

1. Select Board 12.31

Documents:

[2026.01.06 SB AGENDA - REVISED.PDF](#)

2. 6:30 P.M. Select Board

Documents:

[2026.01.06 SB AGENDA.PDF](#)

[2026.01.06 SB PACKET.PDF](#)

**Town of Southborough, MA
Meeting of the Select Board
January 6, 2026 6:30 PM
McAuliffe Hearing Room
Town House, 17 Common Street, Southborough, MA
REVISED AGENDA**



Those wishing to watch or participate remotely can do so by accessing the meeting link at:
<https://ma-southborough.civicplus.com/674/Virtual-Meetings>

I. Call Meeting to Order

II. Public Comment

III. Scheduled Appointments (*Board may vote*)

- a. 6:30 PM – Liquor License Hearing: Lalo’s Mexican Kitchen & Bar, 154 Turnpike Road
- b. 6:45 PM Pole Hearing – National Grid 14 Lovers Lane
- c. Brian Ballantine, Finance Director – FY27 Budget Overview

IV. Reports

- a. Chair’s Report
- b. Members’ Reports
- c. Town Administrator Report
 - i.

V. Consent Agenda

- a. Approve Open Session Meeting Minutes: December 16, 2025, December 29, 2025.
- b. Accept \$2,000 donation for the Southborough Library from the Community Foundation of North Central Massachusetts.
- c. Assign OML Complaint from Karen Shimkus dated 12/18/2025 to Town Counsel for response
- d. Approve Common Victualer’s License for Lalo’s Mexican Kitchen & Bar, 154 Turnpike Road
- e. Approve reclassification of ARPA funds
- f. Open warrant for April 11, 2026 Annual Town Meeting
- g. Reappointment of *David Joyner to Board of Trustees of the Affordable Housing Trust; term to expire 6/30/2027*

VI. Other Matters (*Board may vote*)

VII. Executive Session

The Board will enter into Executive Session and not return to Open Session for the following: (1) To discuss strategy with respect to collective bargaining for Police and DPW unions (Exemption 3); and (2) to discuss strategy with respect to union and non-union personnel (Exemption 3), as the Chair has determined that an open meeting may have a detrimental effect on the Town’s position.

VIII. Adjournment

Andrew R. Dennington, II, Chair

UPCOMING MEETINGS	
<i>January 13, 2026</i>	<i>January 20, 2026</i>

Revised agenda notations: * Strikethrough indicates a deletion ** Bold, italicized items are additions

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January 13, 2026

January 20, 2026

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Andrew R. Dennington, II, Chair

UPCOMING MEETINGS

January 13, 2026

January 20, 2026



SELECT BOARD

Town of Southborough APPLICATION FOR LICENSE

CALENDAR YEAR

PLEASE PROVIDE ALL REQUESTED INFORMATION AND MAKE NECESSARY CORRECTIONS

Business Name: Lalo's Mexican Kitchen & Bar
Address: 154 Turnpike Rd. S-100 Southborough, MA 01772
Owner's Name: Lalo's Restaurant Group, Inc.
Mailing Address: 154 Turnpike Rd. S-100 Southborough, MA 01772
(PO Box or Residence)
Contact Email Address: Phone:

LICENSE: Liquor, Restaurant/All Alcohol

FEE: \$1600 NEW LICENSE

PLEASE READ AND SIGN BELOW

Pursuant to Massachusetts General Laws Chapter 82C §49A I certify, under the penalties of perjury, that to the best of my knowledge and belief, have filed all State and local tax returns and paid all State and local taxes under the law.

39-3381106

Federal Identification #

OR:

Social Security #

Vanessa Ceja

Please PRINT name of individual or corporate officer

SIGNATURE of individual or corporate officer

In order to be considered for the license listed above, please return with the following to the Select Board Office, 17 Common Street, Southborough MA 01772:

- ➡ 1) Completed ABCC Form
- ➡ 2) Appropriate fee*
- ➡ 3) Hours of Operation
- ➡ 4) Alcohol Awareness Server Training Affidavit
- ➡ 5) Worker's Compensation Insurance Affidavit
- ➡ 6) Cert. of Insurance (liquor liability) naming the Town of Southborough as insured

*Make checks payable to the Town of Southborough

Any tax or fees due the Town must be paid in full prior to license renewal.

Business Name: Lalo's Restaurant Group, Inc.

D/B/A: Lalo's Kitchen & Bar

Address: 154 Turnpike Rd S-100 Southboro MA

Manager: Vanessa Ceja

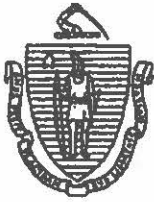
HOURS OF OPERATION

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
OPEN	11 a.m.	11 a.m.	11 a.m.	11 a.m.	11 a.m.	11 a.m.	11 a.m.
CLOSE	8 p.m.	9 p.m.	9 p.m.	9 p.m.	9 p.m.	10:30 pm.	10:30 p.m.

Please complete and return to Select Board's office with license application.

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectmen@southboroughma.com

[illegible]



The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: Lalo's Restaurant Group, Inc.

Address: 154 Turnpike Rd. S-100

City/State/Zip: Southborough, MA 01772

Phone # [REDACTED]

Are you an employer? Check the appropriate box:

1. ☒ I am an employer with _____ employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity.
[No workers' comp. insurance required]
3. ☒ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☒ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: The Hartford

Insurer's Address: 3600 Wiseman Blvd

City/State/Zip: San Antonio TX 78251

Policy # or Self-ins. Lic. # _____

Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

Signature: [Signature]

Date: 10/06/2025

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____

Phone #: _____

TOWN HOUSE - 17 COMMON STREET - SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485 0710 - FAX (508) 480 0161 - selectmen@southboroughma.com

[illegible]



A 360TRAINING COMPANY

CERTIFICATE OF COMPLETION

This certifies that

Vanessa Ceja

is awarded this certificate for

TIPS On-Premise Alcohol Server Training



Hours
3.00



Completion Date
06/26/2023



Expiration Date
06/25/2026



Certificate #
ON-000029129491

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com



(CUT HERE)



(CUT HERE)



Issued: 06/26/2023
Certificate #: ON-000029129491

Vanessa Ceja
158 Main St
Hudson

MA 01749

CERTIFIED

Expires: 06/25/2026



A 360TRAINING COMPANY

Phone: 800-438-8477
www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



A 360TRAINING COMPANY

CERTIFICATE OF COMPLETION

This certifies that

Gerardo Guzman

is awarded this certificate for

TIPS On-Premise Alcohol Server Training



Hours
3.00



Completion Date
06/26/2023



Expiration Date
06/25/2026



Certificate #
ON-000029129583

Official Signature

THIS CERTIFICATE IS NON-TRANSFERABLE

5000 Plaza on the Lake, Suite 305 | Austin, TX 78746 | 877.881.2235 | www.360training.com



(CUT HERE)



(CUT HERE)



On-Premise

Issued: 06/26/2023

Certificate #: ON-000029129583

Gerardo Guzman
158 Main St
Hudson

MA 01749

CERTIFIED

Expires: 06/25/2026



A 360TRAINING COMPANY

Phone: 800-438-8477

www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature _____



The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: Lalo's Restaurant Group, Inc.

Address: 154 Turnpike Rd. S-100

City/State/Zip: Southborough, MA 01772

Phone # [REDACTED]

Are you an employer? Check the appropriate box:

1. ☒ I am an employer with _____ employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☒ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☒ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

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I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

Signature: [Signature] Date: 10/06/2025

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____

**Legal Notice of
POLE HEARING
Town of Southborough**

The Southborough Select Board shall hold a public hearing on Tuesday, January 6, 2026, at 6:45 p.m. in the McAuliffe Hearing Room at the Southborough Town House, 17 Common Street, Southborough, MA, to consider a petition by Mass. Electric Company (National Grid) to install a joint owned pole on Lovers Lane. The meeting may also be listened to or viewed by the public through a link located at: <https://ma-southborough.civicplus.com/674/Virtual-Meetings>.

Southborough Select Board



October 8, 2025

The Board of Selectmen of Southborough, Massachusetts

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON, covering joint NATIONAL GRID-VERIZON pole location(s)

If you have any questions regarding this permit, please contact:

Peter Tzetzio # 781-384-2380

Please notify National Grid's Audriana Watkins of the hearing date / time to audriana.watkins@nationalgrid.com

If this petition meets with your approval, please return an executed copy to:

National Grid: Audriana Watkins; 19 Phillips Ln, Hanover, MA 02339

Very truly yours,

Helton Lopes

Helton Lopes
Lead Engineer Supervisor, Electrical Planning and Design

Enclosures

Questions contact - Peter Tzetzio #781-384-2380

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Of Southborough, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Lovers Lane - National Grid to install 1 JO pole on Lovers Lane beginning at a point approximately 10' feet West of the centerline of the intersection of Lovers Lane & Jacobs Lane. National Grid to install Midspan P8-50 between P8 and P9 on Lovers Lane, Southborough, MA.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Lovers Lane - Southborough, Massachusetts.

No.# 31128925

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a
NATIONAL GRID *Robert Leonida*

BY _____
Engineering Department

VERIZON NEW ENGLAND, INC.
BY *Albert Bessette* _____
Manager / Right of Way

September 15, 2025

Questions contact – Central Design - [Peter Tzetzio #781-384-2380](tel:781-384-2380)

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen Of Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 15th day of September, 2025.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Lovers Lane - Southborough, Massachusetts.

No.# 31128925

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Lovers Lane - National Grid to install 1 JO pole on lovers Lane beginning at a point approximately 10' feet West of the centerline of the intersection of Lovers Lane & Jacobs Lane.
National Grid to install Midspan P8-50 between P8 and P9 on Lovers Lane, Southborough, MA.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
Of the City/Town of _____, Massachusetts held on the _____ day of _____ 20__.

