

THE TOWN OF  
**SOUTHBOROUGH**

MASSACHUSETTS

**2016**  
**ANNUAL REPORT**

A large, ornate decorative flourish with symmetrical scrollwork and swirls, framing the text in the center of the page.

### ***Credits***

*Thank you to Linda Hubley for providing the cover photo of the Southborough Town House, as well as identified photos throughout this report. Thank you also to Donna McDaniel for providing the memoriam write ups for Dr. Stone and Mrs. Beals.*

### ***Reports***

*Department Heads, Committee Chairs*

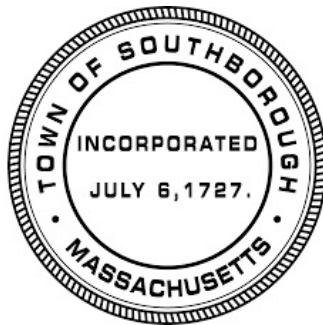
*One Hundred Forty-Third*

ANNUAL REPORT

*of the*

TOWN OF SOUTHBOROUGH

MASSACHUSETTS



*For the Year Ending*

December 31, 2016

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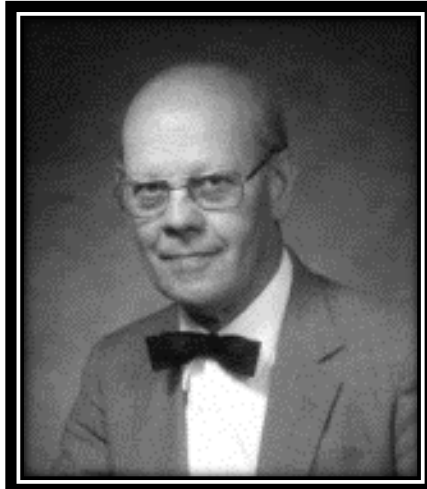
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**“NEED INFORMATION?” .....Back Cover**

# In Memoriam



*Timothy P. Stone, MD 1915-2016*

*Timothy Stone arrived in Southborough in 1947 and remained for the rest of his 101 years in the place he had very purposely chosen for his medical practice and his home. With both father and grandfather surgeons, choosing medicine for his life seemed inevitable. By 1947 Tim Stone had finished Harvard and medical school (Tufts) AND, as Major Stone in the Army Medical Corps, served in Italy and the Mediterranean and came home with a Bronze Star.*

*When it came time to establish his practice, in true Tim Stone fashion he thoroughly investigated possible places to settle, eventually choosing to locate in ours, attracted by many factors like the presence of two private schools that he could (and did) serve, the proximity to Boston, and the small community Southborough was in 1947. He located his office in his newly purchased home facing the heart of town—our Town Common, the library, Town House, two churches, and, yes, the burial ground of the earliest settlers. His office was soon filled with patients attracted by his manner and knowledge—and his care for people.*

*Four decades later “Doc. Rock,” as we came to know him, retired, having spent many hours of his time in 57 years of service to the town as an elected member of the Board of Health. Post-war Southborough brought the first of years of rapid development—spurred by the GI Bill and thus a boom in housing, including the new phenomenon—subdivisions.*

*Building any and all new structures kept that Board very busy. Why? The answer is simple: unlike farms and larger plots of land for houses and until that time with their cesspools, the focus on the new housing came in two words: septic systems. The building boom initiated an era of very specific state regulations with testing of soil and locations for systems. With the years the regulations for the new phenomenon grew in complexity and Dr. Stone’s invaluable knowledge of the requirements grew right along with it—even ahead of it as he applied what he was learning for our benefit.*

*Many years later, when he retired, the Board of Health instituted the “Doc Stone Award” to recognize others “who reflect his influence and contribution. Beside his wide-ranging medical knowledge, Timothy was known and respected for his keen intellect, discipline, precision, curiosity, and wit.*

*He loved life and family and was an enthusiast for learning and reading, traveling (with camera), and woodworking. At age 101 but never too old to learn, “Doc Rock” kept in touch with others and with new ideas on his computer.*

# In Memoriam



*Elaine Beals 1923-2016*

*Among her many contributions, Elaine Beals' name will always be associated with the concept of "land conservation" leading us to Elaine's donation and acquisition of open spaces and farm fields that so greatly enhance the landscape and life of this town.*

*After her 1945 graduation from Wellesley College, Elaine and husband Philip moved to town in 1950, buying a house surrounded by some 250 acres of farm and forest land. Soon they chose to use conservation restrictions to perpetually protect their land from development.*

*But that would not be all: Expanding restrictions with land in the name of the town, the Beals proposed the town purchase development rights for the acreage now known as Chestnut Hill Farm, site of farm and nature tours and related activities for all ages. Approved by the Town Meeting, the land is under the care of the private non-profit Southborough Open Land Foundation (SOLF). Elaine was a founding member of SOLF as well as treasurer for several years and being a founding member of the town's Open Space Preservation Commission created to oversee town conservation land and seek out potential acquisitions.*

*In 2005 SOLF established the Elaine Beals Conservation Award presented annually to a local resident exhibiting outstanding leadership in environmental conservation.*

*A lifelong gardener, Elaine was active in the Southborough Gardeners. She attended Pilgrim Church for sixty-six years, singing in the choir for nearly fifty.*

# In Memoriam



<i>Joanne R. Kinas</i>	<i>January 7<sup>th</sup></i>	<i>Roland P. Flot</i>	<i>July 25<sup>th</sup></i>
<i>Isreal A. Martin</i>	<i>January 11<sup>th</sup></i>	<i>Calvin J. Mauro</i>	<i>July 31<sup>st</sup></i>
<i>Elaine Dalzell</i>	<i>January 22<sup>nd</sup></i>	<i>H. Diane Brown</i>	<i>August 1<sup>st</sup></i>
<i>Stephen A. Michalik</i>	<i>January 27<sup>th</sup></i>	<i>Wilbur F. Cook</i>	<i>August 1<sup>st</sup></i>
<i>Teresa M. Martin</i>	<i>March 7<sup>th</sup></i>	<i>Ramona J. Topliffe</i>	<i>August 23<sup>rd</sup></i>
<i>Janet H. Campbell</i>	<i>March 8<sup>th</sup></i>	<i>Jeffrey J. Merloni</i>	<i>August 26<sup>th</sup></i>
<i>Leon A. Cummings</i>	<i>March 11<sup>th</sup></i>	<i>John H. Leeds Jr.</i>	<i>August 28<sup>th</sup></i>
<i>Jeannette Young</i>	<i>March 13<sup>th</sup></i>	<i>Rita A. Baker</i>	<i>August 30<sup>th</sup></i>
<i>George Aselbekian</i>	<i>March 21<sup>st</sup></i>	<i>Laura V. Chalifoux</i>	<i>September 16<sup>th</sup></i>
<i>Hovhanes A. Sarkis</i>	<i>March 23<sup>rd</sup></i>	<i>Candido A. Torcoletti</i>	<i>September 22<sup>nd</sup></i>
<i>Sandra E. Howard</i>	<i>April 3<sup>rd</sup></i>	<i>Carmela A. Fusaro</i>	<i>September 24<sup>th</sup></i>
<i>Oscar G. Aselbekian</i>	<i>April 12<sup>th</sup></i>	<i>Earle Q. Watkins</i>	<i>September 27<sup>th</sup></i>
<i>Beverly A. Fallon</i>	<i>April 18<sup>th</sup></i>	<i>Marcia A. Maytham</i>	<i>October 1<sup>st</sup></i>
<i>Irene B. Tibert</i>	<i>April 21<sup>st</sup></i>	<i>Mary L. Rhodes</i>	<i>October 18<sup>th</sup></i>
<i>Arthur K. Piper</i>	<i>May 11<sup>th</sup></i>	<i>Jean A. Jewett</i>	<i>October 18<sup>th</sup></i>
<i>William P. MacIver Jr.</i>	<i>May 11<sup>th</sup></i>	<i>Anthony M. Babo</i>	<i>November 9<sup>th</sup></i>
<i>Bonnie L. Pedersen</i>	<i>May 31<sup>st</sup></i>	<i>Yelena Shneyderman</i>	<i>November 14<sup>th</sup></i>
<i>Joseph T. Speranza</i>	<i>June 6<sup>th</sup></i>	<i>Harold Benjamin</i>	<i>November 27<sup>th</sup></i>
<i>Phyllis M. Jachowicz</i>	<i>June 26<sup>th</sup></i>	<i>Sarah W. Estes</i>	<i>December 4<sup>th</sup></i>
<i>Evans W. Cheeseman Jr.</i>	<i>July 1<sup>st</sup></i>	<i>Paul G. Branchaud</i>	<i>December 10<sup>th</sup></i>
<i>Barbara C. Singer</i>	<i>July 8<sup>th</sup></i>	<i>Marjory F. Laine</i>	<i>December 14<sup>th</sup></i>
<i>Lois J. Earhart</i>	<i>July 23<sup>rd</sup></i>	<i>Raymond J. Tomasetti</i>	<i>December 23<sup>rd</sup></i>

<p><b><i>Southborough at a Glance</i></b>  <i>Settled in 1688</i>      <i>Incorporated July 6, 1727</i></p>	
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<b><i>Area</i></b>	13.79 square miles. 68.12 miles of town roads; 10.72 miles of state roads
<b><i>Population</i></b>	9,909*
<b><i>Tax Rate</i></b>	\$16.38
<b><i>Form of Government</i></b>	Open Town Meeting; Board of Selectmen
<b><i>Public Library</i></b>	25 Main Street
<b><i>Public Safety</i></b>	<b>Police Department:</b> 19 Main Street <b>Fire Department and Emergency Ambulance Service:</b> 21 Main Street
<b><i>Schools</i></b>	<b>Elementary Schools:</b> Mary E. Finn School, 60 Richards Road Albert S. Woodward Memorial School, 28 Cordaville Road Margaret A. Neary School, 53 Parkerville Road P. Brent Trotter Middle School, 49 Parkerville Road <b>High Schools:</b> Algonquin Regional, 79 Bartlett Street, Northborough Assabet Valley Regional Vocational, 215 Fitchburg Street, Marlborough <b>Private Schools:</b> St. Mark's School, 25 Marlboro Road Fay School, 48 Main Street
<b><i>Recreation</i></b>	South Union Building, 21 Highland Street
<b><i>Hospitals</i></b> <b><i>within 10 miles</i></b>	UMASS Memorial-Marlborough Hospital, 157 Union St. (508-481-5000) MetroWest Medical Center-Framingham Union Campus, 115 Lincoln St. (508-383-1000)
<b><i>Houses of Worship</i></b>	<b>Roman Catholic:</b> St. Anne's, 20 Boston Rd; St. Matthew's, 105 Southville Rd. <b>Episcopal:</b> St. Mark's, 27 Main Street <b>United Church of Christ, Congregational:</b> Pilgrim Church, 15 Common St. <b>Federated:</b> First Community Church, 137 Southville Road <b>Evangelical, nondenominational:</b> Chinese Gospel Church, 60 Turnpike Road
<b><i>Utilities</i></b>	<b>Electricity:</b> National Grid <b>Gas:</b> Eversource <b>Water:</b> from Quabbin Reservoir by Mass. Water Resources Authority <b>Cable TV and Internet:</b> Charter Communications (1-888-438-2427) Verizon (1-800-837-4966)
<b><i>Transportation</i></b>	MBTA Commuter Rail, Intersection of Rte. 85/Southville Road (1-800-392-6100) MetroWest Regional Transit Authority (508-820-4650)

***Southborough History Fact\*:*** *First settled in 1660, Southborough was officially incorporated in 1727. The town formally includes the smaller hamlets of Cordaville, Fayville and Southville. Initially, Southborough was a farming community, but industries soon started to tap the rivers flowing through the town. This fostered the manufacturing of plaster, boots, and shoes by the end of the 19th century.*

\*Source: [www.citytowninfo.com](http://www.citytowninfo.com)



***Town of Southborough***  
***Incorporated July 6, 1727***

***OFFICERS OF THE UNITED STATES OF AMERICA***

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

***STATE OFFICIALS***

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

***COUNTY AND DISTRICT OFFICIALS***

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

## **Town Officers**

### **ELECTED OFFICIALS**

**ASSABET VALLEY REGIONAL VOC.  
SCHOOL DISTRICT COMM.** - 4 years  
Christopher J. Evers (2020)

**BOARD OF ASSESSORS** - 3 years  
Thomas J. Beaumont (2017)  
Arthur K. Holmes (2018)  
Jeffrey W. Klein (2019)

**BOARD OF COMMISSIONERS  
OF TRUST FUNDS** – 3 years  
William J. Boland (2017)  
Nicolas A. McCoy (2019)  
John H. Wilson (2018)

**BOARD OF HEALTH** - 3 years  
Daniel P. O'Rourke (2018)  
Nancy A. Sacco (2017)  
Mary Lou Woodford (2019)

**BOARD OF SELECTMEN** - 3 years  
Paul M. Cimino (2017)  
Daniel L. Kolenda (2017)  
Bonnie J. Phaneuf (2019)  
John F. Rooney, III (2019)  
Brian E. Shea (2018)

**BOARD OF TRUSTEES  
SOUTHBOROUGH LIBRARY** - 3 years  
Nicole C. DeBonet (2018)  
Dolores M. Fallon (2017)  
Marguerite H. Landry (2019)  
Nancy E. Mayo (2017)  
Terrence K. Ryan, Jr. (2018)  
Richard J. Wallace (2019)

**MODERATOR** - 1 year  
Stephen A. Morreale (2017)

**NORTHBOROUGH-SOUTHBOROUGH  
REG. SCHOOL DIST. COMM.** - 3 years  
**Southborough Committee**  
Paul C. Butka (2017)  
Kathleen A. Harragan (2018)  
Cathy A. Kea (2018)  
Daniel L. Kolenda (2019)  
David C. Rueger (2017)  
Joan G. Frank (2019)  
Patricia A. Kress (2017)  
Barbara H. Omara (2017)  
Ganaraja Thejaswi (2018)  
Helynn B. Winter (2018)

**PLANNING BOARD** - 5 years  
Philip A. Jenks (2019)  
Meme Luttrell (2021)  
Andrew S. Mills (2018)  
Donald C. Morris (2017)  
Jesse T. Stein (2020)

**SCHOOL COMMITTEE** - 3 years  
Gerald V. Capra (2018)  
Roger W. Challen (2019)  
Paul H. Desmond (2017)  
Kathleen A. Harragan (2017)  
Marybeth R. Strickland (2018)

**SOUTHBOROUGH HOUSING AUTHORITY**  
5 years  
Jean A. Chappelle (2018)  
Robert P. Jachowicz (2020)  
Nancy G. Morris (2019)  
Marianna Surette (2017)  
Joseph E. Hubley (State Appointee) (2015)

**TOWN CLERK** - 3 years  
James F. Hegarty (2017)

**APPOINTED OFFICIALS—By Moderator**  
Terms expire June 30<sup>th</sup> of year specified, unless  
otherwise indicated.

**ADVISORY COMMITTEE** - 3 years  
Judith K. Budz (2017)  
Kathryn M. Cook (2019)  
Doriann M. Jasinski (2018)  
Francis D. Mainville (2017)  
Janet M. Maney (2019)  
Karen S. Muggeridge (2018)  
Adrian A. Peters (2019)  
Sam R. Stivers (2018)  
John M. Wood (2017)

**PERSONNEL BOARD** - 3 years  
Kim L. Deans (2019)  
David L. Flynn (2018)  
Joseph C. Laning (2017)  
Russell B. Millholland (2019)  
Elizabeth Henry-Veeneman (2017)

**APPOINTED OFFICIALS—By Moderator**  
**(Continued)**

**PUBLIC WORKS PLANNING BOARD**

3 years

***Appointed by Town Moderator***

Mark S. Bertonazzi (2017)

Robert B. Bezokas (2018)

James A. Harding (2019)

***Appointed by Planning Board***

Susan G. Baust (2019)

James P. Hellen (2017)

**APPOINTED OFFICIALS—By Board of**  
**Selectmen**

Terms expire June 30<sup>th</sup> of year specified, unless otherwise indicated.

**AFFORDABLE HOUSING TRUST FUND**  
**COMMITTEE—2 years**

Paul M. Cimino (2017)

Daniel L. Kolenda (2017)

Donna L. McDaniel (2017)

Bonnie J. Phaneuf (2017)

John F. Rooney, III (2017)

Brian E. Shea (2017)

VACANCY (2017)

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

Vincent Acampora (2017)

Timothy Fish (2017)

Bonnie Phaneuf (2017)

William W. Sines (2017)

Vacancy (2017)

**AMERICANS WITH DISABILITIES ACT**  
**(ADA)**

**COORDINATOR - 1 year**

Vacancy (2017)

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

Jennifer A. Condon (2017)

**ASST. TOWN ACCOUNTANT – 1 year**

Karen M. Hamelin Figueroa (2017)

**ASST. TOWN ADMINISTRATOR - 1 year**

Vanessa D. Hale (2017)

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

David J. Birri (2017)

**BUILDING DEPARTMENT**

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

Mark S. Robidoux (2019)

**BUILDING DEPARTMENT (cont.)**

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

Peter N. Tartakoff (2017)

***Electrical Inspector - 1 year***

James J. Colleary (2017)

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

Stephen A. Curtis (2017)

John F. Nemensky (2017)

***(Appointed by Inspector of Buildings)***

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

Richard M. Araujo (2017)

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

Austin P. Beliveau (2017)

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

Karen M. Galligan (2017)

**COMMUNITY PRESERVATION COMM.**

3 years

David J. Candela (2018)

*Recreation Commission Representative*

Frederica J. Gillespie (2019)

*Open Space Preservation Commission Representative*

Katherine T. Matison (2019)

*Historical Commission Representative*

Timothy W. Martel (2017)

*Citizen-At-Large*

Andrew S. Mills (2018)

*Planning Board Representative*

Nancy G. Morris (2017)

*Housing Authority Representative*

Mark W. Murphy (2017)

*Citizen-At-Large*

Brian G. Shifrin (SHOPC rep.) (2019)

*Southborough Housing Opportunity Partnership Committee Rep.*

Benjamin B. Smith (2018)

*Conservation Commission Representative*

**CONSERVATION COMM. – 3 years**

Russell S. Gregory, Jr. (2019)

Carl C. Guyer (2017)

Mark E. Pietrewicz (2019)

Mark S. Possemato (2017)

S. Michele Simoneaux (2018)

Benjamin B. Smith (2017)

Leigh Swigart (2018)

***Community Gardens – 1 year***

Debra Molinaro (Coordinator) (2017)

**CONSTABLES – 1 year**

William E. Pickett, Jr. (2017)

**APPOINTED OFFICIALS—By Board of Selectmen,  
cont.**

**COUNCIL ON AGING - 3 years**

Mary Ann Anderson (2018)  
Thomas J. Conlin (2019)  
William W. Harrington (2018)  
Douglas C. Peck (2017)  
Elaine A. Yetman (2019)  
William J. Yetman (2017)

**Alternate Members - 1 year**

Vincent P. Acampora (2017)  
Arthur K. Holmes (2017)  
Marie A. Kensinger (2017)

**ECONOMIC DEVELOPMENT COMMITTEE (ad hoc)**

– 1 year

Kathleen Bartolini (2017)  
Sujal Bhalakia (2017)  
Julie W. Connelly (2017)  
Pamela M. DiGiovanni, ex-officio (2017)  
Jamie Falconi (2017)  
Lori K. Karlsson, ex-officio (2017)  
Daniel L. Kolenda, Selectmen’s Representative (2017)  
David K. McCay (2017)  
Mark J. Purple, ex-officio (2017)  
Karina Quinn, ex-officio (2017)  
Claire Carberry Reynolds (2017)  
Christopher Robbins (2017)  
Vacancy (2017)

**ECONOMIC DEVELOPMENT COORDINATOR – 1**

year

Pamela M. DiGiovanni (2017)

**ETHICS COMMISSION LIAISON -1 year**

Michelle A. Jenkins (2017)

**FACILITIES MANAGER – 1 year**

John A. Parent (2017)

**FENCE VIEWERS - 1 year**

Paul O. Smith (2017)  
Vacancy (2017)

**FIELD DRIVERS - 1 year**

Robert C. Lagasse (2017)  
Vacancy (2017)

**FINANCE DIRECTOR/ TREASURER/COLLECTOR –**

3 years

Brian P. Ballantine (2018)

**FIRE CHIEF - 3 years**

Joseph C. Mauro (2018)

**FIRE WARDEN - 1 year**

Joseph C. Mauro (2017)

**FINANCE DIRECTOR/ TREASURER/COLLECTOR – 3  
years**

Brian P. Ballantine (2018)

**FIRE CHIEF - 3 years**

Joseph C. Mauro (2018)

**FIRE WARDEN - 1 year**

Joseph C. Mauro (2017)

**GRANT COORDINATOR - 1 year**

Heidi A. Kriger (2017)

**HIPPA PRIVACY OFFICER – 1 year**

Vanessa D. Hale (2017)

**HISTORICAL COMMISSION - 3 years**

Kathleen S. Battles (2019)  
Rebecca V. Deans-Rowe (2018)  
Joseph E. Hubley (2019)  
Amanda J. Martinot (2017)  
Katherine T. Matison (2019)  
Maria T. Romero (2017)  
Michael D. Weishan (2018)

**INDUSTRIAL DEVELOPMENT COMMISSION- 5 years**

*Inactive*

**INDUSTRIAL DEVELOPMENT FINANCING**

**AUTHORITY - 5 years - Inactive**

**MAIN STREET DESIGN WORKING GROUP**

(ad hoc) – 1 year

Susan G. Baust (2017)  
John W. Boland, Jr. (2017)  
Martin F. Healey (2017)  
Stephen C. Phillips (2017)  
Claire Carberry Reynolds (2017)  
Brian E. Shea (2017)  
John H. Wilson (2017)

**METROPOLITAN AREA PLANNING COUNCIL - 3 years**

Kathleen B. Bartolini (2019)  
Vacancy (Alternate ) (2019)

**METROWEST REGIONAL COLLABORATIVE - 1 year**

Meme Lutrell (Planning Bd. rep.) (2017)  
Vacancy (Selectmen rep.) (2017)

**METROWEST REGIONAL TRANSIT AUTHORITY – 1  
year**

Kathleen B. Bartolini (2017)

**APPOINTED OFFICIALS—By Board of  
Selectmen, cont.**

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

Joseph C. Mauro (2017)

***MUNICIPAL HEARING OFFICER—1 year***

John E. Thorburn (2017)

***MUNICIPAL TECHNOLOGY COMMITTEE (ad  
hoc) – 1 year***

Brian P. Ballantine, ex-officio (2017)

Robert A. Bussey (2017)

Roger W. Challen (2017)

Carl A. Damelio (2017)

Thomas Laflamme, ex-officio (2017)

Rosemarie P. Mauro (2017)

Claire Carberry Reynolds (2017)

***OPEN SPACE PRESERVATION COMMISSION -  
5 years***

Lisa M. Braccio (2018)

Sean R. Connelly (*resigned 2017*)

Frederica J. Gillespie (2021)

Connell McNamara (2017)

Ginger A. Ruddy (2019)

Vacancy (2020)

***PARKING CLERK – 1 year***

Brian P. Ballantine (2017)

***PHASE II STORMWATER COMMITTEE (ad hoc)  
– 1 year***

Karen M. Galligan (2017)

Paul C. Pisinski (2017)

Vacancy (Administration rep.) (2017)

Vacancy (Conservation Commission rep.) (2017)

Vacancy (2017)

***PILOT COMMITTEE (ad hoc) – 1 year***

Brian P. Ballantine (2017)

Paul T. Cibelli (2017)

John F. Rooney, III (2017)

***POLICE DEPARTMENT***

***Chief of Police – 3 years***

Kenneth M. Paulhus (2017)

***Constable – 1 year***

Kenneth M. Paulhus (2017)

***Jail Keeper – 1 year***

Kenneth M. Paulhus (2017)

***Lieutenant – 1 year***

Sean R. James (2017)

***Sergeants - 2 years***

James V. DeLuca (2017)

Sean P. McCarthy (2017)

Ryan M. Newell (2017)

Timothy J. Slatkavitz (2017)

Heath S. Widdiss (2017)

***Officers - 2 years***

Brandan Campbell (2017)

James R. Gallagher (2017)

Kevin M. Landry (2017)

Stephen B. Neivert (2017)

Keith A. Nichols (2017)

Aaron L. Richardson (2017)

Thomas R. Rock (2017)

Michael T. Whelan (2017)

William J. Woodford, III (2017)

***Police Business Administrator - 1 year***

Richard L. Mattioli (2017)

***Communications Officers (full-time) - 1 year***

Cameron M. Chapski (2017)

Kyle M. DeVincent (2017)

David J. Maida (2017)

Michael R. Cunningham (2017)

***Dispatchers (part-time) - 1 year***

Charles R. Goodwin (2017)

John E. Thorburn (2017)

***Reserve Officers - 1 year***

David C. Hagen (2017)

***Special Officers - 1 year***

Jennifer A. Condon (2017)

Michael R. Cunningham (2017)

Kyle M. DeVincent (2017)

Frederick P. Mabardy (2017)

Ronald G. Mattioli (2017)

Jane T. Moran (2017)

***Chaplain – 1 year***

Rev. James B. Flynn (2017)

***PROCUREMENT OFFICER, CHIEF - 1 year***

Vanessa D. Hale (2017)

***PUBLIC SAFETY STUDY COMMITTEE***

(ad hoc) – 1 year

Brennan R. Barry (2017)

Peter J. Goodney (2017)

Alfred C. Hamilton (*resigned 2017*)

John F. Lyons (2017)

Jason W. Malinowski (2017)

Joseph C. Mauro (ex-officio) (2017)

Michael D. Moorehead (2017)

Kenneth M. Paulhus (ex-officio) (2017)

Mark J. Purple (ex-officio) (2017)

John M. Wood (Advisory Comm. Rep.) (2017)

Vacancy (2017)

**APPOINTED OFFICIALS—By Board of Selectmen, cont.**

**RECREATION COMMISSION** - 3 years

David J. Candela (2017)  
Sean N. Cronin (2017)  
Kristin L. LaVault (2019)  
Bradford M. Morse (2018)  
Brian G. Shifrin (2019)

**REGISTRAR OF VOTERS** - 3 years

James F. Hegarty (ex-officio) (unlimited)  
Tomasz Kierul (2019)  
Susan E. Ruane (2018)  
Jacob J. Walter (2017)

**SEXUAL HARRASSMENT OFFICER**

1 year  
Gregory A. Manousos (2017)

**SITE PLAN REVIEW COMMITTEE** – unlimited

Neal P. Aspesi (Fire Chief Designee)  
Karen M. Galligan (DPW Rep.)  
Joseph C. Mauro (Fire Chief Rep.)  
Kenneth M. Paulhus (Police Chief Rep.)  
Paul C. Pisinski (Board of Health Rep.)  
Mark S. Robidoux (Building Inspector Rep.)  
*Appointed by Board of Selectmen:*  
Mark J. Purple (Board of Selectmen designee)  
Karina Quinn (Town Planner Rep.)

**SOUTHBOROUGH CULTURAL ARTS**

**COUNCIL** - 2 calendar years

Louise F. Clough (10/22/17)  
Kristina B. Dobberpuhl (11/3/17)  
Jane E. Gordon (10/22/17)  
Jennifer P. Hansen (11/5/17)  
Denise A. Johnson (11/3/18)  
Jane L. Lesniewski (10/22/17)  
Mary S. Simmons (12/3/17)  
Kerry Stgermal Trippi (3/14/18)

**SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE [SEPC]**

**SARA Title III** (ad hoc) - unlimited

Dana Amendola  
Neal P. Aspesi  
Lisa M. Braccio  
Matthew F. Braccio  
Annette Casco  
Sarah A. Cassell  
Leslie R. Chamberlin  
Aldo A. Cipriano

*(continued)*

Steven E. Dahill  
Charles R. Dilts  
Karen M. Galligan  
Christine M. Johnson  
Thomas P. Laflamme  
Robert C. Lagasse  
Sherri A. Lajeunesse  
Pamela M. LeFrancois  
Richard L. Mattioli  
Joseph C. Mauro  
Scott E. Navaroli  
JoAnne O’Leary  
John A. Parent  
Kenneth M. Paulhus  
Paul C. Pisinski  
Nelson R. Pleau  
Alicia R. Porter  
Mark J. Purple  
Karina G. Quinn  
Mark S. Robidoux  
John F. Rooney, III  
Beth C. Rosenblum  
Mark A. Spruill  
John P. Tommaney  
Katelyn S. Willis  
Carol A. Willoughby  
Vacancy – GIS/Engineer Rep.  
Vacancy – Animal Protection Liaison

**SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE** - 3 years

Donald J. Croatti (Private Citizen) (2018)  
Bonnie J. Phaneuf (Selectmen Rep.) (2018)  
Brian G. Shifrin (Private Citizen) (2019)  
Jesse T. Stein (Planning Board rep.) (2018)  
Marianna Surette (Housing Authority rep.) (2017)  
Vacancy (Private Citizen) (2019)  
Vacancy (Private Citizen) (2018)

**SOUTHBOROUGH SCHOLARSHIP ADVISORY COMM.** (ad hoc) - 3 years

Laura JP Bertonazzi (2017)  
Ann Cave (2018)  
Timothy J. Fish (2019)  
Robin A. Fruneaux (2019)  
Renee Maiorana (2018)  
Mary M. Mathon (2017)  
Mary C. O’Brien (2019)  
Vacancy (2017)

***SOUTHBOROUGH STEWARDSHIP  
COMMITTEE*** – 1 year

Yun Gao (2017)  
Frederica J. Gillespie (Open Space Commission rep.)  
(2017)  
James F. Gorss (2017)  
Joyce M. Greenleaf (2017)  
Janelle Y. Rooney (2017)  
S. Michele Simoneaux (Conservation  
Commission rep.) (2017)  
Vacancy (Recreation Comm. rep.) (2017)

***SOUTHBOROUGH TRAILS COMMITTEE***

(ad hoc) - 1 year  
Daniel M. Frank (2017)  
Daniel A. Guilford (2017)  
Peter A. Kachajian, Jr. (2017)  
Tracey Navaroli (2017)  
Vacancy (2017)

***SPECIAL LEGAL COUNSEL*** – 1 year

Lisa L. Mead (2017)  
Timothy Norris (2017)

***SUPERINTENDENT OF PUBLIC WORKS*** - 3  
years

Karen M. Galligan (2019)

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

Brian P. Ballantine (2017)  
Arthur K. Holmes (2017)  
James C. Mullins (2017)  
Vacancy (2017)

***TOWN ACCOUNTANT*** - 3 years

Heidi A. Kriger (2017)

***TOWN ADMINISTRATOR*** - 3 years

Mark J. Purple (2018)

***TOWN COUNSEL*** - 1 year

Aldo A. Cipriano (2017)

***TRANSPORTATION TASK FORCE***—1 year

Kathleen B. Bartolini (2017)

***TREE WARDEN*** - 1 year

Christopher B. Leroy (2017)

***VETERANS' AGENT AND BURIAL AGENT***—1 year  
John H. Wilson (2017)

***VETERANS' GRAVE OFFICER*** - 1 year  
Stephen W. Whynot (2017)

***YOUTH COMMISSION*** - 3 years

Tracey M. Baldelli (2019)  
Susan A. Butka (2018)  
Sarah R. DiStefano (2019)  
Laura Ann Walsh Eppen (2018)  
Nital Giandhi (2017)  
Leslie A. Hadden (2018)  
Sara B. Michas (2017)

***ZONING BOARD OF APPEALS*** – 5 years

Leo F. Bartolini, Jr. (2018)  
Andrew R. Dennington (2019)  
Paul N. Drepanos (2020)  
Craig W. Nicholson (2021)  
David C. Williams (2017)  
***Alternate members – 1 year***  
Deborah Demuria (2017)  
Jeffrey M. Walker (2017)

***APPOINTED OFFICIALS—By Board of Assessors***

***PRINCIPAL ASSESSOR/APPRaiser*** – 3 years

Paul T. Cibelli (2018)

***APPOINTED OFFICIALS—By Board of Health***

***PUBLIC HEALTH DIRECTOR***

Paul C. Pisinski

***BURIAL AGENT***

James F. Hegarty

***APPOINTED OFFICIALS—By Town Clerk***

***ASSISTANT TOWN CLERK*** – 3 years

Michelle A. Jenkins (2017)

# ADMINISTRATION



*"The Rock" at the Sudbury Reservoir*

*Linda Hubley*



## *Board of Selectmen*

The five member elected Board of Selectmen has several responsibilities under state statute: preparation of the town meeting warrant; to make appointments to town boards and offices; to employ professional staff and town counsel; and grant licenses and permits. Apart from the legal responsibilities, the Board of Selectmen set policy and strategic direction, coordinates, through the Town Administrator and his staff, the activities of other appointed boards, and resolves problems [like dog hearings] that have not previously been settled.

### *Names and Faces*

During 2016, the Southborough community lost two memorable and patriotic citizens: Mrs. Elaine Beals and Dr. Timothy Stone. Every year at Town Meeting, the Board of Health presents the Dr. Stone award, in recognition of his 50 years serving as a member of the local Board of Health. One of Dr. Stone's many duties included a several-year stint as a local medical examiner (ME). In addition to making house calls to visit the sick, he was occasionally called upon to pronounce someone who has passed away at home or at the scene of an accident or incident. Dr. Stone's personality and wit frequently helped to lessen the impact of often difficult and trying times for families and first responders.

Mrs. Beals was dignified and graceful and supported Southborough's open space passionately. She pursued many interests, chief among them being a strong dedication to land conservation. She was a founding member of the Southborough Open Land Foundation, serving as its treasurer for several years, and also served on the Town's Open Space Preservation Commission for thirteen years.

Following her move to Southborough in 1950, she and Philip acquired 190 acres of farm and forest land in the 1960's to add to the original 55, later protecting all of it from development in perpetuity through the granting of conservation restrictions. In her honor, the Open Land Foundation established the Elaine Beals Conservation Award in 2005, awarding it annually to a local resident who has shown outstanding leadership in environmental conservation. We continue to think of their respective families at this time.

If you have done business with the Selectmen's Office in the past three decades, including applying for a liquor license, have volunteered for a committee or had a general inquiry, you would be well acquainted with the fastidious Maureen Colleary, Executive Assistant to the Board of Selectmen. She was a dutiful and extremely loyal employee. Reports from Fayville are that she is enjoying retirement immensely and happy to never be tasked with proofing a town report ever again! We all miss her dedication, sense of humor and spotless desk. Although it's a tough role to fill, we welcomed Lori Esposito in May who came with more than a dozen years of experience from the Town of Boylston. Another fixture in the Town House has been Hillary Brigandi Carney who ended her tenure here to take on the role of Town Planner in Millville. Hillary has been a fountain of knowledge for the Planning Board over many, many years and we are pleased she has found a home as a Town Planner nearby. Finally, when you have worked for more than three decades as a police officer, you earn a place of respect in this community. If you are David Hagen you are compassionate, skilled at gathering the most critical data and work every day to cultivate a superior yet respectful department and workplace. You've earned a long and happy retirement Officer Hagen.

This community and organization remains grateful for the many dedicated employees who have worked here and contributed to making Southborough the fabulous community it is. During 2016, the Town was excited to welcome its very first IT Director. Tom Laflamme joined the staff with many years of service in the Town of Westford. His expertise was tested the very first week when the Town House suffered a power outage. It has been smooth sailing ever since and we know Tom will help advance our departments in a multitude of ways.

### ***2016 in Retrospect***

- The Board of Selectmen continued to ramp up their efforts to fund a public safety complex. The Public Safety Study Committee worked actively this past year to prepare a design that befits these two critical departments in the twenty-first century. In 2017, the committee will seek approval at the March Special Town Meeting.
- St. Mark's School has been a real partner to the Town over many decades. The Board of Trustees approached the Town recently to discuss the future of the golf course. As a result, the March Special Town Meeting will ask the voters if they wish to purchase the golf course [approximately 60 acres], primarily to house the new public safety complex, from St. Mark's. This would be a landmark decision for the community, so an additional "master plan" committee was also created in 2016 to study future uses of that property beyond the proposed public safety building.
- At the October 2016 Special Town Meeting, the Town voted overwhelmingly to acquire a Preservation Restriction on 84 Main Street, also known as the Burnett House which will permanently protect the landscape and exterior of the buildings on this circa 1849, historically significant property. The Preservation Restriction will be under care, control and management of the Southborough Historical Commission.
- The Selectmen's Office continues to expand our social media footprint. Find us at [www.southboroughtown.com](http://www.southboroughtown.com) or @17Common.

### ***Senior Tax Work-Off***

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

### ***In Closing***

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

We welcomed several new employees this year including Amy Townsley in the Town Clerk's office, Kristen Pasacane as Benefit and Payroll Coordinator, James Watkins in the Facilities Department, Elizabeth Aghababian in the Planning Department and Shannon Kinayman in Youth & Family Services. Without the dedication and commitment of all staff, the Selectmen would be unable to focus on important policy issues facing the town. The Board also extends its sincere appreciation to all department heads, staff and boards and committees for their loyal service and contributions made to the Town of Southborough! They especially note, with fond appreciation, all the citizen volunteers serving on various boards and committees for their efforts on behalf of the Town.

We are excited about 2017 and all the changes it will bring with a great team in place. We express our gratitude to these dedicated and civic-minded volunteers.

## *Board of Assessors*

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

Last fall, the Board of Assessors completed its annual revaluation of all real and personal property within the Town of Southborough as required by Massachusetts General Laws. As a result of this year's revaluation, Southborough's overall assessment of all real estate and personal property increased from \$ 2.342 billion to \$2.350 billion in FY2017. Analysis of real estate sales and market conditions yielded increased residential assessments of lower and middle level homes while high-end property assessments decreased, significantly in many cases. The residential class changed very little overall. The average single-family home assessment in Southborough rose slightly from \$575,500 to \$577,500 in FY2017, a .03% increase. After decreasing three straight years, the FY17 tax rate increased from \$15.82 to \$16.38 per thousand. The average assessed single family home's tax bill increased from \$9,104 to \$9,459 in FY2017, a \$355 or 3.9% increase. It should be noted, FY2017 assessments reflect the value of real and personal property as of January 1, 2016. Real estate values in all neighborhoods were adjusted based on sales transactions occurring in calendar year 2015. Calendar year 2016 real estate sales and market conditions will not be reflected in taxpayer's assessments until FY2017.

Southborough experienced a below average year for "new growth" construction falling well below the levels that occurred in FY2016 and two previous years. This year's growth was highlighted by the completion of Madison Place apartment complex, renovations of several existing office buildings and significant personal property growth generated from our utility & telecommunication companies. In FY2017, "new growth" accounted for \$514,659 in additional revenue for the community, a 26.9% decrease from \$704,236 collected in FY2016. This year's "new growth" fell below the past five-year average of \$682,096 and the past ten year average of \$617,752. Based on projections, "new growth" is expected to decrease over the next year as there are few new projects planned for the upcoming year.

The Board of Assessors purchased a new real estate assessing software package this past spring as our old system was being phased out by the Department of Revenue. The estimated cost of this project was \$49,900, which included the software, licensing, software conversion, technical support, new server, and \$21,600 to hire a vendor to conduct a DOR required full field review of all properties after the conversion. In a cost savings effort, our staff lobbied the Department of Revenue to replace this mandated field review with a desk review of each property, consisting of a comparison of property record cards from the old system to the new and reconciling any differences. This process is a more efficient and effective alternative to assuring that the data converted with a high level of accuracy. After receiving permission from the DOR, our staff was able to complete the desk review in-house eliminating the cost of a full field review. This past October, our software conversion/desk review project was completed 43% under budget. All FY2017 actual real estate assessments were developed utilizing our new software system. The Board of Assessors would like to thank the staff for all their extra effort in completing this project timely at a significant savings to the Town.

In January 2016, Tammi Rice was appointed to the Administrative Assistant position in our department that was vacated when Cynthia McLeod was promoted to Deputy Assessor. Tammi works 16 hours per week in the Assessor's office and 24 hours in the Board of Health office as this is a full time shared position. With 20+ years of administrative experience in the private sector, Tammi possesses a strong work ethic, complimented by excellent customer service, communication and problem solving skills. Her exceptional computer abilities proved to be an asset to the department this past summer during our computer software conversion project.

The Board of Assessors would like to remind senior citizens of the various programs available to assist with their property taxes. First, the Clause 41C Senior Exemption is available to individuals who meet the age, income, and asset requirements. Seniors must be 65 years of age as of the first day of the current fiscal year (July 1, 2016 for FY2017). Income limits for a single person are \$20,000; \$30,000 combined for a married couple. The Assessors will then deduct a "minimum social security" allowance, which is set by the DOR each year. This year, the deduction is \$4,523 for an individual and \$2,262 for a spouse, for a total of \$6,785.

Asset limits for a single person is \$40,000; \$55,000 for a married couple.

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

A second option is the Senior Tax Work-off Program. Individuals 60+ years of age can volunteer to work for a town department for approximately 100 hours per year for which they receive a \$1,000 reduction on their property taxes. This program was increased from \$750 to \$1,000 at the 2009 Annual Town Meeting. To be eligible, the individual must be a Southborough resident who owns and occupies the residence to which the credit will be applied. Currently there are 30 positions available for seniors who wish to participate. This program is facilitated by the Council on Aging and applications are available at the Senior Center.

The last program to assist seniors is a Clause 41A Tax Deferral, which permits taxpayers to defer up to 100% of their real estate taxes. To be eligible, the applicant must be 65 years of age as of July 1, 2016, have lived in Massachusetts at least 10 years, and have owned and occupied any real estate in the Commonwealth for 5 years or is a surviving spouse who has inherited the real estate and occupied it for 5 years. Income cannot exceed \$40,000; there are no estate limits. Unlike a tax exemption, the deferred taxes must eventually be paid. Applications and additional information regarding this program is available at the Assessors' office or on the department's website.

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

## ***Town Moderator***

The Southborough Town Moderator serves as the facilitator of all Town Meetings. The Town Meeting is a staple of our New England tradition for maintaining local control through direct involvement in governance of the Town.

The Town Moderator serves a role in maintaining checks and balances and separation of powers so that no single element of town government becomes too powerful. Your Town Moderator is elected during the Annual Town election. The term of office is for one year.

The Town Meeting offers citizens and taxpayers the ability to have a voice on running our town and the opportunity of Southborough citizens to hold their elected officials accountable to provide services and spend limited funds wisely.

Southborough has the most democratic form of self-government; the Open Town Meeting. This means that at Town Meetings any registered voter may attend and has the opportunity to speak (in keeping with parliamentary procedure) and vote. Town Meeting is governed by Massachusetts General Law, chapter 39 and Southborough Town Code, chapter 41.

Town Meeting Times serves as the guide to Town Meeting. The Town Meeting must approve every penny spent by the town in the coming fiscal year as it votes individual department budgets and warrant articles presented for particular projects.

Town bylaws, such as zoning or the appointment of various officials, may be added to and changed (amended) by the Town Meeting, serving as the legislature of Southborough. An Annual Town Meeting, generally held on the second Monday in April, must approve the budget for the coming fiscal year before any funds can be expended. Also, the Annual Town Meeting must be formally concluded after dealing with all of the business represented in the warrant before an action of the meeting becomes official.

