment, planning, feasibility and/or design, or act in any manner relating thereto, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The Southborough Library is actively applying this year to the Massachusetts Public Library Construction Program (MPLCP), a state grant administered by the MA Board of Library Commissioners (MBLC). The purpose of the grant is to provide financial support to municipalities for the improvement of library facilities. Municipal votes for approval of support and local funding are required prior to a project moving forward into each phase. The Planning and Design Phase funding is for activities related to the planning and designing of new, renovated, or expanded public library facilities in advance of a whole building project.*

MOTION MADE: That the town vote to apply for, accept, and expend Massachusetts Public Library Construction Program (“MPLCP”) grant funds if approved, and vote to raise and appropriate the sum of \$150,000, or any other sum if said MPLCP grant is approved, said sum to be expended by the Town for library assessment, planning, feasibility and/or design.

MOTION PASSED.

ARTICLE 13: To see if the Town will appropriate \$2,186,000, or any other amount, to pay costs of purchasing the following items of capital equipment, including the payment of all costs incidental and related thereto:

A.	Fire Tower Demo Truck	\$1,300,000
B.	Ambulance A28	\$ 551,000
C.	Trash Trailer	\$ 125,000
D.	Sidewalk Tractor w/Attachments	\$ 210,000

and to determine whether this amount shall be raised by borrowing or otherwise, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary:

A. The Southborough Fire Department is seeking favorable consideration for funding to replace Tower 21; a 2010 Aerial Platform Truck with a new Aerial Ladder Truck. The current Tower has several costly repairs and improvements to be made if it is retained. The current aerial platform truck has some operational limitations that a shorter wheel-based aerial could reduce or eliminate. These are related to travel restrictions, residential driveway access, and topography. This request will support risk reduction measures to areas identified in the department's 2020 Community Risk Analysis / Standard of Cover Report.

B. Fire Department ambulance per the replacement schedule. This replaces a 2018 Ford F-550/Horton 4x4 ambulance (number A28).

C. This request would allow the DPW to replace a 1997 Transfer Trailer that has reached the end of its useful life. The replacement will allow the continued and uninterrupted service for the users of the transfer station facility.

D. This request is to replace an existing 2001 trackless sidewalk tractor that currently has 9,500 hours of use. It has reached the end of its useful life. Replacement will allow timely removal of snow from the sidewalks – for continuous and uninterrupted service.

MOTION MADE: I move that the Town appropriates \$2,186,000 to pay costs of purchasing the following items of capital equipment, including the payment of all costs incidental and related thereto:

Fire Tower Demo Truck	\$1,300,000
Ambulance A28	551,000
Trash Trailer	125,000
Sidewalk Tractor w/Attachment	210,000

and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor.

MAIN MOTION PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

ARTICLE 14: To see if the Town will vote to appropriate a sum of money for the payments under existing capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY25 Amount
A.	1 - Horton Type Ambulance	Fire Department	FY25 Capital Budget - Ambulance Fund	\$57,191
B.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY25 Capital Budget - General Fund	\$25,037
C.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY25 Capital Budget - General Fund	\$10,622
D.	1 - Fire Dept Chief Vehicle	Fire Department	FY25 Capital Budget - Ambulance Fund	\$8,422
E.	Police Taser Program	Police Department	FY25 Capital Budget - General Fund	\$19,455

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the fourth year of the lease payments. With the exception of the Fire Ambulance (5-year lease) and Police Taser (3-year lease), all of the leases are for 7 years.

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 15: To see if the Town will vote to authorize payment from Fund 2261 – 9-11 Field Maintenance Revolving the sum of \$45,000 for the FY24 principal and interest payment, and \$45,000 for the FY25 principal and interest payment, for the May 2018 bond issuance for the resurfacing of 9-11 Field; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article will authorize the 9-11 Field maintenance account to pay debt incurred for the turf replacement of 9-11 Field. The loan term was shorter than anticipated and this will allow the Town to have this paid by the 9-11 Fund as intended.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 16: To see if the Town will vote to transfer from Free Cash the sum of \$30,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article allows town departments, with the approval of the Select Board, to hire outside expertise when the need arises.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 17: 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: SELECT BOARD

Select Board 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.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 18: To see if the Town will vote to transfer from Free Cash the sum of \$10,000 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: SELECT BOARD

Select Board 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.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 19: To see if the Town will modify the purpose of funds appropriated under Article 18 passed at the Annual Town Meeting on April 9, 2018 which stated "Lundblad Field design & specialty consultant" to re-purpose such funds for "Lundblad Field construction and upgrades", or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The original article was to "fund research and design work including investigation of the membrane and other aspects of the property." As a balance of \$46,411.00 remains the Town would like to utilize the residual funds for the construction of facility improvements, including, but not limited to, a community dog park.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 20: To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$150,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ANNUAL TOWN MEETING MINUTES MARCH 23, 2024

ARTICLE 21: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$25,000 for the ongoing maintenance of capital investments associated with outdoor recreational facilities. The Town's Director of Recreation shall recommend appropriate projects to the Recreation Commission. The Recreation Commission shall approve all expenditures under this article, or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *In the last 5 years, the Recreation Department has completed extensive capital improvements across the Town's outdoor facilities, including playgrounds, athletic fields, sport courts, and the Trottier track. Funding of this article will grant financial support for a proactive approach to facility maintenance to improve safety, reduce liability, and promote longevity of the Town's outdoor assets.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 22: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for existing revolving funds for Fiscal Year 2025, as follows:

1. Immunization/Emergency Dispensing Clinic; \$15,000.
2. Inspectional Services; \$140,000.
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; \$3,000.
8. Recreation Programs; \$500,000.
9. Tobacco Control Program; \$4,000.
10. Golf Course Maintenance; \$75,000.

, or do or act anything in relation thereto.

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

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 23: To see if the Town will vote to accept provisions of the fourth paragraph of Massachusetts General Law Ch. 40, Section 3 to allow the Southborough School District to keep monies received from the rental of space in its schools. These monies may be expended by the Southborough School Committee for the purpose of upkeep and maintenance of any and all Southborough Public Schools with no further legislative body approval. The monies may accumulate from year to year, and shall not be considered to be part of the general funds unassigned balance, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The purpose of this warrant article is to create a Facility Rental revolving account for the Public Schools of Southborough, which would be governed by the Southborough School Committee. Funds collected through the rental of the four Southborough schools will be deposited into this account. These funds will be used to offset building costs such as building maintenance and utilities.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 24: To see if the Town will vote to accept the provisions of G.L. c. 40, §13E and authorize the Southborough School District to establish a Special Education Stabilization Fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition, transportation, and recovery high school tuition, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The purpose of this warrant article is to create a Special Education Stabilization Fund for the Public Schools of Southborough, which would be governed by the Southborough Select Board and the Southborough School Committee. The District will utilize these funds for unexpected or unbudgeted Special Education costs.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 25: To see if the Town will authorize the Select Board to lease all or a portion of the roof of Trottier Middle School located at 49 Parkerville Road for a term of 10-20 years, upon such terms and conditions as are acceptable to the Select Board, to a solar energy provider to construct, maintain, and operate a solar facility on the property and to enter into a power purchase agreement with the solar energy provider; and further, to authorize the Select Board to grant an easement as may be necessary to install, maintain, operate, repair, reinstall, or replace any utilities required for interconnection to the solar facility project, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOL COMMITTEE

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

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Summary: The purpose of this warrant article is to permit the Select Board to lease all or a part of the Trottier Middle School roof for a solar energy project. The lease of the roof would be contingent upon the replacement of the existing roof, for which the school district has applied to the Massachusetts School Building Authority. The solar project is part of the Public Schools of Southborough's strategic plan to implement energy efficiencies.

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 26: To see if the Town will vote to authorize the Northborough-Southborough Regional School District to establish a Stabilization Fund according to Chapter 71, Section 16G 1/2 of the General Laws for the purposes of funding capital items as identified in the Northborough-Southborough Regional School District Capital Plan, or do or act anything in relation thereto.

Proposed by: REGIONAL SCHOOL COMMITTEE

Select Board Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: The purpose of this warrant article is to create a Capital Stabilization Fund for the Northborough- Southborough Regional School District, which would be governed by the NSRSD School Committee. The District will utilize these funds for capital improvements at Algonquin Regional High School. Capital projects will be presented to the Southborough Capital Improvement & Planning Committee as part of the annual budget process.

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT FAILED.

ARTICLE 27: To act on the recommendation of the Community Preservation Committee on the Fiscal Year 2025 Community Preservation Budget and to appropriate or reserve for later appropriation monies from Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of Community Preservation projects and all other necessary and proper expenses for the year, or take any other action relative thereto.

PROPOSED FISCAL YEAR 2025 COMMUNITY PRESERVATION BUDGET

Estimated Surcharge Receipts (Based on Town Treasurer's Projections)	\$ 447,844
State Match (Projected FY2024 State Match)	\$ 64,905
Total Projected Revenue.....	\$ 512,749

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2025 Community Preservation Fund revenues with each item considered a separate appropriation.

Set Aside- Open Space

\$51,275 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 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.

Historic Preservation

No set aside required as spent in FY2025 on bonds for historic projects for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing

\$51,275 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 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. Set Aside Administrative Costs – Community Preservation Committee \$25,637 to defray the administrative and operating expenses of the Community Preservation Committee in FY2025 for the Community Preservation Administration Account

Set Aside – CPA Budgeted Reserve/Discretionary

\$106,274.00 Reserved for FY25 Budgeted Reserve/Discretionary Account

Annual Debt Service: \$75,438 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 as approved at ATM 2016

Annual Debt Service: \$61,000 to be applied towards the bond for the renovation and restoration of the historic Southborough Library building for the purpose of historic preservation as approved at ATM 2018

Annual Debt Service: \$141,850 to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation as approved at ATM 2021

FY24 Annual Debt Service: \$52,842 from the CPA FY24 Budgeted Reserve Fund Balance to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation as approved at ATM 2021

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

b The budget and set-asides are an annual requirement under the Community Preservation Act.

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 28: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY2024 State Match Adjustment from the CPA Fund Balance 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:

Actual FY24 State Match Receipts.....	\$ 86,596
ATM2023 Projected FY24 State Match	\$82,561
FY24 State Match Adjustment	\$4,035

Set Aside- Open Space

\$403 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation

\$403 to be set aside, held in the Community Preservation Historic Reserve Account, and spent in FY2025 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing

\$403 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 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.

Set Aside Administrative Costs

\$201– Community Preservation Fund to defray the administrative and operating expenses of the Community Preservation Committee in FY2024 in the FY2024 Community Preservation Administration Account.

\$2,625.00 Reserved for FY24 Community Preservation Budgeted Reserve/Discretionary)

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article is to account for an adjustment to the state match from what was budgeted at 2023 ATM and the FY24 State Match received.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 29: To see if the Town will vote to appropriate \$46,046 for the rehabilitation and restoration of historic Town records for historic purposes as requested by Southborough Town Clerk Jim Hegarty, with \$21,005.43 from the Historic Reserve Account and \$25,040.57 from the Budgeted Reserve Account. This consists of \$45,046 in project costs and an additional \$1,000 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application.