City/Town Clerk.

Massachusetts 20__
Received and entered in the records of location orders of the City/Town of _____
Book _____ Page _____

Attest:
City/Town Clerk

I hereby certify that on _____ 20__, at _____ o'clock, M
At _____ a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND,
INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded,
and that we mailed at least seven days before said hearing a written notice of the time and place of
said hearing to each of the owners of real estate (as determined by the last preceding assessment
for taxation) along the ways or parts of ways upon which the Company is permitted to erect
Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

.....
.....
.....
.....

Board or Council of Town or City, Massachusetts






CERTIFICATE

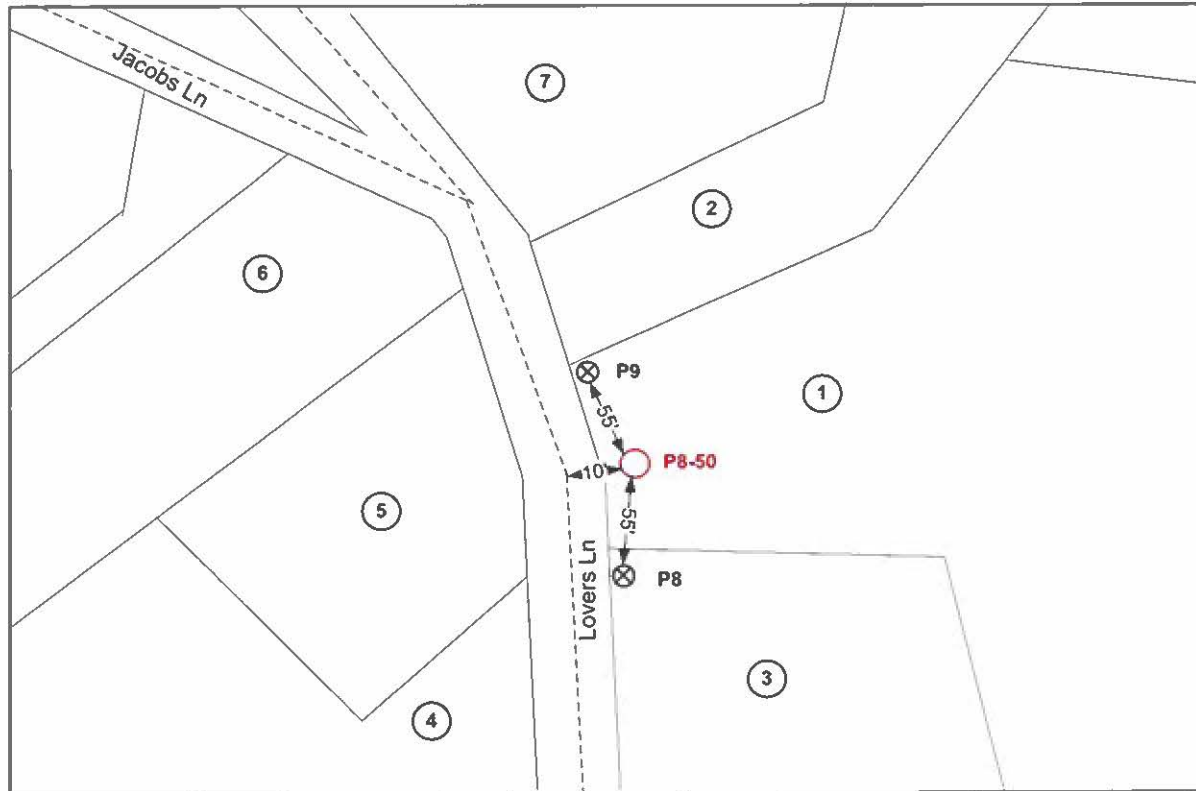
I hereby certify that the foregoing is a true copy of the location order and certificate of
hearing with notice adopted by the _____ of the City of _____
Massachusetts, on the _____ day of 20__ and recorded with the records of location
orders of the said City, Book _____, and Page _____. This certified copy is made under
the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:
City/Town Clerk

PETITION SKETCH
TOWN OF SOUTHBOROUGH
WORCESTER COUNTY

Legend

	Proposed JO Pole
	Existing JO Pole
	Center Line
	Property Line
	Driveway



1

Lot #14
PID 41-0000-033-0
HASEOTES, ARI N AND
ASHLEY A

2

Lot #18A
PID 41-0000-031-0
DAVIS A HEIDI TRS

3

Lot #10
PID 42-0000-033-0
MACARTHUR KATHARINE A

4

Lot #11
PID 41-0000-017-0
MIETH, DIRK BERND

5

Lot #15
PID 41-0000-003-0
WEST II NORMAN M

6

Lot #2
PID 41-0000-028-0
MAHONEY JARED M

7

Lot #20
PID 41-0000-030-0
DAVIS, HEIDI M AND TED A



The exact location of said facilities to be established by and upon the installation and erection of the facilities thereof.



Designer: Peter Tzetzio
ControlPoint Technologies, Inc.
200 Ledgebrook Place, Rockland, MA 02370
781-384-2380

nationalgrid

PROPOSED POLE INSTALLATION
LOVERS LN, SOUTHBOROUGH, MA

DATE
7/2/2024

DRAWN BY:
PT

WR#
31128925

PAGE
1 OF 1

TOWN OF SOUTHBOROUGH



FINANCE DIVISION: TREASURER AND COLLECTOR

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485 0710 x3009 · bballantine@southboroughma.com

DATE: December 31, 2025

TO: Honorable Select Board

FROM: Brian Ballantine, Finance Director

RE: Budget FY27

Please see attached for FY27 budget status. Note this of course remains in draft form and several Departments are awaiting quotes that may change final requested amounts.

Some key points:

- Levy capacity is shown (-\$913,254). Capital appropriations are initial estimates inclusive of all requests. This is still being more clearly defined as to what capital priorities will be supported to request funding.
- We have made an initial pass-through of revenues and adjusted some numbers. State aid is still too preliminary to assess with any high confidence. Local receipts were adjusted upward \$231,500 year over year.
- We are anticipating a small value shift of .75% for FY27. It is too early for the Town Assessor to be certain this will be necessary to carry.
- New growth is predicted to be lower than usual – if the Costco project starts getting traction this will likely add to new growth value for FY28.
- I have listed the results of Departments attempting to maintain non-salary amounts at or below FY25 actual spending levels. Total in excess is \$477,918. Training increases account for \$36,682 of this. We would recommend the Board make a blanket decision on these versus a Department by Department decision.
- No new debt is included in this update, however as the levy limit will be an issue for possibly the next two years, we would recommend all tax levy debt be “exempt” debt per ballot vote. In the absence of this it is likely you will have levy capacity further used for debt service which will put more pressure on operational budgets. When the Town first started issuing regular debt in the 1990’s/early 2000’s this was common practice.

- There are still some areas where we may be able to have some budget opportunities. For example, we have been using 16% as a premium increase for active health insurance renewal rates, however this may be adjusted downward as we move along (each 1% represents \$62,850 in reduced premium). With our new benefits consultant we will be working to see what opportunities we can identify to bring forth.
- As the education sector is a substantial portion of the budget please note they will be refining their request in the upcoming month.

We have the Saturday budget review draft schedule attached. Should the Board want to edit this please advise.

As always, thanks for your assistance.

FY2027

FY27 PROPOSED REVCAP

12/30/2025		FY2025	FY2026	FY2027	
Fiscal Year					
LEVY		52,147,244	54,062,823	56,003,150	3.6%
2 1/2		1,303,681	1,351,571	1,400,079	3.6%
NEW GROWTH		611,898	588,756	375,000	-36.3%
LEVY		54,062,823	56,003,150	57,778,228	3.2%
DEBT-CAP EXEMPT		1,917,820	1,908,284	1,906,687	-0.1%
TOTAL LEVY LIMIT		55,980,643	57,911,434	59,684,915	3.1%
TAX RATE		13.81	14.38	15.44	7.53%
ASSESSED VALUE		3,788,329	3,924,452	3,924,452	0.0%
CERTIFIED FREE CASH		2,339,466	2,697,353	3,414,581	26.6%
LOCAL RECEIPTS		4,488,600	4,880,600	5,112,100	4.7%
COMM. PRESERV. FUNDS		1,380,654	1,811,589	0	-100.0%
LOCAL AID		3,935,183	4,107,643	4,210,334	2.5%
OTHER AVAILABLE		1,444,561	1,673,297	702,944	-58.0%
TOTAL OTHER REVENUES		13,588,464	15,170,462	13,439,959	-11.4%
TOTAL REVENUE		69,569,107	73,081,896	73,124,874	0.1%
		2025 RECAP	2026 RECAP	2027 RECAP	
OTHER		1,515,422	1,874,742	63,173	-96.6%
STATE- COUNTY CHARGES		270,886	217,302	235,000	8.1%
OVERLAY		454,996	495,832	450,000	-9.2%
TOTAL CHARGES		2,241,304	2,587,876	748,173	-71.1%
TOWN					
TOWN BUDGET		15,129,349	16,596,666	17,260,533	4.0%
EMPLOYEE BENEFITS		4,682,027	4,959,452	5,897,762	18.9%
LEASE DEBT G-FUND		55,114	129,160	129,160	0.0%
GEN. LIABILITY INSURANCE		175,601	159,610	172,457	8.0%
BUDGET ARTICLES		416,115	752,500	100,000	-86.7%
DEBT & INTEREST		1,943,665	2,366,797	2,260,991	-4.5%
CAPITAL ARTICLES		883,743	1,524,005	2,070,767	35.9%
TOTAL TOWN		23,285,614	26,488,190	27,891,670	5.3%
SCHOOL					
SCHOOLS BUDGET		34,338,758	35,738,871	37,709,942	5.5%
EMPLOYEE BENEFITS		5,601,425	6,334,891	7,301,232	15.3%
GEN. LIABILITY INSURANCE		263,401	239,414	258,686	8.0%
DEBT & INTEREST		174,786	136,350	128,425	-5.8%
TOTAL SCHOOL		40,378,370	42,449,526	45,398,285	6.9%
TOTAL EXPENDITURES		65,905,288	71,525,592	74,038,128	3.5%
LEVY BALANCE		3,663,819	1,556,303	-913,254	