The required quorum has been set at 100 registered voters to convene the Town Meeting. Meetings must be concluded at 11:00 p.m., unless the meeting body agrees to continue past this time. If additional business has not been handled another session of Town Meeting is normally continued on the next evening.

The Town Moderator presides over the meeting, maintaining order and allowing the taxpayers and voters to be heard at the meeting. Special Town Meetings may be held at other times of the year to take up matters of import to the Town, as determined by the Board of Selectmen. A Town Warrant is issued, which contains warrant articles for consideration.

The Moderator is responsible to appoint members to various town committees: the (Finance) Advisory Committee, Department of Public Works Planning Board, and the Personnel Board which sets salaries of the town employees.

Any resident may apply for open positions and appointments announced by the Town House.

The Town Moderator can be reached by e-mail at [moderator@southboroughma.com](mailto:moderator@southboroughma.com)

Stephen A. Morreale, D.P.A.  
Town Moderator 2016-17

## *Personnel Board*

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

During 2016, loyal board member Brian Donovan ended his term on the Board due to his relocation. The Personnel Board, as well as the many employees, are especially grateful for the many hours Mr. Donovan spent assisting the Personnel Board, serving on search committees and offering his financial skills to help us navigate compensation matters. During the year, each member volunteers to coordinate specific projects designed to enhance various facets of personnel management. The current members are:

- Joseph Laning, Chairman
- Russell Millholland, Vice-Chair
- Brian Donovan [resigned during 2016]
- Kim Deans [filled vacancy created by Brian Donovan]
- David Flynn
- Elizabeth Henry-Veeneman

### **2016 ACCOMPLISHMENTS**

The Personnel Board worked diligently during 2016 and met monthly to deliberate upon performance evaluations, policies and procedures for non-union employees and to advise on job descriptions and position classifications.

Additional major project accomplishments are summarized below:

#### Salary Administration Plan: Updates in 2016 included the following items:

- Successful implementation of the updated classification study for full-time staff in the SAP
- Re-visited job descriptions as requested
- Continued to tweak evaluation tools as part of all non-union performance evaluations
- Approved classification of new IT Manager
- Worked toward Phase II of the Classification and Compensation Study which includes analysis of comparability scales, merit pay systems and development of operating procedures for the Personnel Board

Employee Selection Role: The Board's members and staff routinely serve on selection committees for positions in Town. During 2016, members of the Personnel Board supported the recruitment process for the Town's first IT Manager, Benefit & Payroll Coordinator, Town Planner and various administrative support positions. Russ Millholland once again served the Town most dutifully by assisting many departments with review and revisions to job descriptions, evaluation tools and guidance, interview questions and scenarios and employee training suggestions.

- Other Deliberations and Activities: The Board was pleased to fund training programs for supervisory and leadership development in support of professional development activities for employees. Partial funding was allocated to the Library Director who enrolled in a yearlong certificate in Local Government sponsored by the Mass Municipal Association and Suffolk University. In addition, the Town has several consultants that have been instrumental in mentoring and guiding managers in employee relations, labor and personnel matters. The support of the Personnel Board in these situations has been insightful and valued. The Board supported the town administration with their endorsement of two new policies: Code of Conduct and Workplace Violence.

- Another recent improvement included purchasing and launching an online applicant tracking program which has streamlined the recruitment process. It has enabled staff to quickly review, screen and contact all job applicants in a more orderly and professional fashion. Additionally, it has saved revenue normally spent on staff hours and postage through the click of a button.

## **2017 GOALS**

The Personnel Board's goals for 2017 include the following:

- Administer a regularly scheduled review of the wage/ classification schedule;
- Continue to update the Salary Administration Plan [the Town's Personnel Bylaw] as needed;
- Assist elected and appointed Town Boards and Commissions with their oversight responsibilities; through training and mentoring, enhancing their skills to motivate, monitor, and fairly appraise the performance of personnel under their direction, and assisting in developing performance goals for the future;
- Launch an interactive online performance evaluation system

## **ACKNOWLEDGEMENTS**

The Board would like to thank the Board of Selectmen, Town Administrator, and Department Heads for their continued support and cooperation in dealing with myriad personnel matters. We also thank Vanessa Hale, Assistant Town Administrator, who serves as liaison on behalf of the Board, for her institutional knowledge, time, effort and energy. Ms. Hale continues to provide invaluable insight and logistical assistance to the Board's work.

The Personnel Board also notes, with untold gratitude, member Russ Millholland's advice and assistance, which he tirelessly provides to all Town departments as well as many boards and committees. We wish to express our heartfelt thanks for his undying efforts and willingness to participate in our Town governance. Lastly, the spirit of volunteerism is thriving on the Personnel Board, which meets early on weekday mornings so there may be better and more frequent communication with town employees. We thank all our board members for their efforts during 2016.

<b><i>Town Accountant</i></b>
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***TOWN REVOLVING FUNDS ACTIVITY - FISCAL 2016***

<u>ACCOUNT</u>	<u>OPENING BALANCE 7/1/2015</u>	<u>RECEIPTS</u>	<u>LESS EXPENDITURES</u>	<u>CLOSING BALANCE 6/30/2016</u>
GRANTS	158,533	204,791	279,041	84,283
GIFTS	173,591	269,126	242,047	200,670
OTHER REVOLVING FUNDS	626,044	684,396	630,785	679,655
SALE OF CEMETERY LOTS	176,939	20,200	600	196,539
TITLE V SEPTIC BETTERMENTS	317,765	65,473	68,728	314,511
AMBULANCE FUND	483,030	435,321	209,000	709,350
OTHER RECEIPTS RESERVED FOR APPROPRIATION	92,025	35,573	9,690	117,907
COMMUNITY PRESERVATION FUND	<u>1,474,589</u>	<u>436,495</u>	<u>298,249</u>	<u>1,612,835</u>
FY 2016 TOWN REVOLVING FUNDS	<b><u>3,502,517</u></b>	<b><u>2,151,375</u></b>	<b><u>1,738,139</u></b>	<b><u>3,915,752</u></b>



<b><i>Reserve Fund Transfers</i></b>
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ORIGINAL BALANCE \$150,000.00

TRANSFERS  
OUT:

<b>DATE</b>	<b>DEPARTMENT</b>	<b>PURPOSE OF TRANSFER</b>	<b>AMOUNT APPROVED</b>
9/30/2015	Youth & Family Svcs.	Salary for Intern	2,648.00
9/30/2015	Facilities	Fire Dept. Roof Repair/Replacement	54,600.00
6/30/2016	Water	Overtime	19,700.00
6/30/2016	Town Accountant	Assistant Town Accountant Salary	560.00
6/30/2016	Building	Administrative Assistant Salary	4,880.00
6/30/2016	Zoning Board of Appeals	Administrative Assistant Salary	2,400.00
6/30/2016	Facilities	Insurance Deductible-Ice Damage	740.00
6/30/2016	Fire	Repair of Fire Engine 22	<u>52,000.00</u>
<b>TOTAL BALANCE</b>			<b><u>\$12,472.00</u></b>

***Town of Southborough  
Balance Sheet - All Funds  
June 30, 2016***

	General Fund	Special Revenue Funds	Capital Project Funds	Enterprise Funds	Trust and Agency Funds	Long-term Debt Account Group	TOTAL
<b><u>ASSETS</u></b>							
Cash and cash equivalents	7,809,405	3,828,603	1,902,804	1,892,262	4,697,733		20,130,807
Receivables:							
Septic Bett Int Added to Tax	747						747
Property Taxes	177,277						177,277
Tax Liens and foreclosures	540,776						540,776
Motor vehicle excise	136,781						136,781
Departmental		556,565		135,888			692,453
Less: Allowance for abatements	(680,433)						(680,433)
Prepaid Expenses	4,125						4,125
Due from Commonwealth		1,276,246					1,276,246
Amounts to be Provided for Ret of Debt						16,804,506	16,804,506
<b>Total Assets</b>	<b>7,988,678</b>	<b>5,661,414</b>	<b>1,902,804</b>	<b>2,028,150</b>	<b>4,697,733</b>	<b>16,804,506</b>	<b>39,083,285</b>
<b><u>LIABILITIES &amp; FUND BALANCES</u></b>							
Liabilities:							
Warrants and accounts payable	1,577,111	100,829	397,825	23,069	21,756		2,120,590
Other accrued liabilities	1,603,452	57,516					1,660,968
Notes payable			195,000				195,000
Bonds payable						16,804,506	16,804,506
Deferred revenue	175,147	556,565		135,888			867,600
Other liabilities	166,125				112,653		278,778
<b>Total Liabilities</b>	<b>3,521,835</b>	<b>714,910</b>	<b>592,825</b>	<b>158,957</b>	<b>134,409</b>	<b>16,804,506</b>	<b>21,927,442</b>
Fund Balances:							
Reserved for:							
Encumbrances & continued appropriations	833,630	2,951,143		235,127			4,019,900
Petty cash	650						650
Subsequent year expenditures	1,311,194						1,311,194
Reduction of Future Exc Debt	55,417						55,417
Unreserved	2,265,952	1,995,361	1,309,979	1,634,066	4,563,324	-	11,768,682
<b>Total Fund Balances</b>	<b>4,466,843</b>	<b>4,946,504</b>	<b>1,309,979</b>	<b>1,869,193</b>	<b>4,563,324</b>	<b>-</b>	<b>17,155,843</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>7,988,678</b>	<b>5,661,414</b>	<b>1,902,804</b>	<b>2,028,150</b>	<b>4,697,733</b>	<b>16,804,506</b>	<b>39,083,285</b>

***Town of Southborough  
Statement of Activities  
June 30, 2016***

	<b>Governmental Funds</b>	<b>Enterprise Funds</b>	<b>Total</b>
<u>Revenues</u>			
Program Revenues:			
Charges of service	\$ 2,947,961	\$ 2,018,291	\$ 4,966,252
Operating grants and contributions	7,123,840	-	7,123,840
Capital grants and contributions	1,913,110	-	1,913,110
General Revenues:			
Property taxes	37,508,392	-	37,508,392
Excise taxes	2,316,988	-	2,316,988
Other	1,609,543	-	1,609,543
<b>Total revenues</b>	<b>53,419,834</b>	<b>2,018,291</b>	<b>55,438,125</b>
<u>Expenses</u>			
General government	4,647,639	-	4,647,639
Public safety	6,441,708	-	6,441,708
Education	37,763,288	-	37,763,288
Public works	3,847,959	-	3,847,959
Health & human services	908,527	-	908,527
Culture & recreation	1,369,832	-	1,369,832
Interest on debt	493,717	-	493,717
Water activities	-	2,210,346	2,210,346
<b>Total expenses</b>	<b>55,472,670</b>	<b>2,210,346</b>	<b>57,683,016</b>
<i>Changes in net position before transfers</i>	(2,052,836)	(192,055)	(2,244,891)
<i>Transfers</i>	45,300	(45,300)	-
<b>Total change in net position</b>	<b>\$ (2,007,536)</b>	<b>\$ (237,355)</b>	<b>\$ (2,244,891)</b>

<b><i>Town Treasurer</i></b>
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***CASH BALANCES AS OF JUNE 30, 2016***

**BANK ACCOUNTS**

Belmont Savings Bank	Investment	1,006,136
Century Bank	Lock Box	13,796
Century Bank	Investment	1,306,113
East Boston Savings	Investment	1,725,049
Dean Bank	Investment	302,297
Marlboro Savings - Escrow	Planning	75,373
Marlboro Savings - Escrow	Road Openings	43,258
Marlboro Savings	Operating Account	8,963,162
Marlboro Savings	Student Activity Account	36,829
Marlboro Savings	School Lunch Receipts	179,179
Mass.Mun.Dep.Trust	Investment	170,479
Mass.Mun.Dep.Trust	Law Enforcement Trust	3,631
Mass.Mun.Dep.Trust	Southwood Eng. B. O. H.	11,510
Mass.Mun.Dep.Trust	Southboro Cultural Arts Council	9,697
TD Bank	Ambulance Receipts	15,288
Unibank	Online Payments	12,564
Unibank	Investment & State Payments	441,589
Unibank	Payroll	258
Unibank	Accounts Payable	(4,881)

**TRUST FUNDS**

Bartholomew & Company	Stabilization Fund	560,735
Bartholomew & Company	Other Post-Employment Trust	606,403
Bartholomew & Company	Comm. Preservation & Town Trusts	4,651,693

**CASH BALANCES**

**20,130,158**

## Town Collector

	Opening <u>Balance</u>	<u>Commitment</u>	Reversals and <u>Refunds</u>	<u>Dr</u> <u>adjustment</u>	<u>Payment</u>	Exemptions/ <u>Abatement</u>	<u>Cr</u> <u>adjustment</u>	Lien to <u>Real</u> <u>Estate</u>	Transfer <u>Tax Title</u>	Closing <u>Balance</u>
<b>REAL ESTATE</b>										
FY 2016	0.00	35,658,167.39	156,653.29	10,402.45	35,529,215.88	70,906.27	38,779.36	0.00	22,273.10	164,048.52
FY 2015	203,042.53	0.00	14,286.86	36,331.43	136,860.67	0.00	37,998.88	0.00	80,512.00	-1,710.73
FY 2014	19.42	0.00	0.00	0.00	0.00	0.00	19.42	0.00	0.00	0.00
<i>RE Subtotal</i>	<i>203,061.95</i>	<i>35,658,167.39</i>	<i>170,940.15</i>	<i>46,733.88</i>	<i>35,666,076.55</i>	<i>70,906.27</i>	<i>76,797.66</i>	<i>0.00</i>	<i>102,785.10</i>	<i>162,337.79</i>
<b>TAX TITLE</b>	<i>160,984.81</i>	87,247.42	0.00	0.00	106,836.81	0.00	0.00	0.00	31,897.43	<i>173,292.85</i>
<b>TAX TITLE WTR</b>	<i>2,510.71</i>	2,066.74	0.00	0.00	374.84	0.00	0.00	0.00	0.00	<i>4,202.61</i>
<b>TAX TITLE CPA</b>	<i>589.19</i>	648.79	0.00	0.00	749.82	0.00	0.00	0.00	219.09	<i>707.25</i>
<b>TAX DEFERRAL</b>	<i>156,993.23</i>	23,700.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	<i>180,694.13</i>
<b>PERSONAL PROPERTY</b>										
FY 2016	0.00	1,393,191.35	18,305.34	7,886.56	1,391,816.78	14,226.90	0.00	0.00	0.00	13,339.57
FY 2015	9,189.24	0.00	7,424.00	0.00	4,935.41	10,078.48	0.00	0.00	0.00	1,599.35
FY 2014	6,050.53	0.00	0.00	0.00	3,192.65	2,857.88	0.00	0.00	0.00	0.00
<i>PP Subtotal</i>	<i>15,239.77</i>	<i>1,393,191.35</i>	<i>25,729.34</i>	<i>7,886.56</i>	<i>1,399,944.84</i>	<i>27,163.26</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>14,938.92</i>
<b>MOTOR VEHICLE</b>										
2016	0.00	1,987,271.09	25,056.81	0.00	1,852,453.46	38,084.41	400.00	0.00	0.00	121,390.03
2015	75,494.39	266,988.15	29,349.23	46.25	335,952.76	25,126.23	472.90	0.00	0.00	10,326.13
2014	10,221.80	0.00	1,793.56	19.38	5,001.89	1,751.68	0.00	0.00	0.00	5,281.17
2013	5,643.31	0.00	73.99	23.33	362.50	5,594.90	0.00	0.00	0.00	-216.77
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>EX Subtotal</i>	<i>91,359.50</i>	<i>2,254,259.24</i>	<i>56,273.59</i>	<i>88.96</i>	<i>2,193,770.61</i>	<i>70,557.22</i>	<i>872.90</i>	<i>0.00</i>	<i>0.00</i>	<i>136,780.56</i>
<b>WATER LIENS</b>										
FY 2016	0.00	36,607.48	0.00	0.00	31,880.95	0.00	0.00	0.00	399.32	4,327.21
FY 2015	4,028.48	0.00	0.00	0.00	1,282.30	0.00	679.44	0.00	2,066.74	0.00
FY 2014 and prior	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>WL Subtotal</i>	<i>4,028.48</i>	<i>36,607.48</i>	<i>0.00</i>	<i>0.00</i>	<i>33,163.25</i>	<i>0.00</i>	<i>679.44</i>	<i>0.00</i>	<i>2,466.06</i>	<i>4,327.21</i>
<b>SEPTIC BETT</b>										
FY 2016	0.00	25,780.66	287.85	0.00	0.00	24,835.37	0.00	0.00	0.00	1,233.14
FY 2015	1,568.75	0.00	0.00	0.00	468.75	0.00	1,100.00	0.00	0.00	0.00
<i>SL Subtotal</i>	<i>1,568.75</i>	<i>25,780.66</i>	<i>287.85</i>	<i>0.00</i>	<i>468.75</i>	<i>24,835.37</i>	<i>1,100.00</i>	<i>0.00</i>	<i>0.00</i>	<i>1,233.14</i>
<b>SEPT BETT INT</b>										
FY 2016	0.00	12,144.81	86.36	0.00	11,367.44	117.19	0.00	0.00	0.00	746.54
FY 2015	972.82	0.00	0.00	0.00	257.82	0.00	715.00	0.00	0.00	0.00
<i>SL Subtotal</i>	<i>972.82</i>	<i>12,144.81</i>	<i>86.36</i>	<i>0.00</i>	<i>11,625.26</i>	<i>117.19</i>	<i>715.00</i>	<i>0.00</i>	<i>0.00</i>	<i>746.54</i>
<b>WATER</b>										
Rates	109,689.28	1,949,660.46	2,068.82	3,121.91	1,911,158.13	345.29	3,556.49	33,435.39	0.00	116,045.17
Other Charges	5,212.11	69,211.64	0.00	1,632.84	63,944.00	0.00	0.00	800.00	0.00	11,312.59
<i>WTR Subtotal</i>	<i>114,901.39</i>	<i>2,018,872.10</i>	<i>2,068.82</i>	<i>4,754.75</i>	<i>1,975,102.13</i>	<i>345.29</i>	<i>3,556.49</i>	<i>34,235.39</i>	<i>0.00</i>	<i>127,357.76</i>
<b>TOTAL</b>	<b>752,210.60</b>	<b>41,512,686.88</b>	<b>255,386.11</b>	<b>59,464.15</b>	<b>41,388,112.86</b>	<b>193,924.60</b>	<b>83,721.49</b>	<b>34,235.39</b>	<b>137,367.68</b>	<b>806,618.76</b>
<b>CPA Tax 2016</b>	0.00	302,932.29	738.28	29.31	300,963.96	1,124.63	274.63	0.00	0.00	1,336.66
<b>CPA Tax 2015</b>	1,984.53	0.00	2.64	0.00	1,137.52	0.00	245.79	0.00	603.86	0.00

# TOWN SERVICES



*Southborough Town Gazebo*

*Linda Hubley*

## *Building Department*

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

<u>NUMBER</u>	<u>TYPE</u>	<u>FEES COLLECTED</u>
590	Building Permits	\$366,000
503	Wiring Permits	50,000
226	Plumbing Permits	23,000
184	Gas Permits	<u>14,000</u>
	Total Permit Fees	\$453,000

The total number of Permits issued for calendar year 2016 was 1503. Building and Sheet Metal Permits totaled 590, Plumbing & Gas totaled 410, and Electrical Permits totaled 503. Permit fees collected are shown in the table above.

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

Southborough building and zoning information is available online on the town's website. The town's website is located at [www.southboroughma.com](http://www.southboroughma.com). By navigating to the Building Department it is possible to obtain permit applications, fee schedules, zoning regulations and other information. The site contains e-mail addresses where comments and requests can be made. We have moved to a new location in Basement of Senior Center located at 9 Cordaville Road. Plumbing, Gas and Electrical Permits can be applied for online at the Building department web page [www.southboroughma.com](http://www.southboroughma.com)

## *Conservation Commission*

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

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

The Commission advises other municipal officials and boards on conservation issues in Town. The Commission manages the Town's conservation properties, Community Garden, and oversees Conservation Restrictions held by the Town. The Southborough Stewardship Committee, whose stewardship and management of Breakneck Hill Conservation Land and the Town Forest has been invaluable, reports to the Commission. The Commission is served by a salaried part-time Conservation Administrator. One Commission member serves on the Community Preservation Committee, one member serves on the Stewardship Committee, and one member was instrumental in bringing the Green Communities Program to Southborough. The Administrator serves on the Southborough Emergency Planning and Management Committee and the Greater Callahan Working Group, and is an advisor to the Southborough Trails Committee. The Administrator is also working on the team preparing the update of the Southborough Open Space and Recreation Plan.

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

In 2016, we were all saddened to learn of the loss of John H. Leeds, Jr., who served on the Commission for 22 years, as chairman for 17 of those years. John is remembered for his dedication to the Commission and for his love of Southborough; his kindness, fairness, and undying spirit; his love of family and tinkering; animals and farming; he was always ready and willing to serve, embracing site walks, working with applicants, and leading meetings.

In 2016, we also saw the passing of Hovannes (John) Sarkis, who, as a participant in the Senior Property Tax Work Off Program, was instrumental in leading the Conservation department's effort to scan and digitize all approved engineered plans. John provided not only invaluable expertise and guidance, but also fascinating historical tales and songs.

The Commission welcomed our newest member Mark E. Pietrewicz in October and said goodbye in June to Christopher Molinaro, who selflessly and skillfully served the Commission for 2 full terms.

In 2016, the Commission held 26 **public hearings** for Notices of Intent, Requests for Determination of Applicability, Abbreviated Notice of Resource Area Delineation, Permit Extensions, Amendment Requests,



and Administrative Enforcement:

**Request for Determination:**

0 Chestnut Hill Road  
6 Kenley Lane  
7 William Colleary Lane  
163 Parkerville Road  
172 Middle Road

Main Street (Rte. 30) reconstruction

**ANRAD:**

28 Boston Road  
0 Chestnut Hill Road  
0 Middle Road  
74 Oak Hill Road

**Notice of Intent:**

11 Barn Lane  
St. Mark’s Solar Project, 25 Marlboro Rd  
MassDOT, Route 9 West  
170 Middle Road  
37 Clifford Street  
175 Parkerville Road  
337 Turnpike Road  
8 Central Street  
0 Turnpike Road, Park Central  
90/92 Southville Road

**Enforcement:**

184 Southville Road  
84 Main Street

**Extensions:**

Bartolini Business Park, 276-280 Turnpike Road

**Amendments & Administrative Updates:**

244-246 Boston Road, Brewer Estates  
2B Wyndemere Road (SMP)  
17-23 Clifford Street (SMP)

In 2016, the Commission held 4 **Stormwater Management Permit** public hearings:

121 Northboro Road  
St. Mark’s Solar Project, 25 Marlboro Road

163 Parkerville Road  
6-8 Turnpike Road

In 2016, the Commission considered 12 **Requests for Certificate of Compliance:**

24 Woodbury Road  
199 Cordaville Road  
1 Deerfoot Road  
16 Oregon Road  
147 Northboro Road  
12 Pleasant Street

9 Mount Vickery Road  
5 Boswell Lane  
6 Nathan Stone Road  
184 Southville Road  
1200 Madison Place  
26 Jericho Hill Road

In 2016, the Commission collected \$37,360 in state regulated wetland filing fees, \$14,000 in local filing fees, \$300 in violation fees, and \$1,100 in Stormwater permit filing fees.

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

The Commission joined in the community’s excitement at embracing the much-expanded CSA at Chestnut Hill Farm, where we also oversee and manage the Conservation Restriction. Despite the extended drought this summer, shareholders were treated to a wide variety of fresh vegetables and enjoyed socializing with fellow community members while hand-picking beans, tomatoes, herbs, flowers and more in the farm fields. Chestnut Hill Farm continues to provide unique programs and fun farm events during all seasons.

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

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

And finally, the Community Garden had another successful and abundant year ably guided by the invaluable and dedicated Garden Coordinator Debbi Molinaro, with assistance from Jesse Beaham.

## *Community Preservation Committee*

2016 was a busy year for the Community Preservation Committee (CPC).

The April 2016 Town Meeting voted to accept our recommendations to appropriate from the Community Preservation Act (CPA) funds:

- \$188,700.00 (\$36,995.00 from the Open Space Reserve Fund and \$151,705.00 from the CPA FY17 Receipts), to be applied to the Chestnut Hill Farm Conservation Restriction (it should be noted that this is the final payment);
- \$98,200.00 from the CPA General Unreserved Fund to fund: \$92,000.00 to the Fay Memorial Playground Restoration Project, and \$6,200.00 for the resurfacing of the Tennis Courts.
- \$63,778.00 from the CPA Historic Reserve Fund to fund the Restoration/Preservation of Historical permanent records of the Town of Southborough;
- \$13,800.00 from the CPA Historic Reserve Fund to fund the Southborough Library Historical Material Archival Project.
- In addition, the Town Meeting accepted our recommendation to contribute \$970,000.00, for historical preservation, so as to fund the purchase of a perpetual Preservation Restriction held under the custody and control of the Southborough Historical Commission on the property located at 84 Main Street, also known as the Burnett House.

We are happy to report that this year saw the completion of the Chestnut Hill Conservation Restriction bond payments.

The CPC is currently reviewing applications for the 2017 Town Meeting. So far, five projects have made presentations to the Committee.

The CPC welcomes Nancy Morris as the representative from Southborough Housing Authority. We thank Freddie Gillespie for continuing on as Chair. Thank you for your continued hard work on behalf of the CPC.

## *Council on Aging/Senior Center*

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

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

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

### **2016 HIGHLIGHTS**

#### **Support from the Southborough Community Fund**

For the second year the Southborough Community Fund has support the efforts of the Senior Center to assist senior in urgent financial need. Funding was also provided for a series of nutrition lectures and demonstrations in the senior center kitchen. Additionally the Southborough Community provided funding for a four part Art for Healing program for seniors that covered a variety of topics that effect seniors.

#### **Door to Door transportation is available for Southborough Seniors who are in need of this service.**

Transportation is available through The MetroWest Regional Transit Authority. The MWRTA offers fixed route service as well as curb to curb service to seniors at very affordable prices. This new 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 included; snow shoeing, horseback riding, zip lining, hiking at Wachusett Mountain, biking, and local nature walks. This is a group of about 35 people who participate in some or all of the activities. New participants and ideas are welcome. Please contact the Senior Center for more information.

#### **Caregiver Support**

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

### **ACTIVITIES AND SERVICES**

**Senior Center Programs:** The Senior Center has a full slate of weekly activities which are detailed in our bi-monthly newsletter or on our web site [www.southboroughseniors.com](http://www.southboroughseniors.com). Canasta, pitch, cribbage, maj jong, tai chi, yoga, fitness classes, and pool take place weekly and new players are always welcome. Educational programs on such topics as history, art, music, legal and medical issues are also offered throughout the year. Bus trips, luncheons, and holiday activities are also very popular programs at the center. Home delivered meals (Meals on Wheels) are provided by Baypath Elder Services and are delivered to homebound seniors by our local volunteers. In addition to these services offered by the Senior Center we have also partnered with the library, police, fire, and local schools, to offer programs such as book discussion groups, safety programs, and many intergenerational programs. Two pool tables, a ping pong table, and bocce court are available and Southborough has formed a very 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.

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

**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 assistances 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. Thank you once again to Carolyn MacLeod for her generous support and many hours of service to Southborough seniors. The center also provides information and counseling for Medicare and Medicaid programs, prescription drug program assistance, fuel assistance, meal programs, housing services, transportation services and community resources.

**Senior Tax Work-Off Program:** This program offers seniors the opportunity to work in a town department for 100 hours in exchange for a \$1000 property tax credit. The \$1000 tax credit is the obvious benefit for seniors who participate in the program. The benefit that may not be so obvious to the general public is the community involvement and feeling of giving back to the community that the seniors receive and so often express when participating in the program. Almost all who participate continue to volunteer for the town even after their hours are completed. Program participants have become vital part of the town’s work force and are utilized in over 15 different departments. Registration for the program takes place in early April at the Senior Center.

**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.

The Senior Center has continued to increase current services and adapt to meet the increasing and changing 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 with the Falconi Family Memorial Golf Tournament, and to TJ’s Spirits of Ashland, Panera Bread, and Hannaford Markets for their support. Also, once again, many thanks to everyone at Southborough Access Media for their event coverage and support. Thank you to our always helpful upstairs neighbors, the Facilities Department for another great year.

## *Department of Public Works*

In accordance with the Code of the Town of Southborough, the Department of Public Works (DPW) herewith submits its twenty second annual report for the year ending December 31, 2016.

**THE DEPARTMENT:** In September 2016, the DPW welcomed Alex Petruska as the new Maintenance Mechanic/Truck Driver filling a vacancy from earlier in the year. The DPW continues to utilize a consultant, two days a week, to perform the duties of the DPW Staff Engineer. This arrangement continues to be beneficial for the department and the Town.

**HIGHWAY:** The Highway Division stayed consistent in 2016. The 5 Highway Crew members Dean Cibelli, George Mooney, Mark McLaughlin, Bridget Gilleney-Decenzo and Andrew Remillard, plus Tim Collins, the Transfer Station Operator.

### **Snow Removal:**

- Winter 2015-2016 brought little precipitation.
- The season started on December 29<sup>th</sup>, with 1.3” of snow.
- The last two snow events were on April 3<sup>rd</sup> and 4<sup>th</sup>, with 10.1” of snow falling during those events.
- Southborough saw a total of 42.3 inches of snow falling over 12 events.
- All 12 crew employees, from each of the DPW Divisions, along with 19 pieces of contractor equipment kept the roads and school lots clear for emergency vehicles and the public.

### **Roadways:**

- The DPW’s striping contractors applied centerline and edge-line paint in in August 2016, For the third year edge-lines were painted 11 feet from the centerline throughout Town.
- The DPW Highway Crew conducted roadside brush-mowing, street sweeping, pothole filling and stop line, school zone and crosswalk painting in summer 2016.

### **Roadway Projects:**

- At a Special Town Meeting in October 2016, the Town voted to allow the Selectmen to negotiate easements for the Main Street Project. Due to the failure of the easement article at the Annual Town Meeting the project was delayed a year and is now scheduled to bid in fall 2017.
- The paving contractor completed the 2015 paving contract in spring 2016. The DPW will bid the next paving contract in 2017.

**Transfer Station:** The Transfer Station is part of the Highway Division. The only full time employee at the Transfer Station is the Transfer Station Operator, Tim Collins. The DPW covers the Recycling Center position with part time summer help, a rotation of all DPW employees, and by re-assigning an employee for the winter months.

- The Town pays for Household Hazardous Waste Day, brush and yard waste recycling, sharps disposal/recycling, recycling and/or disposal of all items in the mercury shed and all materials disposed in the refuse hopper.
- The Town does not pay for hauling or processing any materials not listed above that are collected at the Transfer Station.
- In 2016, Wheelabrator reimbursed the Town for the cost of our mercury recycling.
- The Town is part of a regional consortium with Wheelabrator. The tipping rate for refuse in 2016 was \$64.00 per ton Jan-Jun and \$66.00/ton Jul-Dec.
- In July 2016 the Town Clerk’s Office took over the sale of Transfer Station permits.
- The DPW hauled 2,443 tons of refuse to Wheelabrator in Millbury in 2016, where it was burned to make electricity. This is an almost 142-ton reduction in refuse from 2015.

- Items recycled at the Transfer Station include cardboard, newsprint, comingled materials, scrap metal, white goods, brush and yard waste, mercury items, Swap Shop donations, book donations, clothing donations, bottle and can donations and donations to Habitat for Humanity. This year Southborough Residents recycled approximately 1440 tons of material at the Transfer Station.
- DEP Landfill, Transfer Station, Compost Site and Recycling reporting occurred as usual in 2016.

**Storm-water:**

- The DPW's catch basin cleaning contractor cleaned 1,263 catch basins in 2016.
- The DPW's paving contractors and highway crew repaired 12 catch basins in 2016.
- In April, the DPW helped sponsor the Annual Spring Clean-up.
- The Town continued to try to meet the requirements of its expired National Pollution Discharge Elimination System (NPDES) Municipal Small Storm Sewer System (MS4) Phase II General Permit. The DPW continued to track quantities of materials diverted from the waterways by the DPW. A new 5-year permit was issued in early 2016.

**Cemetery:** In 2016

- Burial Rights to 8 lots, consisting of 18 graves and 2 lawn crypts, were sold.
- There were 27 cremation burials and 23 full body burials at the Rural Cemetery.
- There was one removal in 2016.

**GROUNDS:** The DPW Grounds Division consists of 1.5 employees, Chris Leroy is the Groundskeeper and Alex Petruska works for Chris in the Grounds Division during the growing season.

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

- The Grounds Division performed standard and preventative maintenance on the Cemetery grounds and on all the athletic fields during 2016. This includes:
  - Aerating, fertilizing, over seeding, applying lime as needed and auditing and maintaining irrigation systems on the athletic fields.
  - collecting trash at the cemetery, fields and playgrounds
  - inspecting and repairing, as needed, school and recreation playgrounds and filling in and maintaining Fibar at all playgrounds
  - grooming the 9-11 Memorial Field with the Town's brush groomer and overseeing the yearly 9-11 contractor grooming
- The Grounds Division monitored the Town's Integrated Pest Management (IPM) Program as required by the Children's Protection Act.
- The Town's Grounds contractor mowed all Town grounds as usual in 2016.

**Trees:** The Town's Tree Warden, in 2016, was Chris Leroy, DPW Grounds Supervisor. The DPW does not have a Tree Division.

- The Town's tree contractors removed 63 trees and pruned 30 trees in 2016
- The Town's tree contractor ground 27 stumps throughout 2016.
- The Tree Warden and DPW Highway Division employees also pruned low branches along roadways and sidewalks.

**Projects:** In addition to grounds maintenance the Grounds Division also began/planned several projects including:

- Coordinating and planning for new lights at the Choate Field.
- Planning and coordinating the new playground at Fay Field.
- Erecting the ice rink at Choate Field.

**WATER:** In 2016 the Water Division consisted of 3 employees Paul Harding, Norman Buzzell and Stephen Aspesi. The Water Division is a Special Revenue Fund, meaning that it is funded solely through water billing.

**Consumption:**

- 2016 brought a relatively dry winter and a very dry summer and fall.
- Southborough, and the surrounding area, was in a drought warning from July through November, and was under a drought watch in June and December. The MWRA's water source, the Quabbin Reservoir, did not reach drought levels and therefore no mandatory water use restrictions were put in place in Southborough.
- Southborough used about 391 Million Gallons (MG) of water in 2016. This is a 2.4% increase from the Town's 2015 usage. This usage is about 30MG, or about 8.4%, higher than the Town's 5-year average usage. Southborough's 2016 average day's usage was 1.07MG, about 8.2% more than Southborough's 5-year average of .988MG.

**Rates:**

- Water Rates increased for the September 2016 billing.
- Southborough's water rates are stepped to encourage water conservation.

**Breaks:**

- The DPW's leak detection contractor performed a leak detection survey on Southborough's water system in January 2016. Three service leaks and four hydrant leaks were found. The DPW water division repaired all the leaks.
- 2016 brought the Town a total of 4 water main breaks and 16 water service leaks.

**Infrastructure Improvements:**

- Replacement of the 6 inch cast iron water main on Route 9 was completed in 2016.
- 12 water services were added to the Town's water system in 2016.
- 1200 feet of 8" ductile iron water main was added to the system in 2016.

**System Maintenance:**

- The Water Division installed extensions on 2 hydrants to raise them up for ease of use and repaired 24 hydrants.
- Water sampling and DEP reporting was conducted as usual in 2016.
- Water system flushing occurred as usual during the last week of April 2016.
- The DEP performed its triennial Sanitary Survey of Southborough's water system in 2016. The system had no violations

**MISCELLANEOUS:** A microburst hit Southborough on July 22<sup>nd</sup>. The DPW saw damage, due to fallen trees, to the pavilion and fence at the Fay Playground, the sampling shed and fence at the Oak Hill tank, and one of the benches around the Civil War Memorial on the Town Common. The storm wrought extensive tree damage in the Rural Cemetery along with minor fence and stonewall damage at that location. Most of the DPW's property damage was covered by insurance. Some replacement work is scheduled for spring 2017. The DPW crew worked tirelessly to open roads and clean up tree debris after the storm.

**GEOGRAPHIC INFORMATION SYSTEM (GIS):** In 2016, the Town, through the DPW, continued to operate the MapsOnline program to provide GIS access to members of the public, general Town staff, and Town public safety staff. The GIS management will move to the MIS Director in 2017.

## ***Economic Development Committee***

### **Introduction**

**The U.S. Economic Development Administration defines *Economic Development* (as) “creat(ing) the conditions for economic growth and improved quality of life by expanding the capacity of individuals, firms, and communities to maximize the use of their talents and skills to support innovation, lower transaction costs, and responsibly produce and trade valuable goods and services.**

*Economic Development requires effective, collaborative institutions focused on advancing mutual gain for the public and the private sector. Economic Development is essential to ensuring our economic future.”*

**The Board of Selectmen established the [Economic Development Committee \(EDC\)](#) in 2013 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 is true to that goal. The EDC implements the economic development objectives of the town’s 2008 master plan and the findings of the town’s recent economic development self-assessment tool conducted by the Dukakis Center for Urban & Regional Policy at Northeastern University. The EDC recognizes the challenges of a highly-competitive regional and global economy and the importance of our local economy to the town’s financial well-being and the prosperity of our residents.**

The Town, with the support and leadership of the Selectmen, hired a part-time Economic Development Coordinator in July 2015 to work with the EDC and implement its objectives. The Town’s investment in economic development has garnered impactful results in 2016. The EDC continues to accomplish goals set forth by the Economic Development Recommendations within the Town’s 2008 Master Plan, along with championing best practice models, of the Massachusetts Association of Regional Planning Agencies. With a robust business outreach program, the EDC has been successful in assisting businesses with various aspects of growth and development and educating both the business and residential community on the significance of thoughtful, proactive economic development. We are proud that our residents, municipal leaders and business community have placed economic development as a lead priority. In strengthening the ties between our residential and business residents, the EDC is laying the foundation for Southborough to remain a prosperous, vibrant community for the coming year and beyond.

By all objective measures, the EDC’s efforts to nurture and grow our local economy are successful. Southborough’s unemployment rate is dropping (2.9%) and, consistently outperforming both Massachusetts (3.5%) and the nation (4.7%). Southborough’s jobs are among the top paying wages in the region averaging over \$85,000 per year. Vacancy rates are declining and are among the lowest in the area. Furthermore, the commercial and industrial tax base is growing, increasing commercial tax revenues by 5.2%, or \$298,930. Southborough has distinguished itself by continuing to tout a consistent low single tax rate, the 4<sup>th</sup> lowest in the MetroWest Region. Southborough has blossomed and is becoming a leader in our regional innovation economy, all while maintaining the Town’s distinct character and charm. Southborough’s 19 diversified industry sectors enable the Town to weather economic fluctuations and maintain a stable tax base that the Town can rely on.

### **Southborough’s Economic Development Committee 2016 Highlights**

While our local economy continues to benefit from generally improving economic conditions in the region, the EDC has been active and vigilant in driving Southborough’s economic success. Highlights of the EDC’s work in 2016 include:

- ✓ Worked with over 30 companies on technical assistance to identify business assistance needs and development opportunities.
- ✓ Supported Trask Development with redevelopment of 337 Turnpike, over \$2M private investment.
- ✓ Assisted to develop and host with Boroughs+ Working Group the Last Mile Summit to address transit options for the Boroughs Region, with Lieutenant Governor Polito as the Keynote Speaker



(Jan 2016). The outcome of the Summit has included collaborative efforts to create opportunities to maximize Southborough's commuter rail station and transit connections in the MetroWest Region.

- ✓ Created and released Southborough's first [SHOP SOBO Local Business Directory](#), meeting the 2008 Master Plan's Economic Development Recommendations for a local business directory.
- ✓ Championed and developed the *Best Practices Model for Streamlining the Local Permitting Process, according to the MA Association of Regional Planning Agencies*, with the development of Southborough's first comprehensive [Permitting Guide for Business, Establishing and Growing Your Business in Southborough](#) (2017 Release), fulfilling a recommendation within the 2008 Master Plan
- ✓ Developed first biannual [Broker Breakfast Series](#), an educational and informational forum for commercial real estate brokers, with the purpose of creating partnerships between real estate, developers, municipal and community leaders to keep commercial vacancies low and encourage the redevelopment of underperforming commercial properties.
  - March event attend by 25, September event doubled to 50 attendees with a respected panel addressing last mile options and dialogue with Stephanie Hirshon, Executive Director of 495/MetroWest TMA, Trask Development and Garry Holmes, President of RW Holmes.
- ✓ Collaborated with neighboring municipalities and developers on a potential site development for a large pharma company 155,810 SF LEED certified project at 0 Firmin Ave.
- ✓ Continued partnerships with 495 Partnership, MetroWest Chamber of Commerce, Corridor Nine Chamber of Commerce, MetroWest Visitors Bureau, Boroughs+ Working Group, Massachusetts Office of Business Development (MOBD) and neighboring Economic Development Directors. These partnerships have been instrumental in bringing Southborough to the forefront of recruiting for new businesses.
- ✓ Continued expansion of EDC website presence (southboroughedc.com) and social media on Twitter (@southboroughedc) to promote economic development opportunities. Expanded website to include *Events Page* and *Available Properties for Lease and Sale Page*.
- ✓ In-house development of new marketing materials for recruiting new businesses and communicating with existing businesses.
- ✓ Maintained regular contact with owner of former Kaz location at 250 Turnpike Road to promote leasing or redevelopment of site.

#### **2016 New Companies that joined or reestablished in Southborough**

Welcoming over **40 companies** and creating over **100 new jobs**: Ponte Construction, Nancy's Pawsitive Pet Sitting, KP Consulting, Good Guardian, City Wide Boston, Quantum Balance Healing, Heirloom Ceramics, Finicky Goat Farm, Xun Li Realty, A Promising Beginning, Central Upholstery, Ken Hayes Electrical, McDonald, Lamond, Canzoneri, DC Smith Building and Remodeling, LLC, Toshiko Fashions Inc., Silverman Wealth and Income Strategies, Take Ten Reflexology, CC Talent PR, Focused Intention, FUN! DAMENTALS, Texterity Inc., DBA GTXCEL, Sean Morris Flooring, Student Health 101, Langella Dispute Resolution Services, CS HVAC Heating and Air Conditioning, Grosman Group, Tulika Books USA, Terraform Realty, Middlesex Medical Billing, Telcom Hotel/Data Hosting, Ford Motor Company, LFB USA, Code Red Consultant, A.N.D. Plus Software, Sheehan Health, Lane and McNamara, GTT Mid Atlantic, Everybody Balance Yoga + Spin, Expressions Art Bar, Daniel Clark Financial Services, and S and L Therapy

#### **A Sampling of Companies & Non Profits Assisted by the EDC:**

Ikasystems, Davis Holdings Group, Normandy Real Estate, Custom Auto Enterprises, Mindbrew Creative, Harvard Depository, Expressions Art Bar, Stonybrook Golf Course, Boston Ceramics, Alliance Health Management, Inc, Domino's, HouseHolder Group, Marlborough Savings Bank, Med Assets, Mitsubishi Electric, and Sidewalk.com.