Funding is contingent on a project start of July 1, 2024, and to be completed by June 30, 2027 or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee 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

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Under the direction of Town Clerk Jim Hegarty said funds will be used for the restoration of historic Town documents dating back to the 1700's.*

MOTION MADE: That the Town appropriate \$46,046 for the rehabilitation and restoration of historic Town records for historic purposes as requested by Southborough Town Clerk Jim Hegarty, with \$21,005.43 from the Historic Reserve Account and \$25,040.57 from the Budgeted Reserve Account. This consists of \$45,046 in project costs and an additional \$1,000 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start of July 1, 2024, and to be completed by June 30, 2027 or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MOTION PASSED.

ANNUAL TOWN MEETING MINUTES MARCH 23, 2024

ARTICLE 30: To see if the Town will vote to appropriate \$211,232 from the CPA Fund Budgeted Reserve for the construction of the final segment of Peninsula Trail requested by the Southborough Trails Committee for recreational purposes. This consists of \$183,680 in project costs and an additional \$27,552 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start date of July 1, 2024, and to be completed by December 1, 2026, or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee 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

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Under the direction of the Southborough Trails Committee (STC), and with Recreation Director Tim Davis as an advisor, said funds will be used for the installation of the boardwalk, footbridge, and other trail construction related tasks for "Bridging the Gap" Phase II of the STC Peninsula Trail Project.*

MOTION MADE: That the Town appropriate \$211,232 from the CPA Fund Budgeted Reserve for the construction of the final segment of Peninsula Trail requested by the Southborough Trails Committee for recreational purposes. This consists of \$183,680 in project costs and an additional \$27,552 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on a project start date of July 1, 2024, and to be completed by December 1, 2026, or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MOTION PASSED.

ARTICLE 31: To see if the Town will vote to appropriate \$553,750 for the installation of a new irrigation system in accordance with the standards of Audubon International, at the Southborough Golf Club from the CPA Fund Balance, as requested by the Southborough Golf Committee for the purpose of recreation. This consists of \$475,000 in project costs and an additional \$78,750 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on project completion by December 1, 2026, or funds to be returned to the CPA Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee 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

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Under the direction of the Southborough Golf Committee (SGC), and with the golf course management company - New England Golf, overseeing the installation, said funds will be used for the installation of the new irrigation system to replace the existing 50+ year old system which is leaky, prone to failure requiring frequent repair, and time consuming to operate. This article is the Community Preservation Act share of a total project amount of \$603,750 offset by a \$50,000 contribution from the Golf Course Revolving Fund.*

MOTION MADE: That the Town appropriate \$553,750 for the installation of a new irrigation system in accordance with the standards of Audubon International, at the Southborough Golf Club from the CPA Fund Balance, as requested by the Southborough Golf Committee for the purpose of recreation. This consists of \$475,000 in project costs and an additional \$78,750 in contingency funding. Contingency funds only available after approval of the Community Preservation Committee for unexpected costs unforeseen at the time of application. Funding is contingent on project completion by December 1, 2026, or funds to be returned to the CPA Fund Balance as directed by the Community Preservation Committee. Project to be completed in conformance with details as presented to the members of the Community Preservation Committee and to be documented in the application. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MOTION PASSED.

ARTICLE 32: To see if the Town will vote to appropriate the sum of \$96,115.13 for the use of the Board of Health to provide for substance abuse abatement activities following the Town's participation in the Statewide Opioid Settlements negotiated by the Massachusetts Attorney General, and to meet said appropriation the sum of \$96,115.13 be transferred from Free Cash, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This Article provides funds to supplement and strengthen resources possibly including but not limited to substance abuse prevention, harm reduction, treatment, and recovery funded by direct payments received by the Town of Southborough as a result of signing onto statewide settlements with opioid manufacturers, distributors, and/or pharmacies. In order to comply with settlement reporting requirements, the funds are being segregated from general revenues into a separate article.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

ARTICLE 33: To see if the Town will vote to authorize the Select Board under Clause (1) of Section 8 of Article 2, as amended, of the Amendments to the Constitution of the Commonwealth of Massachusetts to submit to the General Court a Home Rule Petition, accompanied by a proposed Special Act relating to the Town of Southborough public works. The General Court may make clerical or editorial changes of form only to the proposed, unless after a public hearing the Select Board approves amendments to the bill before enactment by the General Court. The Select Board is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition. Said submission shall be accompanied by an attested copy of the motion and vote of the Town Meeting on this article.

Said proposed Special Act shall make the following modifications to Ch. 447 of the acts of 1991: (a) Re-establish the office of Tree Warden as an appointee of the Select Board, supervised by the DPW superintendent; (b) dissolve the Public Works Planning Board of the town of Southborough; and (c) replace “board of selectmen” with “select board” throughout.

The form and wording of said submission shall be determined by the Select Board in consultation with Town Counsel and the Town’s representatives to General court, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The Public Works Planning Board was created in 1991, and does not meet current expectations. The Select Board is officially the town’s Tree Warden by the Special Act which has proven inefficient. The office of Tree Warden would be reinstated as an appointed officer of the Town.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 34: To see if the Town will vote to establish a Public Works Advisory Committee by deleting Article I (“Solid Waste Disposal Committee”) of the Town Code in its entirety and inserting the following into the Town Code:

Article XIII Public Works Advisory Committee

§9-52 Purpose

Because the Department of Public Works (“DPW”) is a complex organization that consumes a significant portion of the Town’s budget and directly impacts the life of every resident: planning, prioritization, coordination and communications with the residents is essential. The Public Works Advisory Committee provides a focal point for and assistance with this complex function.

§9-52-A Establishment; Membership; Qualifications

Effective upon the dissolution of the Southborough Public Works Planning Board, there shall be a Public Works Advisory Committee (“PWAC”), which shall consist of five voting members and the non-voting ex-officio members identified below.

Each voting member shall be a resident of the Town and shall not be a Town officer or employee. Preferably at least 3 voting members should have significant relevant work experience and knowledge of activities undertaken by the DPW.

The voting members shall be appointed by the Select Board.

§9-52-B Appointments; Terms; Vacancies; Removal

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

Any voting member who shall remove from the Town, establish residency in another town, resign, or die shall cease to be a member. When notified that any voting member has failed to faithfully discharge his duties, or has failed without good cause to attend at least three quarters of the PWAC meetings held in any six-month interval: the Select Board may promptly give notice, hold a hearing and determine whether such member shall be removed from the PWAC. In any case of a vacancy in the voting membership, the Select Board shall make every effort to, within thirty days, appoint a replacement for the balance of the unexpired term.

The ex-officio (non-voting) members have terms coincident with their employment and shall be: the Superintendent of Public Works and the Town Planner.

§9-52-C Organization; Meetings

The members shall select, from among themselves, a Chair, vice-Chair, and a Secretary.

The PWAC shall establish a regular schedule of meetings sufficient to complete its duties, but shall meet at least quarterly.

The PWAC shall ordinarily and preferentially meet in the Town, but may conduct meetings, investigations or inspections within the scope of its duties and authority anywhere, subject to the Open Meeting Law and standard Town travel budgets and policies.

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

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

§9-52-D Funding

Subject to appropriation, the PWAC may incur expenses for consultants, communications, minute-takers and other purposes. Such expenses shall be from a separate line item under the DPW’s budget, established by the Town’s regular budget process. Any expenditures from its budget shall require a majority vote of the PWAC or a designated member thereof, as permitted by law, and be subject to the Town’s policies for such expenditures.

§9-53 Functions and Definitions

The duty of the PWAC shall be to respond to requests for support from the Superintendent of Public Works, the Select Board, the Planning Board, the Advisory Committee, the Capital Improvement Planning Committee, and such other Town Entities as may be appropriate.

Further, PWAC shall also proactively evaluate, study, recommend, propose, and/or report on significant projects to be undertaken by the DPW.

The PWAC shall assume the functions of the former Green Technology and Recycling Committee that were assigned to the former Public Works Planning Board.

In this Article XIII, the phase "Town Entities" includes any Town board, committee, or agency of Town government, or subsidiary organization of any of these, whether statutory, elected or appointed.

In this Article XIII, the phase "Public Works Projects" includes projects conducted or planned to be conducted by the DPW, including but not limited to: road and sidewalk construction and maintenance; solid waste disposal (including operation of the transfer station, recycling and fees); cemetery operation; construction and maintenance of the water system (including conservation and fees); tree maintenance, removal, and replacement; public stormwater, and traffic management.

§9-54 Mission and Authority

The PWAC shall assist with establishing priorities and long-term planning for significant Public Works Projects. The PWAC may evaluate and/or develop options to be considered for Public Works Projects that significantly deviate from their plans in scope, expense, and/or schedule. The PWAC may assist in locating and/or evaluating the desirability of external (e.g., grant) funding for Public Works Projects.

The PWAC shall coordinate its work with the Select Board, Advisory Committee, Capital Improvement Planning Committee, Planning Board, Trails Committee, and Recreation Commission as reasonably necessary.

The PWAC shall not manage or direct the Superintendent of Public Works, DPW employees, or projects.

The PWAC shall assist the Superintendent of Public Works to communicate plans for Public Works Projects and the status of such projects to residents (especially neighbors) at the earliest feasible time. It shall serve as a focal point for citizen concerns with Public Works Projects, and may conduct public hearings.

§9-54-A Other Agencies

The PWAC may meet with other governmental agencies to discuss opportunities for interoperation, efficiencies or other synergies. However, the PWAC does not have the authority to commit the Town to pursue such opportunities, which authority rests with the Superintendent of Public Works, other Town Entities, and/or their designees.

§9-55 Reporting

From time to time, as may be necessary, the PWAC shall report to the Superintendent of Public Works and/or the Select Board on its activities and such reports, studies, evaluations, recommendations, and/or proposals as it has initiated or have been requested of it.

From time to time, as may be necessary, the PWAC shall report to the Town Meeting.

§9-56 Interpretation

The section headings and numbering of this Article XIII are for convenience and shall not be construed to modify the interpretation of the article.

In this Article XIII, terms are defined in quotation marks within parenthesis, and their uses are indicated by capitalization. The definition of each such term applies to its use in the entirety of this Article XIII, whether or not the definition appears before such use.

In this Article XIII, the word "will" is to be interpreted as descriptive of an outcome or process and not as an imperative; the word "shall" is to be interpreted in the imperative sense of "must" or "is required to"; while the word "may" is to be interpreted in the permissive sense of "optionally", or "has discretion whether or not to".

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Replaces the Special Act-chartered Public Works Planning Board with a Town standing committee when the PWPB dissolves as initiated by the previous article.*

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED BY A MODERATOR DECLARED 2/3rds MAJORITY.

ARTICLE 35: To see if the Town will vote to amend Article XI, Capital Improvement and Planning Committee, of the Town Code by deleting § 9-43(A) in its entirety, and replacing it with the following:

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

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The Capital Improvement and Planning Committee is seeking to reduce its membership from 7 to 5 members to alleviate issues with getting quorums for meetings.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

Approved by the Attorney General on June 27, 2024.

ARTICLE 36: To see if the Town will vote to amend the Town Code to add Downtown District to Chapter 174 - Zoning as follows:

- Schedule of use regulations – 174-8.C(5) after Business Village District.
- Signs – 174-11 (D) – sign regulations next to Business Village
- Signs-174-11.E [1] [a] after Business Village District.
- Signs-174-11.E [1] [b] after Business Village District.
- Signs-174-11.E [2] [a] after Business Village District.
- Signs-174-11.E [2] [b] after Business Village District.
- Signs-174-11.E (d) [1] after Business Village District.
- Signs-174-11.E (d) [2] after Business Village District.
- Outdoor Illumination – 174-12.1.E (3) (b), and Table 1 under LZ-2 add Downtown District below Business Village
- Landscaping – 174-13.A(3) as follows:
 - (3) Exceptions.