REVCAP

Revcap 12_30_25

FY2027 ATM APRIL 11, 2026	FY 25 APPROVED	FY 26 APPROVED	FY 27 APPROVED	% Chg From FY26	NOTES
100-199 GENERAL GOVERNMENT					
114 MODERATOR	100	120	120	0.00%	Awaiting confirmation
121-129 Executive					
121 ELECTED SELECTBOARD	4,000	0	0	0.00%	
122 SELECTBOARD	491,135	515,174	537,566	4.35%	
131-149 Financial Administration					
131 ADVISORY COMMITTEE	5,250	5,250	2,415	-54.00%	Not done
132 RESERVE FUND	180,000	180,000	180,000	0.00%	Not done
135 TOWN ACCOUNTANT	177,214	195,130	205,265	5.19%	
136 AUDIT	45,550	54,575	45,600	-16.45%	
140 ELECTED ASSESSORS	2,250	2,250	2,250	0.00%	
141 ASSESSORS	284,325	307,639	318,347	3.48%	
145 TREASURER/COLLECTOR	298,530	319,581	343,465	7.47%	Awaiting new contract for SAL
151-159 Operation Support					
151 TOWN COUNSEL/153 SP LEGAL	147,375	149,000	142,136	-4.61%	
152 PERSONNEL BOARD	14,875	14,875	14,850	-1.51%	
154 MUNICIPAL TECH COMMITTEE	1,500	1,500	1,500	0.00%	
155 INFORMATION TECHNOLOGY	621,269	655,476	658,253	0.42%	Needs two more quotes
159 OTHER OPERATION SUPP	524,253	534,325	582,646	9.04%	
161-169 Licensing & Registration					
160 ELECTED CLERK	101,916	107,012	110,222	3.00%	
161 TOWN CLERK	323,052	289,235	335,792	16.10%	
171-179 Land Use					
171 CONSERVATION COMMISSION	143,169	167,028	173,147	3.66%	
175 PLANNING BOARD	197,884	208,473	250,659	20.24%	New Planner Sal Incl.
176 ZONING BOARD OF APPEALS	29,731	31,134	31,387	0.81%	
177 OPEN SPACE	5,000	5,000	2,756	-44.88%	Not done - '25 amount
191-199 Other					
182 ECONOMIC DEVELOPMENT	59,004	76,091	5,000	-93.60%	To Be Voted
192 FACILITIES DEPARTMENT	692,033	739,465	759,605	2.72%	
193 ADA COMMITTEE	2,500	2,500	0	-100.00%	Not done - '25 amount
TOTAL GENERAL GOVERNMENT	4,351,915	4,562,835	4,702,781	3.07%	
200-299 Public Safety					
210 POLICE DEPARTMENT	2,562,060	3,134,732	3,446,233	9.94%	
218 COMMUNICATIONS	554,891	640,051	761,193	18.93%	
220 FIRE DEPARTMENT	2,642,876	3,030,918	3,144,850	3.76%	
241 BUILDING DEPARTMENT	168,059	200,498	245,352	22.37%	
291 EMERGENCY MANAGEMENT	16,060	16,310	16,500	1.16%	
292 ANIMAL CONTROL OFFICER	30,359	30,866	35,050	13.19%	
TOTAL PUBLIC SAFETY	5,994,305	7,053,475	7,649,178	8.45%	
400-499 Public Works					
420,430,490 DPW	2,846,109	2,933,905	2,999,847	2.25%	
TOTAL PUBLIC WORKS	2,846,109	2,933,905	2,999,847	2.25%	
500-599 Human Services					
510 ELECTED BOH SALARIES	450	450	450	0.00%	
512 BOARD OF HEALTH	284,218	300,492	317,167	5.55%	
541 SENIOR CENTER (COA)	413,239	453,428	432,526	-4.61%	
542 YOUTH COMMISSION	337,300	364,651	378,722	3.60%	
543 VETERANS SERVICES	39,700	41,200	28,911	-29.83%	
TOTAL HUMAN SERVICES	1,074,907	1,160,421	1,157,776	-0.23%	
600-699 Culture and Recreation					
610 LIBRARY	654,951	690,516	756,701	9.56%	Board needs to vote-draft
630 RECREATION	179,273	190,014	199,667	5.08%	
691 HISTORICAL COMMISSION	1,000	1,500	1,000	-33.33%	
692 MEMORIAL DAY	0	0	0	0.00%	
671 S-BOROUGH CULTURAL ARTS	0	4,000	4,000	0.00%	
TOTAL CULTURE & RECREATION	835,224	886,030	961,368	8.50%	
TOTAL TOWN	15,104,460	16,596,666	17,470,950	5.27%	
300-399 Education					
300 ELECTED SCHOOL COMM	500	500	500	0.00%	
301 SOUTHBOROUGH SCHOOLS	24,258,964	25,112,786	26,564,130	5.78%	Recommended for 1/13/26 S-Comm Mtg
302 ALGONQUIN	9,011,804	9,485,293	9,959,558	5.00%	Feb 2026 Rec Budget - still revising
ALGONQUIN EXEMPT/NON EXEMPT DEBT	504,095	585,015	605,077	3.43%	
304 ASSABET	517,861	508,015	533,416	5.00%	Not received
305 NORFOLK COUNTY AGRIC	45,534	47,262	47,262	0.00%	May change
TOTAL EDUCATION	34,338,758	35,738,671	37,709,942	5.52%	
TOWN 900-999 Unclassified					
910 EMPLOYEE BENEFITS-Town	4,682,027	4,959,452	5,897,762	18.92%	Will change with updates
910 EMPLOYEE BENEFITS-School	5,626,314	6,334,891	7,301,232	15.25%	Will change with updates
TOTAL UNCLASSIFIED BENEFITS	10,308,341	11,294,343	13,198,994	16.86%	
945 GENERAL LIABILITY INS.-Town	175,601	159,610	172,457	8.05%	
945 GENERAL LIABILITY INS.-School	263,401	239,414	258,686	8.05%	
TOTAL LIABILITY INSURANCE	439,002	399,024	431,143	8.05%	
710 RETIREMENT OF DEBT-Town	1,136,464	1,457,547	1,422,565	-2.40%	
710 RETIREMENT OF DEBT-School	110,000	110,000	107,000	-2.73%	
751 INTEREST ON DEBT-Town	806,201	908,050	837,928	-7.72%	
751 INTEREST ON DEBT-School	64,788	26,350	20,925	-20.59%	
700 CONTINUING DISCLOSURE	1,000	1,200	1,000	-16.67%	
TOTAL DEBT SERVICE GEN FUND	2,118,451	2,503,147	2,389,418	-4.54%	
GRAND TOTAL	62,308,012	68,532,051	71,260,445	7.62%	

FY2027	Over FY25 Actual Non Salary	Training Amount in Overage
630 RECREATION	205.00	-
691 HISTORICAL COMMISSION	751.00	-
176 ZONING BOARD OF APPEALS	900.00	560
145 TREASURER/COLLECTOR	1,227.00	181
154 MUNICIPAL TECH COMMITTEE	1,500.00	
141 ASSESSORS	2,009.00	1,633
135 TOWN ACCOUNTANT	2,540.00	2,240
241 BUILDING DEPARTMENT	3,159.00	890
671 S-BOROUGH CULTURAL ARTS	4,000.00	-
171 CONSERVATION COMMISSION	4,151.00	210
291 EMERGENCY MANAGEMENT	4,965.00	
175 PLANNING BOARD	5,743.00	2,351
541 SENIOR CENTER (COA)	6,900.00	-
122 SELECTBOARD	7,080.00	4,847
512 BOARD OF HEALTH	9,402.00	1,735
152 PERSONNEL BOARD	10,100.00	7,450
192 FACILITIES DEPARTMENT	16,399.00	
220 FIRE DEPARTMENT	26,778.61	493
610 LIBRARY	40,976.00	2,014
155 INFORMATION TECHNOLOGY	61,045.00	3,401
420,430,490 DPW	268,087.00	8,677
	477,917.61	36,682

SATURDAY - January 24, 2026

SCHOOL

K-8 9:00 - 9:45AM

REGIONAL SCHOOL 9:45 - 10:30AM

FIRE 10:45 - 11:30AM

DPW 11:30 - 12:30AM

POLICE 12:30 - 2:00PM



TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

Meeting Date: Tuesday, December 16, 2025 6:30 PM

Location: VIA ZOOM

Present: Andrew Dennington, Marguerite Landry, Tim Fling and Al Hamilton. Present via ZOOM: Kathy Cook. Also present: Town Administrator Mark Purple and Assistant Town Administrator Vanessa Hale.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
<https://www.southboroughtown.com/remotemeetings>

I. Call Meeting to Order

Mr. Dennington called the meeting to order at 6:30 PM.

II. Public Comment

There was no public comment.