**2016 Testimonials on working with the EDC**

**Marilyn Santiago, Commercial Broker, SVN Parsons:**

*“The Southborough Economic Development Community, is truly a partner in business. This past year we sold a couple of commercial properties in Southborough to investors, and in each instance the SEDC proved to be a useful and responsive resource. I have also worked personally with the Economic Development Coordinator, Pam DiGiovanni in connecting new business owners that have come into Southborough from other communities. The connections have created new ideas on how Southborough businesses can work together with the Town. “She is a true liaison and her enthusiasm in assisting and connecting the right people and business is an asset not found in every community.” I look forward to continue working together on some of my upcoming projects in Southborough.”*

**Sue Mankaruos, Southborough Branch Manager, Marlborough Savings Bank**

*“Working with the Southborough EDC throughout the past year has been a pleasure and extremely valuable for our business. Pam and Claire were instrumental in helping me prepare a list of Southborough businesses to invite to our local holiday networking event. Pam made sure to get me in contact with who I should invite to the event. During the event, the EDC offered to leave local business directories for attendees to take. I am very grateful for the partnership I have formed with the EDC and Pam.”*

**Evan Davis, President, Davis Holdings Group, LLC. Owner 54 Central St.**

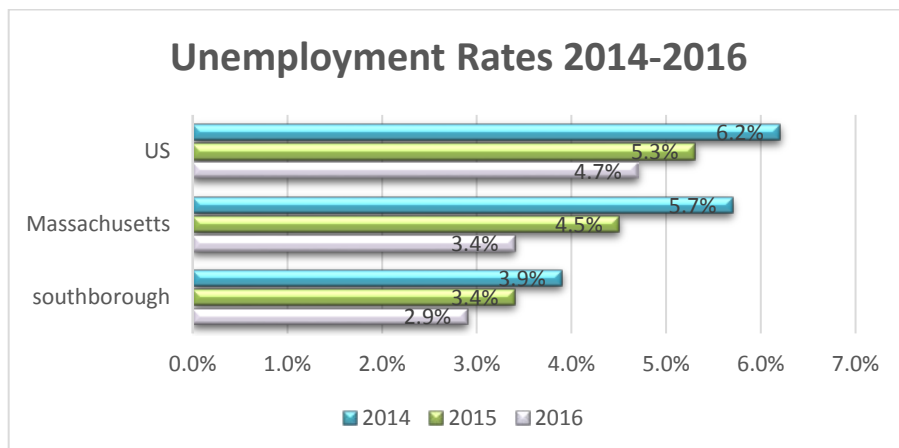
*“I am a new business owner to Southborough, purchasing 54 Central Street in August of 2016. My experience with the EDC has been fantastic. Not only did they welcome me with open arms, inviting me to a meeting to introduce myself, but they have been helpful in marketing my property and my business. Pam DiGiovanni has been very helpful as I learn the area and the inner working of the Southborough business community. She has also been very attentive to concerns and questions that I have about the business climate. I look forward to a long and strong relationship with the EDC.”*

**Francisco Torres, Economic Development Director, Town of Westborough**

*“The idea of “economic development professionals” as an employee is still somewhat of a new idea for municipalities, and to have a partner in a neighboring town, like Pam- who is so creative, engaging, and willing to take risks- is so refreshing and motivating for me to pursue my best work in the field. Pam’s professionalism makes it easy to openly share and discuss new ideas as well as issues that are impacting both our municipalities, and she is always helpful in creatively brainstorming ways in which to find solutions to address those issues. Through our partnership, I’ve received valuable advice and even hands-on tools of which I’m making use on a regular basis. Pam is always a pleasure to work with. ”*

**2016 Southborough’s Economy by the numbers**

**Unemployment:** Unemployment in Southborough decreased to 2.9% in 2016, .5% lower than 3.4% in 2015, and lower by 2% since 2013. (5.0% in 2013, 3.9% in 2014). It remains below than the state (3.5%) and national (4.7%) averages. (Source Massachusetts Department of Labor & Workforce Development)



As of November 2016, the **Labor** Force in Southborough included 5,337 individuals, of which 5,227 are employed, and 187 unemployed. (Source, MA DLWD)

**Businesses:** Southborough is home to 414 businesses with an additional 194 registered DBAs employing 7,619 people. These business generate \$653,860,969 (2015) a \$36,040,450 increase from 2014's \$617,820,519 in wages each year, with average annual wages of \$85,800 (2015). (Source MA DLWD)

- ✓ 2016: Largest 100 Employers in Southborough include: 1 (500-999 employees), 1 (250-499 employees), 4 (100 – 249 employees), 22 (50-99 employees), and 33 (20-49 employees) in 19 different industry sectors.

**Commercial Tax Revenue:** Commercial Land and Building property tax revenues have steadily increased by over \$298,930, a 5.2% increase from last year. (Source: Southborough Assessor)

- ✓ FY 17 assessed value of 368,093,738 generating tax revenues of **\$6,029,375** (\$16.38 rate)
- ✓ FY 16 assessed value of \$362,227,925 generating **tax revenues** of **\$5,730,445** (\$15.82 rate)
- ✓ FY 15 assessed value of \$326,354,200 with **tax revenues** of **\$5,364,215** (16.02 rate)
- ✓ FY 14 assessed value of \$320,912,900 with **tax revenues** of **\$5,335,906** (\$16.18 rate)

**Commercial Vacancy Rate:**

In 2016, the average office vacancy rate was 15.43%, a slight increase of a little over 1% from the average of two years prior, and 7.46 % lower than the regional area, 495 West\* area (Hopkinton, Holliston, Hopedale, Hudson, Northborough, Marlborough, Westborough, Southborough, Upton, Milford). (Source: CBRE/New England Analytics)

The industrial vacancy rates continue to drop to an all-time low of 1.10%, a 2.6% decrease from 2015's 3.60%.

**Southborough**

<i>Year</i>	<i>Office</i>	<i>Industrial</i>
<b>2016</b>	<b>15.43%</b>	<b>1.10%</b>
<b>2015</b>	<b>13.55%</b>	<b>3.60%</b>
<b>2014</b>	<b>14.70%</b>	<b>2.53%</b>

**495 West\***

<i>Year</i>	<i>Office</i>	<i>Industrial</i>
<b>2016</b>	<b>22.76%</b>	<b>13.10%</b>
<b>2015</b>	<b>20.13%</b>	<b>16.03%</b>
<b>2014</b>	<b>23.55%</b>	<b>14.50%</b>

## ***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 not are limited to, the following:

1. Designing facility systems that address the needs and requirements of various municipal departments.
2. Construction, demolition, modifications, renovations, and repairs related to facilities, building systems, and equipment.
3. Operating and maintaining various types of building systems such as mechanical, electrical, structural, fire, health and safety, and security.
4. Operating facilities in a safe and environmentally conscious manner.
5. Adhering to local, state, and federal standards when administering the purchase of materials and services.
6. Purchasing building systems, new and replacement equipment, and custodial supplies.
7. Providing input and data to various town 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 FY17 staff is as follows:

- Director of Facilities
- 2 Maintenance Technicians
- Maintenance Custodian
- Maintenance Electrician, part-time
- Principal Department Assistant

### ***STAFF FUNCTIONS***

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

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

**Maintenance Custodian** - Performs various tasks geared toward assuring clean and safe operating conditions throughout town building structures. These tasks include, but are not limited to, janitorial responsibilities, snow removal, HVAC system maintenance and repairs, and the inspection of numerous building systems to ensure that all equipment is able to function effectively and efficiently.

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

**Principal Department Assistant** - Performs all aspects of administrative office work. Tasks performed include, but are not limited to, preparing purchase orders, processing invoices for payment, maintaining a running account of all department expenditures, maintaining time schedules related to on-going projects, and performing analytical calculations for review of the department's financial performance. Assists the Director of Facilities with the preparation of documents, maintenance of project folders, and monitoring budgetary funds. Tracks preventative maintenance and repairs by creating, distributing, and closing out department work orders. Maintains harmonious working relationships through positive communication with various individuals from other municipal departments, state agencies, and outside vendors.

### ***ACHIEVEMENTS***

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

Below is a list of projects undertaken by the Facilities Department in 2016. Although most of these projects have been completed, we will continue to work on completing the remainder in 2017.

#### **Town House**

- Remodeled the offices formally occupied by the Building Department; moved the offices of Economic Development and Information Technology into this renovated office space. Tasks performed include:
  - Installation of new carpeting.
  - Installation on new LED lighting fixtures.
  - Installation of new baseboard heating.
  - Installation of molding/trim work.
  - Repairs to walls.
  - Painting.
- Made repairs to electronic and mechanical components on the HVAC system.
- Repaired air conditioning compressor units #1 and #5.
- Had a new display table and bench constructed for the McAuliffe Meeting Room.
- Had a new bench constructed for the Reception Area.

#### **Library**

- Installed an automatic door opener at the lower level entrance.
- Replaced the door closers on the main entrance doors.
- Made repairs to electronic and mechanical components on the HVAC system.
- Made substantial repairs to the flashing and curb walls on the roofing system.

#### **Fire Department**

- Installed additional pipe insulation on heating pipes located in the boiler room.
- Made repairs to the heating system.
- Installed additional baseboard heating in the women's dorm.
- Replaced the filter bag on the Plymovent vehicle exhaust extraction system located in the apparatus bay.

**Police Department**

- Installed a new steel door unit at the entrance to an evidence storage area.
- Repaired and painted roof fascia boards, soffits, and trim moldings.
- Made repairs to the emergency generator system.
- Made repairs to the flooring located in the dispatch area.

**D.P.W.**

- Began installing new data cabling for a new telephone system throughout the building.
- Made repairs to an overhead door in one of the equipment bays.
- Made repairs to the HVAC systems.
- Replaced an air conditioning condensation pump.

**Cemetery**

- Renovated an office space and moved the Veterans affairs agent into this location. Tasks performed include:
  - Repairs to the ceiling.
  - Installation of new carpeting.
  - Installation of new LED lighting fixtures.
  - Painting.

**Transfer Station**

- Repaired wiring to the trash compactor unit.

**Station II**

- Began designing floor plans for a potential building reconfiguration.

**Fayville Hall**

- Made repairs to the roofing system.

**Cordaville Hall**

- Redesigned and renovated the basement level of the building into new office space for the Board of Health, Building Department, and Shine Counselor. Tasks performed include:
  - Installation of partition walls to divide office spaces.
  - Installation of new carpeting.
  - Installation on new LED lighting fixtures.
  - Installation of sound deadening insulation within the ceiling.
  - Installation of new ceiling tiles.
  - Installation of a new filing system designed to hold all of the Building Department's active files.
  - Installation of 2 ductless heat/cool split systems.
  - Installation of new baseboard heating covers.
- Installed an automatic door opener at the ramp entrance into the Board of Health.
- Installed new data cabling for a new telephone system throughout the building; installed the new telephone system.
- Made repairs to the sound system located in the meeting/function room.
- Installed new parking lot directional signage.

**South Union School**

- Made substantial repairs to the seams on the roofing system.
- Repointed portions of a chimney.
- Replaced rest room metering faucets.

## ***Recreation Commission***

<https://southborough.recdesk.com/recdeskportal/>

Brian Shifrin, Chair  
Kristen LaVault, Vice Chair  
David Candela  
Sean Cronin  
Brad Morse

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

The Recreation Department currently consists of 2 full time positions and 1 part time-seasonal position. The department strives to serve the community through programs and activities for all ages, special events, scheduling facilities.

Programs offered by the department include RAP (Recreation After-school Programs) at all Southborough Schools, as well as Town wide programs throughout the year.

The department also manages the scheduling of fields and gyms for the Town.

It is important to communities across the nation to stay active. Community parks and recreation programs provide activities through programs and access to recreational facilities. The physical, mental, and social benefits provided to the community through recreation programs for pre-school through senior citizens range far beyond a single life span. The Recreation Commission is committed to working together with other departments and residents to insure that Southborough maintains the quality of life that residents should be afforded.

### **Scholarships**

Southborough recreation provides scholarships for all types of activities.

### **Southborough Fields and Facilities**

- *Harold E. Fay Memorial Field/Playground:* soccer, outdoor basketball, softball, school age playground, tot-lot, picnic pavilion and walking path.
- *Mooney Fields:* baseball
- *Liberty Estates Field:* multi-purpose athletic field
- *Kallender Field:* multi-purpose athletic field
- *Lundblad Field:* multi-purpose athletic field
- *9-11 Memorial Field:* soccer, football, lacrosse
- *Choate Field at Woodward School:* soccer, outdoor basketball, softball, field hockey, sand volleyball, outdoor ice rink
- *Neary School:* tennis, soccer, baseball, playground, walking, outdoor ice skating pond, outdoor basketball
- *Trottier School:* soccer, baseball, track, field hockey, outdoor basketball
- *Finn School:* soccer, outdoor basketball, baseball, playground, tennis

### **Development, Expansion, and Maintenance**

The Recreation Commission gathers information on facility needs from the various town organizations that use the fields and facilities. In turn, we work with other Boards and Departments to plan for the facility needs of this community.

### **Volunteers**

As a commission, we utilize volunteers, including senior tax work-off volunteers, for various tasks such as office support, open gym monitor, and RAP monitors.

### **Trails Committee**

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

Jeff Beane  
Dan Frank  
Dan Guildford  
Peter Kachajian  
Tracey Navaroli

### **Friends of Recreation**

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

### **Independent Youth Sport Organizations**

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

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





## ***Southborough Library***

### ***Mission Statement***

*The Southborough Library seeks to provide materials, programs, meeting & event space, and services for town residents of all ages. Library programming supports literacy, intellectual curiosity, artistic and cultural interests, and civic engagement, and life-long learning in a safe, friendly and stimulating environment. The library offers the ability for users to connect with each other, with other local libraries throughout the greater Commonwealth, and provides resource sharing within a regional library consortium.*

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

The Southborough Library has five public computers with Internet access, including one in the Children's Room. There are also two catalog terminals to search for books and materials, a printer, and free Wi-Fi for the public. The Library also provides access to a pay-per-use copy machine and a self-service fax machine. Last January, the library also introduced a self-checkout machine, which has been very well utilized by the public. Visit [www.southboroughlib.org](http://www.southboroughlib.org) to search the catalog and request items, download electronic and audiobooks, or to access online resources such as *Massachusetts Newspapers* from Newsbank which sources 234 distinct print publications of local interest. In the last year, the library has increased electronic resource offerings to include *Mango Languages*, *Freegal*, and *Reference USA*. Staff routinely provide Reader's Advisory service, suggesting books for library users to read. Library card holders also have access to downloadable ebooks and electronic audiobooks on their personal e-readers, smart phones, and tablets via C/W MARS Overdrive at: [digitalcatalog.cwmars.org](http://digitalcatalog.cwmars.org).

Thanks in large part to The Friends of the Southborough Library, the library offers reduced price passes to 19 cultural and educational museums and attractions across Massachusetts. This past year, the library added a new pass to the popular deCordova Sculpture Park and Museum in Lincoln, MA. The library and Friends group are still seeking additional ways to expand offerings in the future. In partnership with the Aldrich Astronomical Society, the Southborough Library offers a circulating telescope for patron checkout. Opposite the main floor circulation desk, the library now offers complimentary coffee.

### ***Library Programs***

The library hosts several programs that help to strengthen and inform the local community. Opportunities for civic engagement are provided in several open forums with elected officials, representative office hours, and the library's annual Candidates' Night that takes place prior to the local election. In March and April 2016, the library hosted several information nights concerning upcoming warrant articles for the Annual Town Meeting. Also in April, the library also successfully partnered with both Algonquin Regional High School and the Southborough Gardeners to host "Art in Bloom."

Story and toddler times hosted by children's room staff continue to delight children & parents alike, while author programs for adults help to highlight recent, interesting works of fiction and nonfiction. The Southborough Library hosts seven monthly book groups for residents, including: a "first Wednesday" daytime group for adults, one for seniors generally held at the Southborough Senior Center, and four youth reading groups led by staff for specific age ranges. The Children's Librarian hosts a monthly book discussion group for town employees. Separate story times are held for preschoolers on Mon-Wed and toddlers on Thursdays. In August 2016, the library held a program on the new circulating telescope.

### ***Library Staff***

Besides helping patrons, staff activities include an annual update to the library's periodical list, shifting growing collections, creating booklists and displays, scheduling meeting rooms, working with our library consortium on assessing new potential online databases, updating records in the automated catalog, processing books, planning programs, and offering computer and e-reader help. Staff also seek out and write grants; in 2016, the library received grants from the Southborough Cultural Arts Council for a series of teen craft programs and for a children's program during Summer Reading. Children's Librarian Kim Ivers was also awarded a grant from the Southborough Community Fund to support children's programs.

### ***Interlibrary Loan***

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

### ***Meeting Rooms***

Two meeting rooms are available to local, non-profit groups for educational, informational, or cultural meetings or programs. These rooms host a variety of children's programs. The larger Ella Eaton Room holds 35 people; the second, "Book Sale" room holds 25. In 2016, a total of 724 meetings were held in these rooms. The Eaton Room is the current location for the library's historical material until a better space can be identified or built. The Eaton Room also serves as an exhibit space for artists, and featured a four month exhibition from professional photographer Mark Chester titled, *The Bay State: A Multicultural Landscape*. Please call the library at 508-485-5031 for more information about booking a room.

### ***Volunteers***

In 2016, 18 volunteers donated a total of 968 hours. The staff, trustees, and library director acknowledge the hard work and dedication of these volunteers, many of whom serve on a weekly basis. Volunteers perform a variety of tasks, including pulling hold requests, reading shelves, and shelving books. Individuals interested in becoming a volunteer should stop by the front desk or call 508-485-5031.

In addition to individual volunteers, the library also appreciates the Southborough Gardeners' town beautification efforts, including a donation of weekly flower arrangements by Gardeners' members made available for public viewing in the Judy Williams Reading Room. The Gardeners' Beautification Committee purchased and donated two new outdoor planters outside the library's original entrance last year. Thank you to Joyce Macknauskas for coordinating the project. Thanks also to the Gulbankian Farms Garden Center & Florist Shop, who maintain the planter outside the library's parking lot entrance.

### ***Board of Trustees***

The Library Board of Trustees consists of Richard Wallace (Chair), Margarite Landry (Vice-Chair), Nancy Mayo, Nicole De Bonet, Terrance K. Ryan, and Dolores Fallon. 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 long-term strategic planning efforts. The Board established two subcommittees last year for Historical Preservation and Fundraising, respectively. The board meets at least once a month, typically on the third Tuesday of the month, in the library's downstairs Eaton Room.

### ***Southborough Library Fund***

In 2011, the Library Board of Trustees established the Southborough Library Fund, a 501(c) (3) tax-exempt fund under the umbrella of the Community Foundation of North Central Massachusetts. The Fund supported many projects in 2016, including professional development for staff, the annual Peggy Tuttle Award for Library Service Distinction, and more comfortable seating in the library. As the library prepares to undertake the planning and design of a new or renovated space, the Fund will help to supplement the costs of this effort with individual giving. Donations can be made online via [bit.do/sbh](http://bit.do/sbh) or mailed to: Southborough Library Fund, P.O. Box 141, Southborough MA 01772.

### ***The Friends of the Southborough Library***

Since 1972, the Friends of the Southborough Library have been raising supplemental funds for library initiatives, such as supplemental programming that is not traditionally supported by the municipal budget. Several years ago, the Friends achieved 501(c)3 nonprofit status. The library would like to acknowledge and thank the Friends' leadership for their service and commitment: President Beth Melo, Vice President Amy Yazdani, Treasurer Prudence Webster, Recording Secretary Louise Clough, and Book Sale Chair Diana Trembley. Want to help support the Southborough Library? Join the Friends group, which meets monthly during the school year. For more information, please e-mail [friends@southboroughlib.org](mailto:friends@southboroughlib.org).

### Contact Information

Phone: 508-485-5031 Website <http://www.southboroughlib.org>

Twitter: @SouthboroughLib Facebook: <http://www.facebook.com/southboroughlib>

**Hours:** Monday, Friday & Saturday, 10:00 AM to 5:00 PM  
 Tuesday, Wednesday, & Thursday, 10:00 AM to 9:00 PM  
 Closed Saturdays in July and August

	FY13	FY14	FY15	FY16
Total material holdings	90,695	101,455	105,511	120,530
Direct circulation (not including inter-library loans)	148,523	149,377	150,368	151,090
Inter-library loans processed through Southborough (sending and receiving)	35,100 (17,214 received; 17,886 provided)	33,395 (16,052 received, 17,343 provided)	30,763 (14,150 received, 16,613 provided)	31,850 (14,881 received, 16,969 provided)
e-book circulation	2,531	3,673	4,471	5,620
Total attendance at adult/young adult programs	1,283	1,252	1,268	1,709
Total attendance at children's programs	6,407	6,593	8,504	9,926
Fines & fees collected and turned back to the town	\$8,055.35*	\$7,039.31**	\$5,529.00^	\$3,377.10^

*\*This figure represents \$6,180.35 in fines and \$1,875.00 in tutor fees for calendar year 2013.*

*\*\*This figure represents \$4,123.37 in fines and \$2,915.94 in tutor fees for FY2014.*

*^The library stopped collecting tutor fees in 2015, but still collects money for overdue fines.*

### Staff Acknowledgements

Thank you to the entire staff of the Southborough Library, including:  
 Ryan Donovan, Kim Ivers, Heidi Lindsey, Pat Ellis, Barbara Spiri,  
 Leah Selleck, Chris McGinn, Kate Davis, Michelle Tremblay,  
 Kathy Schoener, Val De Angelis, Katherine Hansen, & Marjory O'Neill.



View the library's full Long Range Strategic Plan here: <http://www.southboroughlib.org/strategicplan.asp>

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

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

### **SUPPORT SERVICES:**

#### **COUNSELING**

The counseling component of Youth and Family Services is available to any resident of Southborough, free of charge, though we do prioritize clients who have barriers to getting treatment elsewhere. This may include financial restraints, long wait lists with outside providers, transportation issues, or other special circumstances. We are staffed by mental health professionals offering individual, couples, family, and group counseling, and have also been fortunate to have the assistance of mental health graduate interns over the last several years. Unfortunately, this year we were unable to secure an intern and the number of support services we were able to offer were effected as a result. Our office also provides clinical coordination of the town's school and community based Traumatic Incident Support Network. In 2016, 103 people received counseling or individual crisis intervention support services from us. This number includes both services offered to clients on an ongoing basis and regular meetings with their supports such as parents, spouses, and guardians.

### **PREVENTION PROGRAMS:**

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

- **GROUPS:**

This year, our staff ran 14 groups with 129 participants. These groups addressed concerns such as social skills, peer mentoring, and stress management. We continue to offer our Project Friend program and have expanded the program from 2 groups to 4 groups this year to include more ages.

- **SOUTHBOROUGH UNSCHEDULED/SOUTHBOROUGH UNPLUGGED:**

Once again, we sponsored "Southborough Unscheduled," which encourages families to set aside one night to do things together as a family. There are no meetings, rehearsals or athletic practices after 6PM, and no homework. We know that there is widespread participation among families with children; however, because it is a "non-event" (i.e. participation is private, not public) there is no way to cite numbers. To expand upon this program, we implemented "Southborough Unplugged" in the fall of 2016 in an effort to encourage families to be thinking about unplugging more often and to bring awareness to the relationship we all have with technology. Together with Trottier Middle School and Southborough Organization of Schools, we cosponsored showings of the documentary "Screenagers" to the community. Across 3 showings open to the public, we had approximately 150 people in attendance.

- **EDUCATION:**

This year, our office promoted Mental Health Awareness Month with a campaign aimed at decreasing stigma and increasing awareness about statistics, misconceptions, and information about mental health and mental health services. The information was posted in every Southborough Public school as well as popular locations throughout Southborough such as the Transfer Station, Town Hall, and the Library. The material was widespread throughout the town however there is no way to cite numbers for this program.

### **NEED-BASED SERVICES:**

- **CAMPERSHIPS:**

This year, Youth and Family Services again coordinated and distributed camperships to children who would not otherwise have been able to attend summer camp. Through Friends of the Southborough Youth Commission and a generous grant from the Southborough Community Fund, we were able to provide camperships to several camps, from donations of funds from individuals, as well as

donations of camperships from the Fay School Summer Camp, Metrowest YMCA, Teamworks, Kidsborough, the Southborough Extended Day Program, and the YMCA of Greater Boston. Thank you to these camps and to all the private citizens who donated. This year, 42 children from 32 families were given 79 weeks of camp.

- **HOLIDAY GIVING PROGRAM:**  
For the twenty-first year, Youth and Family Services, in cooperation with the schools, has acted as a clearinghouse for holiday donations, identifying and distributing to Southborough families in need. This year we continued to see a sizeable need. However, many groups, companies and individuals continued to come forward with generous donations. 20 members of five families received Thanksgiving assistance, thanks to the generosity of the families of Southborough Village Preschool. 144 members of 44 families had a brighter Christmas or Chanukah because of the generosity of the Southborough community. Thank you so much to all of you!
- **SMILING KIDS PROGRAM:**  
This year, our office again cooperated with another community service program, "Smiling Kids," which was run by a local foundation and was funded entirely through their hard work and generosity. This program helps parents in difficult financial situations to provide birthday gifts to their children. This year, 79 Southborough children benefited.
- **EMERGENCY ASSISTANCE:**  
With financial support from Friends of the Southborough Youth Commission and a grant from the Southborough Community Fund, we have been able to provide occasional emergency financial assistance to local families. We have met with many families to help them assess their situation and look at possible sources of help, have helped them access such help from local, state or federal sources, have done the screening for fuel-assistance eligibility, and have provided short-term, emergency financial assistance (in addition to holiday or campership help). 25 families benefitted directly from this help.
- **FUEL ASSISTANCE:**  
Our office is an intake site for South Middlesex Opportunity Council's (SMOC) Fuel Assistance Program. We did not conduct any fuel assistance interviews this year.

#### **COMMUNITY INVOLVEMENT:**

- **HALLOWEEN PARTY:**  
In 2016, we again hosted our annual Halloween Party, attended by 426 children and adults. 35 middle school and high school students, along with supervising adults, volunteered and helped to set up and run the party. Thank you to all the other volunteers who helped!
- **SUMMER CONCERT SERIES:**  
This year we, together with the Recreation Department, ran the fourth annual summer concert series for families. The idea was to provide a venue for families during the summer months to enjoy quality time outside together while enjoying live music including folk, jazz, country and more. Five concerts were held, and were attended by approximately 810 people. We look forward to continuing and building this program next summer.

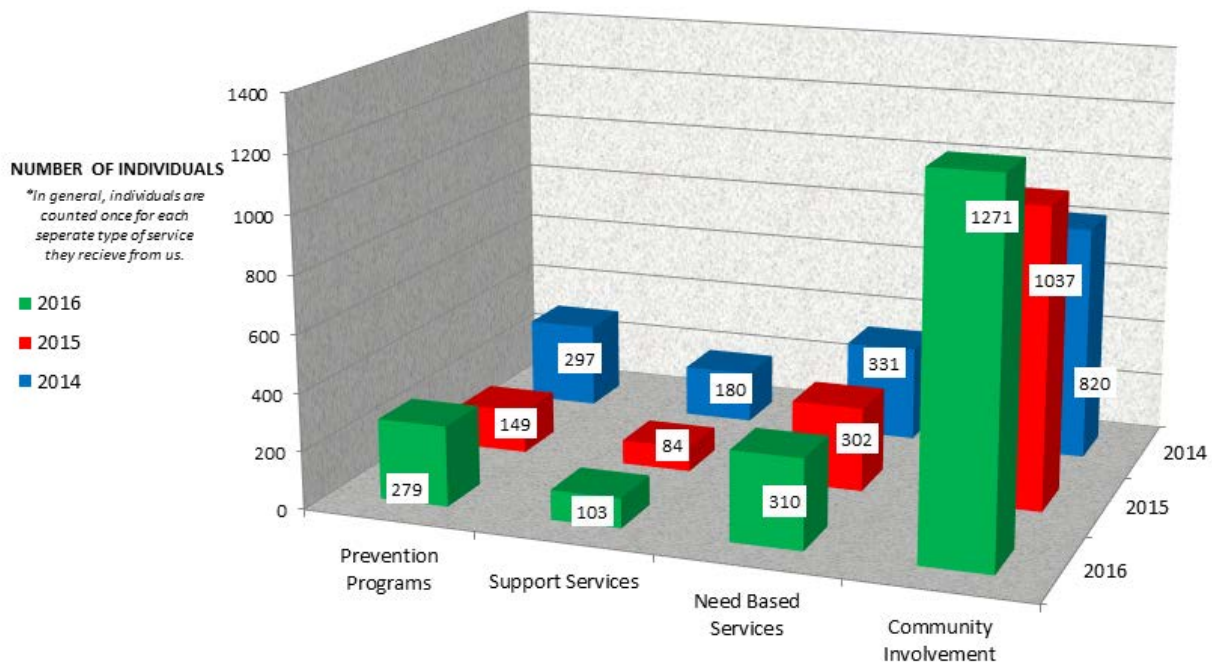
#### **CONSULTATION, INFORMATION AND REFERRAL:**

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

The staff wants to thank the Board for its hard work and support; the Friends of the Southborough Youth Commission; the Southborough Community Fund, the Trust Fund Committee, and all the people who have generously supported our programs with your time, energy, financial assistance or moral support!

The Youth Commission Board meets at Fayville Hall, 42 Central Street, usually on the first Tuesday of each month, at 7:00 PM. All meetings are posted at the Southborough Town House. For information on our programs, or to volunteer to be involved, please call us at (508) 481-5676.

## Youth and Family Services 2016 Metrics



### PREVENTION PROGRAMS

This category includes in-school groups, Project Friend (a big-brother big-sister program), psychoeducational presentations, and Southborough Unplugged. These programs help individuals increase their sense of self-esteem, develop social, communication, and decision-making skills, increase their sense of responsibility in their own lives as well as their community and learn relevant information, skills, and use of leisure time. These may also include services provided to young people who are seen to be particularly at risk of developing significant emotional or behavioral problems. We strive to provide educational programs to parents and the community as needed and feasible.

### SUPPORT SERVICES

This category includes counseling services for individuals and families as well as traumatic incident response. Counseling services range from dealing with a concern or question about the normal stresses of everyday life to struggles with a particular problem or crisis. We offer professional, confidential, short, and long-term therapy. Most individuals are seen more than once and may come for counseling on a weekly or bi-weekly basis for the entire year. Additionally, we spearhead a team of individuals trained to respond to people involved in traumatic incidents in our schools and community.

### NEED-BASED SERVICES

This category includes our campership program, Thanksgiving assistance, Holiday Giving Program, Fuel Assistance, Smiling kids program, and emergency assistance to those who qualify. These services are provided for Southborough families experiencing financial hardships. In addition, with the financial support of Friends of the Southborough Youth Commission, we administer an emergency fund providing occasional emergency financial assistance. We connect families with other resources to provide needs such as fuel assistance.

### COMMUNITY INVOLVEMENT

This category includes our annual Halloween party for Southborough families and our summer concert series that we cosponsor with the Recreation Department and Friends of the Southborough Youth Commission.

## *Technology Department*

A considerable shift in the way technology is managed in the Town occurred in 2016 with the creation of an internal Technology Department and the hiring of the Town's first full-time Technology Manager in August. During 2016, New England Network Solutions (NENS) continued to support the Town's Technology needs and aided in the transition to the internal management structure.

As a first step to creating a technology plan for the Town, an Initial Technology Assessment was performed and a summary of the findings were reported to the Board of Selectmen. The goal of this assessment was to identify key areas of concern, opportunity, and strength.

### Additional projects:

- Collaborated with the Facilities Department to relocate the Building Department to Cordaville Hall. This move coincided with the installation of the centralized IP Phone System to all departments in Cordaville Hall.
- Collaborated with the Facilities Department in the planning of rewiring the network at the DPW building in preparation for the installation of the centralized IP Phone System.
- Coordinated the installation of an improved Internet Service Provider connection at Cordaville Hall to provide more stable access to centralized services.
- Continued the workstation replacement and reallocation program that was established by NENS. This allowed for the retirement of the last remaining Windows XP workstations as support for this operating system had been previously ended by Microsoft.

## ***Veterans' Services***

**Mission Statement** *The mission of the Veterans' Services Office is to inform, advise, assist and confidentially counsel Southborough's veterans, their dependents and survivors in obtaining information and benefits from the United States Department of Veterans Affairs, the Commonwealth of Massachusetts Department of Veterans Services and the Town of Southborough Office of Veterans' Services. Furthermore, the Veterans' Services Officer will submit 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. The Veterans' Services' Officer will submit an annual report to the Town relative to benefits and expenses in the Annual Town Report.*

The Veterans Services Officer for Southborough is John Wilson. The Veterans' Services office is located in the administrative building in the rear of the Rural Cemetery on Cordaville Road. The office may be reached by calling 508-229-2172 at any time. The regularly scheduled office hours are on Tuesday from 3:00 PM to 5:30 PM. All veterans are urged to contact the Veterans' Services Officer concerning benefits eligibility, discharge documents or any related questions.

Many 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 to support veterans and their families through educational benefits, housing opportunities, business support guidance, monthly financial support, veterans' job training and employment placement. Every city and town in Massachusetts employs a Veterans' Services Officer who is trained to assist veterans and their dependents.

In addition to the local veterans' services office, Massachusetts Office of Veterans Affairs and the Federal Veterans Administration offices at the Government Center in Boston are available. The VA has hospitals in Boston and clinics throughout the Commonwealth including clinics in Framingham and Worcester.

Veterans' benefits are available to all veterans who meet the basic eligibility requirements. Eligibility requires that the veterans or dependents be able to provide 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 claims often takes many months.

Examples of veterans' benefits include:

- Financial assistance
- Hospital, medical, dental and prescription drug assistance, eye glasses and hearing aids
- Nursing home care
- Educational benefits (including the GI Bill)
- Outreach and counseling
- Assistance for veterans returning from overseas duty or any form of active duty
- Researching records
- Employment and training
- Medical clinics, hospitals and soldiers' homes
- Benefits for family members and dependents
- Determining disability status
- Access to medical clinics and facilities
- Assistance in completing forms for burial markers for deceased veterans

Currently, the Town of Southborough has over 300 veterans receiving federal benefits. During the past year, the Veterans' Services Officer discussed veterans' benefits with over sixty Southborough veterans and submitted claims for over fifty veterans.



# PLANNING



*Stone bridge over the Sudbury River,  
dividing Southborough from Hopkinton*

*Linda Hubley*

## *Planning Board*

The Southborough Planning Board consists of five members who are elected for staggered five-year terms. The Board reviews and approves applications for permits as required by the Town's bylaws, reviews and approves subdivisions and developments, and conducts site plan reviews. On occasion, the Planning Board proposes and amends zoning bylaws for Town Meeting approval. The Planning Board reviewed and analyzed many different projects during thirty four (34) meetings in 2016.

In May Meme Luttrell was elected to an open seat for a term expiring in May, 2021. Ms. Luttrell joins Donald Morris, Phil Jenks, Andrew Mills and Jesse Stein. We thank Kathy Bartolini for her service on the Planning Board from 2011 to 2016.

The Board reviewed and endorsed nine "Approval Not Required" plans, creating twelve additional residential building lots and one commercial building lot. Of these, one will be a common driveway off Middle Road called Leeds Way. Leeds Way will serve eight properties currently under development.

### *Subdivisions*

- No subdivision applications were received in 2016.

### *Site Plan Review and Special Permits*

- 0 Firmin Avenue, Normandy Real Estate Partners Redevelopment – The approvals secured in 2014 were extended for another year as the owners had not found a suitable tenant(s).
- 25 Marlboro Road, St. Mark's School Solar Energy Array - This project provides a solar energy array to power the new STEM building.
- 110 Southville Road, Fitzgerald's – The Planning Department continues to work with the owners of this property on development of the parking facility located adjacent to the existing Fitzgerald's General Store. This project was permitted last year.
- Cordaville Road, Choate Field Lighting – This decision permitted the installation of state of the art lighting for these playing fields.
- 255 Turnpike Road, CommCan, Inc.– The Planning Board reviewed the driveway, delivery area, landscaping and security for a medical marijuana dispensary.
- 6-8 Turnpike Road, Auto Repair Facility – The Board conducted a site plan review for a new building with parking and issued a Special Permit for Lower Impact Development. Lighting, stonewall and drainage improvements are included.
- Residences at Park Central – These projects are for 139 townhouse M.G.L. Ch. 40A units which would be adjacent to a development of 180 M.G.L. Ch. 40B apartment units. The Planning Board voted to reject the site plan on the basis that the application was not submitted in proper form and not in accordance with applicable law.
- 90-92 Southville Road, Southville Pizza – A minor site plan approval was granted to allow the site relocation of the former Mama Rosa's Pizza to accommodate increased parking needs for patrons.

### *Other Hearings and Discussions*

- Warrant Articles
  - ✓ **Article 27** – Solar as of Right Large Ground Mounted Bylaw and Solar Zoning Map Update to Create Solar Overlay District: To create a by-right commercial solar district and modify the zoning map.
  - ✓ **Article 37:** Citizens Petition #1 - Amend the Medical Marijuana Bylaw by changing the distance from schools, recreational facilities and day care centers.
  - ✓ **Article 38:** Citizens Petition #2 - Amend the Medical Marijuana Bylaw by adding sections which void the special permit under specific conditions.
  - ✓ **Article 39** – Citizens Petition #3 - Amend the Medical Marijuana Bylaw by adding sections to specify days and hours of operation.

***Open Items for Continued Discussion in 2017***

- Adaptive Re-use of Historic Buildings Bylaw
- 84 Main Street – Burnett House
- Main Street Reconstruction Project
- Open Space Design Bylaw
- St. Mark’s Golf Course
- Public Safety Facility

The bylaw allowing Large Scale Ground Mounted Solar energy systems “by right” in certain Industrial Zoned areas in Southborough was passed at the Annual Town Meeting in April, 2016. Over the summer the Planning Board revised the existing Solar Rules and Regulations to reflect the “by right” changes made to the solar bylaw.

The Planning Board, in conjunction with the Open Space Preservation Commission (OSPC), contracted with the Massachusetts Audubon Society for an open space deed research and mapping project. The project was completed and accepted in late fall. The Planning Department continues development of an open space protection policy for future acceptance as an extension of this project.

The Planning Board reviewed and offered comments on the Residences at Park Central 40B project as it has progressed through the Zoning Board of Appeals review.

Construction began in 2016 on the 40B project known as Woodland Meadows. Four affordable units were allocated following a housing lottery in June and more will become occupied as they are made available.

The Planning Board’s website has been upgraded to provide easier access to project information, applications, rules and procedures, approved minutes and supporting documentation for Planning Board meetings. Meetings can be viewed live or replayed on SATV.

Planning Board members welcomed Town Planner Karina Quinn, who joined the Department in January of 2017; and Business Administrator Elizabeth Aghababian, who began work for the Town in November of 2016.

Outgoing Town Planner Jyothi Grama served the Planning Department from July, 2016 to January 2017. Her abbreviated tenure with the Town is attributed to her family’s need to relocate out-of-state. The Board wishes to thank Ms. Grama for her service and friendship. The Board also bid farewell to Hillary Young Carney, who retired in September, 2016 after 20 years of service to the Town. We wish her all the best in her future endeavors.

## **Zoning Board of Appeals**

The Zoning Board of Appeals (the “Board”) is a five member board (plus two alternate members) established through State law (MGL Chapter 40A) to hear three types of petitions related to the Town’s zoning regulations. These are Appeals of Decisions of the Building Inspector/Zoning Officer, Variances from the zoning regulations’ requirements and Special Permits when required by the zoning regulations. In addition, the Board hears Comprehensive Permit petitions for affordable housing projects under MGL Chapter 40B. The Board’s activities are administered by staff located at Cordaville Hall, 9 Cordaville Rd. The Board meets monthly and the scheduled hearing dates and deadlines for applications are available at the Board’s administrative office. Official hearing times and dates for specific cases can be found posted at Town House and unofficial hearing notices are provided as possible at the “Meeting Calendar” link on the Town’s website at [www.southboroughtown.com](http://www.southboroughtown.com).

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

The following cases were heard by the Board during 2016:

- (1) 1/6/16      **The Residences at Park Central Comprehensive Permit 40B – Capital Group**  
The petitioner is seeking a Comprehensive Permit Chapter 40B to construct 180 rental units. Application approved with conditions on 8/23/16.
- (2) 2/24/16      **141-143 Southville Rd. & 251-253 Parkerville Rd. - Special Permit – Bartolini Builders**  
The petitioner is seeking a **special permit** pursuant to **section 174-8.2B (9) multifamily dwellings within major residential development** to construct 8 buildings consisting of 12 units (4 single & 4 duplex) for over 55 housing. Application approved with conditions 4/20/16.
- (3) 2/24/16      **28 Cordaville Rd., Choate Field – Variance – Southborough Recreation**  
The petitioner is seeking a variance to install 7 light poles (60-80 feet). **Variance pursuant to section 174-12.1H (table) pole mounted height limitations.** Application approved with conditions 2/24/16.
- (4) 3/23/16      **255 Turnpike Rd. (RMD) – Special Permit – CommCan Inc.**  
The petitioner is seeking a **special permit pursuant to section 174-8.5 to allow a registered marijuana dispensary** within the existing building at 255 Turnpike Rd. Application approved with conditions on 3/24/16.
- (5) 3/24/16      **352 Turnpike Rd – Special Permit – Ferris Development**  
The petitioner is seeking a **special permit pursuant to section 174-11 sign regulation table D to mount sign between 22 feet and 27 feet above finish grade**, current bylaw allows up to 20 feet above finish grade. Application approved 3/24/16.
- (6) 5/25/16      **45 Sears Rd. – Special Permit – Mr. Robert Fields & Ms. Lisa McCarty**  
The petitioner is seeking a **special permit pursuant to section 174-8.2B (12) garage or parking for more than (3) vehicles to construct a detached (2) car garage**, current home has an existing attached (2) car garage. Application approved 5/25/16
- (7) 6/15/16      **325 Turnpike Rd. – Special Permit & Variance – Ken’s Foods**  
The petitioner is seeking a **special permit pursuant to section 174.9; 174.25A (2) special permits and uses in the industrial park district 174.8.6C(1) to allow expansion of the existing building for the existing allowed and permitted use of wholesale dist., storage and mfg.** The petitioner is seeking a **variance pursuant to section 174.9; 174.25A(2) variance and uses in the industrial park district 174-8.6E(4) to allow expansion of the existing building with a variance of the height restriction to allow for a height of 65 feet.** Applications approved with conditions 6/29/16.