The requirements of this section do not apply to developments or renovations in the Business Village District and the Downtown District. However, the Planning Board may require landscaping as part of the site plan or special permit application within the Business Village District and Downtown District.

And anywhere else in the code where the Business Village District is referenced and appropriate.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The intent of this Article is to add the phrase “Downtown District” where “Business Village District” is referenced, as applicable, throughout the Town Code.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED BY MODERATOR DECLARED 2/3RDS MAJORITY.

Approved by the Attorney General on June 27, 2024.

ARTICLE 37: To see if the Town will vote to amend Chapter 174 of the Town Code to include an expiration for special permits as required by MGL c. 40A Section 9 as follows:

In Chapter 174 Section 9 – Special Permit Requirements, to add after the sentence ending with “...or destructive of property values therein.” the following clause: “Unless otherwise designated by this chapter, if the rights authorized by a special permit are not exercised within two years from the date of grant thereof, they shall lapse, and a new petition, notice, and hearing will be required for their reestablishment. The applicant may be granted a single one-year extension by applying in writing to the special permit granting authority at least 30 days prior to the date when the special permit is due to lapse. An extension will only be granted for good cause and/or at the discretion of the special permit granting authority.”

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD/ZONING BOARD OF APPEALS

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article would amend the Zoning Bylaw to comply with MGL c. 40A Section 9, which requires bylaws to provide a specified period of time after which special permits will lapse.*

MOTION MADE: TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT.

AMENDMENT TO STRIKE THE WORD “SINGLE” FROM THE PHRASE “THE APPLICANT MAY BE GRANTED A SINGLE ONE-YEAR...”PASSED.

MAIN MOTION AS AMENDED PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

Approved by the Attorney General on June 27, 2024.

ARTICLE 38: To see if the Town will vote to delete in its entirety Chapter § 9-2 of the town code “Meetings prohibited on Election Day, or when Town offices are closed due to weather or other emergency” and replace it with:

§ 9-2 Meetings prohibited on Election Day, or when Town offices are closed due to a weather or other emergency

A. If the Select Board or their designee announce that all Town offices are closed due to a weather or other emergency, any scheduled public meeting shall be cancelled. However, public meetings may be held if the meeting is properly noticed for and held in an online format where the public may observe the meeting. A previously scheduled in-person only meeting may be changed to an online format by submitting a revised agenda to the Town Clerk in a timely fashion. If a meeting is cancelled, the Town Clerk shall post notice of the cancellation on the Town website.

B. This prohibition will not apply to emergency meetings held to address weather or other emergencies as defined by the Attorney General.

C. No board, committee or commission shall schedule a meeting on the day of any Town, state or federal election.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This Article modifies the existing town code to allow meetings to be held when town buildings are closed to the public due to a weather or other emergency, if the meeting is held in an online format where the public may observe the meeting.*

MOTION PASSED AS PART OF THE MODERATOR'S CONSENT LIST.

Approved by the Attorney General on June 27, 2024.

ARTICLE 39: To see if the Town will vote to accept MGL Ch 41 §19 K which states as follows:

"In any town, that accepts this section, a town clerk who has completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a certified Massachusetts municipal clerk, shall receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than \$1,000 per year. In order to qualify for such additional compensation, a town clerk shall submit to the board of selectmen of such town proof of the award of such certificate. The additional compensation provided in this section shall be prorated for any 12 month period in which an eligible person does not hold the office of town clerk for 12 consecutive months. Such additional compensation shall discontinue when certification is discontinued or withdrawn."

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This Article accepts the Massachusetts General Law that provides an annual \$1,000 stipend to a town clerk who obtains certification as a Massachusetts Municipal Clerk. Only 31% of Massachusetts town clerks have the required experience, have taken the required continuing education courses and passed the 250 - question examination required to earn this certification.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 40: To see if the Town will vote to amend Town Code § 9-25 Meeting minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall provide minutes for each of its meetings to the Town Clerk within 45 days of the meeting. Minutes shall be kept by the Town Clerk for a period as required by applicable state law. This requirement shall not apply to Executive Session Minutes, which shall only be provided to the Town Clerk within 45 days from the date that they are released for public disclosure.

A. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk.

(1) Minutes that have not been approved at the time of their receipt shall be labeled "Draft."

(2) The Town Clerk shall log the receipt of all minutes and the Town Clerk shall post minutes on the Town website.

B. Minutes shall be submitted in a manner consistent with the Open Meeting Law (MGL c. 30A, § 22), and the Attorney General's Open Meeting Law Guide, and must include:

- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting; and
- the name of any member who participated in the meeting remotely.

C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, exhibits, and electronic files of any audio or video presentations used at the meeting, including items created by the board members, or by others allowed to make presentations at the meeting.

(1) The term "used at the meeting" shall mean a document, exhibit, audio or video presentation that was (1) identified by name, or (2) presented at the meeting, and (3) discussed at the meeting.

(2) If copies of documents or other exhibits used at the meeting cannot be provided due to the physical nature of the exhibit (e.g., size of the exhibit, etc.), the specific filing location of the document or exhibit shall be identified.

D. The last page of the minutes shall include a section labelled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This Article clarifies the existing requirements for board, committee, or commission (“the board”) meetings to maintain minutes and documents used at meetings. This Article adds the requirement that any audio or video presentation that a board allows to be displayed at a meeting be retained, regardless of who created the presentation. This Article also adds the requirement that the last page of the minutes includes a section labelled “Documents Used at This Meeting” with a list the names of each document that was used at the meeting. A recent review of minutes submitted to the town clerk revealed several instances where no documents were submitted by the board.*

MOTION PASSED AS PART OF THE MODERATOR’S CONSENT LIST.

Approved by the Attorney General on June 27, 2024.

ARTICLE 41: To see if the Town will vote to petition the General Court for the passage of special enabling legislation authorizing the Town to authorize, issue and sell pension obligation bonds to finance the Town’s unfunded pension liability to the Worcester Regional Retirement System, fund any necessary reserves, and all other costs associated therewith, which special enabling legislation shall be in such form as the Select Board shall approve, and provided further that the Select Board may accept and approve any amendments required in such special act as required by the General Court, provided that such amendments do not materially impact the purpose of the Special Act, as may be approved hereunder; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article will authorize the Town to seek special legislation that would allow the Town to retire its portion of the Worcester Retirement System unfunded liability. If market conditions were favorable the Town would seek Town Meeting approval to issue pension obligation bonds for this purpose.*

MOTION PASSED AS PART OF THE MODERATOR’S CONSENT LIST.

ARTICLE 42: To see if the Town will vote to transfer from Free Cash the sum of Thirty Thousand Dollars (\$30,000) or such other amount as Town Meeting may approve for the purpose of funding events [i.e. fireworks, parade, public art, etc.] as authorized by the Tricentennial Committee celebrating the Town of Southborough’s incorporation, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This funding will serve as seed money to support the work of the Tricentennial Committee. Expenditures will be approved by the Committee Chair [subject to approval by the Committee] and may include items like patriotic bunting, memorabilia, assistance with digital media or deposits on events such as fireworks, etc.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 43: To see if the Town will vote to approve the Assabet Valley Regional Vocational Technical School Committee’s vote on January 9, 2024, to establish a Stabilization Fund for the Assabet Valley Regional Vocational Technical School District, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Not Support

Summary: *The purpose of this warrant article is to help with the creation and support of a Capital Improvement Fund for the school district which would be governed by the AVRVS School Committee. Historically, Assabet has been able to accommodate Capital Improvements through the use of Out-of-District Tuition and through grant opportunities, however, neither is a continued sustainable option.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT PASSED.

ARTICLE 44: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale of the 21 Highland St. property until January 1, 2028. It is agreed that the sale or transference of the property could be detrimental to the town until the following factors are resolved: There is currently a new school project being contemplated with an unspecified school price tag that could range as high as 60-100 Million dollars at this moment. The process of planning and building a new school could take another 3 or more years to complete. There is currently 300 408 housing units likely to be built in the next 3-5 years, and the MBTA community Act currently threatens the town with another potential 750 units of multifamily zoning by right, so in the next 3+ years to come the town could lose control of housing development in many areas of the town (there are 3800 housing units in the town currently, the total new burden could add a possible 26% population increase). Although it is unrealistic to expect the full number of units, the current school estimates do not take all of these factors into account, nor can we accurately project numbers with confidence having no control over the zoning, unit type, or building process.

There is no current organizational model or plan to mitigate the possible cost or space need effects upon town departments, and no current plan for town space needs if this rapid population growth occurs. The current space need plans are dependent upon the premise of building a new school, a historically neutral residential development plan, and turning over one of the current schools to general town use for multiple departments currently inhabiting other buildings, including Recreation, Family and Youth services (both in the 21 Highland property), Building Permit departments, senior center, and Facilities (all in the Cordaville hall building), who have all have been recommended in the space needs plan to vacate their current locations (and to move to Finn currently). If there is a problem with the plan (example: No new school, or other factors as high population growth), selling the 21 Highland St. property could leave the town with little recourse except to sign commercial leases for homeless departments, potentially making the town long term dependent upon the private real estate market fluctuations, and/or possibly build space, adding to town costs. A new school is currently not approved, but selling these properties could be used as financial incentive and space need leverage to coerce support for one, knowing the sale could instigate leases and costs created by a premature property sale and vacating actions by those departments. There is minimal financial risk to delaying a sale of the property for several years. There is a greater financial risk to selling the property prematurely if the building could better serve the short, middle, or long term interests of the town given the current factors facing the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.

Select Board Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This is a citizen's petition.*

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

ARTICLE 45: To see if the Town will vote that the Town hereby resolves to own and rehab the current 21 Highland St. property for town, community, and/or rental use, using CPC and other bond allocations to fund the project when needed. The surrounding property will remain open for community use regardless of building use. It is required that the Select Board carry out the will of this resolution, and have a plan in place by the next town Meeting with the understanding that the citizenry will not entertain a proposal to dispose of the property till the year 2033. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.

Select Board Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This is a citizen's petition.*

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

ARTICLE 46: To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale the 21 Highland St. property until January 1, 2030. It is agreed that the citizenry prefers to tastefully retire use of the building at 21 Highland St., and keep the building at 21 Highland St. property owned by the town if or when departments housed wherein should move to other locations and there is no reason to keep the building in use. At such time, the 21 Highland St. building interior will be "Mothballed", the exterior of the windows protected with tasteful covers, the roof and exterior sealed, so the building will keep in a relatively preserved state until it should be desired for future use again, remodeling or demolition by the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.

Select Board Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This is a citizen's petition.*

MOTION TO INDEFINITELY POSTPONE THE ARTICLE PASSED BY MODERATOR DECLARED 2/3RD MAJORITY.

ARTICLE 47: The Citizens of Southborough hereby resolve that, any petition to the CPC for funding for a project, asset, or service on private land, or for private benefit and use, being not town owned or operated, should require a 2/3 majority passing vote tally for approval at Town Meeting; or do or act anything in relation thereto.

Proposed by: JOSEPH PALMER, et al.

Select Board Recommendation: Not Support

Advisory Committee Recommendation: Not Support

Summary: *This is a citizen's petition.*

MOTION TO MOVE THE ARTICLE AS PRINTED IN THE WARRANT FAILED.