III. Scheduled Appointments (*Board may vote*)

a. Jason Montijo – IT Department update

Mr. Jason Montijo, Director of IT, appeared before the Board on the matter and updated the Board on the IT Department. Mr. Montijo stated the IT department had accomplished the following over the last year: converted the Town's email to .gov; conducted cyber security testing that had come back relatively clean and added that training is ongoing to ensure employees recognize potential threats; and Wi-Fi installation had occurred for the Town. He stated upcoming projects include updating the McAuliffe Hearing Room's ZOOM capabilities; installing fiber optic cables at the Transfer Station to support updating cameras; and submitting a proposal to the Capital Improvement and Planning Committee (CIPC) to update the Town offices phone system. Mr. Dennington asked about the status of the Town's website update. Mr. Montijo stated that the project is ongoing and another update will occur in January. Ms. Cook urged Mr. Montijo to meet with the CIPC prior to January 13th and asked about the need to purchase new servers in the future. Mr. Montijo stated he is robustly reviewing systems that can be moved to the cloud and anticipates the decline in the need to purchase future servers as systems are moved to the cloud. Mr. Dennington asked about SSO – Single Sign-on. Mr. Montijo stated that he is increasing the ability for more SSO connections with applications.

b. William Cundiff – Update on Townwide Pavement Management Plan Implementation

Mr. William Cundiff, DPW Superintendent, appeared before the Board on the matter. Superintendent Cundiff presented the Pavement Management Plan created by Beta Corporation two years ago and described how the plan was developed. He stated that the plan included scores for the Town's roads, with corresponding maps, and noted cost estimates were for pavement costs only. Superintendent Cundiff stated that the goal is to move roads into the higher portion of the pavement deterioration curve, which would result in lowering overall maintenance costs for the Town. Mr. Fling asked about the cost of the report. Superintendent Cundiff stated that the report cost \$50,000 to produce. He stated that repairing roads in the Major and Minor Renovation categories would reduce the Town's overall maintenance costs and estimated the cost to repair roads in the Major Renovation category at \$6.2 million dollars and in the Minor Renovation category at \$5.5 million dollars. Superintendent Cundiff stated that to begin implementing the Pavement Management Plan, he has submitted a request to the CIPC of \$3-\$5 million dollars in road repair funds over a five year period and he described the request. He added that he is working with VHB to prioritize the

following roads, should the request be supported by the CIPC: Acre Bridge Road, Northboro Road, Pine Hill Road and Woodland Road. Superintendent Cundiff recommended an annual funding request as the best way to implement the plan. Mr. Fling inquired and Superintendent Cundiff stated that funding for sidewalks was not included in the Pavement Management Plan request presented to the CIPC but he added that it would make sense to consider road and sidewalk repair concurrently. Mr. Dennington asked about the large culvert projects approved at the 2025 Annual Town Meeting. Superintendent Cundiff stated the following: Willow Street Project – project design has been completed, permits are being finalized with the Massachusetts Department of Environmental Protection (DEP) and the Conservation Commission and he expects to engage the bid process in the next few months; Northborough Road – project design is nearly complete, permit work is pending with the Conservation Commission and he is filing an Expression of Interest for a State culvert grant; and John, Mitchell and Central Streets – the permit has been completed with the Conservation Commission, the contract has been awarded to AF Amorello and work will begin in the spring. Mr. Dennington asked about the School Committee's recent request to proceed in finding the lost soil gas probes at the Neary School site. Superintendent Cundiff stated the DPW is determining whether the soil gas probes are lost and, if they are, he will engage the bid process for the installation of new probes by April. Ms. Cook asked for an update on the two planned State Transportation Improvement Program (TIP) projects, Cordaville Road and Framingham Road. Superintendent Cundiff stated that the Town is responsible for design services only and he has contracted with VHB to begin the 1-2 year engineering design process. He stated he expects total design services to cost approximately \$2.1 million dollars, which will be paid for with Chapter 90 funds. Ms. Cook asked about the four sidewalk projects designed with the use of ARPA funds. Superintendent Cundiff stated that he submitted a proposal to the CIPC for the funding of the four sidewalk projects, as well, and that he has appeared before the CIPC to present his capital requests. Ms. Cook requested that the CIPC present their funding analysis of the DPW capital requests, with assistance from the Advisory Committee, prior to the Board's joint meeting with the CIPC and Advisory Committee on January 13, 2026 and Mr. Dennington concurred. Ms. Cook asked about the approximate construction cost for the 4 sidewalk projects. Superintendent Cundiff stated he would email that information to the Board. Ms. Cook asked about funding the culvert construction for Willow Street and Northboro Road. Superintendent Cundiff stated that the Willow Street project was funded at Annual Town Meeting 2025 (approximately \$2 million dollars). He stated that he is seeking construction funding for the Northboro Rd project through an article at Annual Town Meeting 2026.

IV. Reports

- a. Chair's Report: None
- b. Members' Reports None
- c. Town Administrator's Report: None

V. Consent Agenda

- a. Approve Open Session Meeting Minutes: December 2, 2025; December 8, 2025 (Joint Meeting)
Mr. Fling requested to hold the December 2, 2025 minutes and requested the following change: Line 142: change "supported" to "recommended". Mr. Dennington moved to approve the December 2, 2025 minutes, as amended. There was discussion on Mr. Fling's change to the minutes. Mr. Dennington restated his previous motion. Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Hamilton, aye; Mr. Fling, aye; Ms. Cook, aye (5-0-0). Mr. Dennington moved to approve the December 8, 2025 minutes, as written. Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Hamilton, aye; Mr. Fling, aye; Ms. Cook, aye (5-0-0).
- b. Approve 2026 License renewals

- c. Approve Select Board meeting schedule through June 30, 2026
Mr. Dennington requested to hold Consent Agenda item "c." Mr. Dennington stated that there would be two additional meetings in January: January 13th (joint meeting with the CIPC and the Advisory Committee) and January 24th (Budget Summit). He also announced that Town Moderator Paul Cimino would be out of town on March 7th and that Special Town Meeting would likely be held on Saturday, February 28, 2026. Mr. Dennington moved to approve the Select Board meeting schedule through June 30, 2026. Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Hamilton, aye; Mr. Fling, aye; Ms. Cook, aye (5-0-0).
- d. Appoint Business Administrator Chris Cremeans to Select Board/Treasurer-Collector's position. Mr. Hamilton requested to hold Consent Agenda item "d." He stated that he would no longer approve positions without a discussion prior to posting. Mr. Dennington moved to approve Consent Agenda item "d." Ms. Landry seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Hamilton, no; Mr. Fling, no; Ms. Cook, aye (3-2-0).
- e. Appoint Truck Driver to the Department of Public Works
- f. Accept \$1,000.00 donation to Youth and Family Services from Christopher Crowley
- g. Accept \$52,000.00 PILOT donation from The New England Center for Children
Ms. Cook requested to hold Consent Agenda item "g." Ms. Cook explained that Mr. Tony Kwan required, as part of the land sale, that the New England Center for Children continue to make PILOT payments to the Town and she stated the model is an effective trade-off to taking properties off the tax rolls. Mr. Dennington moved to approve Consent Agenda item "g." Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Hamilton, aye; Mr. Fling, aye; Ms. Cook, aye (5-0-0).
- h. Approve recommendation for new A/V system for McAuliffe Hearing Room
Mr. Dennington stated that Consent Agenda item "h" would be tabled.
- i. Approve Executive Session Meeting Minutes: December 2, 2025
Mr. Dennington moved to approve Consent Agenda items "b", "e", "f" and "i." Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Hamilton, aye; Mr. Fling, aye; Ms. Cook, aye (5-0-0).

VI. Other Matters (Board may vote)

- a. Continued discussion on Neary School, next steps RE: potential building projects

- i. Finalize date for Special Town Meeting

The Board discussed February 28th as the new date for Special Town Meeting. Mr. Dennington moved that Special Town Meeting be held on February 28, 2026, at 10 AM at Trottier Middle School. Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Hamilton, aye; Mr. Fling, aye; Ms. Cook, aye (5-0-0).

- ii. December 11, 2025 letter from Southborough School Committee

Mr. Dennington stated that at the joint meeting of the School Committee, the Advisory Committee, the CIPC and the Select Board on December 8th, the Board voted to bring to Special Town Meeting an article to address three options, listed individually, with the last option addressing the Neary roof and he presented an outline of the article format with language for the Board to consider. The Board robustly discussed how to present the options to Special Town Meeting and also whether to give architects clear financial boundaries versus allowing them to determine the actual building costs for voters to make the best-informed decisions. To add to the discussion, Mr. Hamilton shared his Demographic Update with the Board. He stated that it appears birthrates in Southborough are on the decline and this information should inform any option presented by the Board. Mr. Hamilton expressed his support for a 4th option for voters to consider: a scaled back, shorter-term version of the Neary renovation option that serves the Town for the next 15 years. The Board continued its

discussion of the presentation of the three options to Special Town Meeting. Mr. Dennington suggested he refine the proposed article language presented this evening and include Mr. Fling's and Ms. Cook's comments for discussion at the Board's next meeting. The Board also discussed the amount of financial request attached to study the options. Ms. Cook stated that she spoke with Jim Burrows, the Owner's Project Manager (OPM) from the previous Neary project who suggested that, if the Town hired Arrowstreet, the former architect, he believed a figure of \$250,000 per option was realistic to study the three options. Ms. Cook stated that Mr. Burrows added that choosing a new architect would increase the cost to approximately \$1 million dollars to study the three options. Ms. Kristin LaVault, 12 Southwood Dr, expressed her support for adding Mr. Hamilton's proposed option. She also stated that adding the option gives voters another choice when weighing economic uncertainty, cost and tax impacts. Mr. Mike Nute, 49 Wildwood Drive and a member of the CIPC, voiced support for Mr. Hamilton's option to extend the life of Neary by 15 years and then consider replacing Finn and Neary as they near the end of their useful life. He also suggested investigating more cost-effective options for the Neary roof replacement. Ms. Patricia Burns-Fiore, 10 Winter Street, asked about the septic system needs for the Trottier School in the proposed article language. Mr. Fling stated that there is a variance on the use of the building that lowers the threshold per student regarding the septic system and added more information is needed on this matter. Ms. Burns-Fiore urged the Board to present all options in an equal comparison and urged the School Committee to be clear about wants versus needs in relation to tax impacts for voters. Mr. Dennington reiterated that the intent of the proposed article language discussed this evening is to present the options to the voters on an equal basis.

b. 2025 Department Accomplishments

Mr. Dennington read the Select Board accomplishments for 2025. Ms. Landry read the Library and Board of Health accomplishments for 2025. Mr. Hamilton read the Facilities Department and the Fire Department accomplishments for 2025. Mr. Fling read the Building Department and Recreation Department accomplishments for 2025. He thanked Ms. Melissa Danza and Ms. Lara Davis for their assistance during recent transitions in the Building Department. Ms. Cook read the Southborough Youth and Family Services Department and Accounting Department accomplishments for 2025.