- (8) 6/15/16 **68 & 70 Flagg Rd. – Special Permits – Bartolini Builders**  
The petitioner is seeking (2) special permits pursuant to section 174-8.7C(3) conversion of a single family home into a two family home and section 174-9G, two family dwellings. Applications approved with conditions 4/29/16.
- (9) 6/29/16 **19 Liberty Drive – Variance – Mr. Nicholas Cosentino**  
The petitioner is seeking a variance to construct a 13’x 13’ three season room to be attached to the existing deck. Requested relief pursuant to section 174-8.3 D (3) (b) rear setbacks. Application approved 6/29/16.
- (10) 6/29/16 **163 Parkerville Rd. – Variance – Mr. Erik Philbrook**  
The petitioner is seeking a variance for inadequate frontage and lot size, relief pursuant to section 174-8.2(D) (1) minimum lot area 43,560 square feet required and section 174-8.3(D) (2) minimum frontage required is 150 lineal feet. Application denied 6/29/16.
- (11) 8/3/16 **365 Turnpike Rd. – Special Permit – Cumberland Farms**  
The petitioner is seeking a special permit pursuant to Section 174-11 (2) (d); no sign can be illuminated between 10pm & 6am and section 174.11(3); illumination shall be by white, steady, stationary light to upgrade signage to include LED pump toppers and an internally illuminated diesel sign. Application approved with conditions 7/29/16.
- (12) 9/28/16 **6-8 Turnpike Rd. – Appeal - Lamar Central Outdoor LLC**  
The applicant is appealing Building Commissioner’s determination that the applicant must first obtain a report from the Planning Board before he will accept the applicant’s applications for special permits and use variance to erect a digital billboard. Per section 174-11E(4) (“signs”), the Board of Appeals will not act on any special permit or variance application without first receiving a written report from the Planning Board. Approved to reverse the Building Commissioner’s decision 9/28/16.
- (13) 9/28/16 **15 Meadow Lane – Variance – Mr. Robert Morrison**  
The petitioner is seeking a variance to construct a 2 car garage with second story for future office with bath which will encroach by 7.2’ setback requirement is 15’. Relief requested pursuant to section 174-8.3D(C) side setbacks 15’. Application withdrawn 9/28/16.
- (14) 10/19/16 **20 General Henry Knox Rd. - Variance – Mr. Michael Harnett**  
The applicant is seeking a variance for an 18x20 family room addition, 7’ side and 7.4’ from rear encroachment. Relief pursuant to section 174-8.3(D)(3)(c) side setback 15’ and section 174-8.3 (D) (3)(b) rear setbacks 35’. Application approved with conditions 10/19/16.
- (15) 10/19/16 **Southborough Planning Board - Appeal**  
Appeal of Building Commissioner’s denial to revoke Park Central, LLC use variance and determination as to whether or not use variance is still in full force & effect, per M.G.L. chapter 40A. Appeal denied 11/3/16.
- (16) 10/19/16 **8 Lynbrook Rd. – Appeal - Ms. Karen Shimkus 8 Lynbrook Rd.**  
Appeal of Building Commissioner dated 8/23/16 relative to request for enforcement to revoke use variance granted to Park Central, LLC dated 5/27/15. Appeal denied 11/3/16.
- (17) 11/16/16 **6-8 Turnpike Rd. – Lamar Central Outdoor, LLC – Use Variance & Special Permit**  
Use variance and special permit requests to allow construction of a digital billboard exceeding the allowed area and height for signs and allowing front and back illumination including 24 hour operation. Relief pursuant to section 174-11(2)(b) billboards and similar signs are specifically prohibited, section 174-11(2)(c) flashing, moving, changing message and animated signs are prohibited, section 174-11(2)(d) no sign be illuminated between 10pm and 6am. Application pending.

(18) 12/14/16 **255 Turnpike Rd. – CommCan Inc. – Variance**

The petitioner is seeking a **variance to construct an 8 foot chain link fence along the east side of the property and a 10’ chain link fence rear of property** instead of a 6 foot chain link fence around the property. **Relief is requested pursuant to section 174-8.5E(3) table addendum #2.** Application pending.

(19) 12/14/16 **4 Park Central, Park Central LLC – Capital Group – Appeal**

**The applicant seeks a determination that its site plan was constructively approved** by failure of Planning Board to issue and file a written decision within 30 days of its vote. **Relief requested is reversal of Planning Board’s rejection and granting of major site plan approval pursuant to section 174-10B (2) as conditioned by the use variance.**  
Appeal pending.

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

January 6<sup>th</sup>, January 20<sup>th</sup>, February 24<sup>th</sup>, March 23<sup>th</sup>, March 24<sup>th</sup>, April 20<sup>th</sup>, May 17<sup>th</sup>, May 25<sup>th</sup>, June 15<sup>th</sup>, June 29<sup>th</sup>, August 3<sup>rd</sup>, August 8<sup>th</sup>, August 17<sup>th</sup>, August 24<sup>th</sup>, September 28<sup>th</sup>, October 19<sup>th</sup>, November 3<sup>rd</sup>, November 9<sup>th</sup>, November 16<sup>th</sup>, December 14<sup>th</sup>.

**Summary of 2016 Board Decisions (Approved; Denied; Withdrawn; Pending):**

Variations: (7): 4 Approved, 1 Denied, 1 Withdrawn, 1 Pending

Use Variations: (1): 1 Pending

Special Permits: (8): 7 Approved, 1 Pending

Comprehensive Permits: (1): 1 Approved

Appeal/Determination (4): 1 Approved, 2 Denied, 1 Pending

# PROTECTION OF PERSONS & PROPERTY



*Winter on Main Street*

*Linda Hubley*

## *Police Department*

### *Protecting Our Community.....Together*

#### **Mission Statement**

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

#### **Introduction**

The Town's Police Department is staffed by a dedicated group of Officers led by Chief Ken Paulhus, Lieutenant Sean James, and four Sergeants who make up the Command Staff. They include Sgt. Tim Slatkavitz, Sgt. James Deluca, Sgt. Ryan Newell, and Sgt. Heath Widdiss. The Department was pleased to announce the addition of a fifth Sergeant's position that took place in December of this year. Detective Sean McCarthy emerged from a field of seven candidates to obtain the position after a very competitive testing process. The promotion will allow the Department to add a "swing shift" supervisor from seven in the evening until three in the morning resulting in increased manpower and oversight during our busiest time periods.

We are most proud of the professionalism displayed in our daily contacts with the public. Of some twenty-thousand plus formal entries into the Dispatch Log during the past year, we received one formal complaint of misconduct which was investigated as being unfounded. We believe this reflects the dedicated service provided by our staff members on a daily basis.

Some of the initiatives by the Department this year included the upgrade to new Colt Patrol Rifles in our front line cruisers, a new Live Scan fingerprint machine eliminating all use of ink based prints, formulation of a safety and security plan for the new medical marijuana facility, and the review and implementation of twenty-six new or revised Department Policies through our PMAM training software. Initiatives continued for increased training for Officers in O.U.I., drug detection, and leadership training. In August, the Department secured a return of scenario training with duty weapons and ammunition through the rental of a ballistic lined trailer supplied by Blue Line Corp. The Department continued its use of our Facebook page as a means of distributing information and crime prevention initiatives to the public. We also opened a Twitter account in keeping with the rapid pace of disseminating information to our residents.

On June 30th, we observed the retirement of Officer David Hagen after a distinguished thirty-two year career with the Southborough Police Department. Officer Hagen will stay on as a Reserve Officer reflecting his selfless dedication to the organization, and the citizens of the Town.

The Department was pleased to announce the hiring of Officer Brendan Campbell in August, and regretfully accepted the resignation of Officer Patrick Smith who left the Department to pursue a career in his hometown of Medford.

Work and planning also continued throughout the year with the new Public Safety Complex Building Committee. A spring of 2017 Special Town Meeting vote appears to be a reality as of this writing.

#### **Community Policing Initiatives**

The Southborough Police Department continues to have a harmonious relationship with community, largely due to great efforts in Community Policing. Programs such as *DARE*, *RAD Women*, *RADKIDS*, School Resource Officer, Child-Seat restraint installation, Business Resource Officer, Senior Resource Officer, Drug Take Back Day, and Junior Police Academy are among the most popular.



The School Resource Officer position is an important part of the Southborough Police Department. Often referenced as the “youth officer”, Officer Kevin Landry has maintained this position for the last sixteen years. In the course of those years, we have seen the case load of the SRO range from thefts and bullying issues to school safety plans and conflict resolution. Our SRO also deals with technology issues such as social media, cyber threats, and inappropriate texting incidents.

### **Traffic Enforcement**

Traffic concerns continue to be a main area of concern to the Department and its residents. The Town is embedded with many areas of high volume commuter traffic, especially along the Route 9/30 corridor. Under the direction of Sergeant Tim Slatkavitz, areas of enforcement emphasis are noted at roll call, and addressed through speed monitoring or electronic sign board. Officers investigated 356 motor vehicle crash reports over the past year and issued over 3,000 citations. In addition, four separate Federal Grant programs continued to address Speeding, Impaired Driving, and Distracted Driving. Residents with areas of concern are urged to contact the Department for stepped up enforcement initiatives. The Department was able to purchase a second electronic speed monitoring sign to help in our efforts.

### **Senior Citizen Resource Officer**

We have assigned Officer Richardson as the liaison to our senior population and Senior Center. If you have any issues, whether it be safety or other concerns, please feel to contact him at 508-485-2121 or by e-mail, [ARichardson@southboroughma.com](mailto:ARichardson@southboroughma.com).

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

The mission of The Town of Southborough’s Detective Division is to enhance the quality of life for the citizens of Southborough by providing a safer community in which to live through the identification and deterrence of criminal activity.

We work in close cooperation with other internal divisions of the Southborough Police Department, as well as other local, state, and federal law enforcement agencies to accomplish its ultimate goal of providing excellent service to the citizens of Southborough. In the past year, the Department continued to work with the Worcester County Regional Drug Task Force. Detective McCarthy has assisted multiple agencies with investigations into prostitution and drug dealing.

The Detective Division is currently managed by the Lieutenant. There is currently one full time detective assigned to this Division. The Detective Division conducts follow up investigations based on information provided by the patrol division.

During this past year, Detective McCarthy was assigned follow up investigation on approximately eighty-eight cases. The case assignments were broken down into some of the following categories; breaking and entering, larcenies, motor vehicle thefts, prostitution, assaults, vandalism, check fraud, domestic violence, identity theft, and illegal drug activity. Some of the more high profile cases included the arrest of a career criminal from Springfield who broke into several businesses along Turnpike Road. The information provided by the Southborough arrest led to the solving of numerous breaks of a similar nature through Massachusetts and Connecticut. The Division also developed information leading to several arrests, and the recovery of hundreds of pieces of stolen property worth thousands of dollars, from four separate housebreaks in Southborough.

A growing concern of the Detective Division continues to be Identify Theft and Internet Fraud Crimes. The Department again saw an increase in the amount of fraudulent tax returns filed. The Department also investigated the discovery of a credit card “skimmer” attached to a gas pump at a Turnpike Road business. If you are a victim of Identity Theft, please contact the Southborough Police Department.

### **Department Goals**

It is our goal to build long-term relationships with the citizens as well as public and private agencies and businesses, in an effort to reduce fear of crime and disorder. Through cooperative resolution of community safety problems, we hope to jointly identify root causes and to creatively investigate remedies for crime and

disorder. The main objective is to provide additional avenues and means for the general public to reach out to this police department, whether it is to help solve criminal or non-criminal issues or concerns.

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

Respectfully Submitted,

Kenneth Paulhus  
Chief of Police



### 2016 ANNUAL STATISTICS

ALL ARRESTS	107	CALLS FOR SERVICE	13,516
ASSAULTS	4	MISSING PERSONS REPORTED	7
ASSIST CITIZENS	898	MOTOR VEHICLE ACCIDENTS	470
ASSIST OTHER AGENCIES	174	MOTOR VEHICLE THEFTS	1
BUILDING/PATROL CHECKS	3546	MOTOR VEHICLE VIOL. ISSUED	3011
BURGLAR ALARMS	648	NOISE COMPLAINTS	43
BURGLARY & ATTEMPTS	17	PROTECTIVE CUSTODY	6
BUSINESS/OTHER ESCORTS	47	LARCENY	64
CIVIL COMPLAINTS	18	SEXUAL CRIMES	2
DISTURBANCES	89	CRIMINAL APP/WARRANTS	179
MARIJUANA BYLAW VIOL	3	SUSPICIOUS ACTIVITY	79
HARASSMENT COMPLAINTS	41	TRAFFIC COMPLAINTS	132
IDENTIFICATION THEFT	17	VANDALISM	17

***You are our extra eyes and ears. If you see something, say something.***

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

<i>MONTH</i>	<i>TOTAL # CALLS</i>	<i>COMPLAINT CALLS</i>	<i>LOST DOG</i>	<i>LOST CAT</i>	<i>OTHER CAT RELATED</i>	<i>WILDLIFE</i>	<i>MISC CALLS</i>	<i>PICKUPS</i>	<i>HUMAN/ ANIMAL- ANIMAL BITE</i>	<i>QUARANTINE ORDERS ISSUED/ RELEASED</i>	<i>CITATIONS ISSUED</i>
JANUARY	53	4	2	0	0	8	31	2-K9	H-0 / A-0	3	0
FEBRUARY	38	0	0	1	0	3	14	0	H-0 / A-0	0	0
MARCH	82	1	0	0	2	11	54	0	H-0 / A-0	2	0
APRIL	56	2	4	1	0	10	33	0	H-1 / A-0	1	0
MAY	73	3	2	3	3	16	28	0	H-0 / A-0	1	0
JUNE	88	6	3	3	0	21	37	1-K9	H-2 / A-1	11	0
JULY	58	0	1	7	2	19	24	1-HAWK	H-0 / A-0	0	0
AUGUST	67	4	3	4	1	12	25	1-K9	H-0 / A-0	2	0
SEPTEMBER	61	2	0	3	1	14	24	0	H-1 / A-1	4	0
OCTOBER	72	5	1	3	5	18	29	1-K9	H-0 / A-1	3	0
NOVEMBER	26	0	1	3	0	11	23	1-K9	H-1 / A-0	2	0
DECEMBER	41	2	6	1	0	6	19	2-K9	H-0 / A-0	3	0
<b><i>TOTAL 2016</i></b>	<b><i>715</i></b>	<b><i>29</i></b>	<b><i>23</i></b>	<b><i>29</i></b>	<b><i>14</i></b>	<b><i>149</i></b>	<b><i>341</i></b>	<b><i>8-K9; 1-HAWK =9</i></b>	<b><i>H-5 / A-3 =8</i></b>	<b><i>32</i></b>	<b><i>0</i></b>

**NOTES:**

**BARN INSPECTIONS SUBMITTED TO STATE D.A.H. 378 TOTAL ANIMALS/LIVESTOCK**

**TOTAL DOA ANIMALS PICKED UP = 77 (7 -DEER)**

**TOTAL KENNEL INSPECTIONS COMPLETED AND SUBMITTED TO TOWN CLERK OFFICE = 4**

**TOTAL SPECIMENS SUBMITTED TO STATE LAB =1**

**TOTAL OF COURT SUMMONS PROCESSED = 20 (2015 VIOLATIONS)**

## *Fire Department*

I hereby submit the following report in accordance with Massachusetts General Laws Chapter 48, Section 42: The Southborough Fire Department provides a wide-variety of 9-1-1 and emergency response services, inspections and code enforcement, as well as public fire and life safety education under the auspices of Massachusetts General Laws Chapters 48, 111c, and 148. Such services are provided 24/7/365. The name *Fire Department* for our department *implies* that we only respond to fires. ***Over the years, the Fire Service in Southborough and across America has evolved into an Emergency Services, or Public Safety Department.***

Such Emergency Services responses include, but are not limited to:

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

The Department is comprised of the following personnel:

- 1 Full-time Fire Chief
- 1 Administrative Secretary (28 hours/week)
- 21 full-time Firefighter/Emergency Medical Technicians (EMTs)
- 3 Call Firefighter/EMTs
- 2 Call Firefighters
- 1 Call EMTs

In 2016, the Southborough Fire Department responded to 1,386 emergency incidents, this represent nearly the same number of responses over 2015. During the year the department experienced 3 major fires as well as a stubborn brush fire due to the extreme dry conditions over the summer. I am happy to report that the department did not experience any fire related civilian or firefighter deaths, no civilian fire related injuries and no fire related injury as a result of these incidents. Estimated fire losses during the year totaled \$1,247,501 with \$1,198,301 from structure losses, \$37,500 from vehicle losses and \$11,700 from other unclassified losses.

The following is a breakdown of the emergency responses:

Fire/Explosion	41
Overpressure Rupture	0
Hazardous Condition	60
Medical Emergencies and Motor Vehicle Accidents	769
Service Call	163
Good Intent Call	97
False Call	238
Sever Weather/Natural Disaster	12
Special Type Complaint	2

On Wednesday February 17, 2016 the fire department responded to a fire alarm at 53 Carriage Hill Circle. While on scene, the units heard a loud noise and discovered a fire at 63 Carriage Hill Circle. The fire resulted in 3 alarms being sounded bringing mutual aid from several surrounding communities including Marlborough, Ashland, Westborough, Northborough, Hopkinton and Hudson covered the fire station. The fire resulted in significant damage to unit 63 of a two unit condo. Through the efforts of the firefighters on scene the fire was contained to that unit with no damage to unit 61 which was attached. No one was home at the time of the fire with the residents out of state. The cause was determined to be accidental from an electrical malfunction.

The second major fire that occurred was on Sunday August 14, 2016 at 1 Michael Circle. At approximately 6:00 am a call was received for a house on fire at this location. The first fire units to arrive on scene found the house fully engulfed in flames. A second alarm was requested which brought mutual aid from Ashland, Hopkinton, Westborough and Marlborough covered the fire station. No one was home at the time of the fire with the family away at a wedding. It was believed that the fire was burning for several hours over night before being discovered the next morning resulting in a total loss. The cause was determined to be a lightning strike from a severe thunderstorm between midnight and 2:00 am.

**The other major fire incidents that occurred during the year were as follows:**

On Friday July 8, 2016 a call was received for smoke in the house with a possible fire at 35 Pine Hill Road. Fire units were on the scene of a vehicle accident at the time the call was received but cleared to respond and arrived on scene to find a significant smoke condition in the basement. Because the home is located outside of the water district 2 alarms were sounded bringing mutual aid from several communities with apparatus that carries large amounts of water which is standard procedure in this section of Town. Mutual aid was received Marlborough, Framingham, Ashland (water tanker), Hopkinton (water tanker), Northborough (water tanker) and Westborough covered the fire station. The fire was a result of a malfunctioning dehumidifier which resulted in the unit being consumed by fire but the fire did not spread to any other materials. There was a significant amount of smoke that needed to be removed from the home.

In July the dry weather conditions resulted in several large brush fires in the State and surrounding area. The Southborough Fire Department spent several days battling a stubborn fire in the reservoir area adjacent to the Maplecrest Drive area. The fire was in a remote section with limited access for fire crews. Because of the dry condition the fire was burning deep in the peat moss. The only access was by boat and ATV to bring personnel and equipment in. Mutual Aid was requested from District 14 to finally extinguish the fire. The total area that burned was approximately 1 acre.

On Tuesday November 22, 2016 a fire alarm was received at approximately 6:00 am at Madison Place building 700. Fire crews responded and arrived on scene to find a fire on the balcony of a second floor apartment. It was a very windy morning which was a concern for fire crews. The fire was contained to the area of origin as a result of the sprinkler system activating in that area. Through the efforts of Fire Prevention and plan review, the porches were required to have sprinklers installed on the outside porches at the time of construction which helped prevent a major fire from occurring. It was determined that careless disposal of smoking materials was the cause of the fire.

On Friday July 22, 2016 the Town experienced a severe thunderstorm resulting in a microburst. As a result of this storm there was significant tree damage resulting in downed power lines, poles and many blocked roads. Nearly all of the telephone poles along the causeway on Boston Road were blown over landing in the reservoir. Through the efforts of the Fire Department, Police and DPW as well as other Town official's resources were mobilized to begin the process of clearing roads and improving access. National Grid was notified and they responded quickly with line and tree crews to assist with this operation. While there was significant damage throughout Town, personnel worked throughout the night to get things back to normal. There were no major incidents other than the downed trees and power lines to report as a result of this storm. Through a coordinated effort most of the power was restored and the roads opened by Sunday night. I would like to thank Chief Paulus, DPW Superintendent Galligan and Town Administrator Mark Purple as well as all of the department members who responded to this event. This is an example of the Town departments coming together to ensure that we are providing the best safety for the residents of the community.

Massachusetts General Laws require the Department to conduct a variety of inspections. A total of **805** inspections, plan reviews and public education programs were conducted in 2016, which was a decrease of 11% over 2015. The major projects for the year was the construction of the new technology building at New England Center for Children. There were several inspections conducted to ensure compliance with fire safety regulations and required several hours of inspection time prior to final approval for occupancy. There were several smaller commercial projects over the year with tenant renovations and fit-ups in commercial buildings. New housing starts were steady throughout the year with no major developments but several new additions/renovations to existing homes. The Commonwealth of Massachusetts has moved to a more standardized code of regulation and adopted NFPA 1 with Massachusetts amendments. The changes required several training sessions for inspectors to become familiar with the changes. The biggest change came at the end of the year with the adoption of a new standard for smoke alarms in homes constructed prior to 1975. I would once again like to thank Lt. Neal Aspesi, as well as all the department members, for all the hard work and effort in performing the Fire Prevention functions for the Southborough Fire Department.

Various fire and safety programs are presented to the community throughout the year. Such programs focus on fire safety, Cardio Pulmonary Resuscitation, life safety, and Senior Fire and fall prevention programs. One of the major programs is the Student Awareness of Fire Education (S.A.F.E.) which is presented to the students in Kindergarten, 1<sup>st</sup> Grade, and 3<sup>rd</sup> Grade classes throughout the year. The program is administered by LT/EMT-P Christian Dano who is the Public Education Officer for the Department. He is assisted by FF/EMT-P Jason Roach and FF/EMT-P Justin McCallum. The S.A.F.E. Program is made possible through grant funding that is obtained from the Commonwealth of Massachusetts and not only allows for the education of school age children, but has been expanded to include fire education for the aging population. It is program like these that contributes to the low incidents of fires in the community.

Senior S.A.F.E. once again has been funded by the Commonwealth of Massachusetts. Lt/EMT-P Christian Dano visits the Senior Center on a regular basis and assists with delivering programs for this populations. One program that was delivered was a cooking safety demonstration conducted by Lt. Dano and FF/EMT-P Scott Navaroli. FF Navaroli presented his cooking skills by presenting his recipe for lasagna rollups while giving home cooking safety tips. The presentation culminated in a lunch for all who attended the event. This was very popular with all of those who attended.

In addition to emergency response, on-duty staff also performs daily equipment checks and minor maintenance and repairs, and trains on a wide variety of subjects. In order to remain proficient as our firefighters face new and difficult challenges in all aspects of emergency response, training is a major component during times while standing-by for emergency responses to occur. Members also attended many trainings throughout the year and receive certificates or certifications beyond what is provided by the department.

The emergency medical services (EMS) component of the emergency response system consists of trained firefighter/emergency medical technicians (EMTs) at the paramedic, advanced and basic level of services, under the direction of a medical control physician located at U-Mass Marlborough Hospital. Dr. Joe Tennyson, Director of Emergency Services at Marlborough Hospital, provides oversight and support to the Department. Within his role as Medical Director to the department he presents Quarterly Morbidity or Mortality rounds for the EMT's, and the Doctor is actively involved in training and the Quality Assurance/Quality Improvement program. In order to ensure the highest-quality EMS system for Southborough, Dr. Tennyson reviews 100% of all patient care reports. Other EMS training programs were presented to the members of the Department throughout the year.

## CONCLUSION

I would like to thank all of the members of the Southborough Fire Department and their families for the dedicated service that they provide to you, the citizens of Southborough. I would also like to thank the members of the Board of Selectmen, all of the Town's Department heads and Town Boards and Committees for their continued cooperation, assistance and support.

The residents and businesses of Southborough are a constant source of donations of time, material and/or funds to aid us in serving the citizens and visitors of Southborough. Thank you very much for your valuable contributions!

Respectfully Submitted,

Joseph C. Mauro  
Fire Chief



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

*“Enhancing Community Safety through Education and Preparedness”*

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

SEMA is devised of department heads/employees from each town department, town management officials, representatives from all town educational facilities, members of the local business community and volunteers, as well as representatives from the Massachusetts Emergency Management Agency and utility companies. These members meet on a quarterly basis at the Town’s Emergency Operations Center (EOC) to discuss historical and emerging hazards threatening our area, develop mitigation and response plans and coordinate resources should an event occur. Each meeting also consists of training modules related to emergency preparedness.

### **“Are you Connected to Stay Informed?”**

SEMA *strongly encourages* each citizen and business employee in the Town of Southborough to connect with the following. These are SEMA’s primary mediums for distributing emergency and preparedness information.

1. Sign-up for/update **CodeRED** (the Town’s emergency notification system). Refer to the CodeRED link on the Town’s website.
2. Like the Southborough Emergency Management Agency’s **Facebook page and Twitter page** (@SEMA01772)
3. Connect with the Town of Southborough’s **Twitter page** (@17Common).

### **2016 Enhancements and Funding Opportunities:**

In 2016, SEMA continued to work closely with various Town and State Departments and organizations to enhance the resilience, preparedness and response capabilities of Southborough.

1. **Plan Updates:** SEMA spearheaded the full update and revised (as needed) the Town’s Continuity of Operations (Government) Plan (CoOP/CoGP). This document guides the Town with maintaining essential operations during disasters and systematically returning to full operations as soon as possible following disasters.
2. **Twitter:** SEMA launched a dedicated Twitter Page (@SEMA 01772). This page will be mostly used to post information prior to, during and following significant emergencies and disaster. It will *(as well as the Town’s Twitter and SEMA’s Facebook pages- ONLY)* be monitored during such events. SEMA urges citizens to use these social media mediums during/following events to post non-emergency and situational awareness information that will assist the Town’s response, mitigation and recovery efforts. Please note these should not be used to report emergencies, use 9-1-1

### **Year 2016 Events**

On July 22<sup>nd</sup>, the Town was impacted by a severe thunderstorm which produced up to four Microbursts in Southborough & Westborough. These weather events resulted in the loss of power to nearly 100% of Southborough, some for up to two days. Southborough sustained the greatest damage and power loss across the whole state. The greatest damages occurred in the Rural Cemetery, which resulted in numerous downed trees, and the Fayville Section of Town. The Fay Field playground on Central St sustained significant damage, including the collapse of the pavilion and numerous downed trees long the reservoir. On the Boston Road Causeway, every telephone pole was damaged requiring all of them to be replaced and rewired, resulting in the closure of the road and detours for nearly two days. In addition to emergency responders, the



DPW and SEMA, members of the Southborough Community Emergency Response Team (CERT), Medical Reserve Corps (MRC) and TeenCERT volunteered several hours and personal equipment to close/clear roads staff the Town's Cooling Center.

Emergency Management continued to assist in the planning and operations of Southborough Summer Nights, Heritage Day, New England School for Children's (NECC) 5k Race and Gobble Wobble 5k Race. All events went off without a hitch, with no injuries due in part to pre-planning, and especially, volunteer work of the members of the CERT/MRC/TeenCERT.

SEMA again took part in the planning and activation for the 2016 Boston Marathon. SEMA has been involved, working with the Town of Hopkinton and BAA, for several years. Once again, security was a topic of focus, with increased concerns of the international/national growth in lone-wolf attacks using non-conventional methods. SEMA was tasked as the lead agency for all areas along the Rt. 85 corridor north of Rt. 135, including pre-identified evacuation plan/routes, access for emergency assets and emergency/media staging areas. On the day of the Marathon SEMA was operational from 4:00am until 1:00pm. SEMA and CERT/MRC/TeenCERT members volunteered all planning and operational hours.

**The CERT/MRC/TeenCERT** continues to be an invaluable group of committed volunteers augmenting the needs of emergency services in Town. These members dedicate numerous hours; meeting, training and coordinating with Fire, Police, SEMA, the Board of Health and others to ensure they are prepared to assist at a moments notice. In 2016, the team's Unmanned Aerial Vehicles (UAV) aka Drone group trained with the Fire Department in various scenarios to evaluate the limitations and best uses of UAVs to assist as needed. These members are trained in the operations and legal aspects of UAVs. This added resource has the ability to be a great asset to the Town. **ATTENTION EAGER VOLUNTEERS:** The CERT/MRC/TeenCERT is always looking for new members to fill a wide-scope of missions from office assistance to medical aid to search & rescue - check them out on Facebook.

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

## *Board of Health*

The Southborough Board of Health is composed of three elected members: Nancy Sacco, Chair; Mary Lou Woodford, Vice Chair and Daniel O'Rourke, Recording Clerk.

The Board is served by four part-time staff members: Paul Pisinski, 18 - 20 hours per week Public Health Director, Tammi Rice, 24 hours per week Administrative Assistant; Dennis Costello, 16 hours per week Sanitary Inspector; Leslie Chamberlin, 15 hours per week Public Health Nurse; as well as various senior volunteers. Both Leslie and Tammi work for other Town Departments, Leslie for the Council on Aging/Senior Center and Tammi for the Board of Assessors.

Three years ago the Board joined eight (8) other area towns in a regional Tobacco Control and Prevention Program. This program has been funded by MetroWest Health Foundation, whose office is located in Framingham. The program has been very successful. The Foundation approved a one year extension and most of the towns including Southborough have created sustaining Revolving Funds to carry the program forward which will allow compliance checks of tobacco sales outlets at no cost to the towns. The incidence of young adults and tobacco use continues to decline throughout the 9-Town Coalition. Eight of the nine towns have also voted to require a minimum age of 21 years before the person can purchase any tobacco products.

The Board unanimously voted to adopt an Irrigation Well Regulation. The Board had previously (late 1980's) adopted a Drinking Water Well Regulation. Over the last several years many residents and some businesses have drilled deep artesian wells, not for human consumption, but to lessen the cost of purchasing MWRA water to irrigate lawns and gardens. This new irrigation regulation is less stringent than the drinking water well regulation (i.e. less separation distances to septic system and no laboratory water quality analysis is required). A permit application, fee and plan showing location of the irrigation well are still required.

The Board's Public Health Nurse continues to be involved in several major functional areas. In Region 4AB Emergency Preparedness, she has managed the State and Federal grant spending, purchasing needed supplies for Flu Clinic Drills and Emergency Sheltering. The Public Health Nurse followed up on all Department of Public Health Communicable Disease Reports, which included increased surveillance of tick-borne illnesses. Annual Flu Clinics were successfully conducted, vaccinating 235 residents and town employees utilizing nurses from our Medical Reserve Corp. Recruitment of nurses and other medical personnel is an ongoing mission of the Public Health Nurse.

The Public Health Director and Sanitary Inspector performed over 300 inspections; the majority of these inspections are required under the various codes and regulations of the Town and State. In addition, more than 100 building department permit applications and 10 residential swimming pool installation plans were reviewed.

The Board continued a slight increase in certain Fees. The Fee schedule is something the Board looks at each year and makes adjustments according to how much it pays in salaries to administer the numerous public health regulations its staff enforces. One area which continues to require increased attention is the numerous soil testing witnessing fees, septic system plan review and installation inspection fees. Southborough continues to attract families and businesses who are very desirous of living and doing business here. The availability of "good" building sites and the lack of any municipal sewer infrastructure system requires civil engineering companies and the Board's staff inspectors to spend many more hours in the field conducting soil tests and also results in more complex septic system design plans to be reviewed. The increase in fees in these development categories is reflective of the increased time the Board's staff must expend.

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

**SUBSURFACE SEWAGE DISPOSAL SYSTEM (SDS)**

- Total Subsurface Sewage Disposal System Permits Issued .....	<b>64</b>
- New Construction.....	<b>8</b>
- Complete Replacements .....	<b>23</b>
- Component Repair.....	<b>22</b>
- Sewer Connection.....	<b>1</b>
- Well.....	<b>6</b>
- Abandonment of Sewer System.....	<b>2</b>
- Non-Hazard Holding Tank.....	<b>2</b>

**SOIL TESTING**

- Residential Complete Replacements.....	<b>25</b>
- Residential Systems New.....	<b>28</b>
- Commercial or Non Residential.....	<b>1</b>
- Condominium.....	<b>0</b>

**LICENSES Total - 127**

- Body Art Practitioner.....	<b>1</b>
- Body Art Establishment.....	<b>1</b>
- Day Camp (Recreation).....	<b>7</b>
- Funeral Director.....	<b>1</b>
- Septic Installers.....	<b>40</b>
- Pumper/Haulers.....	<b>17</b>
- Semi Public Pools.....	<b>2</b>
- Tobacco (permit to sell) 2 year permit.....	<b>9</b>
- Food Licenses .....	<b>49</b>

**TITLE 5 INSPECTION REPORTS RECEIVED: TOTAL 123**

Passing Systems.....	<b>94</b>
Conditional Passed Systems (in Need of a Component Repair).....	<b>16</b>
Failed Systems.....	<b>13</b>

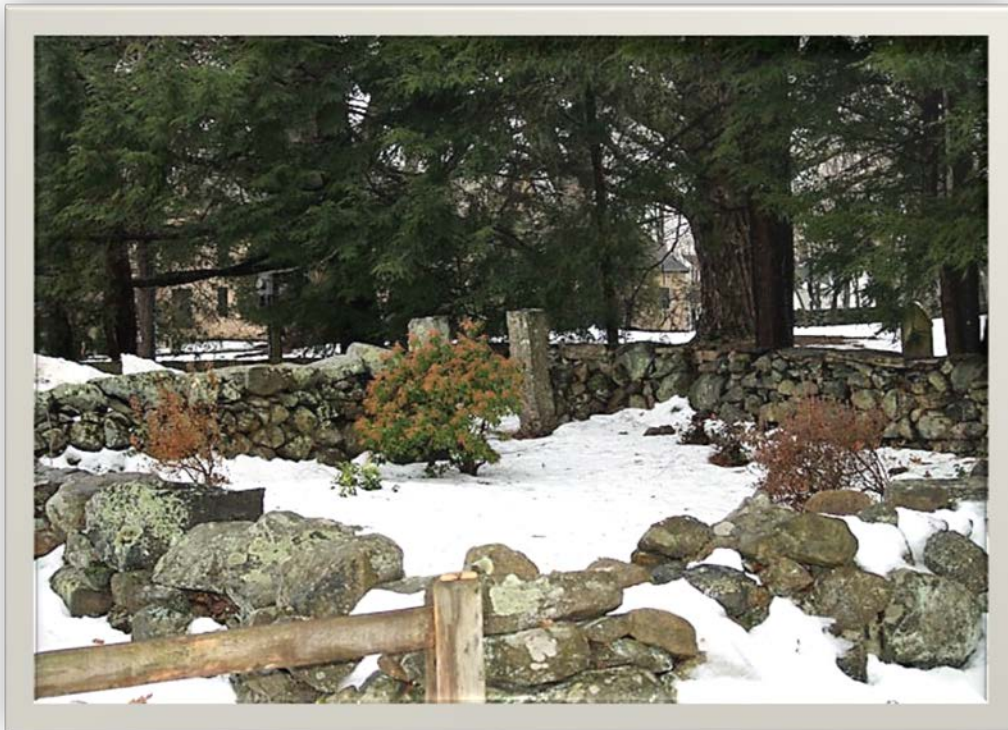
**Housing Complaints:**..... **2**

**Board of Health Meetings:**..... **11**

**B.O.H. REVENUE SUMMARY FOR 2015 AND 2016**

	<b><u>2015</u></b>	<b><u>2016</u></b>
<b>TOTAL FEES collected from Licenses &amp; Permits, etc.....</b>	<b>\$48,704</b>	<b>\$52,344</b>
<b>Betterment Loan Interest Revenue</b>	<b>15,854</b>	<b>9,809</b>
<b>TOTAL amount collected by B.O.H. &amp; returned to Town General Fund</b>	<b>\$64,558</b>	<b>\$62,153</b>

# TOWN CLERK



*"Town Pound"  
An area behind the Town House, established for use in  
the 1700's as an impounding area for stray animals  
until reclaimed by their owners, who had to pay a fine.*

*Linda Hubley*

## Personnel

We welcomed Amy Townsley as our new Administrative Assistant working 23 hours per week, replacing the previous person who had worked 35 hours per week. Amy's outstanding performance and the continued excellent performance of our Assistant Town Clerk Michelle Jenkins are the major reasons why we were able to **reduce our staffing** yet also:

- Increase our services to residents and manage 4 elections and 2 Town Meetings.
- Assume responsibility for the sale of Transfer Stickers from DPW.
- Assume responsibility for storage and posting of all board and committee minutes.

## Elections

2016 was an extremely busy year for the Town Clerk's office with these elections and Town Meetings:

3/1/16	Presidential Primary
4/11/16	Annual Town Meeting
5/9/16	Annual Town Election
9/8/16	State Primary
10/8/16	Special Town Meeting
11/8/16	State/Presidential Election

In addition, we also managed the very successful state mandated new Early Voting Initiative for the State/Presidential Election where over 30% of the voters chose to Early Vote at the Town House.

## Early Voting

For the first time, voters could participate in Early Voting over a 10-day period prior to the November election. Although Early Voting was a great convenience for some voters, it had no measurable impact on voter participation. Additionally, the arcane paperwork regulations required by the Early Voting Legislation were incredibly burdensome and costly to every city and town in Massachusetts. The State Auditor has declared that this legislation is an unfunded mandate. Complying with the arcane Early Voting regulations required the Town to pay for an additional 42 extra hours of work by poll workers on Election Day.

## Election Audit

The Legislation that created Early Voting also mandated that 3% of all the Precincts in Massachusetts be selected at random for an audit. We 'won' that lottery and Precinct 3 was selected for a 100% manual recount that we successfully conducted and passed.

## Election Preparation

Due in part to the interest in the November election, our office registered 1,066 new voters, deleted 349 voters who moved from town, and changed information for an addition 2,405 voters. Those statistics are startling given that there are 7,338 registered voters in Southborough as of 12/31/16. Each of these changes required manually updates of the state Voter Registration Information System that might have been a state of the art system when it was created more than 20 years ago.

## Transfer Station Stickers

We assumed the responsibility of selling new Transfer Stickers, issuing temporary stickers and issuing replacement stickers for various reasons and provided these new services:

- Distributed 744 free stickers to seniors at the Senior Center.
- Eliminated the requirement to bring any paperwork when applying for a Transfer Station sticker for a car that was registered in Southborough.
  - We merged data from excise tax records with data from the Assessor's records and data from the Town Census.
- Added the option to purchase a sticker online.
- Allowed payment by credit card.

We sold stickers via counter walk-up, online fulfillment, senior center free distribution and mail-in which was negligible.

**Purchases by Method of Payment**

Credit card sales	62%
Check	36%
Cash	2%

**Purchases by Location**

Online Sales	43%
Senior Center	10%
In office sales	47%

**Dog Licenses**

Through better communication with residents, less than 20% of residents were late paying for their dog license, compared to roughly 80% in prior years. Regrettably, 18 residents were taken to court for non-payment of dog fines because they ignored at least 4 warnings were mailed to them. We recovered all fines due the Town.

We changed to a new dog licensing system to allow residents with a 3-year rabies certificate the option to buy a 3-year dog license. In addition, the license now expires when the rabies expires and we issue one metal dog tag for the life of the dog. We now email reminders of expiring license and rabies expiration to all residents. Residents have been very happy with this much easier and more efficient way to license their dogs.

**Vital records (birth, death and marriage certificates)**

Residents can now order vital records online using a credit card and 20% of our orders now come via online sales which is very convenient for our residents.

We also recorded these new vital records in 2016:

Vital Records recorded	Quantity
Registered Births	102
Registered Deaths	46
Registered Marriages	27
Burial permits Issued	18

**Training**

We significantly increased our department’s participation in training opportunities through conferences, local seminars, online training and visitation to other Towns to observe best practices at Town Meetings and local elections. These training sessions covered changes in state ethics laws, public records request law changes, open meeting law rulings, campaign finance rulings, election law changes, and related topics. Additionally, the Clerk’s Office sponsored held training sessions in Southborough for town employees and Board and Committee Members on Ethics rules, Open Meeting Law and Public Records Law.

***Presidential Primary  
Tuesday March 1, 2016***

<b>DEMOCRATIC PARTY</b>	<b>PRECINCT 1</b>	<b>PRECINCT 2</b>	<b>PRECINCT 3</b>	<b>TOTALS</b>
	716	597	679	1,992
<u><b>PRESIDENTIAL PREFERENCE</b></u>				
Bernie Sanders	333	276	313	922
Martin O'Malley	2	2	2	6
Hillary Clinton	372	316	361	1,049
Roque "Rocky" De La Fuente	3	0	0	3
NO PREFERENCE	5	0	1	6
Blanks	1	0	0	1
All Others	0	3	2	5
<b>TOTAL</b>	<b>716</b>	<b>597</b>	<b>679</b>	<b>1,992</b>
<u><b>STATE COMMITTEE MAN</b></u>				
Alexander D. Pratt	459	398	470	1,327
Blanks	257	199	209	665
All Others	0	0	0	0
<b>TOTAL</b>	<b>716</b>	<b>597</b>	<b>679</b>	<b>1,992</b>
<u><b>STATE COMMITTEE WOMAN</b></u>				
Rebecca V. Deans-Rowe	492	426	508	1,426
All Others	2	0	0	2
Blanks	222	171	171	564
<b>TOTAL</b>	<b>716</b>	<b>597</b>	<b>679</b>	<b>1,992</b>
<u><b>TOWN COMMITTEE</b></u>				
Vote for not more than Thirty-Five				
Rosemarie P. Mauro	371	309	367	1,047
Robert Ross	335	303	327	965
Paul R. Bourdon	355	302	366	1,023
Kelly Roney	340	297	344	981
Anne G. Jones	330	282	329	941
Acacia A. Warren	329	285	322	936
Daniel Max Frank	349	290	332	971
Rebecca V. Deans-Rowe	336	290	345	971
Susan E. Ruane	327	289	327	943
Tomasz Kierul	325	275	320	920
Paul J. Berry	380	309	383	1,072
Ruth A. Beck	329	279	326	934
Karen Marie Gadbois	350	317	350	1,017
Marianne J. Geary	341	290	328	959
Joseph E. Hubley	363	294	365	1,022
Kathleen B. Bartolini	371	304	371	1,046
Andrew R. Dennington, II	330	280	335	945
Judith K. Butz	336	296	335	967
Blanks	18,863	15,604	17,591	52,058
All Others	0	0	2	2
<b>TOTAL</b>	<b>25,060</b>	<b>20,895</b>	<b>23,765</b>	<b>69,720</b>

***Presidential Primary  
Tuesday March 1, 2016***

<b>REPUBLICAN PARTY</b>	<b>PRECINCT 1</b>	<b>PRECINCT 2</b>	<b>PRECINCT 3</b>	<b>TOTALS</b>
	531	515	499	1,545
<u>PRESIDENTIAL PREFERENCE</u>				
Jim Gilmore	1	0	1	2
Donald J. Trump	168	171	209	548
Ted Cruz	30	30	28	88
George Pataki	1	0	0	1
Ben Carson	11	8	12	31
Mike Huckabee	1	0	0	1
Rand Paul	1	0	3	4
Carly Fiorina	2	2	0	4
Rick Santorum	0	0	0	0
Chris Christie	4	2	2	8
Marco Rubio	144	152	119	415
Jeb Bush	3	6	3	12
John R. Kasic	163	141	121	425
NO PREFERENCE	1	1	0	2
All Others	1	2	1	4
Blanks	0	0	0	0
<b>TOTAL</b>	<b>531</b>	<b>515</b>	<b>499</b>	<b>1,545</b>
<u>STATE COMMITTEE MAN</u>				
Brian P. Burke	204	200	192	596
Paul R. Ferro	211	208	221	640
All Others	0	0	0	0
Blanks	116	107	86	309
<b>TOTAL</b>	<b>531</b>	<b>515</b>	<b>499</b>	<b>1,545</b>
<u>STATE COMMITTEE WOMAN</u>				
Jeanne S. Kangas	216	197	197	610
Ann M. Barndt	203	194	213	610
All Others	0	0	0	0
Blanks	112	124	89	325
<b>TOTAL</b>	<b>531</b>	<b>515</b>	<b>499</b>	<b>1,545</b>
<u>TOWN COMMITTEE</u>				
Jack Barron	255	244	260	759
Louise Barron	255	231	252	738
Mandeep K. O'Hearn	260	236	255	751
Daniel L. Kolenda	321	310	326	957
James S. Sigler	265	269	275	809
All Others	4	1	1	6
Blanks	6,605	6,434	6,116	19,155
<b>TOTAL</b>	<b>7,965</b>	<b>7,725</b>	<b>7,485</b>	<b>23,175</b>



***Presidential Primary  
Tuesday March 1, 2016***

<b>GREEN RAINBOW</b>	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
<u>PRESIDENTIAL PREFERENCE</u>				
Sedinam Kinamo Christin Moyowasifza Curry	0	0	0	0
Jill Stein	0	0	0	0
William P. Kreml	0	0	0	0
Kent Mesplay	0	0	0	0
Darryl Cherney	0	0	0	0
NO PREFERENCE	0	0	0	0
All Others	0	0	0	0
Blanks	0	0	0	0
TOTAL	0	0	0	0
 <u>STATE COMMITTEE MAN</u>				
Blanks	0	0	0	0
Daniel L. Factor	0	0	0	0
All Others	0	0	0	0
TOTAL	0	0	0	0
 <u>STATE COMMITTEE WOMAN</u>				
Blanks	0	0	0	0
All Others	0	0	0	0
TOTAL	0	0	0	0
 <u>TOWN COMMITTEE</u>				
Blanks	0	0	0	0
All Others	0	0	0	0
TOTAL	0	0	0	0

**TOWN WARRANT  
COMMONWEALTH OF MASSACHUSETTS**

<p><b>Annual Town Meeting April 11, 2016</b></p>
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At the Annual Town meeting, duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday April 11, 2016 at 7:00 PM, the following ARTICLES were voted on in a legal manner. There was a quorum present (100 voters = quorum); 512 voters were present.