ANNUAL TOWN MEETING MINUTES MARCH 23, 2024

At 4:24PM ON MARCH 23, 2024, A MOTION TO DISSOLVE THE ANNUAL TOWN MEETING PASSED.

True Copy Attest:

James F. Hegarty, Town Clerk

TOWN CLERK

SPECIAL TOWN MEETING MINUTES SEPTEMBER 30, 2024

The Special Town Meeting was duly called on Monday September 30, 2024, at 7:00 p.m. and held at the Trottier Middle School, 49 Parkerville Road, Southborough, MA. Town Moderator Paul M. Cimino called the meeting to order at 7:32 p.m. and announced that a quorum of more than 100 voters was present; 611 voters attended the meeting. The Moderator appointed Carol Cullen as Deputy Moderator for the overflow crowd participating from the cafeteria.

The following Articles were voted on in a legal manner.

Motion made: To dispense with the reading of the Warrant, the officer's return of service, and to waive the reading of the separate articles of the Warrant.

Motion passed.

Motion made: To move as printed in the Warrant, and pass the Moderator's consent list consisting of Articles 1, 3, 4, 5, 6, 7, 13.
Motion passed.

ARTICLE 1: To see if the Town will vote to amend the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, as follows:

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at September 30, 2024 Special Town Meeting
Effective October 1, 2024 if warrant article is approved]

SECTION 20: CLASSIFICATION SCHEDULE:SCHEDULE A: GRADED POSITIONS

Title	Grade
DPW Laborer	1
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Library Associate	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher**	4
Assistant Town Accountant	5
Business Administrator II	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Health Agent*	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6

SPECIAL TOWN MEETING MINUTES SEPTEMBER 30, 2024

Assistant Director, Youth & Family Services	6
Civil Engineer	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7
Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8
Director of Facilities	8
Health Director*	8
IT Manager	8
Library Director*	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant*	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract

**effective March 25, 2024

SCHEDULE A

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	\$15.38	\$15.68	\$15.99	\$16.31	\$16.64	\$16.97	\$17.31	\$17.66	\$18.01	\$18.37	\$18.74	\$19.11	\$19.49	\$19.88	\$20.28
A-2	\$19.22	\$19.60	\$19.99	\$20.39	\$20.80	\$21.22	\$21.64	\$22.07	\$22.51	\$22.96	\$23.42	\$23.89	\$24.37	\$24.86	\$25.36
A-3	\$23.06	\$23.52	\$23.99	\$24.47	\$24.96	\$25.46	\$25.97	\$26.49	\$27.02	\$27.56	\$28.11	\$28.67	\$29.24	\$29.82	\$30.42
A-4	\$26.53	\$27.06	\$27.60	\$28.15	\$28.71	\$29.28	\$29.87	\$30.47	\$31.08	\$31.70	\$32.33	\$32.98	\$33.64	\$34.31	\$35.00
A-5	\$29.18	\$29.77	\$30.37	\$30.98	\$31.60	\$32.23	\$32.87	\$33.53	\$34.20	\$34.88	\$35.58	\$36.29	\$37.02	\$37.76	\$38.52
A-6	\$32.10	\$32.75	\$33.41	\$34.08	\$34.76	\$35.46	\$36.17	\$36.89	\$37.63	\$38.38	\$39.15	\$39.93	\$40.73	\$41.54	\$42.37
A-7	\$40.13	\$40.93	\$41.75	\$42.59	\$43.44	\$44.31	\$45.20	\$46.10	\$47.02	\$47.96	\$48.92	\$49.90	\$50.90	\$51.92	\$52.96
A-8	\$48.15	\$49.12	\$50.10	\$51.10	\$52.12	\$53.16	\$54.22	\$55.30	\$56.41	\$57.54	\$58.69	\$59.86	\$61.06	\$62.28	\$63.53
A-9	\$52.97	\$54.03	\$55.11	\$56.21	\$57.33	\$58.48	\$59.65	\$60.84	\$62.06	\$63.30	\$64.57	\$65.86	\$67.18	\$68.52	\$69.89

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

SCHEDULE C: SEASONAL PERSONNEL

Positions
Grade 1
Camp Counselor*
Program Aide* (1:1)
Program Supervisor* (i.e. RAP Monitor)
Grade 2
Camp Assistant Supervisor*
Intern**
Grade 3
Camp Supervisor*
Assistant Coach*
Head Coach*
Grade 4
Program Instructor*

*Fee based personnel

**Effective October 1, 2024

Rates for Seasonal Personnel

Grade	Minimum		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	\$ 15.00	\$ 31,200.00	\$ 16.00	\$ 33,280.00	\$ 17.00	\$ 35,360.00
2	\$ 19.00	\$ 39,520.00	\$ 20.00	\$ 41,600.00	\$ 21.00	\$ 43,680.00
3	\$ 23.00	\$ 47,840.00	\$ 24.00	\$ 49,920.00	\$ 25.00	\$ 52,000.00
4	\$ 30.00	\$ 62,400.00	\$ 31.00	\$ 64,480.00	\$ 32.00	\$ 66,560.00

; or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The Personnel Board is recommending that the bylaw be amended to add several new positions to the Classification Schedule including Intern, Health Agent, Health Director, and DPW Laborer, as well as broadening the language for Seasonal Positions, which was previously restricted to Recreation. The Health Agent is proposed to be a shared position with the Town of Northborough.*

Motion passed as part of the Moderator's consent list.

ARTICLE 2: To see if the Town will vote to amend §9-51 of the Town Code, Appointment of members., as it pertains to the membership of the PILOT Committee, by eliminating §9-51 in its entirety and replacing it as follows:

§9-51 Appointment of members.

No later than 45 days after the Attorney General's approval of this article, the Select Board will appoint members of this committee, consisting of five voting members, as follows:

A. Three members representing the taxpayers of Southborough, without any financial relationship with St. Mark's, Fay School or New England Center for Children;

B. One member of the Historic Commission, selected by the Historic Commission;

SPECIAL TOWN MEETING MINUTES SEPTEMBER 30, 2024

C. One member of the Select Board, selected by the Select Board;

D. Specifically excluding any ex officio members.

;or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The PILOT Committee has requested a reduction in their membership from 7 to 5 members.*

Motion made: That the Town vote to approve the article as printed in the warrant, and that the appointments of any eliminated Committee positions be terminated as of the effective date of the revision to the bylaw.

Motion passed.

Approved by the Attorney General on January 7, 2025.

ARTICLE 3: To see if the Town will vote to delete Chapter 9, Article I of the Town Code, Solid Waste Disposal Committee; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The Committee has been inactive for several years. The Board is reviewing the current list of boards and committees in an effort to streamline the overall number of ad-hoc committees.*

Motion passed as part of the Moderator's consent list.

Approved by the Attorney General on January 7, 2025.

ARTICLE 4: To see if the Town will vote to delete Chapter 6, Article II of the Town Code, Consumer Advisory Commission; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The Committee has been inactive for several years. The Board is reviewing the current list of boards and committees in an effort to streamline the overall number of ad-hoc committees.*

Motion passed as part of the Moderator's consent list.

Approved by the Attorney General on January 7, 2025.

ARTICLE 5: To see if the Town will vote to amend Town Code § 9-25 Meeting Minutes, by deleting it in its entirety and replacing it with:

Each board, committee, or commission shall submit minutes for each meeting to the Town Clerk within 45 days of the meeting, provided however that Executive Session minutes shall be submitted to the Town clerk within 45 days from the date that they are released for public disclosure.

A. The requirements of this bylaw shall apply to every board, committee or commission meeting, whether held in person, virtually, or in a hybrid manner.

B. Minutes shall be prepared and approved as required by the Attorney General's instructions on the Open Meeting Law ("OML"), MGL c. 30A, § 22.

1) The Town Clerk shall provide every board, commission or committee member with a list of the Attorney General's OML instructions as they relate to meeting minutes on an annual basis and whenever there is a change in the instructions.

2) The Town Clerk shall also maintain this information on the town website.

C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, as defined by the Attorney General's OML instructions. The last page of the minutes shall include a section labeled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.

D. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk. Minutes that have not been approved at the time of their receipt shall be labeled "Draft."

E. The Town Clerk shall:

1) Notify the board, committee or commission chair if minutes are overdue.

2) Keep minutes and documents for the period of time as required by applicable state law.

3) Maintain and publish a monthly summary of any instance when a board or committee has not complied with the provisions of this bylaw.

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; or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This Article clarifies that the existing requirements for a board, committee, or commission to maintain minutes and documents used at a meeting also applies to both in-person meetings, hybrid and fully virtual meetings. This Article also requires the town clerk to maintain and publish a monthly summary of board and committees that have not complied with the provisions of this bylaw. A recent review of board meetings revealed many instances where no documents were submitted by a board.*

Motion passed as part of the Moderator's consent list.

Approved by the Attorney General on January 14, 2025.

ARTICLE 6: To see if the Town will vote to accept M.G.L c.200A, §9A to allow the Treasurer-Collector to collect unclaimed checks or "tailings"; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *MGL Chapter 200A S9A provides for an alternative procedure for the disposing of abandoned funds known as tailings, held in the custody of the Town. Adopting this statute allows for a more efficient and expedited process for the disposing of abandoned funds, allowing the Treasurer to take these funds as General Fund revenue after there have been several attempts to notify the check recipient, once a full year has passed since the original issuance. Not passing this MGL means the Town must follow Massachusetts Unclaimed annual reporting guidelines whereby there is a 3-year waiting period and the funds transfer to the state not the Town.*

Motion passed as part of the Moderator's consent list.

ARTICLE 7: To see if the Town will accept General Laws Chapter 44, Section 53F $\frac{3}{4}$, which establishes a special revenue fund known as the Public Education Government (PEG) Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, and to allow the accounting officer to transfer any balance to the accepted fund to begin operation for fiscal year 2026, which begins on July 1, 2025, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The Town is paid user fees by the cable companies as a result of their contractual agreements with the Town. Those cable fees are then used to offset expenses Related to public access media operations. Recent changes in legislation require those funds to be placed into a special revenue fund prior to disbursement by the Town. This article creates the required special revenue fund.*

Motion passed as part of the Moderator's consent list.

ARTICLE 8: To see if the Town will vote to add a new **§174-10.3 MBTA Communities Overlay District (MCOD)** to the Town of Southborough's Zoning Bylaws, amend the zoning map, amend certain other sections to integrate the new section into the current zoning bylaw, and make any minor modifications to the text required for consistency with the existing format of the bylaws or take any other action relative thereto.

Please note that text to be added is in **bold**, other than §174-10.3, where the proposed change is the addition of the entire section; deleted language is shown with ~~strikethrough~~.

Add the following definitions to §174-2. Definitions:

B. Definitions

AFFORDABLE UNIT

A multi-family housing unit that is subject to a restriction recorded in its chain of title limiting the sale price or rent or limiting occupancy to an individual or household of a specified income, or both.

AFFORDABLE HOUSING

Housing that contains Affordable Units as defined by §174-2.

AREA MEDIAN INCOME (AMI)

The median family income for the metropolitan statistical region that includes the Town of Southborough, as defined by the U.S. Department of Housing and Urban Development (HUD).

MULTIFAMILY HOUSING (WITHIN THE MCOD)

A building with three or more residential dwelling units or two or more buildings on the same lot with more than one residential dwelling unit in each building.