Mr. Jim Hegarty, Town Clerk, appeared before the Board. He stated that nomination papers for Town elections would be available February 13, 2026 and stated the Town would use Docusign to complete year-end campaign finance requirements. He announced that beginning this spring, board and committee appointees can complete the swearing-in process digitally using Docusign. He thanked Mr. Mike Nute and Jeremy Berry Cahn for their assistance with document housecleaning. Mr. Hegarty stated that tomorrow, the Town Clerk's office would share its scorecard for bylaw compliance for all board and committee minutes.

VIII. Adjournment

Mr. Dennington moved to adjourn the meeting at 8:55 PM. Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Hamilton, aye; Mr. Fling, aye; Ms. Cook, aye (5-0-0).

UPCOMING MEETINGS

December 16, 2025

January 6,

Respectfully submitted,

187 Bridgid Rubin, Recording Secretary
188

189 List of Documents referred to at the December 16, 2025 SB Meeting:

- 190 • Town of Southborough Pavement Management Program Implementation Update
- 191 • Open Session Meeting Minutes dated December 2, 2025
- 192 • Open Session Meeting Minutes for Joint Meeting with the Select Board, Southborough
- 193 School Committee, the Advisory Committee and the Capital Improvement and Planning
- 194 Committee, dated December 8, 2025
- 195 • List of 2026 License Renewals
- 196 • Memorandum from Melanie Otsuka, dated December 11, 2025, RE: Proposed Select
- 197 Board Meeting Dates
- 198 • Memorandum from Mark Purple, dated December 15, 2025, RE: Appointment of
- 199 Business Administrator
- 200 • Resume of Chris Cremeans
- 201 • Memorandum from William Cundiff, dated December 10, 2025, RE: DPW Truck Driver
- 202 Appointment-Christopher Crothers
- 203 • Letter from Sarah Cassell, dated December 3, 2025, RE: Donation
- 204 • Letter from Michael S. Downey, dated December 3, 2025, RE: PILOT Donation
- 205 • Mr. Hamilton's Demographic Update
- 206 • Letter from Chelsea Malinowski, dated December 11, 2025, RE: School Committee's
- 207 December 10, 2025 meeting
- 208 • List of 2025 accomplishments
- 209
- 210
- 211



TOWN OF SOUTHBOROUGH

SELECT BOARD

Meeting Minutes

Meeting Date: Monday, December 29, 2025 9:00 AM

Location: Zoom

Present: Andrew Dennington, Kathy Cook, Marguerite Landry, Tim Fling and Al Hamilton. Also present: Town Administrator Mark Purple, Superintendent Greg Martineau, Chelsea Malinowski, School Committee, Town Clerk Jim Hegarty, Paul Cimino, Town Moderator

Those wishing to watch or participate remotely can do so by accessing the meeting link at:

<https://www.southboroughtown.com/remotemeetings>

I. Call Meeting to Order

Mr. Dennington called the Select Board meeting to order at 9:00 AM.

II. Continued Discussion of Special Town Meeting

Mr. Dennington opened the discussion by noting there have been some conflicts identified by the dates suggested for the special town meeting. Primarily, the Town Moderator is not available on Saturday March 7, 2026, but he does have a substitute who could serve in his stead if the Select Board feels that's the best date. It was also noted there will be basketball playoffs on Saturday March 7 which would detract many parents from attending. Mr. Dennington suggested the following dates:

- Monday February 23, 2026
- Monday March 2, 2026
- Saturday March 7, 2026

The Board discussed with Mr. Cimino the reasons why combining articles for discussion might be preferred. Additionally, there was a brief review of Article 1 which would propose funding the study and analysis of alternatives to maintain Neary School, which would include a roof replacement. Ms. Malinowski added that the School Committee preferred more time between the special and annual town meeting in case they needed to propose any related articles in April.

Mr. Dennington made a motion to schedule a Special Town Meeting on Monday March 2, 2026 at 6:00 PM. Ms. Landry seconded. The motion passed unanimously. Dennington, aye; Landry, aye; Cook, aye; Hamilton, aye; Fling, aye.

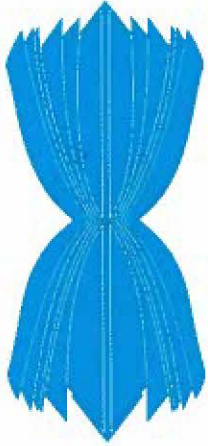
As a calendar note, Mr. Hegarty advised the Select Board that the warrant for this town meeting would need to be signed and posted by February 13, 2026.

VIII. Adjournment

Mr. Dennington moved to adjourn the meeting at 9:35 AM. The vote of the Select Board (5-0-0) was unanimous. Dennington, aye; Landry, aye; Cook, aye; Hamilton, aye; Fling, aye.

Respectfully submitted by Vanessa Hale, Assistant Town Administrator

There were no documents reviewed at this meeting



SOUTHBOROUGH LIBRARY

DATE: December 16, 2025
TO: Select Board, Town of Southborough
FROM: Ryan Donovan, Library Director
SUBJ: Donation to the Library

To: The Select Board, Town of Southborough:

The Southborough Library has received a donation of \$2,000 from Southborough Library Fund, a fund of the Community Foundation of North Central Massachusetts.

At this time, the Library Board of Trustees and I wish to accept this donation to be placed in the "Library Donation" account, #2629-6-610-570-57820. We ask that you agree. Please contact library director Ryan Donovan with any questions or concerns. Thank you.


Ryan Donovan, Library Director



RECEIVED

By Southborough Town Clerk/jfh at 5:04 pm, Dec 18, 2025

The Commonwealth of Massachusetts
Office of the Attorney General
One Ashburton Place
Boston, Massachusetts 02108

OPEN MEETING LAW COMPLAINT FORM

Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

Instructions for filing a complaint:

- o Fill out the attached two-page form completely and sign it. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- o To file the complaint:
 - o For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body AND to the municipal clerk.
 - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
 - o Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- o If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

Instructions for a public body that receives a complaint:

- o The chair must disseminate the complaint to the members of the public body.
- o The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- o After review, but within 14 business days, the public body must respond to the complaint in writing and must send the complainant a response and a description of any action the public body has taken to address it. At the same time, the body must send the Attorney General a copy of the response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- o If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

Once the public body has responded to the complaint:

- o If you are not satisfied with that the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, e-mail, or by hand, but only once you have waited for 30 days after filing the complaint with the public body.
- o When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- o The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by e-mail at openmeeting@state.ma.us.



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Karen Last Name: Hanlon Shimkus

Address: 8 Lynbrook Road

City: Southborough State: MA Zip Code: 01772

Phone Number: +1 (508) 460-9245 Ext.

Email: stnybrk684@gmail.com

Organization or Media Affiliation (if any):

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☒ Individual ☐ Organization ☐ Media

Public Body that is the subject of this complaint:

☒ City/Town ☐ County ☐ Regional/District ☐ State

Name of Public Body (including city/
town, county or region, if applicable): Town of Southborough Select Board

Specific person(s), if any, you allege
committed the violation: Andrew Dennington, Chair and the Select Board; Mark Purple Town Admin.

Date of alleged violation: 11-18 and 11-3-25

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

Please see attached Alleged Violation #1 - 11-3-25 and Alleged Violation #2 - 11-18-25

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Please see attached.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: _____

Date: 12/18/25

For Use By Public Body	For Use By AGO
Date Received by Public Body	Date Received by AGO

DESCRIPTION OF ALLEGED VIOLATION #1 (RELATED TO ALLEGED VIOLATION #2)

Southborough Select Board November 4, 2025 - YouTube

The key takeaways are the following:

- At the 3.0 minute mark, after being warned by a resident that the newly revised SB Agenda contains a new item without the legally required 48-hours notice to the public, Mr. Dennington replied that he thinks "we can go with it" – even after the warning. The resident states that she thinks, in fairness to the public, it is a possible Open Meeting Law violation.
- The untimely last-minute addition is a 10-20-25 letter from the school Superintendent with a revised school budget upward (of course) and states that if a special town meeting isn't called, the increase is assumed approved.
- NOTE: The letter was dated 10-20-25, a full seven days BEFORE the prior week's town meeting – and was just now being distributed to the Select Board (by Messrs. Dennington and Purple – promotion time?) on Tuesday, 11-4-25. The letter is presented at the end of the SB Agenda Packet, again, without the legally required 48 hours' notice to the public. See link: Agenda - 11/04/2025
- That said, while the matter is later said to be "held," mission accomplished. The letter was in fact mentioned, used, distributed to the SB, so they got to see it – and this matter underscores that it doesn't matter if YOU, the citizen bill payers, get your legally required 48 hour Open Meeting Law notice – by a board chair who is an attorney and a town administrator, both of whom have had all the required training and absolutely know better.
- NOTE: There are TWO other pending OML violations from two weeks ago in process, while Attorney Dennington is stating that he thinks they'll "go with it." Ignore the law? These individuals have had mandatory training by the AGO, a special session here in SB by the AGO. Open Meeting Law exists to protect the public. What about fairness to the public?