**MOTION MADE:** To waive the reading of the Warrant.

**MOTION PASSED.**

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

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**MOTION PASSED.**

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

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**MOTION PASSED.**

**ARTICLE 3:** To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2015 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

**MOTION MADE:** That the Town vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2015 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.

**MOTION PASSED.**

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

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Board Recommendation:** Support

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

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

**MOTION PASSED.**

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

**SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS  
OF THE TOWN OF SOUTHBOROUGH  
[revised at April 11, 2016 Annual Town Meeting]**

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

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

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

## SECTION 1. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

“Department” means a functional unit of Town government.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## SECTION 2. POSITION TITLES

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

## SECTION 3. NEW OR CHANGED POSITIONS

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

## SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan, and it shall be approved at an annual or special town meeting.

## SECTION 5. JOB DESCRIPTIONS

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

## SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their **weekly** pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D, E, F and G of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. Salary set forth in Schedule A represents a 40 hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

**f. On-Call Compensation: Employees shall be eligible to earn a weekly stipend not to exceed \$200.00 per week for on-call service if the department head has required them to work outside of their normal schedule. This need is likely to occur on an evening or weekend basis as the need requires. There is no provision to accrue compensation time in lieu of payment.**

## SECTION 7. ADJUSTMENT & COMPENSATION POLICIES

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

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

An evaluation of the employee's performance, in a format approved by the Personnel Board, must accompany a request for an increase. 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 a merit increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

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

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

**d. Eligible residents who have participated in the Senior Tax Work-Off Program must complete their annual hours [pursuant to MGL Chapter 59, Section 5K] before they shall be compensated for filling a temporary position in any town department. Such individuals shall be compensated through a bi-weekly payroll for the pertinent department, and be treated as a non-benefitted employee; applicable federal and state deductions will be taken.**

## SECTION 8. TRANSFERS AND PROMOTIONS

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

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

#### SECTION 9. NEW PERSONNEL and MERIT INCREASES

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

b. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Town Administrator [who shall have authorization to set pay rates up to the mid-point]. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

c. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process. Henceforth, the Board agrees to allow the Town Administrator the ability to set a starting salary for new employees with comparable experience from the municipal, state or federal sector, up to and not exceeding the mid-point of the pay scale set forth in Schedule A and B of the Salary Administration Plan.

d. For new hires, the first six months of employment shall be a probationary period at the end of which the employee may receive a merit increase based on the approved annual percentage set by the Personnel Board, provided that the Department Head recommends and the Personnel Board approves. The employee shall thereafter be reviewed for a rate increase one year from the date of the employee's latest increase, **based on a submitted performance evaluation**. This probationary rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another. **The effective date of the new position shall then become the employee's new anniversary date for merit increases. [Longevity and paid leave accruals shall be based on the original hire date]**. During any such probationary period, benefit eligible employee(s) nevertheless will earn vacation, sick and personal time in accordance with Section 11(b) hereof.

#### SECTION 10. DEPARTMENT BUDGETS

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

#### SECTION 11. EMPLOYEE BENEFITS

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

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

a. Holidays with Pay

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

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

Independence Day

Christmas Day

Day before or 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.

Vacations with Pay

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

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

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

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

The probationary period for new hires would still apply.

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

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

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

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



c. Sick Leave

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

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

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

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

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

d. Personal Days

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

e. Military Leave

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

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

f. Jury Duty

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

g. Miscellaneous Paid Time Off

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

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

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

(3) Blood donation authorized by the Department Head.

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

h. Court Time Pay

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

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All 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  
Bachelor’s Degree...\$1,200.00  
Master’s Degree.....\$1,500.00

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

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

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

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

j. Group Medical Insurance

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

## SECTION 12. UNPAID LEAVES OF ABSENCE

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

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

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

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

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

## SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

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

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

## SECTION 15. PERSONNEL BOARD

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

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

## SECTION 16. DUTIES OF THE PERSONNEL BOARD

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

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

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

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

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

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

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

#### SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

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

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

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

#### SECTION 18. AMENDMENT OF THE PLAN

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

SECTION 19. SEVERABILITY PROVISION

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

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

	Minimum	Midpoint	Maximum
1	\$35,000	\$40,250	\$45,550
2	\$37,625	\$43,269	\$48,913
3	\$40,447	\$46,514	\$52,581
4	\$45,000	\$52,875	\$60,750
5	\$48,375	\$56,841	\$65,306
6	\$52,003	\$61,104	\$70,204
7	\$62,500	\$75,000	\$87,500
8	\$73,438	\$88,125	\$102,813
9	\$86,289	\$103,547	\$120,805

POSITION TITLE	PAY GRADE
<b>DEPARTMENT HEADS &amp; MANAGEMENT STAFF</b>	
Director of Public Works	9
Finance Director – Treasurer-Collector	
Assistant Town Administrator	8
Director of Facilities	
Library Director	
Building Commissioner	
<b>IT Manager</b>	
Director, Youth & Family Services	7
Director, Council on Aging	
Principal Assessor	
Director of Recreation	
Town Accountant	
Town Planner	
<b>SUPERVISORS &amp; TECHNICAL STAFF</b>	
Assistant Town Clerk	6
Conservation Agent	
Assistant Director, Youth & Family Services	
Outreach Coordinator	
Business Administrator	5
Children’s Librarian	
Staff Engineer	
Executive Assistant to the Board of Selectmen	
Program Coordinator	
Principal Department Assistant	4
Maintenance Supervisor	
Assistant Treasurer/Collector	
Assistant Town Accountant	

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

\*Increases in rates **exceeding the maximum** will be considered individually by the Personnel Board.

SCHEDULE B: [RESERVED FOR FUTURE USE]  
 SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

Seasonal Laborer .....	1
Electrician.....	2
Seasonal Laborer II.....	2
Summer Program Assistant, Youth Commission.....	2
Election Worker (P.T.) .....	3
Page, Library .....	3
Election Warden (P.T.).....	4
Clerk, Library .....	5
Library Custodian .....	5
Substitute Custodian .....	5
Receptionist .....	8
Secretary, Town Committee .....	8
Interim Public Safety Communications Officer .....	9
Part-Time Police Dispatcher.....	9
Technical Specialist.....	9
Administrative Assistant.....	10
Animal Control Officer.....	11
Business Assistant.....	11
Cable Access Facilitator .....	11
Economic Development Coordinator.....	11
Reserve Police Officer .....	11
Technical Specialist II .....	11
Tree Warden .....	11
Information Technology Coordinator .....	12
Interim Police Officer (Reserve).....	12
Nurse.....	13
Electrician.....	13
Public Health Director .....	13
Police Lieutenant .....	See Schedule G

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

Hourly Rates for Part-Time Positions

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

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

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

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

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

\$46.00 per hour

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent .....	\$8,000
Clerk, Board of Registrars .....	\$1,638.33
Emergency Management Coordinator .....	\$2,000
Registrar of Voters.....	\$205.66
Town Counsel (not including fees).....	\$1,704.33
Tree Warden .....	\$4,000
Veterans' Agent and Director of Veterans' Services .....	<b>\$15,000</b>
Website Administrator .....	\$5,000

**SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)**

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

Classification grade is reflective of "Hourly Rates for Part-Time Positions" in this plan.

**SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS**

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

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

Police Lieutenant:

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

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

**SCHEDULE H: COMMUNICATIONS OFFICERS**

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

Shift differential:

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

Differential is set at:

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

Clothing Allowance:

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



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

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

, or do or act anything in relation thereto.

**Proposed by: PERSONNEL BOARD**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** At Town Meeting

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

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

**FIRST AMENDMENT MADE:** That the main motion be amended to classify the positions of Principal Assessor and Town Accountant as Grade 8 under Section 20, Schedule A.

**FIRST AMENDMENT PASSED.**

**SECOND AMENDMENT MADE:** That the main motion be amended by striking out Section 7 d. in its entirety.

**SECOND AMENDMENT PASSED.**

**THIRD AMENDMENT MADE:** That the main motion be amended by striking out Section 12 b. in its entirety.

**THIRD AMENDMENT FAILED.**

**MAIN MOTION WITH AMENDMENTS PASSED.**

**ARTICLE 6:** To see if the Town will vote to approve funding for the economic cost items under M.G.L. Chapter 150E, Section 7 for any particular collective bargaining agreements reached before Town Meeting, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

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

**MOTION MADE:** That pursuant to Mass. General Laws Chapter 150E Section 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and **AFSCME Council 93** and to raise and appropriate \$17,303 for the purpose of funding the collective bargaining agreement; and further, pursuant to Mass. General Laws Chapter 150E Sections 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and **Local 167, Massachusetts Coalition of Police** and to raise and appropriate \$39,356 for the purpose of funding the collective bargaining agreement.

**MOTION PASSED.**

**ARTICLE 7:** To see if the Town will vote to transfer a sum of money between and among various accounts for the fiscal year ending June 30, 2016, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** At Town Meeting

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

**MOTION MADE:** That the Town transfer the sum of \$47,540 between and among various accounts for the fiscal year ending June 30, 2016, as follows:

<b>FROM:</b>	<b>TO:</b>	<b>AMOUNT:</b>
Norfolk County Assessment 0100-5-305-000-56700	Algonquin Regional Assmt 0100-5-302-000-56700	\$33,540
Overlay Reserve	Assessors Comp Software 0100-5-141-000-52540	\$14,000

**MOTION PASSED.**

**ARTICLE 8:** To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2017, and make appropriations of the same, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Summary:** *See budget report including Advisory Committee and Board of Selectmen's FY17 recommendations.*

**MOTION MADE:** That the Town vote to raise a sum of money not to exceed the sum of \$50,351,021 as may be necessary for the Town's use, and make appropriations of the same.

Transfer from the Cemetery Perpetual care	15,000
Transfer from Free Cash	1,155,194
Transfer from Overlay Reserve	156,000
Transfer from Ambulance Fund, Receipts Reserved (Fund 23)	366,440
Transfer from Aerial Ladder Donation Fund	32,000
Transfer from Septic Betterment Fund	63,123
Transfer from Premium Reserve	96
Transfer from Reserve SBAB Fund Balance	13,784
Transfer from Water Reserve	65,000

AND that the Balance of \$48,484,384 be raised and appropriated

**MOTION MADE:** To divide the question.

**MOTION PASSED.**

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

**MOTION PASSED.**

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

**MOTION PASSED.**

<b>Budget Name</b>	<b>FY 2017 Request</b>
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**General Government  
110-119 LEGISLATIVE**

**114 MODERATOR**

51000-51990 Personal Services	50
52000-58990 Other Charges and Expenses	25
<b>TOTAL</b>	<b>75</b>

**120-129 EXECUTIVE**

**121 ELECTED BOARD OF SELECTMEN**

51000-51990 Personal Services	4,000
<b>TOTAL</b>	<b>4,000</b>

**122 BOARD OF SELECTMEN**

51000-51990 Personal Services	352,120
52000-58990 Other Charges and Expenses	50,689
<b>TOTAL</b>	<b>402,809</b>

**130-149 FINANCIAL ADMINISTRATION**

**131 ADVISORY COMMITTEE**

52000-58990 Other Charges and Expenses	1,306
<b>ADVISORY COMMITTEE TOTAL</b>	<b>1,306</b>

**132 RESERVE FUND**

52000-58990 Other Charges and Expenses	150,000
<b>TOTAL</b>	<b>150,000</b>

**135 TOWN ACCOUNTANT**

51000-51990 Personal Services	141,906
52000-58990 Other Charges and Expenses	2,705
<b>TOTAL</b>	<b>144,611</b>

**136 AUDIT**

52000-58990 Other Charges and Expenses	24,700
<b>TOTAL</b>	<b>24,700</b>

**140 ELECTED BOARD OF ASSESSORS**

51000-51990 Personal Services	2,250
<b>TOTAL</b>	<b>2,250</b>

<b>Budget Name</b>	<b>FY 2017 Request</b>
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**141 ASSESSORS**

51000-51990 Personal Services	158,652
52000-58990 Other Charges and Expenses	33,640
<b>TOTAL</b>	<b>192,292</b>

**145 TREASURER/COLLECTOR**

51000-51990 Personal Services	187,004
52000-58990 Other Charges and Expenses	9,985

**TOTAL** **196,989**

**150-159 OPERATIONS SUPPORT**

**151 LEGAL**

52000-58990 Other Charges and Expenses 95,000

**TOTAL** **95,000**

**152 PERSONNEL BOARD**

51000-51990 Personal Services 5,000

52000-58990 Other Charges and Expenses 10,620

**TOTAL** **15,620**

**153 SPECIAL LEGAL COUNSEL**

52000-58990 Other Charges and Expenses 55,000

**TOTAL** **55,000**

**155 MANAGEMENT INFORMATION SYSTEMS**

51000-51990 Personal Services 90,000

52000-58990 Other Charges and Expenses 148,161

**TOTAL** **238,161**

**159 OTHER OPERATION SUPPORT**

52000-58990 Other Charges and Expenses 337,400

**TOTAL** **337,400**

**160-169 LICENSING AND REGISTRATIONS**

**160 ELECTED TOWN CLERK SALARY**

51000-51990 Personal Services 50,284

**TOTAL** **50,284**

**161 TOWN CLERK**

51000-51990 Personal Services 122,473

52000-58990 Other Charges and Expenses 80,089

**TOTAL** **202,562**

Town Clerk budget(161) & Election & Registration budget(162) are now combined into new Town Clerk budget(161).

Budget Name	FY 2017 Request
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**AMENDMENT MADE:** That the Town amend Article 8, Budget 161 Town Clerk by deleting \$50,284, the Elected Town Clerk Salary amount from Personal Services line item and adding the amount of \$50,284 to a restored budget 160 Elected Town Clerk Personal Services line. The new total for budget 161 to be \$202,562 and the new total for budget 160 to be \$52,284.

**AMENDMENT PASSED.**

**BUDGET PASSED WITH AMENDMENT.**

**170-189 LAND USE AND DEVELOPMENT**

<b>171 CONSERVATION COMMISSION</b>	
51000-51990 Personal Services	49,374
52000-58990 Other Charges and Expenses	10,775
<b>TOTAL</b>	<b>60,149</b>

<b>175 PLANNING BOARD</b>	
51000-51990 Personal Services	133,987
52000-58990 Other Charges and Expenses	14,925
<b>TOTAL</b>	<b>148,912</b>

<b>176 ZONING BOARD OF APPEALS</b>	
51000-51990 Personal Services	13,770
52000-58990 Other Charges and Expenses	3,650
<b>TOTAL</b>	<b>17,420</b>

<b>177 OPEN SPACE</b>	
52000-58990 Other Charges and Expenses	1,500
<b>TOTAL</b>	<b>1,500</b>

<b>182 ECONOMIC DEVELOPMENT COMMITTEE</b>	
51000-51990 Personal Services	20,544
52000-53990 Purchase of Services	15,165
<b>TOTAL</b>	<b>36,164</b>

**190-199 OTHER**

<b>192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE</b>	
51000-51990 Personal Services	328,110
52000-58990 Other Charges and Expenses	134,158
<b>TOTAL</b>	<b>462,268</b>

Budget Name	FY 2017 Request
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**200-299 PUBLIC SAFETY**

<b>210 POLICE DEPARTMENT</b>	
51000-51990 Personal Services	1,715,776
52000-58990 Other Charges and Expenses	123,430
<b>TOTAL</b>	<b>1,839,206</b>

<b>220 FIRE DEPARTMENT</b>	
51000-51990 Personal Services	1,805,866
52000-58990 Other Charges and Expenses	188,643
<b>TOTAL</b>	<b>1,994,509</b>

<b>241 BUILDING DEPARTMENT</b>	
51000-51990 Personal Services	126,519
52000-58990 Other Charges and Expenses	10,575
<b>TOTAL</b>	<b>137,094</b>

<b>291 CIVIL DEFENSE</b>	
51000-51990 Personal Services	2,926
52000-58990 Other Charges and Expenses	6,464
<b>TOTAL</b>	<b>9,390</b>

**292 ANIMAL CONTROL OFFICER  
AND ANIMAL INSPECTOR**

52000-58990 Other Charges and Expenses	28,212
<b>TOTAL</b>	<b>28,212</b>

**400-499 PUBLIC WORKS & FACILITIES**

**400, 420 DEPT. OF PUBLIC WORKS**  
(Highway, Cemetery, Tree)

51000-51990 Personal Services	853,957
52000-58990 Other Charges and Expenses	1,206,840
<b>TOTAL</b>	<b>2,060,797</b>

**450 DEPT. OF PUBLIC WORKS - WATER**

51000-51990 Personal Services	336,106
52000-58990 Other Charges and Expenses	1,253,600
<b>TOTAL</b>	<b>1,589,706</b>

**500-599 HUMAN SERVICES**

**510 ELECTED BOARD OF HEALTH**

51000-51990 Personal Services	450
<b>TOTAL</b>	<b>450</b>

Budget Name	FY 2017 Request
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**512 BOARD OF HEALTH**

51000-51990 Personal Services	102,493
52000-58990 Other Charges and Expenses	49,988
<b>TOTAL</b>	<b>152,481</b>

**541 COUNCIL ON AGING**

51000-51990 Personal Services	230,311
52000-58990 Other Charges and Expenses	58,135
<b>TOTAL</b>	<b>288,446</b>

**542 YOUTH COMMISSION**

51000-51990 Personal Services	128,687
52000-58990 Other Charges and Expenses	16,000
<b>TOTAL</b>	<b>144,687</b>

**543 VETERANS' SERVICES**

51000-51990 Personal Services	15,000
52000-58990 Other Charges and Expenses	35,975
<b>TOTAL</b>	<b>50,975</b>

**600-699 CULTURE & RECREATION**

**610 LIBRARY**

51000-51990 Personal Services	361,125
52000-58990 Other Charges and Expenses	123,437
<b>TOTAL</b>	<b>484,562</b>

**630 RECREATION COMMISSION**

51000-51990 Personal Services	120,590
52000-58990 Other Charges and Expenses	9,900
<b>TOTAL</b>	<b>130,490</b>

<b>691 HISTORICAL COMMISSION</b>	
52000-58990 Other Charges and Expenses	1,240
<b>TOTAL</b>	<b>1,240</b>

<b>692 MEMORIAL DAY</b>	
52000-58990 Other Charges and Expenses	2,950
<b>TOTAL</b>	<b>2,950</b>

Budget Name	FY 2017 Request
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**700-799 DEBT SERVICE**

**DEBT PRINCIPAL AND DEBT INTEREST**

0100-710-59100 Principal General Fund	2,808,123
6161-710-59100 Principal Water Fund	290,000
0100-751-59150 Interest General Fund	400,981
6161-751-59150 Interest Water Fund	121,429
<b>TOTAL</b>	<b>3,620,533</b>

**900-999 UNCLASSIFIED**

**910 EMPLOYEE BENEFITS**

51700 Police/Fire Accident and Workers' Comp.	206,414
51710 Unemployment Payments	35,000
51720 Health Insurance	4,084,506
51730 Retirement Fund	1,535,911
51740 Life Insurance	5,012
51750 Flexible Spending Account	0
51770 Medicare	318,682
51780 Dental Insurance	201,566
51785 Medicare B Penalty	16,100
59660 Transfer to OPEB Trust	250,000
<b>TOTAL</b>	<b>6,653,191</b>

**930 BUDGET CAPITAL**

<i>DPW - Sweeper, Toolcat, Refurbishing</i>	295,000
<i>DPW - Water: Diesel Cab</i>	55,000
<i>Fire - Mobile Radios Communications Trailer</i>	16,440
<i>Fire - Jaws of Life</i>	25,000
<i>Fire - Command Vehicle</i>	50,000
<i>Assessors - Assessing Software</i>	25,000
<i>Police - Taser Replacement Plan</i>	1,440
<i>Police - Rifle Replacement</i>	15,530
<i>Board of Selectmen - Town House Copier</i>	10,000
52000-58990 Other Charges and Expenses	493,410
<b>TOTAL</b>	<b>493,410</b>

**941 COURT JUDGEMENTS**

57600 Court Judgements	220,000
<b>TOTAL</b>	<b>220,000</b>

**945 LIABILITY INSURANCE**

52000-58990 Other Charges and Expenses	231,431
<b>TOTAL</b>	<b>231,431</b>

Budget Name	FY 2017 Request
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**300-399 EDUCATION**

**300 ELECTED SCHOOL COMMITTEE**

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

**301 SOUTHBOROUGH SCHOOLS**

**REGULAR DAY PROGRAMS**

Administration	562,326
Instruction	10,353,163
Other Student Services	785,917
Operation and Maintenance Buildings	1,695,499
Fixed Charges	4,100
Acquisition and Improvement of Equipment	0
<b>TOTAL</b>	<b>13,401,005</b>

**SPECIAL EDUCATION PROGRAMS - CHAPTER 766**

Administration	17,800
Instruction	4,387,012
Other Student Services	692,000
Operation and Maintenance Buildings	7,000
Programs, Other Systems in Massachusetts	831,046
Programs, Member of Collaborative	66,000
<b>TOTAL</b>	<b>6,000,858</b>

**TOTAL OPERATING BUDGET** **19,401,863**

Note: Advisory Committee recommendation at Town Meeting

**302 ALGONQUIN REGIONAL HIGH SCHOOL**

**REGULAR DAY PROGRAMS**

Administration	615,887
Instruction	10,600,887
Other Student Services	1,889,703
Operation and Maintenance Buildings	1,795,817
Fixed Charges	3,390,748
New Equipment	97,410
Tuition, Other Public Schools	290,000
<b>TOTAL</b>	<b>18,680,452</b>

**SPECIAL EDUCATION PROGRAMS - CHAPTER 766**

Instruction	2,110,265
Other Student Services	221,489
Operation and Maintenance Buildings	2,000
Programs, Other Systems in Massachusetts	410,924
Programs, Member of Collaborative	62,795
<b>TOTAL</b>	<b>2,807,473</b>

**TOTAL OPERATING BUDGET** **21,487,925**

Budget Name	FY 2017 Request
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NON



	<b>EXEMPT</b>	<b>EXEMPT</b>	<b>TOTAL</b>
<b>FY 2017 SOUTHBOROUGH ASSESSMENT</b>	<b>7,127,461</b>	<b>474,301</b>	<b>7,601,762</b>

Note: Advisory Committee recommendation at Town Meeting

**304 ASSABET VALLEY REGIONAL TECHNICAL HIGH SCHOOL**

Southborough Operating Assessment	279,270
Renovation Project - Capital Assessment	50,794
<b>SOUTHBOROUGH ASSESSMENT</b>	<b>330,064</b>

Note: Advisory Committee recommendation at Town Meeting

**305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL**

Tuition/Transportation Assessment	43,600
<b>TOTAL</b>	<b>43,600</b>

Note: Advisory Committee recommendation at Town Meeting

**AMENDMENT MADE:** That the Town move to amend Department 930 – Budget Capital by reducing the bottom line number from \$521,410 to \$493,410 (a reduction of \$28,000.)

**AMENDMENT PASSED.**

**MAIN MOTION WITH AMENDMENT PASSED.**

**ARTICLE 9:** 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	WATER AND OTHER FUNDS
A.	Phone system (DPW, Cordaville Hall)	\$35,000.00	\$35,000.00	
B.	Road Maintenance	\$250,000.00	\$250,000.00	
C.	Police – Fingerprint Device	\$19,200.00	\$19,200.00	
D.	DPW – Mechanical/storage building	\$38,000.00	\$38,000.00	

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:**

*A. The DPW, Recreation and Cordaville Hall departments are using outdated phone systems. Phone system breakdowns are common and replacement equipment for the system is no longer available. The new system will be compatible with the new phone systems at the Town House and Fire and Police Stations.*

*B. This is the annual request for road maintenance in conjunction with Chapter 90 funding. The amount is slightly less than in past years, as we received more Chapter 90 money in FY16 than anticipated.*

*C. The new live scan fingerprint device for the Police Department will be digital and will replace the current unit purchased in 2006. The current unit is now not supported and replacement parts are unavailable.*

*D. This article will provide the funds for a metal building that will provide mechanic and storage space for the DPW. This is in anticipation of the Town having reduced space due to the planned elimination of the “Station 2” lot the Town wishes to dispose of. Should “Station 2” remain a Town property, the building in question will not be purchased.*

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

- \$35,000 for a phone system for Public Works and Cordaville Hall;
- \$250,000 for maintenance of Town roads
- \$19,200 for a new fingerprinting device for the Police Department;
- \$38,000 for a mechanical/storage building for Public Works;

**MOTION PASSED**

**ARTICLE 10:** To see if the Town will vote to borrow a sum of money for General Government capital items for the following purposes:

	DESCRIPTION	REQUEST	LEVY	WATER AND OTHER FUNDS
A.	DPW – Underground Fuel Tank Replacement	\$525,000.00	\$525,000.00	
B.	DPW – Water Main Cleaning and Lining	\$800,000.00		\$800,000.00

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:**

*A. This will fund the design and construction costs associated with replacing the Town’s fuel station. Currently the DPW, Fire, Police, Facilities, Recreation and Building get fuel from one 12,000 gallon underground diesel fuel tank and one 12,000 gallon underground gasoline tank. Due to changes in fuel chemistry and environmental laws the Town would like to replace the two tanks with two smaller aboveground tanks. The Town will also replace the fuel pumps, canopy, fire suppression system and monitoring software.*

*B. This will fund the (replacement/cleaning and lining) of approximately 5000 feet of the 1931, 10-inch, cast iron, water main in Main Street. This work is outside of the Main Street Project and TIP funding because the Main Street Project is not affecting the water main. The replacement/cleaning and lining is a preventative measure/maintenance project. The bond will be paid back via Water funds.*

**MOTION MADE:** That the Town vote to raise by borrowing:

- \$525,000 for the replacement of the Public Works underground fuel storage tanks;
- \$800,000 for Public Works cleaning and lining of existing water mains, which shall be repaid, in the first instance, by the Water Fund, although any borrowing for this project shall, nevertheless, constitute a pledge of the Town’s full faith and credit in accordance with the Massachusetts General Law.

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 11:** To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize and/or reauthorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic and any declared emergency for the Board of Health to a maximum of \$12,000.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of \$100,000.
3. Department of Public Works for 9-11 Field Maintenance and usage and DCR annual fee to a maximum of \$50,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of \$30,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of \$75,000.
6. CPR classes by the Fire Department for the cost of running CPR classes to a maximum of \$6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of \$1,500.
8. Recreation Commission for a portion of recreation program costs to a maximum of \$342,094.
9. Tobacco Control Program to allow the Board of Health to conduct periodic compliance checks with vendors to a maximum of \$4,000.
10. Technology fee from permits for the annual costs of municipal licensing/permitting software to a maximum of \$40,000.

, or do or act anything in relation thereto.

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

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article which provides for revolving funds must be approved annually and will cover the costs of the programs as described above. There are no new revolving funds being proposed for FY17.*

**MOTION MADE:** That the Town vote, pursuant to Massachusetts General Laws, Chapter 44 § 53E ½, to authorize and/or re-authorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic and any declared emergency for the Board of Health to a maximum of \$12,000.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of \$100,000.
3. Department of Public Works for 9-11 Field Maintenance and usage and DCR annual fee to a maximum of \$50,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of \$30,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of \$75,000.
6. CPR classes by the Fire Department for the cost of running CPR classes to a maximum of \$6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of \$1,500.
8. Recreation Commission for a portion of recreation program costs to a maximum of \$342,094.
9. Tobacco Control Program to allow the Board of Health to conduct periodic compliance checks with vendors to a maximum of \$4,000.
10. Technology fee from permits for the annual costs of municipal licensing/permitting software to a maximum of \$40,000.

**MOTION PASSED.**

**ARTICLE 12:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \$100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget and Advisory Committees as requested, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

Requires 2/3 vote.

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

**MOTION PASSED.**

**Presentation made by Michael Weishan and Frederica Gillespie.**

**ARTICLE 13:** To see if the Town will vote to acquire by grant, conveyance or transfer from the 84 Main Street Southborough LLC, a Preservation Restriction for historical preservation purposes, pursuant to M.G.L. c.184, §§ 31-33, as amended, to be held under the custody and control of the Southborough Historical Commission, as agent for the Town, pursuant to M.G.L. c.40, § 8D on over and in a certain parcel of land located in the Town of Southborough consisting of approximately 4.994 acres being shown on Plan of Land entitled, "Easement Plan of Land 9 Parkerville Road & 84 Main Street in Southborough, Massachusetts (Worcester County) Estate of Elinor F. Garfield" dated May 4, 2010, prepared by Engineering Design Consulting Inc., scale 1"= 40' and recorded in the Worcester Registry of Deeds as Plan No. 78 in Plan Book 822. For Grantor's Title, see deed dated August 7, 2014 and recorded in said Registry of Deeds in Book 32671, Page 4. Said Preservation Restriction to be granted in perpetuity in consideration of the amount specified in Article 14, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This article would allow the Town to acquire a Preservation Restriction on 84 Main Street, also known as the Burnett House. Proposed by Southborough Historical Commission, the Restriction will permanently protect the landscape and exterior of the buildings on this historically significant property. The Preservation Restriction will be under care, control and management of the Southborough Historical Commission.*

**MOTION MADE:** That the Town vote to acquire by grant, conveyance or transfer from the 84 Main Street Southborough LLC, a Preservation Restriction for historical preservation purposes, pursuant to M.G.L. c.184, §§ 31-33, as amended, to be held under the custody and control of the Southborough Historical Commission, as agent for the Town, pursuant to M.G.L. c.40, § 8D on over and in a certain parcel of land located in the Town of Southborough consisting of approximately 4.994 acres being shown on Plan of Land entitled, "Easement Plan of Land 9 Parkerville Road & 84 Main Street in Southborough, Massachusetts (Worcester County) Estate of Elinor F. Garfield" dated May 4, 2010, prepared by Engineering Design Consulting Inc., scale 1"= 40' and recorded in the Worcester Registry of Deeds as Plan No. 78 in Plan Book 822. For Grantor's Title, see deed dated August 7, 2014 and recorded in said Registry of Deeds in Book 32671, Page 4. Said Preservation Restriction to be granted in perpetuity in consideration of the amount specified in Article 14.

**MOTION PASSED.**

**ARTICLE 14:** To see if the Town will vote, pursuant to Mass. General Laws in Chapter 44, as amended, or any other enabling authority, to borrow a sum of money not to exceed the amount of One Million Forty-Five Thousand (\$1,045,000.00) Dollars for a period of not less than ten (10) years nor more than twenty (20) years, for historic preservation, pursuant to Mass. General Laws Chapter 44B, so as to fund the purchase of a perpetual Preservation Restriction held under the custody and control of the Southborough Historical Commission on property located at 84 Main Street, Southborough including payment of all costs incidental or related thereto. Said funds to be expended under the direction of the Community Preservation Commission in conjunction with the Board of Selectmen. Said borrowing being contingent upon the review of a full written appraisal by the Community Preservation Commission, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This article would allow the town to purchase a bond using Community Preservation Funds, to acquire a Preservation Restriction on 84 Main Street, also known as the Burnett House. Proposed by Southborough Historical Commission, the Restriction will permanently protect the landscape and exterior of the buildings on this historically significant property. The Preservation Restriction will be under care, control and management of the Southborough Historical Commission.*

**MOTION MADE:** That the Town vote, pursuant to Mass. General Laws in Chapter 44, as amended, or any other enabling authority, to borrow the sum of Nine Hundred and Seventy Thousand (\$970,000.00) Dollars for a period of not less than ten (10) years nor more than twenty (20) years, for historic preservation, pursuant to Mass. General Laws Chapter 44B, so as to fund the purchase of a perpetual Preservation Restriction held under the custody and control of the Southborough Historical Commission on property located at 84 Main Street, Southborough including payment of all costs incidental or related thereto. Said funds to be expended under the direction of the Community Preservation Commission in conjunction with the Board of Selectmen. Said borrowing being contingent upon the review of a full written appraisal by the Community Preservation Commission.

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

**ARTICLE 15:** To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2017 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated FY 17 Surcharge Receipts (based on Town Treasurer’s projections)	\$309,546.00
FY17 State Match (estimated 20% of FY16 surcharge)	\$60,399.00
Total Projected Revenue	<u>\$369,945.00</u>

**Set Aside- Open Space**

\$ 36,995.00 to be set aside, held in the Community Preservation Fund, and spent in FY2016 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**

\$ 36,995.00 to be set aside, held in the Community Preservation Fund, and spent in FY2015 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

**Set Aside – Community Housing**

\$ 36,995.00 to be set aside, held in the Community Preservation Fund, and spent in FY2015 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

**Set Aside – Administrative Costs – Community Preservation Committee**

\$ 18,497.00 to defray the administrative and operating expenses of the Community Preservation Committee in FY2017 for the Community Preservation Fund (discretionary)

**Set Aside - Budgeted Reserve/Discretionary**

\$ 88,758.00 Reserved for FY17 CPF (Undesignated Budgeted Reserve), or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *These set asides are an annual requirement under the Community Preservation Act.*

**MOTION MADE:** That the Town vote to accept the report of the Community Preservation Committee for the FY 2017 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as printed in the warrant.

**MOTION PASSED.**

**ARTICLE 16:** To see if the Town will vote to appropriate \$ 188,700.00 (\$ 36,995.00 from the Open Space Reserve Fund, and \$ 151,705.00 from the CPA FY17 Receipts), to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article is the Community Preservation Fund's portion of the annual payment of the bond funding for the preservation of Chestnut Hill Farm.*

**MOTION MADE:** That the Town vote to appropriate \$36,995.00 from the CPA Open Space Reserve Fund and \$151,705 from the CPA FY17 Receipts, to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED.**

**ARTICLE 17:** To see if the Town will vote to appropriate \$ 98,200.00 from the CPA General Unreserved Fund to fund; \$92,000.00 to fund the Fay Memorial Playground Restoration Project, and \$6,200.00 for the resurfacing of Tennis Courts. This is for the purpose of recreation as requested by the Southborough Recreation Department. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article would fund the installation of new playground equipment at the Harold E. Fay Memorial Playground located on Central Street. This playground is one of the most popular and heavily used facilities in town. The structure is composed of pressure treated wood and is falling into disrepair due to lack of replacement parts and needs to be replaced. At 2016 Annual Town Meeting, the warrant article for the Tennis Courts Resurfacing Project had a printing error and was approved at \$62,000.00 when the CPC recommendation was for*

*\$68,200.00. \$ 6,200.00 corrects the mistake so the project can move forward. Both projects will be overseen by Doreen Ferguson Director Recreation Department.*

**MOTION MADE:** That the Town vote to appropriate \$98,200.00 from the CPA General Unreserved Fund, of which \$92,000 is to fund the Fay Memorial Playground Restoration Project, and \$6,200 is to fund the resurfacing of Tennis Courts. Said funds are to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED.**

**ARTICLE 18:** To see if the Town will vote to appropriate \$63,778. 00 from the CPA Historic Reserve Fund to fund the Restoration/Preservation of Historical permanent records of the Town of Southborough for the purpose of Historic Preservation as requested by James F. Hegarty, Town Clerk. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article would fund a project for the Restoration/Preservation of Historical permanent records of the Town of Southborough as to be managed by Town Clerk James F. Hegarty.*

**MOTION MADE:** That the Town vote to appropriate \$63,778. 00 from the CPA Historic Reserve Fund to fund the Restoration/Preservation of Historical permanent records of the Town of Southborough for the purpose of Historic Preservation as requested by James F. Hegarty, Town Clerk. Said funds to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED.**

At 10:13 pm, a motion was made to adjourn the Annual Town Meeting until Tuesday April 12, 2016 at 7:30 pm.

**MOTION PASSED UNANIMOUSLY.**

True Copy

Attest:

\_\_\_\_\_  
James F. Hegarty, Town Clerk

***Annual Town Meeting  
Adjourned Session  
April 12, 2016***

At the Adjourned Annual Town meeting, duly called and held in the P. Brent Trottier Middle School, Southborough, on Tuesday April 12, 2016 at 7:30 PM, the following ARTICLES were voted on in a legal manner. There was a quorum present (100 voters = quorum); 307 voters were present.

**ARTICLE 19:** To see if the Town will vote to appropriate \$13,800.00 from the CPA Historic Reserve Fund to fund the Southborough Library Historical Material Archival Project for the purpose of Historic Preservation as requested by Ryan Donovan, Director, Southborough Library. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

*Summary: This article would fund a project for the professional evaluation of Historical Material in the Southborough Historical Society Museum to be managed by Ryan Donovan, Director, Southborough Library. Working together the Southborough Library and the Southborough Historical Society propose the Southborough Library Historical Material Archival Project which will fund an evaluation of the material stored in the Southborough Historical Society Museum, and develop a plan by a preservationist for storage and display of the material.*

**MOTION MADE:** That the Town vote to appropriate \$13,800.00 from the CPA Historic Reserve Fund to fund the Southborough Library Historical Material Archival Project for the purpose of Historic Preservation as requested by Ryan Donovan, Director, Southborough Library. Said funds to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED.**

**Presentation made by Brian Shea, member of the Board of Selectmen.**

**ARTICLE 20:** To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, donation, purchase or take by eminent domain, pursuant to Massachusetts General Laws, Chapter 79, as amended, certain permanent, temporary and aerial and drainage easements on, over and within certain parcels of land for the purpose of obtaining a secure and improved public right of way and access by widening and reconstructing of Main Street, Route 30, from Sears Road to Park Street.