Modify the following existing definitions in §174-2. Definitions:

B. Definitions

DWELLING UNIT

~~Living quarters for a single family.~~

A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Add the following text to: §174-3. Districts enumerated:

N. MBTA Communities Overlay District, referred to as MCOD.

Add the following text to Article III. Use Regulations:

§174-8.13 MCOD MBTA Communities Overlay District

A. See §174-10.3

Add the following text to §174-10. A:

(6) All multi-family development within the MCOD (§174-10.3). The provisions of §174-11 Signs, §174-12 Parking and Loading, §174-12.1 Outdoor Illumination, §174-13 Landscaping, §174-13.3 Lower Impact Development, §174-13.4 Water Resource Protection, and §154 Stormwater and Erosion Control shall be included as a part of the MCOD site plan review process.

Add the following text to §174-12.1. Outdoor Illumination:

E. (2) LZ-1: low ambient lighting

(b) Zoning Districts: Residence A, Residence B, and **MCOD**.

F. Table 1 – under the column LZ-1, add “**MCOD**” below Residential B.

Add the following new section under Article III. Use Regulations:

§174-10.3: MBTA Communities Overlay District.

A. Purpose.

The purpose of the MBTA Communities Overlay District (MCOD) is to allow multi-family housing as of right in accordance with Section 3A of the Zoning Act (Massachusetts General Laws Chapter 40A). This zoning provides for as of right multi-family housing to accomplish the following purposes:

- (1) Encourage the production of a variety of housing sizes and typologies to provide equal access to new housing throughout the community for people with a variety of needs and income levels;
- (2) Support vibrant neighborhoods by encouraging an appropriate mix and intensity of uses to support an active public space that provides equal access to housing, jobs, gathering spaces, recreational opportunities, goods, and services within a half-mile of a transit station.
- (3) Locate housing within walking distance of public transit to promote general public health, reduce the number of vehicular miles traveled, support economic development, and meet community-based environmental goals, including reducing greenhouse gases and improving air quality.
- (4) Support public investment in public transit and pedestrian- and bike-friendly infrastructure.

B. Establishment and Applicability.

This MCOD is an overlay district having a land area of approximately 59.2 acres in size that is superimposed over the underlying zoning district(s) and is shown on the Zoning Map.

(1) **Applicability of MCOD.** An applicant may develop multi-family housing within the MCOD as of right in accordance with the provisions of this §174-10.3. The MCOD shall be exempt from the requirement of §174-8. C. (2) to obtain a special permit for 2 buildings on one lot.

(2) **Underlying Zoning.** The MCOD is an overlay district superimposed over underlying zoning districts. The regulations for use, dimensions, and all other provisions of the Town of Southborough's Zoning Bylaw governing the respective underlying zoning district(s) shall remain in full force, except for uses allowed as of right in the MCOD. Uses that are not identified in §174-10.3 are governed by the requirements of the underlying zoning district(s).

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- (a) The requirements of §174-13.2 Major Residential Development do not apply to the MCOD.
 - (b) The requirements of §174-13.3. E, Lower Impact Development for a special permit application and process shall not apply to a multifamily use within the MCOD, but the performance standards of §174-13.3. I, Lower Impact Development, Performance Standards: LID Criteria, shall be considered during site plan review.
 - (c) The requirements of §174-13.4.C, Water Resource Protection related to the special permit process shall not apply to a multifamily use within the MCOD, but compliance with the Massachusetts Surface Water Quality Standards (314 CMR 4.00) shall be considered during site plan review.
- (3) **Subdistricts:** The MCOD contains the following subdistricts, all of which are shown on the Zoning Map:
- (a) MCOD Subdistricts #1a and 1b (Residence B Dimensional Standards)
 - (b) MCOD Subdistrict #2 (Industrial Park Dimensional Standards)
 - (c) MCOD Subdistrict #3 (Industrial Park Dimensional Standards)
- For subdistrict dimensional standards, see §174-10.3. E. (1) Table of Dimensional Standards. For Sign regulations, see §174-11, and for provisions of Outdoor Illumination, see §174-12.1.

C. Definitions.

Terms used in this section but not otherwise defined herein or under §174-2 of the Zoning Bylaw shall be as defined in the Zoning Act.

D. Permitted Uses.

- (1) **Permitted Uses are as follows:** The following uses are permitted as of right within the MCOD.
 - (a) Multi-family housing
- (2) **Accessory Uses.** The following uses are considered accessory as of right to any of the permitted uses in Section D.1. above.
 - (a) Parking, including surface parking and parking within a structure such as an above ground or underground parking garage or other building on the same lot as the principal use.
- (3) **Prohibited uses.** All uses which are not listed above, legally nonconforming, or otherwise allowable by the provisions of the underlying zoning regulations, are prohibited.

E. Dimensional standards are as follows:

- (1) **Table of Dimensional Standards.** The dimensional requirements applicable in the MCOD are as follows:

Dimensional Standards	MCOD Subdistricts #1a & 1b (Residence B Dimensional Standards)	MCOD Subdistrict #2 (Industrial Park Dimensional Standards)	MCOD Subdistrict #3 (Industrial Park Dimensional Standards)
(a) Minimum lot area (sq ft)	25,000	43,560	43,560
(b) Minimum frontage (ft)	125	200	200
(c) Minimum setbacks (ft)			
(i) Front	30	75*	50
(ii) Rear	35	50	50
(iii) Side	15	50	50
(d) Maximum height	2.5 stories or 35 feet	3 stories or 45 feet	3 stories or 45 feet
(e) Maximum floor area ratio (%)	0.3	0.6	0.6
(f) Maximum dwelling units per acre	15.0	16.0	15.0

***A 75-foot setback is required for buildings on Route 9.**

- (2) **Multi-Building Lots.** In the MCOD, lots may have more than one principal building. A minimum distance of ten (10) feet is required between principal buildings.
- (3) **Exceptions:** (refer to §174-15).
- (4) **Exceptions: Renewable Energy Installations.** The Planning Board may waive the height and setbacks in §174-10.3. E. (1) Dimensional Standards to accommodate the installation of solar photovoltaic, solar thermal, living, and other eco-roofs, energy storage, and air-source heat pump equipment. Such installations shall not create a significant detriment to abutters in terms of noise or shadow and must be appropriately integrated into the architecture of the building, as applicable, and the layout of the site. The installations shall not provide additional habitable space within the development.

F. Off-Street Parking.

These parking requirements are applicable to development in the MCOD.

- (1) **Number of parking spaces.** The following **minimum** numbers of off-street parking spaces shall be permitted by use, either in surface parking or within garages or other structures:

Use	Minimum Spaces
Multi-family	1.5 per unit

- (2) **Number of bicycle parking spaces.** The following minimum numbers of covered bicycle storage spaces shall be provided by use:

Use	Minimum Spaces
Multi-family	1 per unit

- (3) **Bicycle storage.** For a multi-family development of 15 units or more, covered parking bicycle parking spaces of no less than 25% of the total required spaces shall be integrated into the structure of the building(s).

G. General Development Standards.

- (1) Development standards are applicable to all multi-family development within the MCOD. These standards are components of the Site Plan Review process in §174-10.3.I. Site Plan Review.

(2) Site Design.

(a) **Connections.** Sidewalks shall provide a direct connection among building entrances, the public sidewalk (if applicable), bicycle storage, and parking.

(b) **Vehicular access.** Where feasible, curb cuts shall be minimized, and shared driveways encouraged.

(c) **Mechanicals.** Mechanical equipment at ground level shall be screened by a combination of fencing and plantings. Rooftop mechanical equipment shall be screened if visible from a public right-of-way.

(d) **Dumpsters.** Dumpsters shall be screened by a combination of fencing and plantings. Where possible, dumpsters or other trash and recycling collection points shall be located within the building.

(e) **Stormwater management.** Stormwater Management shall comply with the most current versions of the Massachusetts Department of Environmental Protection Stormwater Management Standards, the Massachusetts Stormwater Handbook, Massachusetts Erosion Sediment and Control Guidelines, and, the provisions under Town Code §154, Stormwater and Erosion Control. Provisions under Stormwater and Erosion Control shall be included as part of the Site Plan Review process but shall not supersede the requirements of §154.

(f) The following provisions shall be considered during site plan review:

- (1) Screening for Parking (refer to Landscaping §174-13).
- (2) Parking and Loading (refer to Parking and Loading §174-12, provided the required number of spaces shall be reduced as provided in F, above).
- (3) Landscape and Plantings (refer to Landscaping §174-13).
- (4) Lighting (refer to §174-12.1 Outdoor illumination).
- (5) Signs (refer to §174-11).
- (6) Lower Impact Development (refer to §174-13.3, provided section E shall not apply).
- (7) Water Resource Protections (refer to §174-13.4, provided section C shall not apply).
- (8) Stormwater and Erosion Control (refer to §154).

(3) Buildings: General.

- (a) **Position relative to the principal street.** The primary building shall have its principal façade and entrance facing the principal street. See also §174-10.3. G.6. Buildings: Corner Lots.
- (b) **Entries.** Where feasible, entries shall be clearly defined and linked to a paved pedestrian network that includes the public sidewalk.
- (c) **Exterior Design.** The building(s) shall have an exterior design that is consistent with the styles of the surrounding residential neighborhood and the Town of Southborough in general.

(4) Buildings: Multiple buildings on a lot.

- (a) Parking and circulation on the site shall be organized so as to reduce the amount of impervious surface. Where possible, parking and loading areas shall be connected to minimize curb cuts onto public rights-of-way.
- (b) A paved pedestrian network shall connect parking to the entries of all buildings and the buildings to each other.
- (c) The orientation of multiple buildings on a lot should reinforce the relationships among the buildings. All building façade(s) shall be treated with the same care and attention in terms of entries, fenestration, and materials.
- (d) The building(s) adjacent to the public street shall have a pedestrian entry facing the public street.

(5) Buildings: Shared Outdoor Space. Multi-family housing shall have common outdoor space that all residents can access. Such space may be located in any combination of ground floor, courtyard or terrace.

(6) Buildings: Corner Lots. A building on a corner lot shall indicate a primary entrance either along one of the street-facing façades or on the primary corner as an entrance serving both streets.

- (a) Such entries shall be connected by a paved surface to the public sidewalk, if applicable.
- (b) All façades visible from a public right-of-way shall be treated with similar care and attention in terms of entries, fenestration, and materials.
- (c) Fire exits serving more than one story shall not be located on either of the street-facing façades.

(7) Buildings: Infill Lots. If the adjacent buildings are set back at a distance that exceeds the minimum front yard requirements, infill buildings shall meet the requirements of §174-10.3.E.(1) Dimensional Standards. Otherwise, infill buildings may match the setback line of either adjacent building, or an average of the setback of the two buildings to provide consistency along the street.

(8) Buildings: Principal Façade and Parking. Parking shall be subordinate in design and location to the principal building façade.

- (a) **Surface parking.** Surface parking shall be located to the rear or side of the principal building. Parking shall not be located in the setback between the building and any lot line adjacent to the public right-of-way.
- (b) **Integrated garages.** The principal pedestrian entry into the building shall be more prominent in design and placement than the vehicular entry into the garage.
- (c) **Parking structures.** Building(s) dedicated to structured parking on the same lot as one or more multi-family buildings shall be subordinate in design and placement to the multi-family building(s) on the lot.