DESCRIPTION OF ALLEGED VIOLATION #2

The MINUTES of the 11-4-25 meeting include a list of items "used" at the meeting. The MINUTES were approved on 11-18-25. The final item on the last page reads:

- Letter from Joseph Meichelbeck, dated October 20, 2025, RE: Revised FY 26 Operating Budget

Please NOTE that this description is vague as to NOT be readily identifiable and DOES NOT MATCH the descriptor on the 11-4-25 AGENDA, which reads as follows:

Under VI. Other Matters (Board May Vote) – Item d. NOTICE OF REVISED FY2026 REGIONAL SCHOOL ASSESSMENT.

The Select Board Chair and the Town Administrator knowingly "used" the Letter from the REGIONAL SCHOOL District Treasurer, in spite of a lack of required 48 hours notice to the public and being publicly warned of same at the beginning of the meeting. The Chair declared the item "held" but the letter had already been distributed to the Board in the Agenda packet and mission accomplished, the Board knew of the letter and the letter was referenced multiple times during the meeting and "used" as evidenced by the 11-18-25 minute WHICH LIST THE ITEM AS USED during the 11-4-25 meeting. Mr. Dennington can't have it both ways. He declared the matter "held" but the document was in fact already distributed to the board, and referenced / "used" during the meeting – then subsequently listed as used.

THIS BOARD HAS A LONG HISTORY OF OPEN MEETING LAW VIOLATIONS, including several pending violations under review at present by the AGO (see Ms. MISHA KENNEDY, DIV. OF OPEN GOVERNMENT).

PLEASE REVIEW THOSE VIOLATION AND BACKGROUND for a fuller context and understanding, including AGO Determination Letter Dated 12-25-29 (OML 2019 – 133).

- DESCRIPTION OF WHAT ACTION YOU WANT THE PUBLIC BODY TO TAKE:
 - 1) Stop the inadequate notice to the public
 - 2) 48-hours advance notice is the law; this was intentionally ignored.
 - 3) No more minimization by Town Counsel and relevant individuals. Follow the law.
 - 4) Require a reading of applicable cases at the next appropriate Select Board meeting.
- DESCRIPTION OF THE ACTION YOU WANT THE AGO TO TAKE:
 - 1) Review OML 2019 – 133.
 - 2) Review PENDING alleged violations (Ms. Misha Kennedy, Div. of Open Gov't)
 - 3) Find the Select Board Chair, the Select Board, and the Town Admin. In violation.
 - 4) Please consider the violation(s) intentional – the mandatory AGO training already happened; this is NOT an educational matter. Please fine and ORDER the relevant parties to comply with Open Meeting Law and
 - 5) Inform the public – by reading any relevant alleged violation decisions in public and include in sufficient detail in minutes.

Thank you for your consideration.



**Town of Southborough, MA
Meeting of the Select Board
November 4, 2025 6:30 PM
McAuliffe Hearing Room
Town House, 17 Common Street, Southborough, MA**

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
<https://www.southboroughma.gov/674/Virtual-Meetings>

REVISED AGENDA

- I. Call Meeting to Order
- II. Public Comment
- III. Scheduled Appointments (*Board may vote*)
 - a. 6:30 PM Hearing- Pratts Automotive Class II Auto Dealer License (continued from September 2, 2025)
 - b. 6:45 PM – Class II Auto Dealer License Hearing; Venture Auto Services, 145 Boston Road
 - c. 7:00 PM – FY26 Tax Classification Hearing
- IV. Reports
 - a. Chair's Report
 - i. Volunteer Breakfast
 - ii. Veteran's Day
 - iii. November 12th Joint Meeting with School Committee
 - b. Members' Reports
 - i. YFS survey results
 - c. Town Administrator Report
 - i. One Stop grant announcement
- V. Consent Agenda
 - a. Approve Open Session Meeting Minutes: October 21, 2025; October 27, 2025
- VI. Other Matters (*Board may vote*)
 - a. Recap of Special Town Meeting; next steps
 - i. Town Government Structure Committee (Article 10); independent consultant
 - b. Review of FY26 Board goals
 - c. Update on DOR financial policies review
 - d. Notice of revised FY2026 Regional School Assessment
- VII. Public Comment
- VIII. Adjournment

Andrew R. Dennington, II, Chair

UPCOMING MEETINGS	
November 18, 2025	December 2, 2025

Revised agenda notations:

- * Strikethrough indicates a deletion
- ** Bold, italicized items are additions

The Public Schools of
NORTHBOROUGH and SOUTHBOROUGH

OFFICE OF THE SUPERINTENDENT

53 PARKERVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772
TELEPHONE (508) 486-5115 FAX (508) 486-5123 www.nsboro.k12.ma.us

GREGORY L. MARTINEAU
Superintendent of Schools

KEITH T. LAVOIE
Assistant Superintendent of Operations

REBECCA J. PELLEGRINO
Assistant Superintendent of Finance

STEFANIE K. REINHORN, Ed.D
Assistant Superintendent of Teaching and Learning

October 20, 2025

Andrew Dennington, Select Board Chair
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Andrew:

Pursuant to 603 CMR 41.05(5)(a) and (b), I hereby certify that the Northborough-Southborough Regional School Committee, at its meeting on October 15, 2025, adopted, by a unanimous vote, a revised FY2026 operating budget of \$29,690,194. The increase of \$92,100 is a result of Chapter 70 funding exceeding the preliminary estimates issued on January 22, 2026, due to an increase in minimum aid from \$75 per pupil to \$150 per pupil. The amended budget does not change the assessments to the member towns.

Following this vote, the Towns of Northborough and Southborough have 45 days from the date of the School Committee vote, November 29, 2025, to hold special town meetings to consider the amendment to increase the budget. However, since the two towns would not experience an increase in their assessments, should the Select Boards decide not to hold a meeting for the amended budget within the 45 days, the amendment would be considered approved, and the budget would be implemented according to the revised figures.

Please do not hesitate to contact Assistant Superintendent of Finance Rebecca Pellegrino with any questions.

Sincerely,

Joseph Meichelbeck
District Treasurer

Enclosure

cc: Brian Ballantine, Treasurer/Collector
Gregory L. Martineau, Superintendent of Schools
Rebecca Pellegrino, Assistant Superintendent of Finance
Mark J. Purple, Town Administrator

NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
FY2026 BUDGET & ASSESSMENTS
Approved 10/15/2025

		Northborough		Southborough	
		60.99%		39.01%	
Step 1					
FY2026 Revised Approved Budget		\$	29,690,194		
Less: Transportation Budget	\$ 1,884,327				
SPED Transportation Budget	\$ 582,740	\$	2,467,067		
Less: Fixed Charges		\$	-		
Net School Spending		\$	27,223,127		
Less: Revenues		\$	20,000		
Subtotals		\$	27,203,127		
Less: Chapter 70 Aid		\$	3,673,616		
Less State Ward Reimbursement		\$	-		
Net Budget		\$	23,529,511		
Step 2					
Minimum Local Contributions		\$	14,180,068	\$	8,700,433
					5,479,635
Step 3					
Difference between MLC and Contributions		\$	9,349,443		
Apportion Percentage			60.99%		39.01%
Step 4					
Apportion Agreement by Amount		\$	9,349,443	\$	5,702,225
				\$	3,647,218
Step 5					
FY26 Transportation Budget	\$ 2,467,067				
Less: Aid to Transportation	\$ 873,226				
Less: Aid to Transportation	\$ -	\$	1,593,841	\$	972,084
				\$	621,757
Step 6					
Other Operational Cost	\$ -				
Less: Revenues	\$ -	\$	-	\$	-
Step 7					
Total Assessments, MLC plus apportionments		\$	25,123,352	\$	15,374,742
				\$	9,748,610
Step 8					
Excess and Deficiency		\$	675,000	\$	411,683
Transportation Aid from Revolving Fund		\$	-	\$	-
FY26 Assessment Not Exempt from Prop 2 1/2		\$	24,448,352	\$	14,963,059
				\$	9,485,293
Step 9					
				61.20%	38.80%
Debt Payments Exempt from Prop 2 1/2		\$	1,047,250	\$	640,917
Debt Payments Not Exempt from Prop 2 1/2		\$	285,521	\$	174,739
Debt Payments Not Exempt from Prop 2 1/2 - Nboro Only		\$	14,479	\$	14,479
Capital Assessment		\$	175,000	\$	107,100
			1,522,250		937,235
					585,015
Total FY2026 Assessments		\$	25,970,602	\$	15,900,294
				\$	10,070,308



**Town of Southborough, MA
Meeting of the Select Board
November 18, 2025 6:30 PM
McAuliffe Hearing Room
Town House, 17 Common Street, Southborough, MA**

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
<https://www.southboroughma.gov/674/Virtual-Meetings>

- I. Call Meeting to Order**
- II. Public Comment**
- III. Scheduled Appointments (*Board may vote*)**
 - a. 6:30 PM Pole Hearing: National Grid – 16 Meadow Lane
 - b. Committee interviews/appointments
 - i. Eric Enge for Tricentennial Committee; term to expire 6/30/2026
 - ii. David Joyner for Board of Trustees of the Affordable Housing Trust; term to expire 6/30/2027
 - c. Borislow Insurance – Healthcare update
 - d. Wastewater Committee update
- IV. Reports**
 - a. Chair's Report
 - i. Veterans Day services
 - b. Members' Reports
 - i.
 - c. Town Administrator
 - i. Sandy Collins Public Health Nursing Award
- V. Consent Agenda**
 - a. Approve Open Session Meeting Minutes: November 4, 2025; November 12, 2025
 - b. Approve 2026 Winter Parking Ban
 - c. Approval of utility easement for Water Dept.
 - d. Accept \$1000.00 donation from Pilgrim Congregational Church to Youth and Family Services
- VI. Other Matters (*Board may vote*)**
 - a. PILOT update
 - i. Accept Harvard PILOT payment
 - b. Policy proposal for Board approval to fill open positions
 - c. Continued discussion of next steps for Neary School
 - i. Potential dates for Spring Special Town Meeting
 - d. Request for successor agreement for Finance Director
 - e. Discussion of naming of public spaces at Public Safety Facility
- VII. Public Comment**
- VIII. Adjournment**