Said acquisition of such easements comprising of 122 parcels of land located in the Town of Southborough is described as follows:

PARCEL NUMBER	OWNER	AREA OF EASEMENT	
		TYPE	AREA
E-1	MICHAEL A. SPATARO & SIMON N. MCRAE TRUST, now or formerly	PERM.	73 ±
TE-1	2 SEARS ROAD; ASSESSOR'S MAP 52 LOT 7	TEMP.	236 ±
TE-66	THOMAS W. & REGINA M. MANNIX, now or formerly	TEMP.	1970 ±
	1 SEARS ROAD; ASSESSOR'S MAP 53 LOT 6		
PUE-1	ROBERT NICOLS & DANE S. WORLEY, now or formerly	UTIL.	62 ±
TE-2	94 MAIN STREET; ASSESSOR'S MAP 53 LOT 5	TEMP.	4664 ±
E-26	CHARLES O. JR. & WENDY M. BLACK, now or formerly	PERM.	146 ±
TE-3	1 DEERFOOT ROAD; ASSESSOR'S MAP 53 LOT 5A	TEMP.	2160 ±
D-1	84 MAIN STREET SOUTHBOROUGH, LLC, now or formerly	DRAIN.	11261 ±
PUE-2	84 MAIN STREET; ASSESSOR'S MAP 53 LOT 1	UTIL.	95 ±
TE-4		TEMP.	813 ±
TE-61		TEMP.	943 ±
PUE-3	TIMOTHY J. NORTON & SHERRY COUNTRYMAN, now or formerly	UTIL.	100 ±



TE-5	65 MAIN STREET; ASSESSOR'S MAP 53 LOT 6B	TEMP.	478 ±
TE-62		TEMP.	758 ±
PUE-4	ERIC C. & AIMEE SIEGEL, now or formerly	UTIL.	538 ±
TE-6	61 MAIN STREET; ASSESSOR'S MAP 53 LOT 21	TEMP.	150 ±
TE-7	GEORGE ARTHUR FORSYTHE & DOROTHY ANNE HURD, now or formerly	TEMP.	2635 ±
	78 MAIN STREET; ASSESSOR'S MAP 53 LOT 18		
PUE-5	ALAN J. & WENDY SCOTT MCDONALD, now or formerly	UTIL.	276 ±
TE-8	59 MAIN STREET; ASSESSOR'S MAP 53 LOT 7	TEMP.	317 ±
PUE-6	ST. MARK'S SCHOOL, now or formerly	UTIL.	94 ±
TE-10	55 MAIN STREET; ASSESSOR'S MAP 53 LOT 8	TEMP.	365 ±
TE-11		TEMP.	286 ±
TE-9	FAY SCHOOL, INC.	TEMP.	1579 ±
	76 MAIN STREET; ASSESSOR'S MAP 53 LOT 19		
TE-54	FAY SCHOOL, INC.	TEMP.	1810 ±
	74 MAIN STREET; ASSESSOR'S MAP 53 LOT 20		
E-27	FAY SCHOOL, INC.	PERM.	208 ±
TE-55	70 MAIN STREET; ASSESSOR'S MAP 53 LOT 25	TEMP.	1253 ±
PUE-7	FAY SCHOOL, INC.	UTIL.	96 ±
PUE-8	66 MAIN STREET; ASSESSOR'S MAP 53 LOT 14	UTIL.	100 ±
PUE-9		UTIL.	86 ±
TE-56		TEMP.	1778 ±
TE-67		TEMP.	504 ±
TE-68		TEMP.	869 ±
TE-69		TEMP.	723 ±
TE-13	FAY SCHOOL, INC.	TEMP.	1777 ±
	56 MAIN STREET; ASSESSOR'S MAP 53 LOT 13		
E-2	FAY SCHOOL, INC.	PERM.	252 ±
TE-57	54 MAIN STREET; ASSESSOR'S MAP 53 LOT 12	TEMP.	1921 ±
E-3	FAY SCHOOL, INC.	PERM.	1788 ±
E-4	48 MAIN STREET; ASSESSOR'S MAP 53 LOT 11	PERM.	326 ±
E-5		PERM.	864 ±
E-28		PERM.	11 ±
TE-58		TEMP.	3268 ±

TE-59		TEMP.	4551 ±
E-23	FAY SCHOOL, INC.	PERM.	446 ±
TE-60	44 MAIN STREET; ASSESSOR'S MAP 54 LOT 2	TEMP.	1139 ±
PUE-22	ST. MARK'S SCHOOL	PERM.	215 ±
TE-12	30 MAIN STREET; ASSESSOR'S MAP 53 LOT 9	TEMP.	1466 ±
TE-70		TEMP.	1034 ±
PUE-23	FAY SCHOOL, INC.	PERM.	402 ±
TE-14	31 MAIN STREET; ASSESSOR'S MAP 53 LOT 10	TEMP.	1471 ±
E-29	ST. MARK'S CHURCH	PERM.	847 ±
PUE-10	27 MAIN STREET; ASSESSOR'S MAP 54 LOT 3	UTIL.	61 ±
PUE-24		UTIL.	312 ±
TE-16		TEMP.	989 ±
TE-63		TEMP.	1272 ±
E-6	TIMOTHY P. & VIRGINIA STONE, now or formerly	PERM.	488 ±
TE-18	42 MAIN STREET; ASSESSOR'S MAP 54 LOT 1	TEMP.	860 ±
TE-19	TOWN OF SOUTHBOROUGH	TEMP.	4007 ±
	17 COMMON STREET; ASSESSOR'S MAP 54 LOT 4		
E-21	PILGRIM CONGREGATIONAL CHURCH	PERM.	249 ±
TE-20	15 COMMON STREET; ASSESSOR'S MAP 54 LOT 5	TEMP.	331 ±
E-22	TOWN OF SOUTHBOROUGH	PERM.	692 ±
PUE-11	TOWN COMMON; ASSESSOR'S MAP 54 LOT 6	UTIL.	537 ±
TE-21		TEMP.	2907 ±
TE-64		TEMP.	5326 ±
TE-22	TOWN OF SOUTHBOROUGH OLD CEMETERY 1727	TEMP.	1064 ±
	ST MARK'S STREET; ASSESSOR'S MAP 54 LOT T		
TE-23	TOWN OF SOUTHBOROUGH LIBRARY	TEMP.	821 ±
TE-33	25 MAIN STREET;ASSESSOR'S MAP 54 LOT 7	TEMP.	2132 ±
E-7	DONALD C. & STEPHANIE MORRIS, now or formerly	PERM.	667 ±
TE-24	40 MAIN STREET; ASSESSOR'S MAP 54 LOT 11	TEMP.	2700 ±
E-8	STEPHEN D. & NANCY G. MORRIS, now or formerly	PERM.	104 ±
TE-25	36 MAIN STREET; ASSESSOR'S MAP 54 LOT 10	TEMP.	1067 ±

E-9	LEONORA A. & FRED B. WILLIAMS, now or formerly	PERM.	193 ±
TE-26	34 MAIN STREET; ASSESSOR'S MAP 54 LOT 9	TEMP.	911 ±
E-10	SOUTHBOROUGH HOUSING AUTHORITY	PERM.	72 ±
TE-27	1 CORDAVILLE ROAD; ASSESSOR'S MAP 54 LOT 25	TEMP.	394 ±
TE-28		TEMP.	1324 ±
E-13	ST MARK'S SCHOOL	PERM.	835 ±
TE-29	25 MARLBORO ROAD; ASSESSOR'S MAP 65 LOT 3	TEMP.	5994 ±
E-11	SOUTHBOROUGH VILLAGE SOCIETY	PERM.	910 ±
E-24	28 MAIN STREET; ASSESSOR'S MAP 58 LOT 2A	PERM.	263 ±
PUE-12		UTIL.	40 ±
PUE-13		UTIL.	41 ±
PUE-14		UTIL.	140 ±
TE-30		TEMP.	7284 ±
TE-31	CHRISTINE J. DONAHUE, now or formerly	TEMP.	1559 ±
	3 CORDAVILLE ROAD; ASSESSOR'S MAP 54 LOT 24		
TE-32	RAYMOND G. HULING, IV, now or formerly	TEMP.	864 ±
	5 CORDAVILLE ROAD; ASSESSOR'S MAP 54 LOT 23		
E-12	TOWN OF SOUTHBOROUGH WOODWARD SCHOOL	PERM.	237 ±
PUE-18	28 CORDAVILLE ROAD; ASSESSOR'S MAP 54 LOT 92	UTIL.	91 ±
TE-40		TEMP.	319 ±
TE-53		TEMP.	1960 ±
E-30	TOWN OF SOUTHBOROUGH PUBLIC SAFETY COMPLEX	PERM.	118±
TE-34	19 MAIN STREET; ASSESSOR'S MAP 54 LOT 26	TEMP.	2395 ±
PUE-15	STEPHEN G. & LAURIE D. PHILLIPS, now or formerly	UTIL.	256 ±
TE-35	26 MAIN STREET; ASSESSOR'S MAP 54 LOT 90	TEMP.	1782 ±
TE-36	BERNARD & SANDRA CAMPBELL, now or formerly	TEMP.	437 ±
	17 MAIN STREET; ASSESSOR'S MAP 54 LOT 27		
PUE-16	DONALD M. & ANN DANDO LEAVITT, now or formerly	UTIL.	145 ±
TE-37	24 MAIN STREET; ASSESSOR'S MAP 54 LOT 89	TEMP.	316 ±
TE-38	KRISTEN CONNELL, now or formerly	TEMP.	1214 ±
	15 MAIN STREET; ASSESSOR'S MAP 54 LOT 28		
PUE-17	DAVID W. PARRY, now or formerly	UTIL.	470 ±

TE-39	20-22 MAIN STREET; ASSESSOR'S MAP 54 LOT 88	TEMP.	708 ±
PUE-19	MARSTON & LOUISE F. CLOUGH, now or formerly	UTIL.	243 ±
TE-41	18 MAIN STREET; ASSESSOR'S MAP 54 LOT 87	TEMP.	323 ±
E-25	RICHARD A. HALLISEY LIMITED PARTNERSHIP, now or formerly	PERM.	159 ±
TE-42	11 MAIN STREET; ASSESSOR'S MAP 54 LOT 29	TEMP.	274 ±
TE-45		TEMP.	2243 ±
E-14	16 MAIN STREET REALTY TRUST, now or formerly	PERM.	23 ±
PUE-20	16 MAIN STREET; ASSESSOR'S MAP 54 LOT 86	UTIL.	425 ±
TE-43		TEMP.	1329 ±
E-15	JSO REALTY, LLC, now or formerly	PERM.	148 ±
TE-44	14 MAIN STREET; ASSESSOR'S MAP 54 LOT 85	TEMP.	1290 ±
E-16	RAYMOND D. & MICHELE A. HOKINSON, now or formerly	PERM.	34 ±
TE-46	12 MAIN STREET; ASSESSOR'S MAP 54 LOT 83	TEMP.	290 ±
E-17	RAYMOND D. & MICHELE A. HOKINSON, now or formerly	PERM.	158 ±
TE-47	10 MAIN STREET; ASSESSOR'S MAP 54 LOT 84	TEMP.	2151 ±
E-18	WARREN C. & LUCIA R. PROSPERI, now or formerly	PERM.	134 ±
PUE-21	8 MAIN STREET; ASSESSOR'S MAP 54 LOT 70	UTIL.	54 ±
TE-48		TEMP.	465 ±
E-19	9 MAIN STREET, LLC, now or formerly	PERM.	392 ±
TE-49	9 MAIN STREET; ASSESSOR'S MAP 54 LOT 39	TEMP.	3062 ±
TE-51	MASSACHUSETTS ELECTRIC COMPANY	TEMP.	975 ±
	MAIN STREET; ASSESSOR'S MAP 54 LOT 40		
E-20	THE HOUSE OF SOUTHBORO TRUST, now or formerly	PERM.	97 ±
TE-50	6 MAIN STREET; ASSESSOR'S MAP 54 LOT 65	TEMP.	1102 ±
TE-52	OLD FIRE STATION, LLC, now or formerly	TEMP.	504 ±
	5 MAIN STREET; ASSESSOR'S MAP 54 LOT 41		

Said parcels being shown on Plan entitled, Massachusetts Department of Transportation Highway Division Preliminary Right of Way Plans Main Street (Route 30) in the Town of Southborough, Worcester County dated February 29, 2016" prepared by Vanasse Hangen Brustlin Inc. A copy of said Plan being on file with the Town Clerk's office.

And further authorize the Board of Selectmen to have full and exclusive power and authority to defend, settle, compromise, make agreement and order payments of any and all claims, suits and actions which may exist or arise

from or on account of the acquisition by gift, purchase or taking by eminent domain, the propriety interests specified herein, or any modifications thereof, and as shown on said plans including structures and trees thereon if any.

To carry out the provisions of this Article, Chapter 90 funds already available will be utilized, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article allows the Selectmen to accept as gifts, or to negotiate, temporary and permanent easements for use on the Main Street Reconstruction Project. Securing easements will be done in accordance with the MassDOT's rules which include compliance with the Federal Aid Acquisition Guide for Property Owners, posted on the Town's website. Appraisals will be developed and reviewed by MassDOT approved appraisers, on each parcel.*

**MOTION MADE:** That the Town vote to authorize the Board of Selectmen to acquire by gift, donation, purchase or take by eminent domain, pursuant to Massachusetts General Laws, Chapter 79, as amended, certain permanent, temporary and aerial and drainage easements on, over and within certain parcels of land for the purpose of obtaining a secure and improved public right of way and access by widening and reconstructing of Main Street, Route 30, from Sears Road to Park Street.

Said acquisition of such easements comprising of 122 parcels of land located in the Town of Southborough is described as follows:

PARCEL NUMBER	OWNER	AREA OF EASEMENT	
		TYPE	AREA
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TE-66	THOMAS W. & REGINA M. MANNIX, now or formerly	TEMP.	1970 ±
	1 SEARS ROAD; ASSESSOR'S MAP 53 LOT 6		
PUE-1	ROBERT NICOLS & DANE S. WORLEY, now or formerly	UTIL.	62 ±
TE-2	94 MAIN STREET; ASSESSOR'S MAP 53 LOT 5	TEMP.	4664 ±
E-26	CHARLES O. JR. & WENDY M. BLACK, now or formerly	PERM.	146 ±
TE-3	1 DEERFOOT ROAD; ASSESSOR'S MAP 53 LOT 5A	TEMP.	2160 ±
D-1	84 MAIN STREET SOUTHBOROUGH, LLC, now or formerly	DRAIN.	11261 ±
PUE-2	84 MAIN STREET; ASSESSOR'S MAP 53 LOT 1	UTIL.	95 ±
TE-4		TEMP.	813 ±
TE-61		TEMP.	943 ±
PUE-3	TIMOTHY J. NORTON & SHERRY COUNTRYMAN, now or formerly	UTIL.	100 ±
TE-5	65 MAIN STREET; ASSESSOR'S MAP 53 LOT 6B	TEMP.	478 ±
TE-62		TEMP.	758 ±

PUE-4	ERIC C. & AIMEE SIEGEL, now or formerly	UTIL.	538 ±
TE-6	61 MAIN STREET; ASSESSOR'S MAP 53 LOT 21	TEMP.	150 ±
TE-7	GEORGE ARTHUR FORSYTHE & DOROTHY ANNE HURD, now or formerly	TEMP.	2635 ±
	78 MAIN STREET; ASSESSOR'S MAP 53 LOT 18		
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E-27	FAY SCHOOL, INC.	PERM.	208 ±
TE-55	70 MAIN STREET; ASSESSOR'S MAP 53 LOT 25	TEMP.	1253 ±
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TE-57	54 MAIN STREET; ASSESSOR'S MAP 53 LOT 12	TEMP.	1921 ±
E-3	FAY SCHOOL, INC.	PERM.	1788 ±
E-4	48 MAIN STREET; ASSESSOR'S MAP 53 LOT 11	PERM.	326 ±
E-5		PERM.	864 ±
E-28		PERM.	11 ±
TE-58		TEMP.	3268 ±
TE-59		TEMP.	4551 ±

E-23	FAY SCHOOL, INC.	PERM.	446 ±
TE-60	44 MAIN STREET; ASSESSOR'S MAP 54 LOT 2	TEMP.	1139 ±
PUE-22	ST. MARK'S SCHOOL	PERM.	215 ±
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PUE-10	27 MAIN STREET; ASSESSOR'S MAP 54 LOT 3	UTIL.	61 ±
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TE-16		TEMP.	989 ±
TE-63		TEMP.	1272 ±
E-6	TIMOTHY P. & VIRGINIA STONE, now or formerly	PERM.	488 ±
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	17 COMMON STREET; ASSESSOR'S MAP 54 LOT 4		
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TE-20	15 COMMON STREET; ASSESSOR'S MAP 54 LOT 5	TEMP.	331 ±
E-22	TOWN OF SOUTHBOROUGH	PERM.	692 ±
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TE-64		TEMP.	5326 ±
TE-22	TOWN OF SOUTHBOROUGH OLD CEMETERY 1727	TEMP.	1064 ±
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TE-33	25 MAIN STREET;ASSESSOR'S MAP 54 LOT 7	TEMP.	2132 ±
E-7	DONALD C. & STEPHANIE MORRIS, now or formerly	PERM.	667 ±
TE-24	40 MAIN STREET; ASSESSOR'S MAP 54 LOT 11	TEMP.	2700 ±
E-8	STEPHEN D. & NANCY G. MORRIS, now or formerly	PERM.	104 ±
TE-25	36 MAIN STREET; ASSESSOR'S MAP 54 LOT 10	TEMP.	1067 ±
E-9	LEONORA A. & FRED B. WILLIAMS, now or formerly	PERM.	193 ±

TE-26	34 MAIN STREET; ASSESSOR'S MAP 54 LOT 9	TEMP.	911 ±
E-10	SOUTHBOROUGH HOUSING AUTHORITY	PERM.	72 ±
TE-27	1 CORDAVILLE ROAD; ASSESSOR'S MAP 54 LOT 25	TEMP.	394 ±
TE-28		TEMP.	1324 ±
E-13	ST MARK'S SCHOOL	PERM.	835 ±
TE-29	25 MARLBORO ROAD; ASSESSOR'S MAP 65 LOT 3	TEMP.	5994 ±
E-11	SOUTHBOROUGH VILLAGE SOCIETY	PERM.	910 ±
E-24	28 MAIN STREET; ASSESSOR'S MAP 58 LOT 2A	PERM.	263 ±
PUE-12		UTIL.	40 ±
PUE-13		UTIL.	41 ±
PUE-14		UTIL.	140 ±
TE-30		TEMP.	7284 ±
TE-31	CHRISTINE J. DONAHUE, now or formerly	TEMP.	1559 ±
	3 CORDAVILLE ROAD; ASSESSOR'S MAP 54 LOT 24		
TE-32	RAYMOND G. HULING, IV, now or formerly	TEMP.	864 ±
	5 CORDAVILLE ROAD; ASSESSOR'S MAP 54 LOT 23		
E-12	TOWN OF SOUTHBOROUGH WOODWARD SCHOOL	PERM.	237 ±
PUE-18	28 CORDAVILLE ROAD; ASSESSOR'S MAP 54 LOT 92	UTIL.	91 ±
TE-40		TEMP.	319 ±
TE-53		TEMP.	1960 ±
E-30	TOWN OF SOUTHBOROUGH PUBLIC SAFETY COMPLEX	PERM.	118±
TE-34	19 MAIN STREET; ASSESSOR'S MAP 54 LOT 26	TEMP.	2395 ±
PUE-15	STEPHEN G. & LAURIE D. PHILLIPS, now or formerly	UTIL.	256 ±
TE-35	26 MAIN STREET; ASSESSOR'S MAP 54 LOT 90	TEMP.	1782 ±
TE-36	BERNARD & SANDRA CAMPBELL, now or formerly	TEMP.	437 ±
	17 MAIN STREET; ASSESSOR'S MAP 54 LOT 27		
PUE-16	DONALD M. & ANN DANDO LEAVITT, now or formerly	UTIL.	145 ±
TE-37	24 MAIN STREET; ASSESSOR'S MAP 54 LOT 89	TEMP.	316 ±
TE-38	KRISTEN CONNELL, now or formerly	TEMP.	1214 ±
	15 MAIN STREET; ASSESSOR'S MAP 54 LOT 28		
PUE-17	DAVID W. PARRY, now or formerly	UTIL.	470 ±



TE-39	20-22 MAIN STREET; ASSESSOR'S MAP 54 LOT 88	TEMP.	708 ±
PUE-19	MARSTON & LOUISE F. CLOUGH, now or formerly	UTIL.	243 ±
TE-41	18 MAIN STREET; ASSESSOR'S MAP 54 LOT 87	TEMP.	323 ±
E-25	RICHARD A. HALLISEY LIMITED PARTNERSHIP, now or formerly	PERM.	159 ±
TE-42	11 MAIN STREET; ASSESSOR'S MAP 54 LOT 29	TEMP.	274 ±
TE-45		TEMP.	2243 ±
E-14	16 MAIN STREET REALTY TRUST, now or formerly	PERM.	23 ±
PUE-20	16 MAIN STREET; ASSESSOR'S MAP 54 LOT 86	UTIL.	425 ±
TE-43		TEMP.	1329 ±
E-15	JSO REALTY, LLC, now or formerly	PERM.	148 ±
TE-44	14 MAIN STREET; ASSESSOR'S MAP 54 LOT 85	TEMP.	1290 ±
E-16	RAYMOND D. & MICHELE A. HOKINSON, now or formerly	PERM.	34 ±
TE-46	12 MAIN STREET; ASSESSOR'S MAP 54 LOT 83	TEMP.	290 ±
E-17	RAYMOND D. & MICHELE A. HOKINSON, now or formerly	PERM.	158 ±
TE-47	10 MAIN STREET; ASSESSOR'S MAP 54 LOT 84	TEMP.	2151 ±
E-18	WARREN C. & LUCIA R. PROSPERI, now or formerly	PERM.	134 ±
PUE-21	8 MAIN STREET; ASSESSOR'S MAP 54 LOT 70	UTIL.	54 ±
TE-48		TEMP.	465 ±
E-19	9 MAIN STREET, LLC, now or formerly	PERM.	392 ±
TE-49	9 MAIN STREET; ASSESSOR'S MAP 54 LOT 39	TEMP.	3062 ±
TE-51	MASSACHUSETTS ELECTRIC COMPANY	TEMP.	975 ±
	MAIN STREET; ASSESSOR'S MAP 54 LOT 40		
E-20	THE HOUSE OF SOUTHBORO TRUST, now or formerly	PERM.	97 ±
TE-50	6 MAIN STREET; ASSESSOR'S MAP 54 LOT 65	TEMP.	1102 ±
TE-52	OLD FIRE STATION, LLC, now or formerly	TEMP.	504 ±
	5 MAIN STREET; ASSESSOR'S MAP 54 LOT 41		

Said parcels being shown on Plan entitled, Massachusetts Department of Transportation Highway Division Preliminary Right of Way Plans Main Street (Route 30) in the Town of Southborough, Worcester County dated February 29, 2016" prepared by Vanasse Hangen Brustlin Inc. A copy of said Plan being on file with the Town Clerk's office.

And further authorize the Board of Selectmen to have full and exclusive power and authority to defend, settle, compromise, make agreement and order payments of any and all claims, suits and actions which may exist or arise from or on account of the acquisition by gift, purchase or taking by eminent domain, the propriety interests specified herein, or any modifications thereof, and as shown on said plans including structures and trees thereon if any.

To carry out the provisions of this Article, Chapter 90 funds already available will be utilized.

Requires a 2/3 vote.

**AMENDMENT MADE:** That the Town amend Article 20 by striking the words by eminent domain in the first paragraph, second sentence, or taking by eminent domain.”

**AMENDMENT FAILED.**

**MAIN MOTION FAILED.**

**ARTICLE 21:** To see if the Town will vote to accept as a water easement land at 70 and 72 Turnpike Road, from Gloria Aspesi, on land between the State right-of-way and a line labelled as “approximate limits of disturbance (LOD)” on the plan entitled “Figure 1” prepared by Pare Corporation dated October 2015, said plan being on file with the Town Clerk’s Office, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This easement was needed in order to replace the 1931 Route 9 cast iron water main out of the travelled ways on Route 9.*

**MOTION MADE:** That the Town vote to accept as a water easement land at 70 and 72 Turnpike Road, from Gloria Aspesi, on land between the State right-of-way and a line labelled as “approximate limits of disturbance (LOD)” on the plan entitled “Figure 1” prepared by Pare Corporation dated October 2015, said plan being on file with the Town Clerk’s Office.

**MOTION PASSED.**

**MOTION MADE TO RECONSIDER ARTICLE 20.**

**MOTION FAILED.**

**ARTICLE 22:** To see if the Town will vote to authorize the Board of Selectmen to grant a sewer easement over a discontinued section of Washington Street, shown as a 30’ wide utility easement on a plan entitled “Easement Plan Prepared by Beals and Thomas dated December 7, 2015”. A copy of said Plan being on file with the Town Clerk’s office and that the Board of Selectmen be further authorized to negotiate a price for the conveyance of said Easement, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *Washington Street was relocated and the section that intersected with Route 9 was discontinued. There is infrastructure work being constructed on Coslin Drive and Crystal Pond Road to prepare the area for development. As part of these infrastructure improvements, a sewer main will be running to the site along the southern side of Route 9. The sewer main crosses the abandoned piece of Washington Street.*

**MOTION MADE:** That the Town vote to authorize the Board of Selectmen to grant a sewer easement over a discontinued section of Washington Street, shown as a 30’ wide utility easement on a plan entitled “Easement Plan Prepared by Beals and Thomas dated December 7, 2015”. A copy of said Plan being on file with the Town Clerk’s

office and that the Board of Selectmen be further authorized to negotiate a price for the conveyance of said Easement.

Requires a 2/3 vote.

**MOTION PASSED.**

**ARTICLE 23:** To see if the Town will vote to initiate the process to aggregate electrical load, pursuant to M.G.L. c. 164, § 134, and further, to adopt the following resolution:

Whereas, the Commonwealth of Massachusetts is engaged in a process to establish a competitive market place through deregulation and restructuring of the electric utility industry;

Whereas, citizens of Southborough have a substantial economic and social interest at stake, and;

Whereas the Town of Southborough hereby finds that it may be in the interest of the electric ratepayers, both residential and commercial/industrial, to enter into an aggregation agreement,

Be it therefore resolved that the Town of Southborough hereby:

Publicly declares its intent to become an aggregator of electric power on behalf of its residential and business communities, and;

Will negotiate and enter into a contract for power supply independently. If such a contract is affected, individual consumers would retain the option not to participate and to choose any alternatives they desire, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *The Board of Selectmen has issued an RFQ to engage a consultant, at no cost to the Town, to assist the Town through the approval process with the Department of Public Utilities and the local utilities to allow the Town to aggregate its electrical load. Aggregation will allow the Town to purchase electricity on behalf of the entire Town, with the goal being to obtain a lower rate than residents could receive on their own through competitive supply contracts. Residents who do not want to participate can easily opt-out of the process and remain with local carriers such as National Grid. Town Meeting acceptance of the MGL is required in order for the Town to proceed with the approval process.*

**MOTION MADE:** That the Town vote to initiate the process to aggregate electrical load, pursuant to M.G.L. c. 164, § 134, and further, to adopt the following resolution:

Whereas, the Commonwealth of Massachusetts is engaged in a process to establish a competitive market place through deregulation and restructuring of the electric utility industry;

Whereas, citizens of Southborough have a substantial economic and social interest at stake, and;

Whereas the Town of Southborough hereby finds that it may be in the interest of the electric ratepayers, both residential and commercial/industrial, to enter into an aggregation agreement,

Be it therefore resolved that the Town of Southborough hereby:

Publicly declares its intent to become an aggregator of electric power on behalf of its residential and business communities, and;

Will negotiate and enter into a contract for power supply independently. If such a contract is affected, individual consumers would retain the option not to participate and to choose any alternatives they desire, or do or act anything in relation thereto.

**MOTION PASSED.**

**ARTICLE 24:** To see if the Town will vote to accept as a public way William Colleary Lane as described on a plan entitled “Roadway Acceptance of William Colleary Lane in Southborough, MA”, prepared by Connorstone Consulting Civil Engineers and Land Surveyors, 10 Southwest Cutoff, Suite 7, Northborough, Massachusetts 01532, dated September 25, 2015. A copy of said plan is on file with the Board of Selectmen’s office and the Town Clerk’s office, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This article will allow the Town to accept William Colleary Lane as a public way; its construction and subsequent maintenance complies with the Town’s rules and regulations and as such may now be accepted as a permanent public way in the Town.*

**MOTION MADE:** That the Town vote to vote to accept as a public way William Colleary Lane as described on a plan entitled “Roadway Acceptance of William Colleary Lane in Southborough, MA”, prepared by Connorstone Consulting Civil Engineers and Land Surveyors, 10 Southwest Cutoff, Suite 7, Northborough, Massachusetts 01532, dated September 25, 2015. A copy of said plan is on file with the Board of Selectmen’s office and the Town Clerk’s office.

**MOTION PASSED.**

**ARTICLE 25:** To see if the Town will vote to accept as a public way Foxhill Drive as described on a Plan entitled “Street Acceptance Plan of Land of Foxhill Drive in Southborough, Massachusetts (Worcester County)”, prepared by Engineering Design Consultants, Inc., 32 Turnpike Road, Southborough, Massachusetts, scale 1” =40’, dated November 2, 2015 (revised February 3, 2016) together with a deed of conveyance of such Street and drainage easements and a water easement all as shown on the Plan. A copy of said Plan is on file with the Board of Selectmen’s office and the Town Clerk’s office, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This article will allow the Town to accept Foxhill Drive as a public way; its construction and subsequent maintenance complies with the Town’s rules and regulations and as such may now be accepted as a permanent public way in the Town.*

**MOTION MADE:** That the Town vote to accept as a public way Foxhill Drive as described on a Plan entitled “Street Acceptance Plan of Land of Foxhill Drive in Southborough, Massachusetts (Worcester County)”, prepared by Engineering Design Consultants, Inc., 32 Turnpike Road, Southborough, Massachusetts, scale 1” =40’, dated November 2, 2015 (revised February 3, 2016) together with a deed of conveyance of such Street and drainage easements and a water easement all as shown on the Plan. A copy of said Plan is on file with the Board of Selectmen’s office and the Town Clerk’s office.

**MOTION PASSED.**

**ARTICLE 26:** To see if the Town will vote to accept an open space parcel, approximately 7.57+/- acres, as shown on a plan of land entitled “Definitive Flexible Subdivision Plan of Killam Farm Plan of Land in Southborough, Massachusetts by Sullivan, Connors & Associates Dated November 11, 1998, revised March 15, 1999 and recorded with the Worcester District Registry of Deeds in Plan Book 739, Plan 64 together with perpetual rights and easements in and over those portions of Lots 6 & 7 as shown on a plan of land entitled “A Plan of Land in Southborough, Massachusetts Owners: Albert E. & Helen O. Killam 43 Richards Road Southborough, MA 01772 and George F. Killam 62 Richards Road, Southborough, MA 01772 by Sullivan, Connors & Associates dated November 30, 1998, and recorded with the Worcester District Registry of Deeds in Plan Book 738, Plan 111 as a 12 foot wide right of way easement, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *Per both the Definitive Subdivision and Special Permit approvals dated February 23, 1999, this 7.57+/- acres of open space is to be deeded to the Town as permanent open space. The warrant article is the final step in Town acceptance and ownership of the open space.*

**MOTION MADE TO INDEFINITELY POSTPONE ARTICLE 26.**

**MOTION PASSED.**

**MOTION MADE TO BRING ARTICLE 28 FORWARD.**

**MOTION PASSED.**

**Presentation by Carl Guyer, Chairman of the Green Technology and Recycling Committees.**

**ARTICLE 28:** To see if the Town will vote to accept 780 CMR 115.AA (MA Board of Building Regulations and Standards Stretch Energy Code), or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This is a requirement of becoming a Green Community, as designated by the Commonwealth. It is anticipated that the new version of the building code slated for release in the summer of 2016 will incorporate the majority of these requirements. Despite that fact, the Commonwealth still requires acceptance of the CMR in order to become a Green Community and be eligible for grant funding.*

**MOTION MADE:** That the Town vote to accept Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the Stretch Energy Code, including future editions, amendments or modifications thereto, for the purpose of regulating the design and construction of buildings for the effective use of energy, with an effective date of January 1, 2017, a copy of which is on file with the Town Clerk.  
That the Town vote to accept 780 CMR 115.AA (MA Board of Building Regulations and Standards Stretch Energy Code).  
Requires a 2/3 vote.

**MOTION PASSED.**

**ARTICLE 27:** To see if the Town will vote to amend Article III of the Zoning Bylaw by adding thereto a new Section 174-13.7 entitled *As of Right Commercial Large Scale Ground Mounted Solar Energy Systems*.

A.

Purpose and intent.

(1)

The purpose of this bylaw is to provide a permitting process and standards for the creation of new commercial solar energy systems by providing standards for the placement, design, construction, operation, monitoring, modification and removal of such installations to address public safety and minimize impacts on residential neighborhoods and scenic, natural and historic resources.

(2)

The provisions set forth in this section shall apply to the construction, operation, repair and/or decommissioning of a commercial solar energy system that is structurally mounted on the ground and has a minimum nameplate capacity of 250 kW.

B.

Applicability.

(1)

Commercial large-scale ground-mounted solar energy systems with 250 kW or larger of rated nameplate capacity shall be erected or installed in compliance with the provisions of this section and other applicable sections of the

Zoning Bylaw, as well as local, state and federal law and regulations. Such use shall not create a nuisance which is discernible from other properties by virtue of noise, vibration, smoke, dust, odors, heat, glare and radiation, unsightliness or other nuisances as determined by the site plan review granting authority. The site plan approval granting authority is the Planning Board.

(2)

Commercial large-scale ground-mounted solar energy systems with 250 kW or larger of rated nameplate capacity identified in the Industrial and Industrial Park Districts Overlay District shall undergo site plan review by the Planning Board prior to construction, installation or modification as provided in this section.

(3)

This section also pertains to physical modifications that materially alter the type, configuration or size of these installations or related equipment throughout the useful life of the system or where alterations may impact abutters.

C.

Definitions.

**As-of-Right Siting:** As-of-Right Siting shall mean that development may proceed without the need for a Special Permit. As-of-Right solar installations under this section are subject to site plan review and regulated by the building commissioner.

**Building Commissioner:** Charged with the enforcement of the Zoning Bylaw.

**Building Permit:** A construction permit issued by the building commissioner; the building permit evidences that the project is consistent with the state and federal building codes as well as local zoning bylaws, including those governing commercial large scale ground mounted solar energy systems.

**Designated Location:** The location(s) designated by the Town of Southborough, in accordance with Massachusetts General Laws Chapter 40A, Section 5, where commercial large scale ground mounted solar energy systems may be sited as-of-right. Said location(s) are shown on a Zoning Map "Southborough Massachusetts Zoning Map" pursuant to Massachusetts General Laws Chapter 40A Section 4. This map is hereby made a part of this Zoning Bylaw and is on file in the office of the Southborough Town Clerk.

D.

General requirements

(1)

Dimensional requirements. A commercial solar energy system shall comply with all requirements in the Schedule of Dimensional Regulations in Addendum No. 2 of the Zoning Code of the Town of Southborough.

(2)

Structures and panels. All structures and panels and all associated equipment and fencing, including the commercial solar energy system, shall be subject to all applicable bylaws and regulations concerning the bulk and height of structures, lot area, setbacks, open space, parking and building.

(3)

Visual impact. The visual impact of the commercial solar energy system, including all accessory structures and appurtenances, shall be minimized. All accessory structures and appurtenances shall be architecturally compatible with each other. Structures shall be shielded from view and/or joined and clustered if practical to avoid adverse visual impacts as deemed necessary by and in the sole discretion of the Planning Board. Methods such as the use of landscaping, natural features and opaque fencing shall be utilized.

(4)

Compliance with laws, ordinances and regulations. The construction and operation of all commercial solar energy systems shall be consistent with all applicable local regulations and bylaws, as well as state and federal laws, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures forming part of a commercial solar energy system shall be constructed in accordance with the State Building Code as may be determined by the Building Commissioner.

E.

Design standards.

(1)

Lighting. Lighting of the commercial solar energy system, including all accessory structures and appurtenances, shall not be permitted unless required by the Planning Board, special permit and site plan approval decision or required by the State Building Code.

(2)

Signs and advertising.

(a)

Section 174-11, Signs, of the Code of the Town of Southborough shall not apply to this section. Signage for commercial solar energy systems shall be limited in size as determined by the Planning Board.

(b)

Commercial solar energy systems shall not be used for displaying any advertising except for reasonable identification of the owner or operator of the commercial solar energy system and emergency contact information.

(3)

Utility connections. All utility connections from the commercial solar energy system shall be underground unless specifically permitted otherwise by a special permit and site plan approval decision. Electrical transformers, inverters, switchgear and metering equipment to enable utility interconnections may be aboveground if required by the utility provider.

(4)

Land clearing, soil erosion and habitat impacts. Clearing of natural vegetation and trees shall be limited to what is necessary for the construction, operation and maintenance of the commercial solar energy system or otherwise prescribed by applicable laws, regulations and bylaws or the special permit and site plan review decisions.

F.

Modifications. All substantive material modifications to the commercial solar energy system made after site plan approval shall require modification to the site plan approval decision.

G.

Abandonment and removal.

(1)

Abandonment. Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances, the commercial solar energy system shall be considered abandoned when it fails to operate at 50% capacity for more than one year without the written consent of the Planning Board. If the owner or operator of the commercial solar energy system fails to remove the installation in accordance with the requirements of this section within 150 days of abandonment or the proposed date of decommissioning, the Town may enter the property and physically remove the installation.

(2)

Removal requirements. Any commercial solar energy system which has reached the end of its useful life or has been abandoned shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Planning Board, by First Class and Certified Mail, return receipt requested, of the proposed date of discontinued operations and plans for removal.

H.

To the extent permissible by applicable law, before issuance of any building permits for the commercial solar energy system, such construction and installation shall be secured in accordance with this bylaw and/or any regulations adopted pursuant to the commercial solar energy system for this purpose.

I.

Building permit and building inspection. No commercial solar energy system shall be constructed, installed or modified as provided in this section without first obtaining a building permit.

J.

The Planning Board may promulgate Rules and Regulations to implement the intent and purpose of this Bylaw.

K.

Permit continuances. The site plan approval decision shall be valid for a twelve-month period unless renewed or extended by the Planning Board following an application made by the applicant.

L.

When acting on a site plan review of the application pursuant to this article, the Planning Board shall conduct its review, conduct a public hearing and file its decision with the Town Clerk.

M.

Approval criteria. In reviewing any application for a site plan pursuant to this article, the Planning Board shall give due consideration to promoting the public health, safety, convenience and welfare; shall encourage the most appropriate use of land and shall permit no structure or use that is injurious, noxious, offensive or detrimental to its neighborhood.

N. Any person aggrieved by the action of the Planning Board on a site plan approval application may appeal said action to the Zoning Board of Appeals as provided in Article VI of the Southborough Code.

, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This Bylaw was created to reasonable standards to facilitate development of As-of-Right Commercial large scale ground mounted solar energy systems in order to satisfy the Green Communities Act as-of-right zoning requirement.*

**MOTION MADE:** That the Town vote to amend Article III of the Zoning Bylaw by adding thereto a new Section 174-13.7 entitled *As of Right Commercial Large Scale Ground Mounted Solar Energy Systems*, as printed in the warrant.

Requires a 2/3 vote.

**MOTION PASSED.**

**Approved by the Attorney General on July 10, 2016.**

**ARTICLE 29:** To see if the Town will vote to amend Article III of the Zoning Code entitled “Use Regulations” by specifically amending the following Sections.

**§ 174-8.2. RA Residence A District.**

Subsection B(8) thereof by striking the words “owned by a public or a non-profit community housing organization” so that the subsection will now read, “multi-family housing for the elderly”.

**§ 174-8.4. BV Business Village District.**

Subsection C(7) thereof by striking the words “owned by a public or a non-profit community housing organization” so that the subsection will now read, “multi-family housing for the elderly”.

**§ 174-8.5. BH Highway Business District.**

Subsection C(9) thereof by striking the words “owned by a public or a non-profit community housing organization” so that the subsection will now read, “multi-family housing for the elderly”.

**§ 174-8.6. IP Industrial Park District.**

Subsection C(5) thereof by striking the words “owned by a public or a non-profit community housing organization” so that the subsection will now read, “multi-family housing for the elderly”.

**§ 174-8.8. SP Research, Scientific and Professional District.**

Subsection A(8) thereof by striking the words “owned by a public or a non-profit community housing organization” so that the subsection will now read, “multi-family housing for the elderly”.

, or do or act anything in relation thereto.



**Proposed by: PLANNING BOARD**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Not support

**Summary:** *The current clause which limits ownership of a multifamily elderly housing to a “public or non-profit community housing organization” is an invalid exercise of the Town’s zoning authority in that a town can regulate use, but not ownership.*

**MOTION MADE TO INDEFINITELY POSTPONE ARTICLE 29.**

**MOTION PASSED.**

**ARTICLE 30:** To see if the Town will vote to accept by grant from the Preservation Trust, Inc., a duly organized and existing Massachusetts, non-profit corporation, for conservation and open space purposed, with public access, a Conservation Restriction, pursuant to M.G.L. c. 184 Sections 31-33, as amended, to be held under the custody and control of the Conservation Commission pursuant to M.G.L. c.40 Section 8C on and over certain parcels of land located in the Town of Southborough, Massachusetts and consisting of approximately 26.59+/- acres being shown as lots 4-5, 4-6 and 4-7 on an ANR plan entitled “Plan of Land in Southborough, Massachusetts” dated January 26, 1999, scale 1”+100’, by Connorstone Consulting Civil Engineers and Land Surveyors as endorsed by the Southborough Planning Board on March 22, 1999 and recorded in the Worcester Registry of Deeds as Plan #12 in Plan Book 741. For Grantor’s Title, see deed dated December 31, 1999 from Robert A and Alice Lebewohl to Preservation Trust in Plan Book 22202, Page 164 and the Special Permit Grant for a major residential development, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This article would place the open space parcels, currently owned by The Preservation Trust, into a Conservation Restriction (CR) to be held by the Conservation Commission, as monitoring agent, for permanent protection.*

**MOTION MADE TO INDEFINITELY POSTPONE ARTICLE 30.**

**MOTION PASSED.**

**ARTICLE 31:** To see if the Town will vote to authorize the Board of Selectmen to dispose of certain parcels of land with structures thereon deemed surplus property with no further public purpose, by deed of conveyance, grant or transfer after appraisals have been obtained and upon such terms and conditions as the Board of Selectmen deem appropriate. Said parcels of land being described as follows: 40 Central Street, having been acquired by deed dated May 13, 1999 and recorded in the Worcester Registry of Deeds at Book 21382, Page 260; 42 Central Street, commonly known as Fayville Village Hall, having been acquired by deed dated May 2, 1911 and recorded in said Registry of Deeds at Book 1962, Page 46; 2 Harrington Street, commonly known as Fire Department Station 2, having been acquired by deed dated June 15, 1954 and recorded in said Registry of Deeds at Book 3597, Page 559, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *The Board of Selectmen have identified three properties which are currently under-utilized and in need of various levels of repair (Fayville Hall, Fire Station #2, and 40 Central Street). The Selectmen are seeking authorization to dispose of these properties, as they are quickly reaching the end of their useful life as municipal properties, and will soon become financial liabilities.*

**MOTION MADE:** That the Town vote to authorize the Board of Selectmen to dispose of certain parcels of land with structures thereon deemed surplus property with no further public purpose, by deed of conveyance, grant or transfer after appraisals have been obtained and upon such terms and conditions as the Board of Selectmen deem appropriate. Said parcels of land being described as follows: 40 Central Street, having been acquired by deed dated May 13, 1999 and recorded in the Worcester Registry of Deeds at Book 21382, Page 260; 42 Central Street,

commonly known as Fayville Village Hall, having been acquired by deed dated May 2, 1911 and recorded in said Registry of Deeds at Book 1962, Page 46; 2 Harrington Street, commonly known as Fire Department Station 2, having been acquired by deed dated June 15, 1954 and recorded in said Registry of Deeds at Book 3597, Page 559.

Requires a 2/3 vote.

**MOTION FAILED. 134 votes in favor, 69 opposed.**

**MOTION MADE TO MOVE ARTICLES 37, 38 AND 39 FORWARD.**

**MOTION PASSED.**

**MOTION MADE TO COMBINE ARTICLES 37, 37 AND 39 FOR PURPOSES OF DISCUSSION.**

**MOTION PASSED.**

**Approved by the Attorney General on July 10, 2016.**

**ARTICLE 37:** To see if the Town will vote to amend Chapter 174 (Zoning) of the Code of the Town of Southborough, Massachusetts, by adjusting the following:

First, in § 174-9J (2) (a) [3], amend subsection as follows:

[3] A registered marijuana dispensary and/or cultivation activities shall only be located (i) on property that borders Route 9, (ii) not less than 1000 linear feet from a property line of a school, recreational facility, day-care center, or any facility in which children commonly congregate [see definitions in § 174-9J(2)(c) below] located in the Town of Southborough, and (iii) not less than 100 linear feet from a property line of a residence located in the Town of Southborough. The required distances shall be measured from all property lines of the proposed facility.