(9) Waivers. Upon the request of the Applicant and subject to compliance with the Executive Office of Housing and Livable Communities' (EOHLC's) Compliance Guidelines, the Planning Board may waive the requirements of this §174-10.3.G. General Development Standards, in the interests of design flexibility and overall project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the MCOD.

H. Affordability Requirements.

(1) Purpose.

- (a) Promote the public health, safety, and welfare by encouraging a diversity of housing opportunities for people of different income levels;
- (b) Provide for a full range of housing choices for households of all incomes, ages, and sizes;
- (c) Increase the production of affordable housing units to meet existing and anticipated housing needs; and
- (d) Work to overcome economic segregation, allowing the Town of Southborough to be a community of opportunity in which low and moderate-income households have the opportunity to advance economically.

(2) Applicability. This requirement is applicable to all residential developments with five (5) or more dwelling units, whether new construction, substantial rehabilitation, expansion, reconstruction, or residential conversion (Applicable Projects). No project may be divided or phased to avoid the requirements of this section.

(3) Subsidized Housing Inventory. All units affordable to households earning 80% or less of AMI created in the MCOD under this section must be eligible for listing on EOHLC's Subsidized Housing Inventory (SHI).

(4) Provision of Affordable Housing. In Applicable Projects, not fewer than ten percent (10%) of housing units constructed shall be Affordable Housing Units. For the purpose of calculating the number of units of Affordable Housing required within a development project, a fractional unit shall be rounded up to the next whole number. The Affordable Units shall be available to households earning income up to eighty percent (80%) of the AMI.

(5) Alternative Methods.

(a) As an alternative to the requirements of paragraph (3) of this section, and in certain exceptional circumstances, the Planning Board may, at the formal written request of the developer, consider an alternative method of compliance, as provided for in §174-13.2.E.(5).

(6) Affordability Development Standards. Affordable Units shall be:

(a) Integrated with the rest of the development and shall be compatible in design, appearance, construction, and quality of exterior and interior materials with the other units and/or lots;

(b) Dispersed throughout the development;

(c) Located such that the units have equal access to shared amenities, including light and air, and utilities (including any bicycle storage and/or Electric Vehicle charging stations) within the development;

(d) Located such that the units have equal avoidance of any potential nuisances as market-rate units within the development;

(e) Distributed proportionately among unit sizes; and

(f) Distributed proportionately across each phase of a phased development.

(g) Occupancy permits may be issued for market-rate units prior to the end of construction of the entire development provided that occupancy permits for Affordable Units are issued simultaneously on a pro rata basis.

(7) Administration.

(a) The Zoning Enforcement Officer shall be responsible for administering and enforcing the requirements in this section.

I. Site Plan Review.

(1) Applicability. The requirements of §174.10 Site Plan Approval are applicable to any multi-family development within the MCOD, unless modified herein. An application for Site Plan Review shall be reviewed by the Planning Board for consistency with the purpose and intent of this §174-10.3.

(2) Site Plan Approval. Site Plan approval for uses listed in §174-10.3(D) Permitted Uses shall be granted upon determination by the Planning Board that the following requirements have been satisfied. The Planning Board may impose reasonable conditions, at the expense of the applicant, to ensure that these requirements are satisfied.

(a) the Applicant has submitted the required fees and information as set forth in the Town of Southborough's requirements for a Building Permit and Site Plan Review; and

(b) the project as described in the application meets the development standards set forth in §174-10.3.G General Development Standards and the requirements of §174-10.3.D.(1) and §174-10 or has received waiver(s) from the requirements therein.

(3) Project Phasing. An Applicant may propose, in a Site Plan Review submission, that a project be developed in phases subject to the approval of the Planning Board, provided that the submission shows the full buildup of the project and all associated impacts as of the completion of the final phase. However, no project may be phased solely to avoid the provisions of §174-10.3.H Affordability Requirements.

J. Severability.

If any provision of this §174-10.3 is found to be invalid by a court of competent jurisdiction, the remainder of §174-10.3 shall not be affected but shall remain in full force. The invalidity of any provision of this §174-10.3 shall not affect the validity of the remainder of the Town of Southborough's Zoning Bylaw.

Proposed by: PLANNING BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The intent of this article is to comply with Chapter 40A §3A, MBTA Multi-family zoning. The MBTA Communities shall have a zoning ordinance or by-law that provides for at least 1 district of reasonable size in which multi-family housing is permitted as of right; provided, however, that such multi-family housing shall be without age restrictions and shall be suitable for families with children. This article includes the addition of a new overlay district, the MBTA Communities Overlay District (MCOD), changes to the zoning map to show the new overlay, and edits to the other sections of the zoning bylaw required to implement the MCOD overlay district. The proposed MCOD is comprised of 4 areas (as depicted on maps prepared by Bohler Engineering July 2024).*

Motion made: To move the article as printed in the warrant.

Motion to move the question passed.

The Moderator declared that the motion had failed.

More than 7 voters stood up to question the Moderator's declaration and to ask for a recount.

Motion passed by counted vote: Yes: 281 No: 273

Approved by the Attorney General on January 17, 2025.

ARTICLE 9: To see if the Town will vote to recommend that the Select Board should exercise its authority to enter into an Intermunicipal Agreement (“IMA”) with the Metrowest Regional Emergency Communications Center (the “RECC”) for the provision of public safety communications services (including 911 response and emergency public safety dispatch services)—in place of the services currently being provided locally by Town employees in the Public Safety Building dispatch center. This recommendation includes expectations that the IMA will provide reasonable local influence and control over the RECC services and that the Select Board’s plan for this process addresses local concerns regarding financial exposure to RECC financial assessments and staffing presence at the Public Safety Building; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *Southborough residents have raised a number of questions and concerns about Southborough’s joining a RECC. The Select Board agreed that before we commit to joining a RECC we would conduct additional evaluation of RECC participation and hold an advisory vote at a Town Meeting—which is the subject of this article. For the additional RECC evaluation work, we created an in-house team of our 2 Chiefs, our Town Administrator and 2 Select Board members. This team has: visited 3 operating RECC’s and 2 other RECC’s in the process of being formed; surveyed police chiefs and Greater Boston RECC’s; interviewed several Fire Chiefs in other communities; evaluated a “Virtual RECC” concept; engaged in discussions with the State 911 managers; held discussions with several neighboring communities; and conducted several public meetings to collect public input on this topic. The evaluation team recently reported to the Select Board and made the recommendation that we join the MetroWest RECC (currently including Westborough and Grafton)—subject to successful agreement on an IMA for this purpose.*

Motion to move the article as printed in the warrant passed.

ARTICLE 10: To see if the Town of Southborough will vote to amend Chapter 9 of the code of the Town of Southborough, entitled Committees, by amending Article IV, Section 9-16 Establishment (A); terms of the Community Preservation Committee by inserting the following changes, as noted in **BOLD** and striking those in **ITALICS** with a strikethrough. Sections B-D are unchanged.

Section 9-16 Establishment, terms.

(A) There is hereby established a Community Preservation Committee consisting of nine voting members pursuant to the Massachusetts General Laws, Chapter 44B. ~~The Committee shall be appointed by the Select Board and shall consist of the following members:~~ The composition of the Committee, the appointment authority and the term of office for the Committee Members shall be as follows:

- (1) One member of the Historical Commission as designated by a **majority vote** of the Commission for an initial term of three years and thereafter for a term of three years.
 - (2) One member of the Housing Authority as designated by a **majority vote** of the Authority for an initial term of one-year and thereafter for a term of three years.
 - (3) One member of the Conservation Commission as designated by a **majority vote** of the Commission for an initial term of two years and thereafter for a term of three years.
 - (4) One member of the Planning Board as designated by a **majority vote** of the Board for an initial term of two years and thereafter for a term of three years.
 - (5) One member of the Recreation Commission as designated by a **majority vote** of the Commission for an initial term of one-year and thereafter for a term of three years.
 - (6) One member of the Open Space Preservation Commission as designated by a **majority vote** of the Commission for an initial term of three years and thereafter for a term of three years.
 - (7) One member of the Southborough Housing Opportunity Partnership Committee (SHOPC) as designated by a **majority vote** of the Commission for an initial term of three years.
 - (8) Two members at large to be appointed by a **majority vote** of the Select Board, for an initial term of one-year and thereafter for a term of three years.
- ; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Select Board Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This is a citizen petition.*

Motion to move the article as printed in the warrant passed.

Approved by the Attorney General on January 7, 2025.

Motion to adjourn the Special Town Meeting and reconvene at 7:00 p.m. on October 1, 2024, passed at 11:18 p.m.

The reconvened Special Town Meeting was duly called on Tuesday October 1, 2024, at 7:00 p.m. and held at the Trottier Middle School, 49 Parkerville Road, Southborough, MA. Town Moderator Paul M. Cimino called the meeting to order at 7:11 p.m. and announced that a quorum of more than 100 voters was present; 122 voters attended the meeting.

Motion made: To dispense with the reading of the Warrant, the officer's return of service, and to waive the reading of the separate articles of the Warrant.

Motion passed.

The following Articles were voted on in a legal manner.

ARTICLE 11: To see if the Town will vote to ratify action taken under Article IV at the Special Town Meeting on April 11, 2005, which voted to adopt a general bylaw to establish an Affordable Housing Trust, which such bylaw may not have been processed for review and approval by the Attorney General, and to make amendments to such bylaw, the entire language of which is as depicted below, and that upon the effective date of this article, the terms of the existing Board of Trustees shall be terminated, and the Select Board shall appoint a new Board of Trustees, who shall amend any existing trust documents accordingly:

Article V Southborough Affordable Housing Trust Fund

§ 6-13 Establishment

There shall be a board of trustees of the Southborough Affordable Housing Trust Fund established by the Vote under Article 4 of the Warrant for the 2005 Special Town Meeting and as ratified under Article 11 of the Warrant for the 2024 Special Town Meeting, in this section called the Board, which shall consist of five (5) members appointed by the Select Board for terms of 2 years. One member shall be a member of the Select Board as required by law. The other four (4) members shall be at-large members being residents of the Town of Southborough. It is desired but not required that at least 2 members of the Board of Trustees shall have experience in one of the following: Affordable Housing, Real Estate Development, Construction, Social Services or Finance.

§ 6-14 Purpose

The powers of the Board, all of which shall be carried on in furtherance of the purposes set forth in General Laws Chapter 44, § 55C, shall include, but are not limited to, the following:

- (1) to accept and receive property, whether real or personal, by gift, grant, devise, or transfer from any person, firm, corporation or other public or private entity, including without limitation grants of funds or other property tendered to the trust in connection with provisions of any zoning ordinance or by-law or any other ordinance or by-law;
- (2) to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;
- (3) to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to trust property as the board deems advisable notwithstanding the length of any such lease or contract;
- (4) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the board engages for the accomplishment of the purposes of the trust;
- (5) to employ advisors and agents, such as accountants, appraisers and lawyers as the board deems necessary;
- (6) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the board deems advisable;
- (7) to apportion receipts and charges between incomes and principal as the board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- (8) to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- (9) to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the board may deem proper and to pay, out of trust property, such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;
- (10) to carry property for accounting purposes other than acquisition date values;
- (11) to borrow money on such terms and conditions and from such sources as the board deems advisable, to mortgage and pledge trust assets as collateral;
- (12) to make distributions or divisions of principal in kind;
- (13) to comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the board may deem appropriate;
- (14) to manage or improve real property; and to abandon any property which the board determined not to be worth retaining;
- (15) to hold all or part of the trust property uninvested for such purposes and for such time as the board may deem appropriate; and
- (16) to extend the time for payment of any obligation to the trust,
, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: This article ratifies approval of a bylaw that was adopted by the Town Meeting in 2005. The Town has been acting in accordance with that bylaw since its approval. However, there is no record that the bylaw was either submitted to, or approved by, the Attorney General. The bylaw proposed is the same language that was approved in 2005 and comports with State law and amends the composition of the board.