Andrew R. Dennington, II, Chair

UPCOMING MEETINGS		
December 2, 2025		December 16, 2025



TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

1 **Meeting Date:** Tuesday, November 4, 2025 6:30 PM

2 **Location:** McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA

3 **Present:** Andrew Dennington, Marguerite Landry, Tim Fling and Al Hamilton. Present via ZOOM:
4 Kathy Cook. Also present: Town Administrator Mark Purple. Absent: Assistant Town
5 Administrator Vanessa Hale.
6

7 *Those wishing to watch or participate remotely can do so by accessing the meeting link at:*

8 <https://www.southboroughtown.com/remotemeetings>

9 **I. Call Meeting to Order**

10 Mr. Dennington called the meeting to order at 6:30 PM.
11

12 **II. Public Comment**

13 Ms. Debbie DeMuria, 58 Flagg Road, expressed her concern that the agenda item Other Matters "d"
14 – the revised FY26 Regional School Assessment – may be a violation of the Open Meeting Law, as she
15 believes the public needs 48 hours to review the information.
16

17 **III. Scheduled Appointments (Board may vote)**

18 a. 6:30 PM Hearing - Pratts Automotive Class II Auto Dealer License (Continued from September 2,
19 2025)

20 Mr. Dennington provided an update on the matter. He stated that the issue is that multiple uses are
21 currently occurring on the site and that the Town's Zoning Code specifies that the applicant seek a
22 Special Permit issued by the Zoning Board of Appeals (ZBA). Mr. Dennington stated that a hearing
23 was opened by the ZBA on October 15th, at which there was comment by the Planning Board and the
24 Conservation Commission. He added that the hearing was continued until November 19th. Mr.
25 Tharsis Pedroso, Principal of Pratts Automotive Group, appeared before the Board on the matter.
26 Mr. Pedroso stated that he has hired Connorstone Engineering to update the site plan in order to
27 present to the Planning Board for site plan review. Ms. Landry stated that the last site plan of the
28 property was produced in 1986 and she feels that the Board should learn the outcome of the ZBA
29 process before making a decision on the matter. The Board discussed the matter and the options
30 available to consider. Ms. Meme Luttrell, Chair of the Planning Board, stated that there are many
31 issues with the site that need to be addressed, including parking calculations and landscaping. She
32 recommended the Board deny the application, without prejudice, until the issues with the site can be
33 resolved. She also asked if there was currently a Class II Auto Dealer's license for the site. Ms.
34 DeMuria, speaking as a Planning Board member, stated that this matter needs review by four boards
35 in Town: the ZBA, the Conservation Commission, the Board of Health and the Planning Board, and,
36 noted that the Secretary of State's website mentions only two uses for the site. Mr. Dennington
37 moved to close the public hearing at 6:52 PM. Ms. Landry seconded the motion. The motion was
38 approved by roll call vote: Mr. Dennington, aye; Ms. Landry, no; Mr. Fling, aye; Mr. Hamilton, aye;
39 Ms. Cook, aye (4-1-0). Mr. Dennington moved to deny the Class II Automotive Dealer's License for
40 Pratts Automotive, without prejudice, with the ability to reapply after the zoning issues have been
41 resolved. Ms. Landry seconded the motion. The motion was approved: Mr. Dennington, aye; Ms.
42 Landry, aye; Mr. Fling, no; Mr. Hamilton, no; Ms. Cook, aye (3-2-0). Ms. Cook requested that Mr.
43 Purple send a letter to the applicant with clear instructions regarding the process needed for
44 approval of the license and Mr. Purple agreed.
45

b. 6:45 PM Hearing - Class II Auto Dealer License Hearing; Venture Auto Services, 145 Boston Road

Mr. Purple read the public hearing notice into the public record. Mr. Dennington opened the public hearing at 6:55 PM. Mr. Richecard Paul, owner of Venture Auto Services, appeared before the Board on the matter. Mr. Paul stated that, presently, there is a mechanic shop at the site and he is requesting to have up to five cars on site for sale. Mr. Fling asked if the site would be cleaned up and vehicles presently there would be removed. Mr. Paul stated that, thus far, he has removed five vehicles, and will continue to remove vehicles from the site. Ms. Landry asked if cars for sale would be purchased at auction. Mr. Paul replied that they would. Mr. Dennington suggested that the duration of this license be in effect until January 1, 2027. There was no public comment. Mr. Dennington moved to close the public hearing at 6:59 PM. Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Fling, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0). Mr. Dennington moved to approve the Class II Auto Dealer's License for Venture Auto Services, 145 Boston Road, for five cars through January 1, 2027. Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Fling, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0). Mr. Dennington moved to Reports "a" at this time.

c. 7:00 PM – FY26 Tax Classification Hearing

Mr. Purple read the public hearing notice into the public record at 7:03 PM. Mr. Paul Cibelli, Principal Assessor, and Ms. Lori Esposito, Deputy Assessor, appeared before the Board on the matter. Also in attendance were the Board of Assessors: Mr. Jeffrey Klein, Chair, Ms. Tammi Rice, Vice Chair, and Mr. Heath Widdiss, member. Mr. Cibelli shared the presentation for the FY 2026 Tax Classification Hearing. The Board discussed the presentation. Mr. Dennington stated he is supportive of no change in the Town's policy and is supportive of the single tax rate. Mr. Fling asked questions related to the potential impact of a split tax rate on the Town and businesses. Mr. Cibelli stated that the tax rate is only one factor businesses use in determining where to locate and that a decline in Commercial, Industrial and Personal (CIP) values in the split-rate scenario can have a significant impact for a town. He also stated that he feels a split rate could drive a wedge between the residents and the business community. Mr. Cibelli described the Prop. 2.5% process. He also described State efforts to provide senior tax relief, which would shift the tax burden within the residential class. Mr. Hamilton urged the Board of Assessors to consider a Home Rule petition to allow the Town to provide senior tax relief. Mr. Klein, who is also Chair of the Taxation Aid Committee, described how the Taxation Aid Committee currently provides tax relief to residents in Town through grants and donations. Mr. Cibelli stated he would research information on the Home Rule process for senior tax relief for the Board to review at a future meeting. Ms. Cook thanked Mr. Cibelli and Ms. Esposito for providing information as accurate as possible for the Town to consider when voting for the budget at Annual Town Meeting last April. She also stated she remains committed to a single tax rate for the Town. Ms. Landry stated she is supportive of the single tax rate for Southborough. Mr. Dennington moved that the Town adopt a single tax rate. Ms. Landry seconded the motion. The motion was approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Fling, no; Mr. Hamilton, aye; Ms. Cook, aye (4-1-0). Mr. Dennington moved that the Town not adopt the Residential Exemption. Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Fling, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0). Mr. Dennington moved that the Board not adopt the Small Commercial Exemption. Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Fling, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0). Mr. Dennington moved to close the public hearing at 7:48 PM. Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Fling, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

IV. Reports

a. Chair's Report

94 i. Volunteer Breakfast

95 Mr. Dennington reported that the annual Volunteer Breakfast was held on Monday at the Senior
96 Center. He stated that he, Mr. Fling and Mr. Hamilton attended the event on behalf of the Board and
97 that the event was a success.

98 ii. Veteran's Day

99 Mr. Dennington reported that the Town's annual Veteran's Day observance would be held on
100 Tuesday, November 11th. He reported that there will be a parade and he will speak on behalf of the
101 Board at the event.

102 iii. November 12th Joint Meeting with School Committee

103 Mr. Dennington reported that the Board would meet with the School Committee on Wednesday,
104 November 12th, at Trottier Middle School at 6:30 PM.

105 Mr. Dennington moved to Scheduled Appointments "c" at this time.

106 b. Members' Reports

107 i. YFS survey results

108 Ms. Landry reported that Ms. Sarah Cassell, Director of Southborough Youth and Family Services
109 (YFS), would like to present the results of a recent town-wide survey and also discuss the increasing
110 need for social services. The Board agreed to add Ms. Cassell to a December agenda. Ms. Cook
111 reported that the Friends of the Southborough Youth Commission are seeking monetary donations to
112 support those dealing with the recent pause in food stamp benefits.

113 c. Town Administrator's Report

114 i. One Stop grant announcement

115 Mr. Purple reported that the Town has been awarded a One Stop grant in the amount of \$30,000 for
116 the Downtown Southborough Branding and Wayfinding project. He thanked Assistant Town
117 Administrator Vanessa Hale and former Economic Development Committee (EDC) Coordinator Ms.
118 Leah Emerson for their efforts in securing the grant. He also stated Westborough is seeking feedback
119 for a future submission on the unsuccessful joint regional Route 9 grant application.

120 Mr. Purple also reported that Borislow Insurance, the Town's new health care consultant, would
121 appear before the Board at its next meeting to provide an introduction and discuss a path forward
122 with regard to health care benefits.