**Proposed by: MARNIE L. HOOLAHAN**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *The current bylaw is not in harmony with our Town's vision expressed in the language of the special permitting language. Specifically, the current bylaw in § 174-9J (2) (a) [3] states "A registered marijuana dispensary and/or cultivation activities shall only be located (i) on property that borders Route 9, and (ii) not less than 500 linear feet from a property line of a school, recreational facility or day-care center [see definitions in § 174-9J(2)(c) below] located in the Town of Southborough. The distance of 500 linear feet shall be measured from all property lines of the proposed facility." Citizens seek to amend language and key attributes (distance from schools, daycare and recreation facilities as well as abutting residential properties) in § 174-9J (2) (a) [3] to better align with the opening paragraph of special permitting language which reads "No special permit shall issue except upon a general finding that the use sought and its characteristics shall be in harmony with the intent and purpose of this chapter, shall not be in conflict with public health, safety, convenience and welfare and shall not be substantially detrimental or offensive to the neighborhood or destructive of property values therein." The amendment also includes language on "congregating children" that Massachusetts Department of Health recommends in this bylaw. This new bylaw language would be consistent with the language used in the Special Permitting § 174-9I (3) (a) of Adult Use businesses which restrict zoning to 1000 linear feet of school, recreation, daycare, residential district zoning and other facilities with congregating children.*

**MOTION MADE:** That the Town vote to amend Chapter 174 (Zoning) of the Code of the Town of Southborough, Massachusetts, by adjusting the following:

First, in § 174-9J (2) (a) [3], amend subsection as follows:

[3] A registered marijuana dispensary and/or cultivation activities shall only be located (i) on property that borders Route 9, (ii) not less than 1000 linear feet from a property line of a school, recreational facility, day-care center, or any facility in which children commonly congregate [see definitions in § 174-9J(2)(c) below] located in the Town of Southborough, and (iii) not less than 100 linear feet from a property line of a residence located in the Town of Southborough. The required distances shall be measured from all property lines of the proposed facility.

Requires a 2/3 vote.

**MOTION MADE TO MOVE THE QUESTION.**

**MOTION PASSED.**

**MAIN MOTION PASSED.**

**Approved by the Attorney General on July 10, 2016.**

**ARTICLE 38:** To see if town will vote to amend Chapter 174 (Zoning) of the Code of the Town of Southborough, Massachusetts, by adding the following:

In § 174-9J (1), add subsections (e) and (f):

(e) If the Massachusetts Department of Public Health cancels, revokes or non-renews the certificate of registration for the Registered Marijuana Dispensary, the special permit shall immediately become void.

(f) Nothing in this § 174-9J shall be construed to authorize operations in the Town of a recreational marijuana dispensary.

, or do or act anything in relation thereto.

**Proposed by: MARNIE L. HOOLAHAN**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *Citizens seek to add a subsection to provide clarity of restrictions of use for a medical marijuana dispensary in our town. The subsection to § 174-9J (1) would add language that is consistent with the Massachusetts Department of Health language that specifically would void a special permit if Massachusetts Department of Health cancels, revokes or non-renews the certificate of registration for RMD. Additionally the proposed bylaw would prevent the sale of marijuana for recreational purposes. Our goal is to restrict any special permit granted to medical marijuana use only. This is not otherwise stated in the current bylaw.*

**MOTION MADE TO INDEFINITELY POSTPONE ARTICLE 38.**

**MOTION PASSED.**

**ARTICLE 39:** To see if the town will vote to amend Chapter 174 (zoning) of the Code of the Town of Southborough, Massachusetts, by adding the following

In § 174-9J (2) (a) [3], amend subsection as follows: § 174-9J (2) (a) [7], add subsection (7) as follows:

(7) A registered marijuana dispensary shall operate only Monday-Friday from 8:00am to 2:30 pm or will dispense marijuana only by appointment.

, or do or act anything in relation thereto.

**Proposed by: MARNIE L. HOOLAHAN**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *Citizens seek to amend and add language to § 174-9J (2) (a) [7] to restrict the Medical Marijuana Dispensaries open hours of operation to coincide with the time period that children are in school and will limit dispensing to appointment only whereby limiting unanticipated traffic and activity. Citizens seek this provision to further support harmony with the special permitting language and assure that the medical marijuana dispensing shall not be in conflict with public health, safety, convenience and welfare and shall not be substantially detrimental or offensive to the neighborhood.*

**MOTION MADE:** That the Town vote to amend Chapter 174 (zoning) of the Code of the Town of Southborough, Massachusetts, by adding the following:

In § 174-9J (2) (a) [3], amend subsection as follows: § 174-9J (2) (a) [7], add subsection (7) as follows:

(7) A registered marijuana dispensary shall operate only Monday-Friday from 8:00am to 2:30 pm or will dispense marijuana only by appointment.

Requires a 2/3 vote.

**MOTION FAILED. 105 votes in favor, 96 opposed.**

**ARTICLE 32:** To see if the Town will vote to amend Chapter 36 (Selectmen) of the Code of the Town of Southborough, Massachusetts, by amending Article III. Transfer Station; Violations and Fines as follows, with the changes added in **BOLD** and those deleted in *ITALICS*, or do or act anything in relation thereto:

#### Chapter 36. SELECTMEN

Article III. Transfer Station; Violations and Fines  
[Adopted 4-11-2005 ATM, Art. 54]

§ 36-6. Stickers required.

Pursuant to the duly promulgated rules and regulations of the Board of Selectmen, valid transfer station stickers will be required for all residents utilizing the transfer station and its related facilities.

§ 36-7. Rules and regulations violations.

Failure to adhere to the provisions of the Selectmen's rules and regulations, as duly posted at the transfer station, will result in the issuance of a warning letter from the Superintendent of the Department of Public Works.

§ 36-8. Subsequent violations.

[Amended 4-10-2007 ATM, Art. 39]

Subsequent violations of the rules and regulations at the transfer station, after the first warning letter has been issued, will result in a \$100 fine for each subsequent violation. *Anyone who enters the transfer station without a valid transfer station sticker shall be subject to a \$250 fine for each offense.* **Fines are set annually by the Board of Selectmen and** shall be paid within 30 days on notification from the Board of Selectmen or their designee.

§ 36-9. Appeal to Board of Selectmen.

[Amended 4-10-2007 ATM, Art. 39]

The Board of Selectmen will govern the process for administering the imposition of fines, which may be appealed to the Board of Selectmen or their designee within 30 days of the dates of notification, by the Town. After due notice and hearing, the Selectmen or their designee shall have the authority to uphold, modify or repeal any such fine imposed. No fine will be delinquent while an appeal is pending before the Board or their designee. Violators shall have 10 days to pay said fines if notified by the Selectmen or their designee that the appeal has been denied. No transfer station sticker will be issued to residents with delinquent fines.

§ 36-10. Police Department enforcement.

The Police Department is further authorized to prosecute any delinquent unpaid fines pursuant to the applicable provisions of state statute.

**Proposed by: GREEN TECHNOLOGY AND RECYCLING COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This is a proposed bylaw change from the Green Technology and Recycling Committee, with the support of the Public Works Planning Board. This change will allow the Board of Selectmen to address the fine structure annually during their review of the Transfer Station Rules and Regulations.*

**MOTION MADE:** That the Town vote to amend Chapter 36 (Selectmen) of the Code of the Town of Southborough, Massachusetts, by amending Article III. Transfer Station; Violations and Fines, as printed in the warrant.

**MOTION PASSED.**

**Approved by the Attorney General on July 10, 2016.**

**ARTICLE 33:** To see if the Town will vote to amend Chapter 81 of the Code of the Town of Southborough, Massachusetts, entitled *Dogs and Other Animals* by amending Article II thereof by inserting a new Section 81-11 as follows:

**§81-11: Removal of Dog Litter**

- A. It shall be the duty of the owner and each person who possesses or controls a dog to remove and properly dispose of any feces discharged by such dog on any sidewalk, walkway, street, park, public area, any other public property, or any private property in the Town.
- B. Any owner or other person who violates the provisions of this section shall be punished by a fine of \$25.00 for each offense.
- C. The Animal Control Officer or any duly appointed Police Officer of the Town shall be authorized to enforce the provisions of this by-law.

, or do or act anything in relation thereto.

**Proposed by: TOWN CLERK**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *If adopted, this article would require owners to remove dog waste from public areas or private property owned by others. This article subjects violators to a fine of \$25. This article was proposed after consultation with the Animal Control Officer, who pointed out that there was no "Pooper Scooper" law on the books in Southborough, and remarked on its success in other local towns.*

**MOTION MADE:** That the Town vote to amend Chapter 81 of the Code of Southborough, Massachusetts, entitled *Dogs and Other Animals* by amending Article II thereof by inserting a new Section 81-11, as printed in the warrant.

**MOTION PASSED.**

**Approved by the Attorney General on July 10, 2016.**

**ARTICLE 34:** To see if the Town will vote to amend Chapter 81 of the Code of the Town of Southborough, Massachusetts, Article II thereof entitled *Dogs and Other Animals* by striking from Section 81-7 subsections A, B and C and inserting a new fee schedule in said subsections as follows:

- 1) Any owner or keeper of a dog in the Town that is found to be in violation of the provisions of Chapter 81 of the Code of the Town of Southborough shall be liable to a penalty according to the following schedule:
  - a. First Violation (Up to 30 days past deadline): \$25
  - b. Second Violation (30 days or more past deadline): \$50

And further by striking Sections 81-8 through 81-10 in their entirety, and inserting in place thereof the following text:

**§81-8. Dog Licensing Fees.**

**Revised Text:**

- A. The fee for every dog license issued in the Town shall be posted in the Schedule of Fees in the Office of the Town Clerk.
- B. The deadline to renew a license shall be thirty (30) days following the expiration of the prior license. After that date, a penalty will be added to the license fee, as posted in the Schedule of Fees in the Office of the Town Clerk.

- a. Any dog acquired or moved into the Town shall be required to obtain a license within thirty (30) days, or upon reaching the age of 6 months, whichever occurs last. After thirty (30) days, the owner shall be subject to late fees as posted in the Schedule of Fees in the Office of the Town Clerk.
- C. If any matter relating to an expired license remains unresolved after sixty (60) days, either the owner of the Town may bring an action in the District Court of Westborough requesting that the matter be adjudicated.
- D. Fee Exemptions:
  - a. No fee shall be charged for any service dog as defined by the Americans with Disabilities Act (ADA), provided that the dog has been trained and is in the actual service of a resident of the Town.
  - b. Even if exempt from the licensing fee, all dogs in the Town must obtain a license following normal procedures, or will be subject to the fines and penalties posted in the Schedule of Fees in the Office of the Town Clerk.
- E. Once a dog license fee has been paid to the Town, no fee or portion thereof shall be refunded.

**§81-9. Disposition of Fees**

- A. The Town Clerk, the Animal Control Officer, and the Police Chief shall have authority to issue fines for violations relating to dog licenses.
- B. All funds received by the Town Clerk as payment for dog licenses, replacement tags, and related fees and fines shall be paid over to the Town Treasurer.

, or do or act anything in relation thereto.

**Proposed by: TOWN CLERK**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *If accepted, this measure would establish a clearer framework for licensing dogs in the Town. It accomplishes this by setting guidelines for acquisition and renewal of dog licenses. It also outlines a new fine structure for penalties relating to dog licenses, as well as an avenue for appeals. The article also establishes fee exemptions for service dogs, as defined by federal disability statutes. The final measure gives authority to the Town Clerk and Animal Control Officer, and the Police Chief to issue fines related to dog licenses. Currently, this authority rests solely with the Police Chief. However violations are tracked by the Town Clerk and penalties are paid to the Clerk's Office. Sharing the authority to issue fines would significantly reduce this administrative overlap.*

**MOTION MADE:** That the Town vote to amend Chapter 81 of the Code of the Town of Southborough, Massachusetts, Article II thereof entitled Dogs by striking from Section 81-7 subsections A, B and C and inserting a new fee schedule in said subsections, as printed in the warrant.

**MOTION PASSED.**

**Approved by the Attorney General on July 10, 2016.**

**ARTICLE 35:** To see if the Town will vote to amend Chapter 9 of the Code of the Town of Southborough, Massachusetts, entitled *Committees*, by amending Article VI thereof by inserting the following new subsections in said Article:

§9-25. Meeting Minutes

- A. Each Board, Committee, or Commission shall provide minutes for each of its meetings to the Town Clerk within 45 days of the meeting.
  - a. The minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk.
  - b. Minutes shall be submitted in a manner consistent with the Open Meeting Law (MGL c.30A §22), including a record of the date, time and place of the meeting, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, and the decisions made and the actions taken at the meeting, including the record of all votes.

- c. If after 45 days from the date of a posted public meeting of a board, committee, or commission, the Town Clerk has not received a copy of the minutes, then the Town Clerk shall notify the chairperson of the board, committee, or commission that the minutes have not been received and that the board, committee or commission is not in compliance with the provisions of this by-law.
- B. The Town Clerk shall log the receipt of all minutes and the Town Clerk will post minutes on the Town website. Minutes shall be kept by the Town Clerk for a period as required by applicable State law. Any minutes received that have not been approved at the time of their receipt shall be labeled "Draft."

**§9-26. Social Media Retention Policy**

- F. The Town Clerk will maintain archive copies of each website and social media site that is maintained by or on behalf of any Town department, board, committee, or elected or appointed official. These archives will be maintained and be made available to the public to comply with the Massachusetts Public Records Law.
- G. The Committee Chairperson or Department head who controls or maintains any website or social media site that is maintained by or on behalf of any Town department, board, committee, or elected or appointed official must notify the Town Clerk of the creation of the website or social media site before that site is made available to the public.

, or do or act anything in relation thereto.

**Proposed by: TOWN CLERK**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *If accepted, this article would create a procedure for the Town Clerk to retain meeting minutes from the various boards and committees in the Town, and post them online for public access and reference. Currently, there is no requirement for the Clerk to retain minutes and public access to the minutes is dependent on each committee. Since this dependence may result in inconsistent compliance with State requirements, the Town Clerk sees this change as necessary to ensure consistent compliance.*

*This article would also create a Social Media Retention Policy which would authorize the Town Clerk to maintain an archive of the content of all websites and social media maintained by or on behalf of any Town department, board, committee, or elected or appointed official. Any information posted on a Town controlled website or social media site is a public record under Massachusetts law and must be retained in accordance with the Public Record law.*

**MOTION MADE:** That the Town vote to amend Chapter 9 of the Code of the Town of Southborough, Massachusetts, entitled Committees, by amending Article VI thereof by inserting new subsections in said Article, as printed in the warrant.

**FIRST AMENDMENT MADE:** That the Town vote to amend the main motion by striking the words "a list of documents and other exhibits used at the meeting." in Section 9-25, A, b.

**AMENDMENT PASSED BY A MAJORITY VOTE.**

**SECOND AMENDMENT MADE:** That the Town vote to amend the main motion by adding the following sentence in 9-25 A, b "Minutes should also include copies of all documents and other exhibits used at the meeting if reasonably possible. If copies of documents or other exhibits used at the meeting cannot be provided, the specific location of the documents or exhibits should be identifies. After the words "including the record of all votes."

**SECOND AMENDMENT PASSED BY MAJORITY VOTE.**

**MAIN MOTION AS AMMENDED PASSED BY MAJORITY VOTE.**

**ARTICLE 36:** To see if the Town will vote to amend Chapter 41 of the Code of the Town of Southborough, Massachusetts, entitled *Town Meetings* Article 1 thereof *Miscellaneous Provisions* by striking subsections B and C in their entirety and by inserting the following as a new Chapter 42:

Chapter 42

Town Elections

**Article 1**

§42-1. The election of Town officers and the voting on questions required by General or Special Acts on laws shall be held on the second Tuesday of May.

§42-2. Pursuant to M.G.L. c.54 § 64 as amended, the polls shall be opened from 8:00 a.m. to 8:00 p.m. or earlier as may be determined and by the Board of Selectmen.

, or do or act anything in relation thereto.

**Proposed by: TOWN CLERK**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *If adopted, this article would change the date of the Town Election from the second Monday of May to the second Tuesday of May. All elections would be held on a Tuesday eliminating the current confusion about whether an election is held on a Monday or Tuesday. It also recognizes the authority of the Board of Selectmen to open the polls at an earlier time if they should chose to do so. Finally, this Article creates a new chapter in the Town Code for bylaws regarding town elections; to this point it had been lodged under Town meeting requirements. This Article has been developed in cooperation with the Northborough Town Clerk who will also propose an Article at their Town Meeting to change Northborough's Town Election to the second Tuesday of May. Both Towns must hold Town Elections on the same day because voters in both towns vote for the Regional School Committee candidates.*

**MOTION MADE:** That the Town vote to amend Chapter 41 of the Code of the Town of Southborough, Massachusetts, entitled Town Meetings Article 1 thereof Miscellaneous Provisions by striking subsections B and C in their entirety and by inserting a new Chapter 42, as printed in the warrant.

**MOTION PASSED.**

**Approved by the Attorney General on July 10, 2016.**

At 11:37PM it was voted unanimously to dissolve the ANNUAL TOWN MEETING.

True Copy

Attest:

\_\_\_\_\_  
James F. Hegarty, Town Clerk



**Annual Town Election  
Monday May 9, 2016**

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
<u>MODERATOR 1yr</u>				
Desiree Aselbekian	60	50	72	182
William J. Boland	76	40	45	161
Stephen A. Morreale	186	145	162	493
Write-ins	0	0	0	0
Blanks	5	5	4	14
TOTALS	327	240	283	850
<u>BOARD OF SELECTMEN – 3 yrs vote for 2</u>				
Bonnie J. Phaneuf - incumbent	238	174	212	624
John F. Rooney, III - incumbent	233	158	195	586
Write-ins	6	9	13	28
Blanks	177	139	146	462
TOTALS	654	480	566	1,700
<u>BD OF COMM OF TRUST FUNDS - 3yrs</u>				
Nicolas A. McCoy - incumbent	228	172	215	615
Write-ins	0	1	0	1
Blanks	99	67	68	234
TOTALS	327	240	283	850
<u>BOARD OF ASSESSORS - 3yrs</u>				
Jeffrey W. Klein - incumbent	236	171	221	628
Write-ins	0	0	0	0
Blanks	91	69	62	222
TOTALS	327	240	283	850
<u>ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL DISTRICT COMMITTEE – 4 yrs</u>				
Christopher J. Evers	224	166	217	607
Write-ins	0	0	0	0
Blanks	103	74	66	243
TOTALS	327	240	283	850
<u>BOARD OF HEALTH - 3yrs</u>				
Mary Lou Woodford - incumbent	226	171	219	616
Write-ins	1	0	0	1
Blanks	100	69	64	233
TOTALS	327	240	283	850
<u>LIBRARY TRUSTEES - 3yrs Vote for 2</u>				
Marguerite H. Landry - incumbent	230	182	222	634
Richard J. Wallace - incumbent	217	162	204	583
Write-ins	2	0	0	2
Blanks	205	136	140	481
TOTALS	654	480	566	1,700

***Annual Town Election  
Monday May 9, 2016***

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
<u>LIBRARY TRUSTEES - 1yr</u>				
Dolores M. Fallon	224	178	216	618
Write-ins	1	0	1	2
Blanks	102	62	66	230
TOTALS	327	240	283	850

<u>PLANNING BOARD - 5yr</u>				
Meme Lutrell	195	178	188	561
Craig W. Nicholson	123	61	88	272
Write-ins	0	0	2	2
Blanks	9	1	5	15
TOTALS	327	240	283	850

<u>SCHOOL COMMITTEE - 3yrs</u>				
Roger W. Challen - incumbent	223	175	215	613
Blanks	104	65	66	235
Write-ins	0	0	2	2
TOTALS	327	240	283	850

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS	N'boro Votes
<u>NB/SB REGIONAL SCHOOL - 3yrs</u>					
Southborough Candidate					
Daniel L. Kolenda - incumbent	210	166	210	586	299
Blanks	116	73	72	261	63
Write-ins	1	1	1	3	4
TOTALS	327	240	283	850	366

<u>NB/SB REGIONAL SCHOOL - 3yrs</u>					
Northborough Candidate					
Joan G. Frank - incumbent	221	161	211	593	322
Blanks	106	79	71	256	38
Write-ins	0	0	1	1	6
TOTALS	327	240	283	850	366

***State Primary Results***  
***Thursday September 8, 2016***

<b>DEMOCRATIC BALLOT</b>	<b>PRECINCT 1</b>	<b>PRECINCT 2</b>	<b>PRECINCT 3</b>	<b>TOTALS</b>
<u>REPRESENTATIVE IN CONGRESS - Fifth District</u>				
Katherine M. Clark	66	55	67	188
Write-ins	1	0	1	2
Blanks	18	6	7	31
<b>TOTAL</b>	<b>85</b>	<b>61</b>	<b>75</b>	<b>221</b>
<u>COUNCILLOR - Third District</u>				
Marilyn M. Petitto Devaney	37	17	37	91
Peter Georgiou	14	15	18	47
William Bishop Humphrey	26	23	17	66
Write-ins	0	0	0	0
Blanks	8	6	3	17
<b>TOTAL</b>	<b>85</b>	<b>61</b>	<b>75</b>	<b>221</b>
<u>SENATOR IN GENERAL COURT - Middlesex &amp; Worcester District</u>				
James B. Eldridge	67	58	67	192
Write-ins	2	0	1	3
Blanks	16	3	7	26
<b>TOTAL</b>	<b>85</b>	<b>61</b>	<b>75</b>	<b>221</b>
<u>REPRESENTATIVE IN GENERAL COURT - Eighth Middlesex District</u>				
Carolyn C. Dykema	77	60	68	205
Write-ins	1	0	2	3
Blanks	7	1	5	13
<b>TOTAL</b>	<b>85</b>	<b>61</b>	<b>75</b>	<b>221</b>
<u>SHERIFF - Worcester County</u>				
Write-ins	7	10	15	32
Blanks	78	51	60	189
<b>TOTAL</b>	<b>85</b>	<b>61</b>	<b>75</b>	<b>221</b>

***State Primary Results  
Thursday September 8, 2016***

<b>REPUBLICAN BALLOT</b>	<b>PRECINCT 1</b>	<b>PRECINCT 2</b>	<b>PRECINCT 3</b>	<b>TOTALS</b>
<u>REPRESENTATIVE IN CONGRESS - Fifth District</u>				
Blanks	18	10	17	45
Write-ins	11	3	3	17
<b>TOTAL</b>	<b>29</b>	<b>13</b>	<b>20</b>	<b>62</b>
<u>COUNCILLOR - Third District</u>				
Blanks	20	10	17	47
Write-ins	9	3	3	15
<b>TOTAL</b>	<b>29</b>	<b>13</b>	<b>20</b>	<b>62</b>
<u>SENATOR IN GENERAL COURT - Middlesex &amp; Worcester District</u>				
Ted Busiek	26	13	19	58
Write-ins	0	0	0	0
Blanks	3	0	1	4
<b>TOTAL</b>	<b>29</b>	<b>13</b>	<b>20</b>	<b>62</b>
<u>REPRESENTATIVE IN GENERAL COURT - Eighth Middlesex District</u>				
Write-ins	6	3	2	11
Blanks	23	10	18	51
<b>TOTAL</b>	<b>29</b>	<b>13</b>	<b>20</b>	<b>62</b>
<u>SHERIFF - Worcester County</u>				
Lewis G. Evangelidis	28	12	18	58
Write-ins	0	0	0	0
Blanks	1	1	2	4
<b>TOTAL</b>	<b>29</b>	<b>13</b>	<b>20</b>	<b>62</b>

***State Primary Results  
Thursday September 8, 2016***

<b>GREEN-RAINBOW PARTY</b>	<b>PRECINCT 1</b>	<b>PRECINCT 2</b>	<b>PRECINCT 3</b>	<b>TOTALS</b>
<u>REPRESENTATIVE IN CONGRESS - Fifth District</u>				
Write-ins	0	0	0	0
Blanks	0	0	0	0
TOTAL	0	0	0	0
<u>COUNCILLOR - Third District</u>				
Write-ins	0	0	0	0
Blanks	0	0	0	0
TOTAL	0	0	0	0
<u>SENATOR IN GENERAL COURT - Middlesex &amp; Worcester District</u>				
Write-ins	0	0	0	0
Blanks	0	0	0	0
TOTAL	0	0	0	0
<u>REPRESENTATIVE IN GENERAL COURT - Eighth Middlesex District</u>				
Write-ins	0	0	0	0
Blanks	0	0	0	0
TOTAL	0	0	0	0
<u>SHERIFF - Worcester County</u>				
Write-ins	0	0	0	0
Blanks	0	0	0	0
TOTAL	0	0	0	0

**State Primary Results**  
**Thursday September 8, 2016**

<b>UNITED INDEPENEDENT PARTY</b>	<b>PRECINCT 1</b>	<b>PRECINCT 2</b>	<b>PRECINCT 3</b>	<b>TOTALS</b>
<u>REPRESENTATIVE IN CONGRESS - Fifth District</u>				
Write-ins	0	0	0	0
Blanks	0	0	0	0
TOTAL	0	0	0	0
<u>COUNCILLOR - Third District</u>				
Write-ins	0	0	0	0
Blanks	0	0	0	0
TOTAL	0	0	0	0
<u>SENATOR IN GENERAL COURT - Middlesex &amp; Worcester District</u>				
Write-ins	0	0	0	0
Blanks	0	0	0	0
TOTAL	0	0	0	0
<u>REPRESENTATIVE IN GENERAL COURT - Eighth Middlesex District</u>				
Write-ins	0	0	0	0
Blanks	0	0	0	0
TOTAL	0	0	0	0
<u>SHERIFF - Worcester County</u>				
Write-ins	0	0	0	0
Blanks	0	0	0	0
TOTAL	0	0	0	0

**TOWN WARRANT  
COMMONWEALTH OF MASSACHUSETTS**

**Special Town Meeting  
October 18, 2016**

At the Special Town Meeting, duly called and held in the P. Brent Trottier Middle School, Southborough, on Tuesday October 18, 2016 at 7:30 PM, the following ARTICLES were voted on in a legal manner. There was a quorum present (100 voters = quorum); 682 voters were present.

**MOTION MADE:** To waive the reading of the Warrant.

**MOTION PASSED.**

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

**Proposed by: BOARD OF SELECTMEN**  
**Board of Selectmen Recommendation:** Support  
**Advisory Committee Recommendation:** Support  
**Summary:** *To hear reports of Town Boards, Committees or Commissions.*

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

**MOTION PASSED.**

**ARTICLE 2:** To see if the Town will vote to transfer the sum of \$77,100.00 between and among various accounts for the fiscal year ending June 30, 2017, for the following purposes:

	FROM ACCOUNT:	TO ACCOUNT:	AMOUNT
A.	Generator Senior Center April 2013 0100-6-192-11-68261	Treasurer/Collector 0100-5-145-000-51100	\$3,500.00
B.	Generator Senior Center April 2013 0100-6-192-11-68261	Treasurer/Collector 0100-5-145-000-53880	\$3,750.00
C.	Generator Senior Center April 2013 0100-6-192-11-68261	Insurance Deductibles 0100-6-192-52560	\$5,000.00
D.	Generator Senior Center April 2013 0100-6-192-11-68261	Retirement In Lieu of Sick & Vacation 0100-6-910-570-51771	\$30,850.00
E.	Article 17, ATM 4/11/11 (Regional Schools legal fees)	School Dept. Misc. Contracted Services 0100-5-301-000-53880	\$10,000.00
F.	Article 11, ATM 4/8/13 (Trottier Electrical)	School Dept. Misc. Contracted Services 0100-5-301-000-53880	\$24,000.00

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:**

- A. *The Treasurer/Collector’s Department has had one unexpected employee turnover this year. The new employee was acquired at a slightly higher rate than the previous employee.*
- B. *These funds are for outsourcing or acquiring enhanced payroll services and/or software for Town payroll processing. The current software is not suitable to the needs of the Department.*
- C. *The Town has always maintained an account for deductibles that need to be paid due to insurance claims for damage. Once every several years depending on activity this account is replenished.*
- D. *The Town is obligated to pay certain unused vacation and sick accumulated balances for Town employees upon retirement. As with the deductible account, dependent on activity this needs to be replenished when the funding is exhausted.*
- E. *The Public Schools of Southborough have maintained and upgraded the Trottier Auditorium, which is used for school, Town and community events throughout the school year. The Trottier School was built in 1997 and since that time the auditorium upgrades have included a new Bose sound system installed within the last three years in the amount of \$70,000 in donations and payments, monitor speakers on the stage of high quality sound at a cost of \$3,500, and in process, lighting upgrades to include a new control panel, fixtures, potentially a lighting bar drop down as funds are available. This represents installation which includes labor, wiring, and programming. The recent negotiation with The Southborough Access Media by the Schools which relocates the Studio to Trottier Middle School has provided funds in the amount of a one-time transfer of \$77,000 to the Schools. The total project cost is \$143,300. The remaining balance is \$66,300. Should the transfer of the \$34,000 be approved, the balance of the project (\$32,200) will be assumed by facilities rentals. The upgrades that have taken place throughout the years have been funded by the Schools without requesting a warrant article for capital improvements at Town Meeting.*
- F. *Same as E.*

**MOTION MADE:** That the Town vote to transfer between and among these accounts for the fiscal year ending June 30, 2017 as listed in the warrant:

	FROM ACCOUNT:	TO ACCOUNT:	AMOUNT
A.	Generator Senior Center April 2013 0100-6-192-11-68261	Treasurer/Collector 0100-5-145-000-51100	\$3,500.00
B.	Generator Senior Center April 2013 0100-6-192-11-68261	Treasurer/Collector 0100-5-145-000-53880	\$3,750.00
C.	Generator Senior Center April 2013 0100-6-192-11-68261	Insurance Deductibles 0100-6-192-52560	\$5,000.00
D.	Generator Senior Center April 2013 0100-6-192-11-68261	Retirement In Lieu of Sick & Vacation 0100-6-910-570-51771	\$30,850.00
E.	Article 17, ATM 4/11/11 (Regional Schools legal fees)	School Dept. Misc. Contracted Services 0100-5-301-000-53880	\$10,000.00

**MOTION PASSED.**



**ARTICLE 3:** To see if the Town will vote to approve funding for the economic cost items under M.G.L. Chapter 150E, Section 7 for any particular collective bargaining agreements reached before Town Meeting, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This article will fund costs associated with the first year of any contract agreed upon before Town Meeting commences with the Public Safety Communication Officers.*

**MOTION MADE:** That the Town vote to approve funding for the economic cost items under M.G.L. Chapter 150E, Section 7 for any particular collective bargaining agreements reached before Town Meeting.

**MOTION PASSED.**

**Presentation by Karen Galligan, DPW Superintendent**

**Presentation by Martin Walsh, Chair Main Street Design Working Group**

**ARTICLE 4:** To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, donation, purchase or take by eminent domain, pursuant to Massachusetts General Laws, Chapter 79, as amended, certain permanent, temporary and aerial and drainage easements on, over and within certain parcels of land for the purpose of obtaining a secure and improved public right of way and access by widening and reconstructing of Main Street, Route 30, from Sears Road to Park Street.

Said acquisition of such easements comprising of 122 parcels of land located in the Town of Southborough is described as follows:

<b><u>PERMANENT ROADWAY EASEMENTS</u></b>			
<b>PARCEL NO.</b>	<b>OWNER</b>	<b>AREA OF EASEMENT</b>	
<b>Private Residences</b>			
E-1	MICHAEL A. SPATARO & SIMON N. MCRAE TRUST 2 SEARS ROAD; MAP 52 LOT 7	PERM.	73 ±
E-9	LEONORA A. & FRED B. WILLIAMS 34 MAIN STREET; MAP 54 LOT 9	PERM.	193 ±
E-16	RAYMOND D. & MICHELE A. HOKINSON 12 MAIN STREET; MAP 54 LOT 83	PERM.	34 ±
E-17	RAYMOND D. & MICHELE A. HOKINSON 10 MAIN STREET; MAP 54 LOT 84	PERM.	158 ±
E-18	WARREN C. & LUCIA R. PROSPERI 8 MAIN STREET; MAP 54 LOT 70	PERM.	134 ±
E-26	CHARLES O. JR. & WENDY M. BLACK 1 DEERFOOT ROAD; MAP 53 LOT 5A	PERM.	146 ±
<b>Non-Profits</b>			
E-2	FAY SCHOOL, INC. 54 MAIN STREET; MAP 53 LOT 12	PERM.	252 ±
E-3	FAY SCHOOL, INC. 48 MAIN STREET; MAP 53 LOT 11	PERM.	1788 ±
E-4	FAY SCHOOL, INC. 48 MAIN STREET; MAP 53 LOT 11	PERM.	326 ±
E-5	FAY SCHOOL, INC. 48 MAIN STREET; MAP 53 LOT 11	PERM.	864 ±
E-11	SOUTHBOROUGH VILLAGE SOCIETY 28 MAIN STREET; MAP 58 LOT 2A	PERM.	910 ±
E-13	ST MARK'S SCHOOL 25 MARLBORO ROAD; MAP 65 LOT 3	PERM.	835 ±
E-21	PILGRIM CONGREGATIONAL CHURCH 15 COMMON STREET; MAP 54 LOT 5	PERM.	249 ±
E-23	FAY SCHOOL, INC. 44 MAIN STREET; MAP 54 LOT 2	PERM.	446 ±

E-24	SOUTHBOROUGH VILLAGE SOCIETY 28 MAIN STREET; MAP 58 LOT 2A	PERM.	263 ±
E-27	FAY SCHOOL, INC. 70 MAIN STREET; MAP 53 LOT 25	PERM.	208 ±
E-28	FAY SCHOOL, INC. 48 MAIN STREET; MAP 53 LOT 11	PERM.	11 ±
E-29	ST. MARK'S CHURCH 27 MAIN STREET; MAP 54 LOT 3	PERM.	847 ±
<b>Businesses</b>			
E-6	TIMOTHY P. & VIRGINIA STONE 42 MAIN STREET; MAP 54 LOT 1	PERM.	488 ±
E-7	DONALD C. & STEPHANIE MORRIS 40 MAIN STREET; MAP 54 LOT 11	PERM.	667 ±
E-8	STEPHEN D. & NANCY G. MORRIS 36 MAIN STREET; MAP 54 LOT 10	PERM.	104 ±
E-14	16 MAIN STREET REALTY TRUST 16 MAIN STREET; MAP 54 LOT 86	PERM.	23 ±
E-15	JSO REALTY, LLC 14 MAIN STREET; MAP 54 LOT 85	PERM.	148 ±
E-19	9 MAIN STREET, LLC 9 MAIN STREET; MAP 54 LOT 39	PERM.	392 ±
E-20	THE HOUSE OF SOUTHBORO TRUST 6 MAIN STREET; MAP 54 LOT 65	PERM.	97 ±
E-25	RICHARD A. HALLISEY LIMITED PARTNERSHIP 11 MAIN STREET; MAP 54 LOT 29	PERM.	159 ±
<b>Government</b>			
E-10	SOUTHBOROUGH HOUSING AUTHORITY 1 CORDAVILLE ROAD; MAP 54 LOT 25	PERM.	72 ±
E-12	TOWN OF SOUTHBOROUGH WOODWARD SCHOOL 28 CORDAVILLE ROAD; MAP 54 LOT 92	PERM.	237 ±
E-22	TOWN OF SOUTHBOROUGH TOWN COMMON; MAP 54 LOT 6	PERM.	692 ±
E-30	TOWN OF SOUTHBOROUGH PUBLIC SAFETY COMPLEX 19 MAIN STREET; MAP 54 LOT 26	PERM.	118 ±

**PERMANENT UTILITY EASEMENTS**

PARCEL NO.	OWNER	AREA OF EASEMENT	
<b>Private Residences</b>			
PUE-1	ROBERT NICOLS & DANE S. WORLEY 94 MAIN STREET; MAP 53 LOT 5	UTIL.	62 ±
PUE-3	TIMOTHY J. NORTON & SHERRY L. COUNTRYMAN 65 MAIN STREET; MAP 53 LOT 6B	UTIL.	100 ±
PUE-4	ERIC C. & AIMEE SIEGEL 61 MAIN STREET; MAP 53 LOT 21	UTIL.	538 ±
PUE-5	ALAN J. & WENDY SCOTT MCDONALD 59 MAIN STREET; MAP 53 LOT 7	UTIL.	276 ±
PUE-15	STEPHEN G. & LAURIE D. PHILLIPS 26 MAIN STREET; MAP 54 LOT 90	UTIL.	256 ±
PUE-16	DONALD M. & ANN DANDO LEAVITT 24 MAIN STREET; MAP 54 LOT 89	UTIL.	145 ±
PUE-17	DAVID W. PARRY 20-22 MAIN STREET; MAP 54 LOT 88	UTIL.	470 ±
PUE-19	MARSTON & LOUISE F. CLOUGH 18 MAIN STREET; MAP 54 LOT 87	UTIL.	243 ±
PUE-21	WARREN C. & LUCIA R. PROSPERI 8 MAIN STREET; MAP 54 LOT 70	UTIL.	54 ±
<b>Non-Profits</b>			
PUE-6	ST. MARK'S SCHOOL 55 MAIN STREET; MAP 53 LOT 8	UTIL.	94 ±
PUE-7	FAY SCHOOL, INC. 66 MAIN STREET; MAP 53 LOT 14	UTIL.	96 ±
PUE-8	FAY SCHOOL, INC. 66 MAIN STREET; MAP 53 LOT 14	UTIL.	100 ±
PUE-9	FAY SCHOOL, INC. 66 MAIN STREET; MAP 53 LOT 14	UTIL.	86 ±
PUE-10	ST. MARK'S CHURCH 27 MAIN STREET; MAP 54 LOT 3	UTIL.	61 ±
PUE-12	SOUTHBOROUGH VILLAGE SOCIETY 28 MAIN STREET; MAP 58 LOT 2A	UTIL.	40 ±
PUE-13	SOUTHBOROUGH VILLAGE SOCIETY 28 MAIN STREET; MAP 58 LOT 2A	UTIL.	41 ±
PUE-14	SOUTHBOROUGH VILLAGE SOCIETY 28 MAIN STREET; MAP 58 LOT 2A	UTIL.	140 ±
PUE-22	ST. MARK'S SCHOOL 30 MAIN STREET; MAP 53 LOT 9	PERM.	215 ±
PUE-23	FAY SCHOOL, INC. 31 MAIN STREET; 53 LOT 10	PERM.	402 ±
PUE-24	ST. MARK'S CHURCH 27 MAIN STREET; MAP 54 LOT 3	UTIL.	312 ±
<b>Businesses</b>			
PUE-2	84 MAIN STREET SOUTHBOROUGH, LLC 84 MAIN STREET; MAP 53 LOT 1	UTIL.	95 ±
PUE-20	16 MAIN STREET REALTY TRUST 16 MAIN STREET; MAP 54 LOT 86	UTIL.	425 ±
D-1	84 MAIN STREET SOUTHBOROUGH, LLC 84 MAIN STREET; MAP 53 LOT 1	DRAIN.	11261 ±
<b>Government</b>			
PUE-11	TOWN OF SOUTHBOROUGH TOWN COMMON; MAP 54 LOT 6	UTIL.	537 ±
PUE-18	TOWN OF SOUTHBOROUGH WOODWARD SCHOOL 28 CORDAVILLE ROAD; MAP 54 LOT 92	UTIL.	91 ±

## TEMPORARY EASEMENTS

PARCEL NO.	OWNER	AREA OF EASEMENT	
<b>Private Residences</b>			
TE-1	MICHAEL A. SPATARO & SIMON N. MCRAE TRUST 2 SEARS ROAD; MAP 52 LOT 7	TEMP.	236 ±
TE-2	ROBERT NICOLS & DANE S. WORLEY 94 MAIN STREET; MAP 53 LOT 5	TEMP.	4664 ±
TE-3	CHARLES O. JR. & WENDY M. BLACK 1 DEERFOOT ROAD; MAP 53 LOT 5A	TEMP.	2160 ±
TE-5	TIMOTHY J. NORTON & SHERRY L. COUNTRYMAN 65 MAIN STREET; MAP 53 LOT 6B	TEMP.	478 ±
TE-6	ERIC C. & AIMEE SIEGEL 61 MAIN STREET; MAP 53 LOT 21	TEMP.	150 ±
TE-7	GEORGE ARTHUR FORSYTHE & DOROTHY ANNE HURD 78 MAIN STREET; MAP 53 LOT 18	TEMP.	2635 ±
TE-8	ALAN J. & WENDY SCOTT MCDONALD 59 MAIN STREET; MAP 53 LOT 7	TEMP.	317 ±
TE-26	LEONORA A. & FRED B. WILLIAMS 34 MAIN STREET; MAP 54 LOT 9	TEMP.	911 ±
TE-31	CHRISTINE J. DONAHUE 3 CORDAVILLE ROAD; MAP 54 LOT 24	TEMP.	1559 ±
TE-32	RAYMOND G. HULING, IV 5 CORDAVILLE ROAD; MAP 54 LOT 23	TEMP.	864 ±
TE-35	STEPHEN G. & LAURIE D. PHILLIPS 26 MAIN STREET; MAP 54 LOT 90	TEMP.	1782 ±
TE-36	BERNARD & SANDRA CAMPBELL 17 MAIN STREET; MAP 54 LOT 27	TEMP.	437 ±
TE-37	DONALD M. & ANN DANDO LEAVITT 24 MAIN STREET; MAP 54 LOT 89	TEMP.	316 ±
TE-38	KRISTEN CONNELL 15 MAIN STREET; MAP 54 LOT 28	TEMP.	1214 ±
TE-39	DAVID W. PARRY 20-22 MAIN STREET; MAP 54 LOT 88	TEMP.	708 ±
TE-41	MARSTON & LOUISE F. CLOUGH 18 MAIN STREET; MAP 54 LOT 87	TEMP.	323 ±
TE-46	RAYMOND D. & MICHELE A. HOKINSON 12 MAIN STREET; MAP 54 LOT 83	TEMP.	290 ±
TE-47	RAYMOND D. & MICHELE A. HOKINSON 10 MAIN STREET; MAP 54 LOT 84	TEMP.	2151 ±
TE-48	WARREN C. & LUCIA R. PROSPERI 8 MAIN STREET; MAP 54 LOT 70	TEMP.	465 ±
TE-62	TIMOTHY J. NORTON & SHERRY L. COUNTRYMAN 65 MAIN STREET; MAP 53 LOT 6B	TEMP.	758 ±
TE-66	THOMAS W. & REGINA M. MANNIX 1 SEARS ROAD; MAP 53 LOT 6	TEMP.	1970 ±
<b>Non-Profits</b>			
TE-9	FAY SCHOOL, INC. 76 MAIN STREET; MAP 53 LOT 19	TEMP.	1579 ±
TE-10	ST. MARK'S SCHOOL 55 MAIN STREET; MAP 53 LOT 8	TEMP.	365 ±
TE-11	ST. MARK'S SCHOOL 55 MAIN STREET; MAP 53 LOT 8	TEMP.	286 ±
TE-12	ST. MARK'S SCHOOL 30 MAIN STREET; MAP 53 LOT 9	TEMP.	1466 ±
TE-13	FAY SCHOOL, INC. 56 MAIN STREET; MAP 53 LOT 13	TEMP.	1777 ±
TE-14	FAY SCHOOL, INC. 31 MAIN STREET; 53 LOT 10	TEMP.	1471 ±
TE-16	ST. MARK'S CHURCH 27 MAIN STREET; MAP 54 LOT 3	TEMP.	989 ±
TE-20	PILGRIM CONGREGATIONAL CHURCH 15 COMMON STREET; MAP 54 LOT 5	TEMP.	331 ±
TE-29	ST MARK'S SCHOOL 25 MARLBORO ROAD; MAP 65 LOT 3	TEMP.	5994 ±

TE-30	SOUTHBOROUGH VILLAGE SOCIETY 28 MAIN STREET; MAP 58 LOT 2A	TEMP.	7284 ±
TE-54	FAY SCHOOL, INC. 74 MAIN STREET; MAP 53 LOT 20	TEMP.	1810 ±
TE-55	FAY SCHOOL, INC. 70 MAIN STREET; MAP 53 LOT 25	TEMP.	1253 ±
TE-56	FAY SCHOOL, INC. 66 MAIN STREET; MAP 53 LOT 14	TEMP.	1778 ±
TE-57	FAY SCHOOL, INC. 54 MAIN STREET; MAP 53 LOT 12	TEMP.	1921 ±
TE-58	FAY SCHOOL, INC. 48 MAIN STREET; MAP 53 LOT 11	TEMP.	3268 ±
TE-59	FAY SCHOOL, INC. 48 MAIN STREET; MAP 53 LOT 11	TEMP.	4551 ±
TE-60	FAY SCHOOL, INC. 44 MAIN STREET; MAP 54 LOT 2	TEMP.	1139 ±
TE-63	ST. MARK'S CHURCH 27 MAIN STREET; MAP 54 LOT 3	TEMP.	1272 ±
TE-67	FAY SCHOOL, INC. 66 MAIN STREET; MAP 53 LOT 14	TEMP.	504 ±
TE-68	FAY SCHOOL, INC. 66 MAIN STREET; MAP 53 LOT 14	TEMP.	869 ±
TE-69	FAY SCHOOL, INC. 66 MAIN STREET; MAP 53 LOT 14	TEMP.	723 ±
TE-70	ST. MARK'S SCHOOL 30 MAIN STREET; MAP 53 LOT 9	TEMP.	1034 ±
<b>Businesses</b>			
TE-4	84 MAIN STREET SOUTHBOROUGH, LLC 84 MAIN STREET; MAP 53 LOT 1	TEMP.	813 ±
TE-18	TIMOTHY P. & VIRGINIA STONE 42 MAIN STREET; MAP 54 LOT 1	TEMP.	860 ±
TE-24	DONALD C. & STEPHANIE MORRIS 40 MAIN STREET; MAP 54 LOT 11	TEMP.	2700 ±
TE-25	STEPHEN D. & NANCY G. MORRIS 36 MAIN STREET; MAP 54 LOT 10	TEMP.	1067 ±
TE-42	RICHARD A. HALLISEY LIMITED PARTNERSHIP 11 MAIN STREET; MAP 54 LOT 29	TEMP.	274 ±
TE-43	16 MAIN STREET REALTY TRUST 16 MAIN STREET; MAP 54 LOT 86	TEMP.	1329 ±
TE-44	JSO REALTY, LLC 14 MAIN STREET; MAP 54 LOT 85	TEMP.	1290 ±
TE-45	RICHARD A. HALLISEY LIMITED PARTNERSHIP 11 MAIN STREET; MAP 54 LOT 29	TEMP.	2243 ±
TE-49	9 MAIN STREET, LLC 9 MAIN STREET; MAP 54 LOT 39	TEMP.	3062 ±
TE-50	THE HOUSE OF SOUTHBORO TRUST 6 MAIN STREET; MAP 54 LOT 65	TEMP.	1102 ±
TE-51	MASSACHUSETTS ELECTRIC COMPANY MAIN STREET; MAP 54 LOT 40	TEMP.	975 ±
TE-52	OLD FIRE STATION, LLC 5 MAIN STREET; MAP 54 LOT 41	TEMP.	504 ±
TE-61	84 MAIN STREET SOUTHBOROUGH, LLC 84 MAIN STREET; MAP 53 LOT 1	TEMP.	943 ±
<b>Government</b>			
TE-19	TOWN OF SOUTHBOROUGH 17 COMMON STREET; MAP 54 LOT 4	TEMP.	4007 ±
TE-21	TOWN OF SOUTHBOROUGH TOWN COMMON; MAP 54 LOT 6	TEMP.	2907 ±
TE-22	TOWN OF SOUTHBOROUGH OLD CEMETERY 1727 ST MARK'S STREET; MAP 54 LOT T	TEMP.	1064 ±
TE-23	TOWN OF SOUTHBOROUGH LIBRARY 25 MAIN STREET; MAP 54 LOT 7	TEMP.	821 ±
TE-27	SOUTHBOROUGH HOUSING AUTHORITY 1 CORDAVILLE ROAD; MAP 54 LOT 25	TEMP.	394 ±
TE-28	SOUTHBOROUGH HOUSING AUTHORITY 1 CORDAVILLE ROAD; MAP 54 LOT 25	TEMP.	1324 ±
TE-33	TOWN OF SOUTHBOROUGH LIBRARY 25 MAIN STREET; MAP 54 LOT 7	TEMP.	2132 ±
TE-34	TOWN OF SOUTHBOROUGH PUBLIC SAFETY COMPLEX 19 MAIN STREET; MAP 54 LOT 26	TEMP.	2395 ±

TE-40	TOWN OF SOUTHBOROUGH WOODWARD SCHOOL 28 CORDAVILLE ROAD; MAP 54 LOT 92	TEMP.	319 ±
TE-53	TOWN OF SOUTHBOROUGH WOODWARD SCHOOL 28 CORDAVILLE ROAD; MAP 54 LOT 92	TEMP.	1960 ±
TE-64	TOWN OF SOUTHBOROUGH TOWN COMMON; MAP 54 LOT 6	TEMP.	5326 ±

Said parcels being shown on Plan entitled, Massachusetts Department of Transportation Highway Division Preliminary Right of Way Plans Main Street (Route 30) in the Town of Southborough, Worcester County dated February 29, 2016” prepared by Vanasse Hangen Brustlin Inc. A copy of said Plan being on file with the Town Clerk’s office.