Motion made: To move the Article as printed in the warrant.

Amendment #1 made: To amend the main motion under § 6-13 Establishment by deleting “by the Select Board”, adding One member shall be a member of the Planning Board as designated by the Planning Board. Four members shall be appointed by the Select Board: and adding one (1) member of the Southborough Housing Opportunity Partnership Committee (SHOPC),” and after the words The other by deleting (4) and replacing it with three (3).

Amendment #1 failed.

Amendment #2 made: To amend the main motion in § 6-14 Purpose, adding these words after the following powers: “but a city or town may, by ordinance or by-law, omit, or modify any of these powers and may grant to the board additional powers consistent with this section:”

Amendment #2 failed

Amendment #3 made: To amend the main motion in paragraph 1, adding after or by-law: “including money from chapter 44B; provided, however, that any money received from Chapter 44B shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of that chapter when expended by the trust, and such funds shall be accounted for separately by the trust; and provide further, that at the end of each fiscal year, the trust shall ensure that all expenditures of funds received from said chapter 44B are reported to the community preservation committee of the city or town for inclusion in the community preservation initiatives report, form CP-3, to the department of revenue.” 4) in paragraph 4, adding “grant agreements” after the word releases.

Motion made: To amend Amendment #3 by striking the words: “form CP-3.”

Motion to amend amendment #3 passed by counted vote: yes 64 no 31.

Amendment #3 as amended failed.

Motion to move the question passed by counted vote: Yes 71 No 32.

Main motion passed.

Approved by the Attorney General on January 7, 2025.

ARTICLE 12: To see if the Town will vote to repeal Sections 6-11 and 6-12 of the Town Code, establishing the Southborough Housing Opportunity Partnership Committee; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: The elimination of SHOPC is part of the reorganization of the Town’s affordable housing committees, consolidating both SHOPC and the Affordable Housing Trust Fund Committee (AHTFC) into one committee. The Board of Trustees of the Affordable Housing Trust Fund Committee, acting in accordance with a previously approved bylaw, as ratified in the preceding article performs the necessary functions that SHOPC would otherwise perform and has additional authority under State law to facilitate the development of affordable housing.

Motion to move the article as printed in the warrant passed.

Approved by the Attorney General on January 7, 2025.

ARTICLE 13: To see if the Town will vote to transfer the sum of \$17,068 from Assessor’s Overlay Surplus for funding miscellaneous adjustments to the Fiscal Year 2025 budget as follows:

Department	Line Item	Amount
Treasurer-Collector - Personnel Services	145-51100	\$1,004
Select Board - Personnel Services	122-51100	\$1,004
Assessor's - Personnel Services	141-51100	\$2,987
Fire - Personnel Services	210-51100	\$1,847
Youth Commission - Personnel Services	542-51100	\$2,276
Recreation - Personnel Services	630-51100	\$ 250
Youth Commission - Other Charges & Expenses	542-57100	\$ 750
Treasurer-Collector - Other Charges & Expenses	145-57800	\$ 750
Assessors - Other Charges & Expenses	141-52540	\$6,200

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: This article funds salaries for various employees which were not finalized until after Annual Town Meeting was concluded. There were also minor adjustments to expense lines for Treasurer-Collector and Youth & Family Services based on liability renewals and/or requirements of a new position. The Assessor’s database was due to be migrated to the cloud in FY26. However access to the server has created multiple problems that are adversely affecting the Department’s operations, so the timetable has been moved up.

Motion passed as part of the Moderator’s consent list.

ARTICLE 14: To see if the Town will vote to transfer from Assessor's Overlay Surplus the sum of \$27,929 to increase the weekly hours to forty (40) hours weekly and any related benefits for the Economic Development Coordinator position effective January 1, 2025; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Building Southborough's commercial tax base is a key factor in easing pressure on residential property tax rates. This can be done by attracting and retaining businesses in Southborough, which is a primary function of our Economic Development Coordinator. We have historically been underfunded in this area, with one part-time Economic Development Coordinator—and we have lost a number of important businesses to other towns who have much more robust economic development departments. These additional hours for our Economic Development Coordinator will make us more competitive in this area, and should produce additional commercial tax revenue.*

Motion to move the article as printed in the warrant passed.

ARTICLE 15: To see if the Town will vote to appropriate \$2,127,960, or any other amount, to be expended with the approval of the Select Board, to pay additional costs of remediating pollution at the Breakneck Hill dumpsite, as required by an administrative consent order between the Town and the Department of Environmental Protection, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise provided, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *Due to recently discovered site conditions, and to remain in compliance with the Administrative Consent Order from DEP, the total cost of the project has increased from what was originally voted to be borrowed under Article 9 of the March 2023 town meeting.*

Motion made: *To move that the Town vote to appropriate \$2,127,960 to be raised by borrowing, to be expended with the approval of the Select Board, to pay additional costs of remediating pollution at the Breakneck Hill dumpsite, as required by an administrative consent order between the Town and the Department of Environmental Protection, including the payment of all costs incidental and related thereto.*

Motion passed by Moderator declared 2/3 majority.

ARTICLE 16: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$76,733 to add a second Lieutenant position to the Southborough Police Department, said funds to cover the cost of salary and benefits for the position beginning January 1, 2025. The implementation of this position is based on the recommendations of the Public Safety staffing study conducted by Municipal Resources, Inc. dated August 2024; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *During the Fiscal Year 2025 budget preparation, the Police Chief had requested the addition of a second Lieutenant position for the Department. In lieu of adding the requested position for FY25, the Select Board agreed to first conduct a Public Safety staffing study that would include Police, Fire, and Communications (Dispatch). That study was concluded in July 2024, and included in its recommendation the addition of a second Police Lieutenant to assist with administrative and operational responsibilities in the Department. The Select Board unanimously agreed to add the position effective January 1, 2025, pending Town Meeting approval for the required funding of salary and benefits.*

Motion made: To move that the Town vote to raise and appropriate the sum of \$76,733 to add a second Lieutenant position to the Southborough Police Department, said funds to cover the cost of salary and benefits for the position beginning January 1, 2025.

Motion passed.

ARTICLE 17: To see if the Town will vote to amend §41-1 of the Town Code, Date and time of Annual Town Meeting, by deleting it in its entirety and replacing it as follows:

“The Annual Town Meeting for the consideration of all business, other than the election of Town Officers or other matters to be determined by ballot, shall be held no later than the last Saturday in April at a date and time to be determined by the Select Board.”

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *State law provides considerable flexibility for the timing of Annual Town Meetings. The “best” timing for a particular year depends on a variety of factors, including the annual departmental budgeting process, the town finance team budgeting process, the budgeting process for the schools, the Assessor’s calculation of variables related to tax rates, timing of data available from the State Department of Revenue, school schedules, holidays, etc. These factors can vary from year to year, so setting one permanent date for every Annual Town Meeting can create timing problems for one or more of the above factors. This article allows the Select Board the flexibility to determine the date each year that best addresses all of the above factors considered together.*

Motion to move the article as printed in the warrant passed.

Approved by the Attorney General on January 7, 2025.

ARTICLE 18: It is hereby resolved that the citizens of Southborough require the Select Board to establish a legal and valid recall bylaw modeled upon what is legal and valid in Hopkinton, substituting language for Southborough in place of Hopkinton, and without substantially changing the intent or standards of any conditions or terms, which are acceptable to the Commonwealth of Massachusetts. The Select Board shall complete and post a draft of the bylaw for public view within 21 days of a successful vote in support of this petition, and furthermore submit a completed recall bylaw for any and all state legal scrutiny, process, and approval within 45 days from the time of the vote of this article. The Select Board is required to offer an update upon the status of the bylaw at every Select Board Meeting after 60 days from the passage of this petition, until the bylaw is legally established and included in publicly available town election materials.

Proposed by: JOSEPH PALMER, et al

Select Board Recommendation: Not Support

Advisory Committee Recommendation:

Summary: *This is a citizen petition.*

Motion to move the article as printed in the warrant failed.

Motion to dissolve the 2024 Special Town Meeting passed at 9:20 p.m.

True Copy

Attest:

James F. Hegarty
Southborough Town Clerk

SOUTHBOROUGH PUBLIC SCHOOLS

Southborough School Committee

Chelsea Malinowski	Chairperson
Roger W. Challen	Vice Chairperson
Laura Kauffman	Secretary
Kamali A. O'Meally	
Alan Zulick	

Administration

Gregory L. Martineau B.S., M.A.	Superintendent of Schools
Keith T. Lavoie B.A., M.A.	Assistant Superintendent of Operations
Rebecca J. Pellegrino B.A., M.B.A.	Assistant Superintendent of Finance
Stefanie K. Reinhorn AB, M.A.T., Ed.D	Assistant Superintendent of Teaching and Learning
Marie B. Alan B.S., M.A.	Director of Student Support Services
Cathleen A. Carmignani B.S., M.S., M.Ed.	Director of Instructional Technology and Science
Kathleen J. Clark B.A., M.Ed.	Assistant Director of Student Support Services
Helene Desjardins B.A., M.S., CCC-SLP	Assistant Director of Student Support Services
Mary Ellen Duggan M.Ed., B.S.N., R.N., N.C.S.N.	District Wellness Coordinator and Nurse Leader
Jennifer M. Henry B.S., M.Ed., B.C.B.A., L.A.B.A.	Early Childhood Administrator
Maggi R.M. Ibrahim B.A., M.A.	Director of Equity, Belonging, and Community Engagement
Megan K. Kelty BA, M.Ed. PreK-8	English Language Arts Coordinator
Deborah Q. Lemieux B.A., M.S.Ed., Ed.S.	Assistant Director of Student Support Services
Kathleen Lizotte B.S., M.Ed. PreK-5	District Mathematics Coordinator
Selvi Oyola B.S., M.S., M.Ed., TESOL	Director of Multilingual Learners and Equity
Jonathan E. Parent B.S., M.S., C.A.G.S.	Director of Information Technology
Heather A. Richards B.A., M.B.A., J.D.	Executive Director of Human Resources

SOUTHBOROUGH PUBLIC SCHOOLS

(continued)

Central Office Support Staff

Korrianne Bardsley	Southborough Financial Coordinator
Nancy A. Bissett	Administrative Assistant to the Assistant Superintendent of Teaching and Learning
Sandra J. Burgess	Administrative Assistant to the Student Support Services Department
Elaine E. Chisholm	Human Resources Generalist
Stephanie L. Cox	Financial Accountant
Elena Dako	Regional Financial Coordinator
Judy E. Davies	Data Specialist
Sheila A. Hana	Transportation and Registration Specialist
Cheryl M. Lepore	Executive Administrator
Julie K. Marshall	Data Technology Specialist
Kyle D. Parson	Northborough and Southborough Manager of Food Services
Pamela Roberts	Northborough Financial Coordinator
Mariana Silva	Central Office Administrative Assistant
Nena H. Wall	Human Resources Administrator
Caroline Willard	Finance and Operations Administrator
Deborah McLaughlin Young	Multilingual Learner Specialist

Business Office:

53 Parkerville Road

Southborough, MA 01772

8:00 a.m. - 4:30 p.m.