123
124 V. Consent Agenda

125 a. Approve Open Session Meeting Minutes: October 21, 2025; October 27, 2025

126 Mr. Dennington and Ms. Cook requested to hold Consent Agenda item "a." **October 21, 2025**
127 **Minutes:** Line 57: Ms. Cook requested to add the following: "for Fiscal Year ending 6/30/25." Ms.
128 Cook also had a scrivener's change to the minutes. Line 43: Mr. Dennington requested to add the
129 following: "and the availability of State grants to fund that technology." Mr. Dennington moved to
130 approve the Open Session Meeting Minutes for October 21, 2025, as amended. Ms. Landry seconded
131 the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms.
132 Landry, aye; Mr. Fling, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0). **October 27, 2025 Minutes:** Mr.
133 Dennington and Ms. Landry each had a scrivener's change to the minutes. Mr. Dennington moved to
134 approve the Open Session Meeting Minutes for October 27, 2025, as amended. Ms. Landry seconded
135 the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms.
136 Landry, aye; Mr. Fling, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

137
138 VI. Other Matters (*Board may vote*)

139 a. Recap of Special Town Meeting; next steps

140 The Board discussed Special Town Meeting. They were happy to see the number of residents who
141 attended Special Town Meeting and expressed support for clicker voting. Mr. Dennington thanked

Town Clerk Hegarty for the successful Special Town Meeting and thanked Ms. Cook and Mr. Hamilton for their work on Article #1. Ms. Cook stated that Article #2 (Golf Revolving Fund) would be brought back to Annual Town Meeting and Mr. Purple would work directly with the Golf Course Committee on the matter. Mr. Fling requested to be situated in the Noisy Room at a future Town Meeting, adding that he is concerned about the ability of residents with young families to participate fully in Town Meeting.

i. Town Government Structure Committee (Article #10); independent consultant Mr. Hamilton suggested that any future article on this matter list the names of committee members in the article. The Board also discussed electing committee members. The Board discussed a potential independent study on the structure of the Town's government and considered Mr. Purple's memo enclosed in tonight's packet. The Board also discussed structural and operational issues related to the Town government. The Board agreed to ask Mr. Purple to seek three quotes for a consultant-led study and present his findings at the Board's next meeting.

b. Review of FY26 Board goals

The Board reviewed their FY 26 Goals List. Action items include the following: 1) The Board agreed to add the Home Rule petition for senior tax assistance to its list of goals (Ms. Cook); 2) Town Meeting goals - work with Town Moderator to expedite Town Meeting and global budget motions (Mr. Fling); 3) Pavement Management and Sidewalk Plan – Ms. Cook stated that DPW Superintendent Cundiff would appear before the Board prior to the end of the year to present a comprehensive plan (Ms. Landry); 4) AI and automation solutions – there will be a presentation on this matter at the Board's next meeting (Mr. Hamilton); and 5) Golf Course Management Contract – expires on December 31, 2025 and negotiations will begin shortly (Ms. Cook). Mr. Hamilton moved that the Select Board request the Advisory Committee to assess a Stormwater Enterprise Fund and make a report, as appropriate. Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Fling, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

c. Update on DOR financial policies review

Mr. Dennington reviewed the Policy List for FY26 Updates. Mr. Purple reminded the Board that he, along with Mr. Hamilton, Town Finance Director Brian Ballantine, Town Accountant Carla McAuliffe and Advisory Committee member Andrew Pfaff, worked to review the list and make recommendations for the Board to consider. The Board agreed to continue with this process.

d. Notice of revised FY2026 Regional School Assessment

Mr. Dennington held this item for discussion at a later date, if needed.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Mr. Dennington moved to adjourn the meeting at 8:40 PM. Ms. Landry seconded the motion. The motion was unanimously approved by roll call vote: Mr. Dennington, aye; Ms. Landry, aye; Mr. Fling, aye; Mr. Hamilton, aye; Ms. Cook, aye (5-0-0).

UPCOMING MEETINGS

November 18, 2025

December 2,

Respectfully submitted,

187 Bridgid Rubin, Recording Secretary
188

189 List of Documents referred to at the November 4, 2025 SB Meeting:

- 190 • Application for Class II Used Car Dealer License for Pratt Automotive Group, with
191 attachments
- 192 • Public hearing notice for Venture Automotive Services
- 193 • Application for Class II and Auto Dealer License for Venture Automotive Services, with
194 attachments
- 195 • Public hearing notice for meeting with the Board of Assessors
- 196 • Presentation of the Fiscal Year 2026 Tax Classification Hearing
- 197 • Open Session Meeting Minutes dated October 21, 2025
- 198 • Open Session Meeting Minutes dated October 27, 2025
- 199 • Memorandum from Mark Purple, dated October 30, 2025, RE: Government/organization
200 structure
- 201 • Select Board Goals for FY26
- 202 • Policy List for FY26 Updates
- 203 • Letter from Joseph Meichelbeck, dated October 20, 2025, RE: Revised FY26 Operating
204 Budget
205



SELECT BOARD

Town of Southborough

APPLICATION FOR COMMON VICTUALER LICENSE

PLEASE PROVIDE ALL REQUESTED INFORMATION BELOW

Business Name: LALOS RESTAURANT GROUP INC
Address: 154 Turnpike rd ste 150
Owner's Name: Vanessa Guzman Ceja
Mailing Address: 15 indian ridge. rd stow ma 01775
(PO Box or Residence)
Contact Email Address: [REDACTED] Phone: [REDACTED]

PLEASE READ AND SIGN BELOW

Pursuant to Massachusetts General Laws Chapter 62C §49A I certify, under the penalties of perjury, that to the best of my knowledge and belief, have filed all State and local tax returns and paid all State and local taxes under the law.

393381106

Federal Identification #

OR

Social Security #

Vanessa Guzman Ceja

Please PRINT name of individual or corporate officer

Individual or corporate officer signature

Please return the following to the
Office of the Select Board, 17 Common Street, Southborough MA 01772:

- ➡ 1) Completed Application for Common Victualer License;
- ➡ 2) Appropriate fee*;
- ➡ 3) Workers' Compensation Insurance Affidavit, completed and signed;
- ➡ 4) Workers' compensation insurance policy declaration page, if applicable;
- ➡ 5) Hours of Operation Form

***Make checks payable to the Town of Southborough in the amount of \$50.00**

Any tax or fees due the Town must be paid in full prior to license approval

Business Name: Lalos restaurant group inc

D/B/A: Lalos Mexican kitchen & bar

Address: 154 Turnpike rd ste 150

Manager: vanessa Guzman ceja

HOURS OF OPERATION

	<u>SUNDAY</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>	<u>SATURDAY</u>
OPEN	11am	11am	11am	11am	11am	11am	11am
CLOSE	8pm	9pm	9pm	9pm	9pm	11pm	11pm

Please complete and return to Select Board's office with license application.



The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: Lalos restaurant group inc

Address: 154 Turnpike rd ste 150

City/State/Zip: southborough ma 01772

Phone #: [REDACTED]

Are you an employer? Check the appropriate box:

1. ☒ I am a employer with 6 employees (full and/ or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☒ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: THE HARTFORD

Insurer's Address: 1 Hartford plaza

City/State/Zip: Hartford, CT 06115

Policy # or Self-ins. Lic. # _____ Expiration Date: 11/17/2026

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Vanessa guzman

Date: 12/23/2025

Phone # [REDACTED]

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME:	
A-Costa Insurance Agency Inc		PHONE (A/C No. Ext): 877-257-8588	
1 FRANKLIN COMMONS		FAX (A/C No.): 508-875-9388	
FRAMINGHAM MA 01702		E-MAIL ADDRESS: jon@a-costains.com	
INSURED		INSURER(S) AFFORDING COVERAGE	
LALOS RESTAURANT GROUP INC		INSURER A: Hartford Underwriters Ins. Co.	
154 Turnpike Rd		INSURER B: THE HARTFORD	
STE 100		INSURER C:	
Southborough MA 01772 2120		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		11/17/2025	11/17/2025	11/17/2026	EACH OCCURRENCE \$ 1000000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000					
		WFO EXP (Any one person) \$ 5000					
		PERSONAL & ADV INJURY \$ 1000000					
	GENL AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2000000	
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2000000	
	OTHER:					\$	
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$	
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$	
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$	
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$	
						\$	
	UMBRELLA LIAB					EACH OCCURRENCE \$	
	EXCESS LIAB					AGGREGATE \$	
	DED RETENTION \$					\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	08WECBX5WVU	11/17/2025	11/17/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH)	Y				N/A	E.L. EACH ACCIDENT \$ 1000000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EM LO/EE \$ 1000000
							E.L. DISEASE - POLICY LIMIT \$ 1000000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
CAPITAL GROUP	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
154 TURNPIKE RD STE 150	AUTHORIZED REPRESENTATIVE
SOUTHBOROUGH MA 01772	Jenatan Dalla Costa

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TOWN OF SOUTHBOROUGH



OFFICE OF THE TOWN ADMINISTRATOR

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 485-0710 · FAX (508) 480-0161 · selectboard@southboroughma.com

TO: Select Board
FROM: Mark J. Purple, Town Administrator
DATE: December 31, 2025
SUBJECT: Reclassification of ARPA funds

The Select Board previously authorized \$99,340 of ARPA funding to the Trails Committee for the Peninsula Trail project, a portion of which was for the engineering services. I have been informed by Town Accountant Carla McAuliffe that Trails has \$1,536.24 of ARPA funds for engineering services that will not be spent on the project.

According to the ARPA guidance, the Board may reclassify funds from one project to another eligible project after the obligation deadline of December 31, 2024, so long as the original funds were assigned by the deadline and the reclassified project meets program rules.

I have spoken to Chief Puntini, who is in the process of purchasing some additional items for the new Fire tanker. These funds could easily be spent to accommodate these planned expenditures. The Board had previously authorized ARPA funds for the purchase of "Fire Equipment", which would make it an eligible project.

On behalf of the Town Accountant, I would recommend that the Board vote to REDUCE the "Upgrades to Peninsula Trail" authorization under ARPA funds from \$99,340 to \$97,803.76, and to INCREASE the "Fire Equipment" authorization under ARPA funds from \$30,803.00 to \$32,339.24.

Please let me know if you have any questions. Thank you.