And further authorize the Board of Selectmen to have full and exclusive power and authority to defend, settle, compromise, make agreement and order payments of any and all claims, suits and actions which may exist or arise from or on account of the acquisition by gift, purchase or taking by eminent domain, the propriety interests specified herein, or any modifications thereof, and as shown on said plans including structures and trees thereon if any.

To carry out the provisions of this Article, Chapter 90 funds already available will be utilized, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This article allows the Selectmen to accept as gifts, or to negotiate, temporary and permanent easements for use on the Main Street Reconstruction Project. Securing easements will be done in accordance with the MassDOT’s rules which include compliance with the Federal Aid Acquisition Guide for Property Owners, posted on the Town’s website. Appraisals will be developed and reviewed by MassDOT approved appraisers, on each parcel.*

**MOTION MADE: To indefinitely postpone the article.**

**MOTION FAILED.**

**MOTION MADE: To combine Articles 4 and 5 for purposes of discussion.**

**MOTION RULED OUT OF ORDER BY THE MODERATOR.**

**MOTION MADE:** That the Town vote to authorize the Board of Selectmen to acquire by gift, donation, purchase or take by eminent domain, pursuant to Massachusetts General Laws, Chapter 79, as amended, certain permanent, temporary and aerial and drainage easements on, over and within certain parcels of land for the purpose of obtaining a secure and improved public right of way and access by widening and reconstructing of Main Street, Route 30, from Sears Road to Park Street.

Said acquisition of such easements comprising of 122 parcels of land located in the Town of Southborough as listed in the warrant.

Said parcels being shown on Plan entitled, Massachusetts Department of Transportation Highway Division Preliminary Right of Way Plans Main Street (Route 30) in the Town of Southborough, Worcester County dated February 29, 2016” prepared by Vanasse Hangen Brustlin Inc. A copy of said Plan being on file with the Town Clerk’s office.

And further authorize the Board of Selectmen to have full and exclusive power and authority to defend, settle, compromise, make agreement and order payments of any and all claims, suits and actions which may exist or arise from or on account of the acquisition by gift, purchase or taking by eminent domain, the propriety interests specified herein, or any modifications thereof, and as shown on said plans including structures and trees thereon if any.

To carry out the provisions of this Article, Chapter 90 funds already available will be utilized, or do or act anything in relation thereto.

**Requires a 2/3 vote.**

**MOTION PASSED. 467 IN FAVOR. 170 OPPOSED.**

**ARTICLE 5:** To see if the Town of Southborough will Vote to request that the Board of Selectmen:

- a. Promptly direct the Department of Public Works to take all steps necessary, without further delay, to repave and repair the section of Main Street extending from Sears Road to East Main Street; and
- b. Direct the Department of Public Works to use the same standards for repaving and repair for this section of Main Street as for the repaving and repair of any similar road section in Southborough, under the Town's own normal road repair standards; and
- c. Cease efforts to obtain by eminent domain or otherwise, any rights in private property for the purpose of converting Main Street to Federal Highway standards.

**Proposed by: SAM STIVERS, STEVE PHILLIPS, and JOHN BUTLER**

**Board of Selectmen Recommendation:** Not Support

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This Citizen's Petition proposes to promptly repair Main Street in the same way the Town would repair any similar street, and not enlarge the road to meet Federal Highway Standards.*

**MOTION MADE: To indefinitely postpone the article.**

**MOTION PASSED.**

**ARTICLE 6:** To see if the Town of Southborough will vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, Zoning, by deleting the following section in its entirety and inserting in place thereof the following text:

**(1) §174-25.A(3) [Board of Appeals – Variances]**

(3) Variances. The Board of Appeals shall have the power to grant, upon appeal or petition, variances from the terms of this chapter, **not** including use variances, where the Board finds that, due to circumstances relating to soil conditions, topography or shape of land or structures and especially affecting such land or structures but not affecting generally the zoning district in which they are located, literal enforcement of this chapter would involve substantial hardship to the appellant or petitioner and that the desired relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of this chapter. The Board of Appeals may impose conditions, limitations and safeguards not based on the continued ownership by the applicant, petitioner or any owner. If the rights authorized by a variance are not exercised within one (1) year from the date of grant thereof, they shall lapse, and a new petition, notice and hearing will be required for their reestablishment.

**Proposed by: FREDERICA GILLESPIE and SAM STIVERS**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This is a citizen's petition to eliminate the use variance from Southborough's zoning code. We believe that the Zoning Board's ability to issue a use variance (i.e., to allow uses in zoning districts that otherwise are not allowed - such as building a commercial project in the middle of a residential neighborhood) is counter to the best interests of the Town. Most Towns in Massachusetts do not permit use variances as use variances are considered to be in conflict with thoughtful master planning and zoning district guidelines. The sponsors believe that overriding the intent of the Town's master plan and zoning districts is an important issue that should be voted on by Town Meeting, rather than by four members of an appointed Zoning Board.*

**MOTION MADE:** That the Town of Southborough vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, Zoning, by deleting section 174-25 A(3) and replacing it with a new section as printed in the warrant.

**Requires a 2/3 vote.**

**MOTION PASSED: 481 IN FAVOR. 25 OPPOSED.**

**Approved by the Attorney General on December 8, 2016.**

**PRESENTATION BY FREDDIE GILLESPIE  
PRESENTATION BY DAVID MCKAY, ECONOMIC DEVELOPMENT COMMITTEE**

**ARTICLE 7:** To see if the Town will vote to:

(1) Reverse the vote of the Southborough Annual Town Meeting of March 11, 1963 to approve Article 31 – and with this reversal to rescind the town’s adoption of the provisions of MA General Laws Ch 40 sec 8A, authorizing the creation of a Southborough Industrial Commission; and

(2) Reverse the vote of the Adjourned Southborough Annual Town Meeting of May 29, 1975 to approve article 61 – and with this reversal to rescind the Town’s authorization of the creation of a Southborough Industrial Development and Financing Authority as described in MA General Laws Chapter 40D.

**Proposed by: FREDERICA GILLESPIE, SAM STIVERS, and JONATHAN GREEN**

**Board of Selectmen Recommendation:** Not Support

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This is a citizen’s petition. The sponsors believe that the Town’s approval of the decades-old legislation creating the long-dormant Industrial Commission and the Industrial Development and Financing Authority should be rescinded. The original rationale for these groups (creation of industrial jobs to deal with high unemployment and development of industrial activity in Town) is no longer necessary or appropriate for Southborough. The important function of supporting economic development in Southborough can be fully accomplished by the existing Economic Development Committee - without revival of these long-dormant groups. One of many additional concerns about reviving the Industrial Development and Finance Authority is its ability to issue revenue bonds to finance development projects - outside of the normal Town budget process and outside of the usual necessary approval of Town Meeting for bonding decisions.*

**MOTION MADE:** That the Town vote to:

(1) Reverse the vote of the Southborough Annual Town Meeting of March 11, 1963 to approve Article 31 – and with this reversal to rescind the town’s adoption of the provisions of MA General Laws Ch 40 sec 8A, authorizing the creation of a Southborough Industrial Commission; and

(2) Reverse the vote of the Adjourned Southborough Annual Town Meeting of May 29, 1975 to approve article 61 – and with this reversal to rescind the Town’s authorization of the creation of a Southborough Industrial Development and Financing Authority as described in MA General Laws Chapter 40D.

**MOTION PASSED.**

**ARTICLE 8:** To see if the Town of Southborough will Vote to strongly request that the appropriate authorities, including Board of Selectmen and Planning Board:

- a. At the future time when traffic from the currently proposed Park Central development or any development may begin to access Flagg Road, the Town will close Flagg Road at the culvert near the Rt 9 end (at a point near the parcels at #72 and #77 Flagg Road), just northeast of the connector road. Traffic to/from the Park Central development will be routed only onto the southwestern “stub” of Flagg Road to Rt 9 without access to the



northeastern part of Flagg Road beyond the closure point.

- b. Notify the Park Central neighborhood residents and the Park Central developer that the town is making the aforementioned change to Flagg Road, and that access will not be available from the development.
- c. Install a locked gate at the closure location in order to allow access for Town emergency vehicles, school buses and other Town vehicles, as has been done at similar locations in Town.

**Proposed by: DEBORAH DeMURIA & KEVIN FARRINGTON**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** Support

**Summary:** *This article proposes a conditional request from the Town to the Board of Selectmen to consider closing Flagg Road, near Route 9, in the event of traffic flowing from the Park Central site onto Flagg Road. The purpose of this citizen request is to address the increased danger for pedestrians (including school children in and near school zones), bicyclists and vehicles, with any Park Central traffic.*

*Conditioned upon the event of any development at Park Central, closing Flagg Road to the Park Central development would prevent cut-through traffic on narrow, winding residential roadways, including Flagg Road (past school zones for two of the town's four public schools), Deerfoot Road, Lovers Lane, Lynbrook Road, and Clifford Road. These narrow, winding State-designated scenic roadways, which embody the character of Southborough, are sensitive residential roadways that are lined with stone walls and mature trees. This article enables the Selectmen to gauge the level of support within the Town to take measures to preserve the safety of our children and residents on these winding, narrow residential roadways.*

**MOTION MADE:** That the vote to strongly request that the appropriate authorities, including Board of Selectmen and Planning Board:

- a. At the future time when traffic from the currently proposed Park Central development or any development may begin to access Flagg Road, the Town will close Flagg Road at the culvert near the Rt 9 end (at a point near the parcels at #72 and #77 Flagg Road), just northeast of the connector road. Traffic to/from the Park Central development will be routed only onto the southwestern "stub" of Flagg Road to Rt 9 without access to the northeastern part of Flagg Road beyond the closure point.
- b. Notify the Park Central neighborhood residents and the Park Central developer that the town is making the aforementioned change to Flagg Road, and that access will not be available from the development.
- c. Install a locked gate at the closure location in order to allow access for Town emergency vehicles, school buses and other Town vehicles, as has been done at similar locations in Town.

**MOTION PASSED: 232 IN FAVOR. 103 OPPOSED.**

At 11:44 PM, it was voted unanimously to dissolve the SPECIAL TOWN MEETING.

True Copy  
Attest:

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James F. Hegarty, Town Clerk

**State Election**  
**Tuesday November 8, 2016**

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
<u>ELECTORS OF PRESIDENT AND VICE PRESIDENT</u>				
Clinton and Kaine	1,236	1,128	1,166	3,530
Johnson and Weld	121	102	105	328
Stein and Baraka	20	23	13	56
Trump and Pence	653	615	630	1,898
All other votes	45	63	62	170
Blanks	38	32	31	101
TOTAL	2,113	1,963	2,007	6,083
<u>REPRESENTATIVE IN CONGRESS Fifth District</u>				
Clark	1,465	1,362	1,462	4,289
All other votes	32	37	34	103
Blanks	616	564	511	1,691
TOTAL	2,113	1,963	2,007	6,083
<u>COUNCILLOR Third District</u>				
Devaney	1,395	1,314	1,408	4,117
All other votes	26	38	36	100
Blanks	692	611	563	1,866
TOTAL	2,113	1,963	2,007	6,083
<u>SENATOR IN GENERAL COURT Middlesex &amp; Worcester District</u>				
Eldridge	1,091	982	1,015	3,088
Busiek	727	707	735	2,169
Friedrichs	74	71	74	219
All other votes	1	2	1	4
Blanks	220	201	182	603
TOTAL	2,113	1,963	2,007	6,083
<u>REPRESENTATIVE IN GENERAL COURT Eighth Middlesex District</u>				
Dykema	1,501	1,411	1,488	4,400
All other votes	21	23	29	73
Blanks	591	529	490	1,610
TOTAL	2,113	1,963	2,007	6,083
<u>SHERIFF Worcester County</u>				
Evangelidis	1,468	1,369	1,469	4,306
All other votes	18	23	22	63
Blanks	627	571	516	1,714
TOTAL	2,113	1,963	2,007	6,083

**State Election**  
**Tuesday November 8, 2016**

QUESTION 1  
LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would allow the state Gaming Commission to issue one additional category 2 license, which would permit operation of a gaming establishment with no table games and not more than 1,250 slot machines.

The proposed law would authorize the Commission to request applications for the additional license to be granted to a gaming establishment located on property that is (i) at least four acres in size; (ii) adjacent to and within 1,500 feet of a race track, including the track's additional facilities, such as the track, grounds, paddocks, barns, auditorium, amphitheatre, and bleachers; (iii) where a horse racing meeting may physically be held; (iv) where a horse racing meeting shall have been hosted; and (v) not separated from the race track by a highway or railway.

A YES VOTE would permit the state Gaming Commission to license one additional slot machine gaming establishment at a location that meets certain conditions specified in the law.

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

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
YES	603	570	679	1,852
NO	1,444	1,342	1,271	4,057
Blanks	66	51	57	174
TOTAL	2,113	1,963	2,007	6,083

QUESTION 2  
LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would allow the state Board of Elementary and Secondary Education to approve up to 12 new charter schools or enrollment expansions in existing charter schools each year. Approvals under this law could expand statewide charter school enrollment by up to 1% of the total statewide public school enrollment each year. New charters and enrollment expansions approved under this law would be exempt from existing limits on the number of charter schools, the number of students enrolled in them, and the amount of local school districts' spending allocated to them.

If the Board received more than 12 applications in a single year from qualified applicants, then the proposed law would require it to give priority to proposed charter schools or enrollment expansions in districts where student performance on statewide assessments is in the bottom 25% of all districts in the previous two years and where demonstrated parent demand for additional public school options is greatest.

New charter schools and enrollment expansions approved under this proposed law would be subject to the same approval standards as other charter schools, and to recruitment, retention, and multilingual outreach requirements that currently apply to some charter schools. Schools authorized under this law would be subject to annual performance reviews according to standards established by the Board.

The proposed law would take effect on January 1, 2017.

A YES VOTE would allow for up to 12 approvals each year of either new charter schools or expanded enrollments in existing charter schools, but not to exceed 1% of the statewide public school enrollment.

A NO VOTE would make no change in current laws relative to charter schools

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
YES	893	894	816	2,603
NO	1,181	1,027	1,149	3,357
Blanks	39	42	42	123
TOTAL	2,113	1,963	2,007	6,083

QUESTION 3  
LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2016?

SUMMARY

This proposed law would prohibit any farm owner or operator from knowingly confining any breeding pig, calf raised for veal, or egg-laying hen in a way that prevents the animal from lying down, standing up, fully extending its limbs, or turning around freely. The proposed law would also prohibit any business owner or operator in Massachusetts from selling whole eggs intended for human consumption or any uncooked cut of veal or pork if the business owner or operator knows or should know that the hen, breeding pig, or veal calf that produced these products was confined in a manner prohibited by the proposed law. The proposed law would exempt sales of food products that combine veal or pork with other products, including soups, sandwiches, pizzas, hotdogs, or similar processed or prepared food items.

The proposed law's confinement prohibitions would not apply during transportation; state and county fair exhibitions; 4-H programs; slaughter in compliance with applicable laws and regulations; medical research; veterinary exams, testing, treatment and operation if performed under the direct supervision of a licensed veterinarian; five days prior to an pregnant pig's expected date of giving birth; any day that pig is nursing piglets; and for temporary periods for animal husbandry purposes not to exceed six hours in any twenty-four hour period.

The proposed law would create a civil penalty of up to \$1,000 for each violation and would give the Attorney General the exclusive authority to enforce the law, and to issue regulations to implement it. As a defense to enforcement proceedings, the proposed law would allow a business owner or operator to rely in good faith upon a written certification or guarantee of compliance by a supplier.

The proposed law would be in addition to any other animal welfare laws and would not prohibit stricter local laws.

The proposed law would take effect on January 1, 2022. The proposed law states that if any of its parts were declared invalid, the other parts would stay in effect.

A YES VOTE would prohibit any confinement of pigs, calves, and hens that prevents them from lying down, standing up, fully extending their limbs, or turning around freely.

A NO VOTE would make no change in current laws relative to the keeping of farm animals.

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
Blanks	37	38	38	113
YES	1,586	1,521	1,521	4,628
NO	490	404	448	1,342
TOTAL	2,113	1,963	2,007	6,083

QUESTION 4  
LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives On or before May 3, 2016?

SUMMARY

The proposed law would permit the possession, use, distribution, and cultivation of marijuana in limited amounts by persons age 21 and older and would remove criminal penalties for such activities. It would provide for the regulation of commerce in marijuana, marijuana accessories, and marijuana products and for the taxation of proceeds from sales of these items.

The proposed law would authorize persons at least 21 years old to possess up to one ounce of marijuana outside of their residences; possess up to ten ounces of marijuana inside their residences; grow up to six marijuana plants in their residences; give one ounce or less of marijuana to a person at least 21 years old without payment; possess, produce or transfer hemp; or make or transfer items related to marijuana use, storage, cultivation, or processing.

The measure would create a Cannabis Control Commission of three members appointed by the state Treasurer which would generally administer the law governing marijuana use and distribution, promulgate regulations, and be responsible for the licensing of marijuana commercial establishments.

The proposed law would also create a Cannabis Advisory Board of fifteen members appointed by the Governor. The Cannabis Control Commission would adopt regulations governing licensing qualifications; security; record keeping; health and safety standards; packaging and labeling; testing; advertising and displays; required inspections; and such other matters as the Commission considers appropriate. The records of the Commission would be public records.

The proposed law would authorize cities and towns to adopt reasonable restrictions on the time, place, and manner of operating marijuana businesses and to limit the number of marijuana establishments in their communities. A city or town could hold a local vote to determine whether to permit the selling of marijuana and marijuana products for consumption on the premises at commercial establishments.

The proceeds of retail sales of marijuana and marijuana products would be subject to the state sales tax and an additional excise tax of 3.75%. A city or town could impose a separate tax of up to 2%. Revenue received from the additional state excise tax or from license application fees and civil penalties for violations of this law would be deposited in a Marijuana Regulation Fund and would be used subject to appropriation for administration of the proposed law. Marijuana-related activities authorized under this proposed law could not be a basis for adverse orders in child welfare cases absent clear and convincing evidence that such activities had created an unreasonable danger to the safety of a minor child.

The proposed law would not affect existing law regarding medical marijuana treatment centers or the operation of motor vehicles while under the influence. It would permit property owners to prohibit the use, sale, or production of marijuana on their premises (with an exception that landlords cannot prohibit consumption by tenants of marijuana by means other than by smoking); and would permit employers to prohibit the consumption of marijuana by employees in the workplace. State and local governments could continue to restrict uses in public buildings or at or near schools. Supplying marijuana to persons under age 21 would be unlawful.

The proposed law would take effect on December 15, 2016.

A YES VOTE would allow persons 21 and older to possess, use, and transfer marijuana and products containing marijuana concentrate (including edible products) and to cultivate marijuana, all in limited amounts, and would provide for the regulation and taxation of commercial sale of marijuana and marijuana products.

A NO VOTE would make no change in current laws relative to marijuana.

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
YES	925	916	948	2,789
NO	1,165	1,020	1,038	3,223
Blanks	23	27	21	71
TOTAL	2,113	1,963	2,007	6,083

# EDUCATION



*Bluebird on American flag*

*Linda Hubley*

***Southborough School Committee***

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

***Administration***

Christine M. Johnson <i>B.S., M.A., C.A.G.S.</i>	Superintendent of Schools
Gregory L. Martineau <i>B.S., M.A.</i>	Assistant Superintendent of Schools
Marie B. Alan <i>B.S., M.A.</i>	Director of Student Support Services
Leo Brehm <i>B.A., M.A.Ed.</i>	Director of Instructional Technology and Digital Learning
Stacy Glickman <i>B.A., M.A., L.M.H.C.</i>	Assistant Director of Student Support Services
Deborah Q. Lemieux <i>B.A., M.S.Ed., Ed.S.</i>	Assistant Director of Student Support Services
Cheryl L. Levesque <i>B.S.</i>	Director of Business

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Cheryl M. Lepore	Administrative Assistant to the Superintendent
Nancy A. Bissett	Administrative Assistant to the Superintendent's Office
Elaine E. Chisholm	Receptionist
Suzanne L. Houle	Clerical Support
Rebecca J. Pellegrino	Human Resources Administrator
Lois S. McMahan	Human Resources Support
Nena H. Wall	Personnel Coordinator
Sandra J. Burgess	Administrative Assistant to the Student Support Services Department
Kyle D. Parson	Food Service Director
Jolene A. Chapski	Business and Finance Support
Pauline D. Joncas	Facilities and Operations Support
Pamela E. Hite	Financial Coordinator – Southborough
Robin A. Mason	Financial Coordinator – Northborough
Caroline Willard	Financial Coordinator – Algonquin
Andrew F. Mariotti	Network Administrator
Loraine T. Wolfrey	Data Specialist

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Business Office	53 Parkerville Road Southborough, MA 01772
Office Hours:	8:00 a.m. - 4:30 p.m.
Telephone:	(508) 486-5115
FAX:	(508) 486-5123

## ***Superintendent's Report***

*Christine M. Johnson, Superintendent of Schools*

*Vision 2020: Strategically Planning for the Future* insures that our District is engaged in educational practices that provide the highest quality experiences for all students while creating a safe, supportive school climate. We appreciate the partnership and the collaborative spirit that exists within our school community and recognize that achievement is realized when the mission is shared with all stakeholders. Our mission is centered on our students and supporting their growth and development while presenting educationally sound and fiscally responsible budgets. This is realized as a result of active dialog and transparency by the schools and the Southborough School Committee with the Town of Southborough's elected officials, Town Administrator and departments, the Southborough Organization for Schools, Southborough Educational Foundation, parents, community members, and business community.

Our work begins when relationships are formed in the classroom with our dedicated teachers, students and parents. Together through our work, we communicate to students that education is the springboard to college and career readiness and at the heart of a community. We extend an invitation for you to learn more about our schools by visiting our website, serving on a study group, or attending one of many activities open to the public. Each day provides new and exciting opportunities for students to learn, grow and achieve. There are numerous milestones and here are a few from 2016:

### **Southborough Public Schools – 2016 Milestones**

- Aligned *School Improvement Plans* to the strategic focus areas identified in our Strategic Plan: communication, curriculum, student support services, and technology. This guarantees for a systemic model supporting transitional student growth and school improvement
- Aligned our curriculum with the newly released Massachusetts 2016 Science and Technology/Engineering Curriculum Framework at all grade levels and provided professional development and resources for all teachers and students
- Engaged in a collaborative effort with the Town of Southborough to explore the feasibility of solar installations on identified locations in Southborough, including all of the school facilities
- Partnered with Southborough Access Media to open a 21<sup>st</sup> century studio within the Trottier Middle School
- Aligned our curriculum, instruction and assessment practices to benchmark assessments, Common Core standards, and vertical and horizontal grade and transitional school expectations; which insures continuity and equity of expectations and supports a progression of growth for all students
- Expanded the use of technology as part of our district-wide focus on incorporating science, technology, engineering and mathematics (STEM) at all grade levels that incorporate the design process, coding, and 3D printing
- Upgraded devices to extend the life, while establishing a life cycle and obsolescence program that will ensure all students have access to current and viable mobile units for instruction and access to a growing collection of rich digital resources
- Upgraded our infrastructure to expand the capacity of data and Internet access to meet the needs of our evolving curriculum and Internet-based resources, doubling our Internet bandwidth at all locations
- Enhanced age appropriate Safe School Readiness protocols and practices in collaboration with State and community organizations at each school
- Provided students with building-level support in all of our schools to ensure that all students have developmentally appropriate opportunities to learn, grow, and make meaningful progress in a safe, nurturing and respectful environment
- Expanded our comprehensive model of building-based, student support teams to provide assistance and interventions to students with disabilities, learning differences and/or life events beyond their control
- Explored the financial feasibility of migrating to full-day kindergarten for all students
- Continued to monitor student progress to ensure that all children achieve learning goals
- Established comprehensive, building-based, student support teams that provide assistance and interventions to students who are challenged by disabilities, learning differences and/or life events beyond their control



## Southborough Public Schools - 2016 Highlights

The following highlights provide a brief summary of the many educational experiences that take place each day in all of our schools. This snapshot is designed to communicate the level of excitement, innovation and complexity of programs and areas of focus that are part of our students' school day. We invite you to experience the joy of learning and encourage you to explore our webpages, newsletters, and other communiques distributed throughout the school year.

### Finn School & Woodward School

#### *Communication*

- Expanded the community and parent outreach to include targeted topical areas identified in our strategic plan

#### *Curriculum, Instruction and Assessments*

- Shared and documented best practices for instruction for all students
- Expanded the focus on mathematics with the addition of a mathematics coordinator and enhanced web access for parents and students
- Developed new science units of study in the areas of life science and engineering
- Continued to review our practices to maintain the high standards of our National Association for the Education of Young Children (NAEYC) accreditation

#### *Student Support Services*

- Continued positive connectivity and how staff can positively connect with students, each other, parents, and the greater Southborough community
- Fostered an emotionally and psychologically safe school environment in which all students feel supported and accepted by developing a school-wide Positive Behavioral Interventions and Supports (PBIS) two-year goal, and Response to Instruction, or RTI groups

#### *Technology*

- Completed a two-year, whole school staff goal on developing competency with Google Suite. Staff are now able to share and work on documents, presentations, and graphs virtually through Google Drive
- Introduced students to basic aspects of coding and programming through Root and Beebots, code teaching robots

### Neary School

#### *Communication*

Expanded community and parent outreach by sponsoring a number of events that welcome the entire family and friends to experience the Neary School:

- "One School, One...": accomplished through Friday Farewell whole school meetings, Family Literacy Night, community service projects which include: Andy's Attic, Southborough Food Pantry, and Student Council Leadership sponsored service project. Character Building assemblies which include K-Robb and Ooch
- Engaged in recycling initiatives, keeping the environment safe and clean and global awareness and focusing on the importance of maintaining a green environment
- Continued monthly CARE themes which are woven throughout our day beginning with morning announcements, phone calls and emails to families from Mrs. Valenti when students are "Caught Caring," whole staff recognizing students who demonstrate the word of the month with Caught Caring Cards, and monthly assemblies presented by classrooms in connection to each word

#### *Curriculum, Instruction and Assessments*

- Implemented new mathematics program, enVision 2.0
- Introduced students to the Next Generation Science Standards using EIE Science Kits and Carolina Science Blocks Kits

- Developed Academic Extensions lessons for each grade level one time per week which include ELA, technology, library, social and emotional learning, music and art
- Continued to collect and analyze data across the content areas with a specific focus on ELA and math

***Student Support Services***

- Provided teachers opportunities for professional development outside of Neary and within, which includes classroom observations and time clarifying questions and reflection
- Reformatted the master schedule to increase time on learning and provide time for professional learning communities and twice weekly RTI blocks

***Technology***

- Expanded instructional practices incorporating the use of Google Docs, Google Classroom, Slides and applications for both iPads and Chromebooks

**Trottier Middle School**

***Communication***

- Launched a new master schedule for the 2015-2016 school year
- Developed a curriculum that offers students an opportunity to utilize the newly designed Southborough Access Media Studio
- Reintroduced a school newspaper to support the newly adopted Literacy Program for students who do not take World Language as a 7th or 8th grader

***Curriculum, Instruction and Assessment***

- Expanded the Health Curriculum and aligned it to state standards occurring in the 2016-2017 school year
- Explored coding support from the Technology Integration Specialist
- Introduced an enhanced technology education program with a STEM experience that provides design process activities which incorporate the engineering process from design to production

***Student Support Services***

- Participated in district-wide planning that supports the needs of students in-district
- Partnered with Assabet Valley Collaborative to offer access to programs that benefit all students
- Developed opportunities for students to enrich the school culture and climate through student activities and clubs

***Technology***

- Migrated each grade level to support a 1:1 student to mobile device ratio
- Incorporated the use of 3D printers into the technology education program via the STEM/Engineering course

***Grants***

The following is a brief summary of the federal and state grants the Southborough Public Schools received in 2016:

**Title I Entitlement Grant - \$39,948**

Title I provides funding for interventions that benefit underachieving students by helping students meet state performance standards. Southborough has been fortunate that several innovative reading and mathematics initiatives at the schools have been funded through Title I for the benefit of students. Title I funding is distributed based on a federal formula. Students receive assistance strictly based on academic criteria.

**Title II Part A - Improving Educator Quality - \$19,968**

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 - \$34,241 Consolidated Grant**

The purpose of this consolidated grant, shared by the Northborough, Southborough, and Northborough-Southborough Regional School Districts, is to offer supplemental services to children whose first language is not English. Funds are used to provide these children with the assistance needed to perform challenging academic work at proficient levels.

**Early Childhood Special Education Allocation - \$17,601 Consolidated Grant**

This consolidated grant, shared with the Northborough Public Schools, guarantees that young children with disabilities are placed in high-quality inclusive programs that meet the federal and state requirements for the least restrictive learning environment. The funds pay for part of the cost of the preschool integrated programs, with emphasis on services for medically fragile children.

**SPED Program Improvement Allocation - \$10,533 Consolidated Grant**

The purpose of this federal grant, shared by the Northborough, Southborough, and Northborough-Southborough Regional School Districts, is to offer professional development to both special education and regular education personnel in order to improve service delivery for children with identified disabilities. Students in Southborough benefit through educator involvement in workshops, seminars, and site-based consultations.

**Federal Special Education Entitlement - \$335,236**

This annual federal entitlement grant is allocated to ensure that students with disabilities receive a free and appropriate education through the provision of special education and related services. The district utilizes these funds to defray some of the costs involved in meeting students' complex, individual learning needs. A number of special education positions are funded through this grant as well as training and consultation for classroom teachers, special education teachers and therapists.

**Essential School Health Services - \$87,600 Consolidated Grant**

This past year the Massachusetts Department of Public Health continued to award a health services grant to the Northborough, Southborough, and Northborough-Southborough Regional School Districts. The purpose of these funds is to improve health services to all school children. A number of part-time nursing positions are funded through this grant.

***SOUTHBOROUGH PUBLIC SCHOOLS***  
*Enrollment by Grades*  
*October 4, 2016*

<i>School</i>	Pre-K	K	1	2	3	4	5	6	7	8	<i>Total</i>
<b>Finn</b>	49	119	136								<b>304</b>
<b>Woodward</b>				127	118						<b>245</b>
<b>Neary</b>						137	161				<b>298</b>
<b>Trottier</b>								143	157	159	<b>459</b>
<b>Total</b>	49	119	136	127	118	137	161	143	157	159	<b>1,306</b>

**TOWN OF SOUTHBOROUGH SCHOOL FINANCIAL STATEMENT**  
**FOR THE 2016 FISCAL YEAR - JULY 1, 2015 THROUGH JUNE 30, 2016**

<b>APPROPRIATION:</b>		
Regular Education	\$ 13,060,485	
Special Education	\$ 5,848,515	
Total Beginning Appropriation	<u>\$ 18,909,000</u>	
<b>Total Appropriation</b>		<b><u>\$ 18,909,000</u></b>

**EXPENDITURES:**

<b>REGULAR DAY PROGRAMS</b>		
<b>ADMINISTRATION:</b>		
School Committee	\$ 16,569	
Superintendent's Office	\$ 101,881	
Administrative Support Services	\$ 407,935	
<b>Total Administration</b>	<u>\$ 526,386</u>	

<b>INSTRUCTION:</b>		
Supervision	\$ 42,457	
Principals' Offices	\$ 931,657	
Teaching	\$ 8,233,302	
(includes Salaries, Supplies and Materials)		
Professional Development	\$ 129,917	
Textbooks & Instructional Equip	\$ 356,721	
Library Services	\$ 267,176	
Guidance Services	\$ 270,541	
<b>Total Instruction</b>	<u>\$ 10,231,770</u>	

<b>OTHER SCHOOL SERVICES:</b>		
Attendance Services	\$ 500	
Health Services	\$ 369,967	
Pupil Transportation	\$ 343,907	
After School Activities	\$ 21,052	
Student Body Activities	\$ 17,729	
<b>Total Other School Services</b>	<u>\$ 753,155</u>	

<b>OPERATION OF PLANTS:</b>		
Custodial Services	\$ 755,506	
(Salaries & Supplies)		
Heating	\$ 115,330	
Electricity	\$ 236,264	
Telephones	\$ 28,455	
Water	\$ 11,994	
Technology Telecommunications	\$ 38,479	
<b>Total Operation of Plants</b>	<u>\$ 1,186,028</u>	

<b>MAINTENANCE:</b>		
Grounds	\$ 32,241	
Buildings	\$ 246,059	
Equipment	\$ 56,582	
Technology Maintenance	\$ 26,468	
<b>Total Maintenance</b>	<u>\$ 361,350</u>	

<b>BUILDING &amp; EQUIPMENT:</b>		
Lease	\$ 217	
	<u>\$ 217</u>	

<b>TOTAL EXPENDITURES, REGULAR DAY PROGRAMS</b>		<b><u>\$ 13,058,906</u></b>
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<b>SPECIAL EDUCATION PROGRAMS</b>	
Legal Services	\$ 13,490
Supervision	\$ 135,292
Teaching (Salaries & Supplies)	\$ 3,480,993
Professional Development	\$ 1,075
Psychological Services	\$ 508,548
Health Services	\$ 102,937
Transportation	\$ 677,402
Equipment Maintenance	\$ 9,900
Programs - Other Schools in Massachusetts	\$ 868,708
Payments to Collaboratives	<u>\$ 49,448</u>

<b>TOTAL EXPENDITURES, SPECIAL EDUCATION PROGRAMS</b>	<u>\$ 5,847,792</u>
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<b>TOTAL EXPENDITURES</b>	<b><u>\$ 18,906,698</u></b>
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<b>BALANCE RETURNED TO GENERAL FUND:</b>	<b><u>\$ 2,303</u></b>
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<b>SCHOOL LUNCH ACCOUNT</b>	
<b>INCOME:</b>	
Balance from FY15	\$ 9,648
Total Receipts, FY16	\$ 266,199
<b>Total Revenues</b>	<u>\$ 275,847</u>

<b>EXPENSES:</b>	
Total Expenditures, FY16	\$ 275,579
<b>BALANCE TO FY16</b>	<u>\$ 268</u>

<b>SPECIAL ED - CIRCUIT BREAKER</b>	
<b>INCOME:</b>	
Balance from FY15	\$ 613,516
Total Receipts, FY16	\$ 572,537
<b>Total Revenues</b>	<u>\$ 1,186,053</u>

<b>EXPENSES:</b>	
Total Expenditures, FY16	\$ 635,174
<b>BALANCE TO FY17</b>	<u>\$ 550,879</u>

<b>KINDERGARTEN GRANT</b>	
Expenditures	\$ 42,680
Unexpended Balance	\$ -
<b>Total Grant Received</b>	<u>\$ 42,680</u>





# NEED INFORMATION?



- Address: Southborough Town House, 17 Common Street, Southborough, MA 01772
- Phone: 508-485-0710 Fax: 508-480-0161
- Email: [selectmenoffice@southboroughma.com](mailto:selectmenoffice@southboroughma.com)
- Website: [www.southboroughma.com](http://www.southboroughma.com)
- Twitter: @17common

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

<u>DEPARTMENT</u>	<u>PHONE</u>	<u>CONTACT NAME</u>
Accounting	508-485-0710	Heidi Kriger, Town Accountant
Animal Control Officer	508-485-7817	Jennifer Condon
Assessors	508-485-0720	Paul Cibelli, Principal Assessor
Board of Appeals	508-485-0717	Karen Finelli, Administrative Assistant
Board of Health	508-481-3013	Paul Pisinski, Public Health Director
Board of Selectmen	508-485-0710	Mark Purple, Town Administrator
Building Department	508-485-0717	Mark Robidoux, Building Inspector
Conservation Commission	508-485-0710	Beth Rosenblum, Conservation Administrator
Facilities Department	508-485-8175	John Parent, Facilities Manager
Fire Department	508-485-3235	Joseph Mauro, Fire Chief
Housing Authority	508-481-2166	Lynne Moreno, Director
Library	508-485-5031	Ryan Donovan, Director
Planning Board	508-485-0710	Karina Quinn, Town Planner
Police Department	508-485-2147	Kenneth Paulhus, Police Chief
Public Works Department [Cemetery, Tree, Water]	508-485-1210	Karen Galligan, DPW Superintendent
Transfer Station	508-485-2511	<u>Hours:</u> 8:00 a.m. - 6:00 p.m. Wednesday through Saturday
Recreation Commission	508-229-4452	Doreen Ferguson, 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	John Wilson [3:00 p.m. – 5:30 p.m. Tuesday]
Youth and Family Services	508-481-5676	Sarah Cassell, Director
<u>OTHER SERVICES</u>		
Bay Path Elder Services	508-573-7246	[home-delivered meals]
Charter Communications	1-888-438-2427	Cable TV provider
Citizen Information	1-800-392-6090	Secretary of State's Office
Historical Museum		Closed Through October 2017 for renovations
National Grid	1-800-322-3223	Customer Service
Eversource	1-800-592-2000	Customer Service
Southborough Access Media	508-481-3292	Katelyn Willis, Executive Director
Southborough Community House	508-485-4887	Bertha Ginga
Southborough Post Office	508-485-4736	
Verizon	1-800-837-4966	Cable TV provider
<u>SCHOOLS</u>		
Albert S. Woodward [Gr. 2-3]	508-229-1250	James Randall, Principal
Algonquin Regional High School	508-351-7010	Thomas Mead, Principal
Assabet Valley Regional Technical	508-485-9430	Ernest Houle Superintendent-Director
Margaret Neary [Gr. 4-5]	508-481-2300	Kathleen Valenti, Principal
Mary Finn [Pre-K-1]	508-485-3176	James Randall, Principal
Superintendent's Office	508-486-5115	Christine Johnson, Superintendent
Trotter Middle School [Gr. 6-8]	508-485-2400	Keith Lavoie, Principal