(508) 486-5115

(508) 486-5123

Office Hours:

Telephone:

FAX:

SOUTHBOROUGH PUBLIC SCHOOLS

(continued)

SUPERINTENDENT'S REPORT

Gregory L. Martineau-Superintendent of Schools

The Public Schools of Southborough provides an exceptional educational experience for all students, focusing on addressing the diverse needs of its learners. The District is fortunate to have dedicated faculty and staff, as well as supportive families, working together to ensure the success of every child.

The District's efforts are guided by its Strategic Plan Vision 2026: Educate, Inspire, Challenge, which emphasizes growth and achievement for students and staff across five strategic objectives. These priorities are seamlessly integrated into grade-level-specific programming, curricula, and offerings. School Improvement Plans, developed through intentional collaboration, align with the Strategic Plan and emphasize excellence by leveraging research-based and innovative practices. The District takes great pride in its students' achievements, the exceptional leadership of its educators, and the community's steadfast commitment to its shared mission and vision.

Collaboration remains a cornerstone of the District's operations. Working closely with partners, the District ensures the development of fiscally responsible and educationally sound budgets. Appreciation is extended to parent organizations, including the Southborough Community Fund (SCF), the Southborough Organization for Schools (SOS), and the Northborough/Southborough Special Education Parent Advisory Council (NSPAC), for their financial and personnel support. These groups enrich the educational experience by funding field trips, providing teaching materials, and offering grants encouraging innovative practices and enhancing the curriculum.

A key priority for the District is creating a safe, supportive, and inclusive environment where all students feel valued and accepted. By fostering a sense of community and embracing diversity, the District establishes a positive school climate. Maintaining school safety includes enhancing protocols, infrastructure upgrades, and collaboration with health and safety professionals. Wellness initiatives such as mindfulness, stress reduction strategies, and partnerships with organizations like the MetroWest Health Foundation further support a healthy and balanced school environment.

To meet the diverse needs of its learners, the District provides cost-effective programs that reflect best practices in teaching and learning. These include language-based and therapeutic learning programs and the CASTLE program, which supports students on the autism spectrum. Students also engage in meaningful district-wide events, such as the Special Olympics, known locally as the "Titan Games," which celebrate the unique abilities of every participant.

Education is an essential investment in the community's future. The Public Schools of Southborough is fortunate to benefit from the guidance of a dedicated school committee and the support of an engaged community. For more information about enrollments, budgets, and school activities, visit the District's website.

GRANTS

The following is a summary of federal and state grants received by The Public Schools of Southborough in 2024. We also appreciate grants provided through the SOS, SCF, Corridor Nine Area Chamber of Commerce, and private organizations. District administrators and teachers actively engage in grant writing and continually seek funding to support new activities and programming.

Title I Improving Basic Programs Operated by Local School Districts - \$33,932 (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 Building Systems of Support for Excellent Teaching and Leading - \$15,187 (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 and Academic Achievement Program for English Learners and Immigrant Children and Youth - \$13,900 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.

SOUTHBOROUGH PUBLIC SCHOOLS

(continued)

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.

Accelerating Literacy Learning Through High-Quality Instructional Materials - \$104,610 (State funding)

The purpose of this competitive grant program is to equip schools and districts with the high-quality core instructional materials needed to accelerate literacy learning, particularly as schools recover from extended closures and students require rich instructional support to accelerate their learning. The grant funded 50% of the purchase price of new core instructional materials for elementary literacy classes and the entire cost for the initial professional development for all elementary educators in relation to the new resources. The new literacy resources are for grades kindergarten through fifth grade.

Appleseeds Materials and Professional Development Grant - \$13,087 (State funding)

This competitive grant will support LEAs to implement Appleseeds materials for reading foundational skills through one or more of the following activities: Purchase of comprehensive printed materials for Appleseeds: Evidence-Based Foundational Skills for Massachusetts in grades K-2; Purchase of decodable texts for Appleseeds: Evidence-Based Foundational Skills for Massachusetts in grades K-2; Professional development and support for educators, leaders, and literacy coaches from a DESE-approved Appleseeds PD provider.

Early Childhood Special Education (ECSE) Program Federal Entitlement Grant - \$15,768 Consolidated Grant (Federal 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.

Evaluate and Select HQIM Network Support - \$6,000 (Federal funding)

This competitive and targeted grant provides funding and support for local education agencies (LEAs) participating in the 2023-24 Evaluate and Select High-Quality Instructional Materials (HQIM) Network to evaluate and select high-quality, comprehensive core curricular materials. This grant supported teacher leaders in participating in the selection review committee.

Expanding High-Quality Instructional Materials - \$7,600 (Federal funding)

The purpose of this competitive grant is to support districts in adopting high-quality instructional materials. This grant was used to fund initial professional development provided by the curriculum publisher to support the District in effectively launching and sustaining the use of the curricular resources.

Genocide Education Grant - \$8,160 (State funding)

The purpose of this competitive grant is to support teaching and learning related to the history of genocide. As stated in Chapter 98 of the Acts of 2021, "Every school district shall, for the purpose of educating middle and high school students, provide instruction on the history of genocide consistent with the content standards articulated in the history and social science curriculum framework." This grant supports the District in developing and/or selecting curriculum materials, implementing professional development, and designing enriching learning experiences to further secondary students' understanding of the history and patterns of genocide.

Individuals with Disabilities Education Act (IDEA) Federal Special Education Entitlement - \$416,084 (Federal funding)

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, as well as training and consultation for classroom teachers, special education teachers, and therapists.

Individuals with Disabilities Education Act Part B (IDEA) Federal Targeted Special Education Program Improvement Grant - \$12,954 (Federal funding)

The purpose of this grant is to support schools and districts in implementing the IEP Improvement Project, with a strong emphasis on transitioning to utilization of the newly revised forms and processes. The goal is to improve outcomes for all students with disabilities by providing guidance, technical assistance, and tools on equitable processes to school and district professionals, families, and students so that all students with disabilities have meaningful access to the curriculum frameworks and life of the school.

SOUTHBOROUGH PUBLIC SCHOOLS

(continued)

SOUTHBOROUGH PUBLIC SCHOOLS Enrollment by Grades October 1, 2024

School	Pre-K	K	1	2	3	4	5	6	7	8	Total
Finn	59	123	113								295
Woodward			153	133							286
Neary					125	150					275
Trottier						130	143	130			403
Total	59	123	113	153	133	125	150	130	143	130	1,259

TOWN OF SOUTHBOROUGH SCHOOLS FINANCIAL STATEMENT Fiscal Year 2024 July 1, 2023 through June 30, 2024

APPROPRIATION:

Regular Education	\$ 16,105,282
Special Education	\$ 7,047,106
Total Beginning Appropriation	<u>\$ 23,152,388</u>

Total Appropriation

\$ 23,152,388

EXPENDITURES:

REGULAR DAY PROGRAMS

ADMINISTRATION:	
School Committee	\$ 21,809
Superintendent's Office	\$ 119,892
Administrative Support Services	\$ 495,370
Total Administration	<u>\$ 637,071</u>
INSTRUCTION:	
Supervision	\$ 242,241
Principals' Offices	\$ 1,035,279
Teaching (includes Salaries, Workshops, Supplies & Field Trips)	\$ 9,708,639
Instructional Technology	\$ 387,995
Professional Development	\$ 76,833
Textbooks & Instructional Equip	\$ 288,448
Library/Media Services	\$ 393,922
Guidance Services	\$ 322,609
Total Instruction	<u>\$ 12,455,966</u>
OTHER SCHOOL SERVICES:	
Attendance Services	\$ 2,362
Health Services	\$ 452,978
Pupil Transportation	\$ 394,541
After School Activities	\$ 33,010
Student Body Activities	\$ 40,443
Total Other School Services	<u>\$ 923,334</u>
OPERATION OF PLANTS:	
Custodial Services (Salaries & Supplies)	\$ 844,622
Heating	\$ 200,208
Electricity	\$ 263,342
Telephones	\$ 30,961
Water	\$ 17,149
Networking & Telecommunications	\$ 174,493
Total Operation of Plants	<u>\$ 1,530,775</u>
MAINTENANCE:	
Grounds	\$ 15,710
Buildings	\$ 320,623
Equipment	\$ 20,615
Technology Maintenance	\$ 56,253
Total Maintenance	<u>\$ 413,201</u>
EMPLOYEE BENEFITS:	<u>\$ 63,309</u>
LEASE OF BUILDING & EQUIPMENT:	<u>\$ 2,748</u>
TOTAL EXPENDITURES, REGULAR DAY PROGRAMS	<u>\$ 16,026,404</u>

SPECIAL EDUCATION PROGRAMS

Legal Services	\$ 10,213
Supervision	\$ 230,214
Teaching (Salaries & Supplies)	\$ 5,000,209
Professional Development	\$ 3,978
Technology	\$ 9,103
Psychological Services	\$ 440,614
Health Services	\$ 5,820
Transportation	\$ 434,093
Equipment Maintenance	\$ 629
Programs - Other Schools in Massachusetts	\$ 845,524
Lease of Building & Equipment	\$ -
Payments to Collaboratives	\$ 145,587
TOTAL EXPENDITURES, SPECIAL EDUCATION	<u>\$ 7,125,984</u>

TOTAL EXPENDITURES

\$ 23,152,388

BALANCE RETURNED TO GENERAL FUND:

\$ 0

SCHOOL LUNCH ACCOUNT

INCOME:	
Balance from FY23	\$ 169,026
Total Receipts, FY24	\$ 783,925
Total Revenues	<u>\$ 952,951</u>

EXPENSES:

Total Expenditures, FY24	\$ 625,572
BALANCE TO FY25	<u>\$ 327,379</u>

SPECIAL ED - CIRCUIT BREAKER

INCOME:	
Balance from FY23	\$ 1,236,699
Total Receipts, FY24	\$ 1,212,498

EXPENSES:

Total Expenditures, FY24	\$ 1,236,699
BALANCE TO FY25	<u>\$ 1,212,498</u>





EMERGENCY NUMBER - 911
POLICE-FIRE-AMBULANCE

Southborough Town House
 17 Common Street
 Southborough, MA 01772

(508)485-0710
 selectboard@southboroughma.com
 @17 Common

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	Taylor West BSN, RN Public Health Director
Select Board	508.485.0710	Mark Purple, Town Administrator
Building Department	508.485.0717	Chris Lund, Building Commissioner
Conservation Commission	508.485.0710	Melissa Danza, Conservation Agent
Department of Public Works (including Water, Trees, Cemetery)	508.485.1210	William Cundiff, DPW Superintendent
Facilities Department	508.485.8175	John Parent, Director of Facilities
Fire Department	508.485.3235	Andrew Puntini, Fire Chief
Housing Authority	508.481.2166	Bill Scanlan, Director
Library	508.485.5031	Ryan Donovan, Director
Planning Board	508.485.0710	Karina Quinn, Town Planner
Police Department	508.485.2147	Ryan Newell, Police Chief
Transfer Station	508.485.2511	Hours: 8AM-6PM Wednesday-Saturday
Recreation Commission	508.229.4452	Travis Farley, 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	Lara Davis, ZBA Business Administrator

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	Patrick O'Rourke, 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 Offfce	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 www.southboroughhistory.org	Southborough Historical Society
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, Director
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