

1. 6:30 P.M. Select Board

Documents:

[2026.01.20 SB AGENDA - REVISED.PDF](#)

2. 6:30 P.M. Select Board

Documents:

[2026.01.20 SB MEETING PACKET\\_ REV 2.PDF](#)

3. 6:30 P.M. Select Board

Documents:

[2026.01.20 SB MEETING PACKET\\_ REV1.PDF](#)

4. 6:30 P.M. Select Board

Documents:

[2025.01.20 SB AGENDA.PDF](#)

[2026.01.20 SB MEETING PACKET.PDF](#)

**Town of Southborough, MA  
Meeting of the Select Board  
January 20, 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 – Doug Manz, Affordable Housing Trust update

**IV. Reports**

- a. Chair's Report
  - i. *Tricentennial Committee update*
- b. Members' Reports
- c. Town Administrator Report

**V. Consent Agenda**

- a. Approve IAC recommendation to change retiree health insurance plans; leave MA Strategic Health Group
- b. Approve IT Director recommendation for new A/V system in McAuliffe Hearing Room
- c. Approve 2026 schedule for office hours [February through June]
- d. Accept \$200 donation on behalf of the Fire Department for the Ambulance Fund
- e. Approve Executive Session Meeting Minutes: January 6, 2026

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

- a. DEP Letter requesting additional sampling/risk assessment for Parkerville Road landfill
- b. Update on scope for governance study
- ~~c. Revised financial policies for consideration of approval~~
- d. Continued discussion of March 2<sup>nd</sup> Special Town Meeting

**VII. Adjournment**

Andrew R. Dennington, II, Chair

**UPCOMING MEETINGS**

*January 24, 2026*

*February 3, 2026*

Revised agenda notations:

\* Strikethrough indicates a deletion

\*\* Bold, italicized items are additions

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*January 24, 2026*

*February 3, 2026*

# TOWN OF SOUTHBOROUGH



## OFFICE OF THE SELECT BOARD

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
(508) 485-0710 · FAX (508) 983-7752 · [selectboard@southboroughma.gov](mailto:selectboard@southboroughma.gov)

**DATE:** January 14, 2026  
**TO:** Honorable Select Board  
**FROM:** Mark Purple, Town Administrator  
Brian Ballantine, Finance Director  
**RE:** Retiree Health Care

Two years ago, the Town made a deliberate decision to join the Massachusetts Strategic Health Group (MSHG) and initiate retiree insurance coverage with Aetna (effective 1/1/2024). At that time, the Participation Agreement included an initial two-year commitment with limits on annual rate increases. Participation in a larger pooled group (34 entities) was presented to reduce volatility, spread risk, and provide greater long-term rate stability for both active employees and retirees. Based on the information available at the time through our then insurance consultant (NFP), joining MSHG was a reasonable cost-effective decision.

Following the conclusion of the initial two-year period and the expiration of the contractual rate increase limitations, the Town experienced a 66 percent rate increase from Aetna for the current year effective 1/1/2026. This level of increase is not sustainable and materially alters the cost assumptions under which the Town entered MSHG.

Importantly, this increase does not appear to be isolated to MSHG. The Town has learned that the Town of Acton, which does not participate in a health insurance group, also received a 66 percent rate increase from Aetna. This suggests that broader market forces, rather than local utilization alone, are driving pricing volatility. The benefit of pooling has therefore not translated into the rate stability originally anticipated.

As the Town evaluated the renewal and its options, several structural limitations became apparent. Under the MSHG arrangement, the Town is required to use the group's designated broker for Aetna coverage. While that firm previously served as the Town's broker of record, the Town no longer has the ability to seek independent advice, alternative quotes, or competitive bidding for Aetna coverage within the MSHG structure.

As a result, the Town did not receive advance warning of the magnitude of the increase, nor was the renewal competitively bid or fully vetted through the Insurance Advisory Committee in a timely and effective manner. While the Town has since replaced this broker for all other benefit lines, the MSHG contract does not allow a change in broker for Aetna coverage.

The MSHG Participation Agreement permits a full withdrawal from the consortium, provided that the participant has completed at least two full plan years and meets specific notice and voting requirements. For a withdrawal effective June 30, 2026, the Town must provide written notice of intent by January 1, 2026, followed by formal notice of a vote by the Appropriate Public Authority by February 1, 2026.

The Town has provided the 1/1/26 initial “warning” notice so we could protect our interest. We recommend the Board approve giving the final notice of withdrawal as required by 2/1/2026.

A June 30, 2026 withdrawal would require addressing retiree coverage mid-year. We currently have an offer from Blue Cross Blue Shield to offer an alternative policy with the same level of benefits at a slightly smaller annual premium (an 8.39% reduction). This alternative was unanimously voted and supported by the Insurance Advisory Commission at their January 8, 2026 meeting.

# TOWN OF SOUTHBOROUGH



## OFFICE OF THE DIRECTOR OF INFORMATION TECHNOLOGY

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
(508) 485-0710 · FAX (508) 480-0161 · [jmontijo@southboroughma.gov](mailto:jmontijo@southboroughma.gov)

**TO:** Select Board  
**FROM:** Jason Montijo, Director of IT  
**DATE:** January 15, 2026  
**SUBJECT:** McAuliffe Hearing Room Zoom upgrade

After a year-long review involving multiple vendors, a vendor has been selected for the Town's hearing room upgrade. This evaluation process was jointly vetted by the Chair of the Municipal Technology Committee (MTC), Matt Probst, and the Technology Department.

We are requesting that the Select Board award the contract to Pro-AV Systems, Chelmsford, MA to retrofit the Town's hearing room with a robust hybrid Zoom meeting room. This is the same vendor that provided the Zoom meeting room system in the Training Room at the Public Safety Facility. The proposed audio-visual system upgrade is designed to support reliable public meetings, hybrid participation, and broadcast requirements. The new system will enhance meeting quality through automated camera tracking, improved audio capture for all speakers—including public comment—clearer displays for presentations and remote participants, and simplified touch-panel controls. These improvements will reduce staff intervention and help ensure meetings run smoothly regardless of who is facilitating. Most importantly, it allows the Town to conduct hybrid meetings in the McAuliffe Hearing Room on any day at any time, while still allowing Southborough Access Media (SAM) to operate the system when available.

The proposal includes professional installation, training, and warranty support to protect the Town's investment and ensure long-term reliability. The total cost of the Pro-AV proposal is \$128,277.63, which is attached. Pro-AV is an approved vendor on the Massachusetts State Contract **OFF50 – Audio, Video, and Multimedia**, which allows the Town to move forward quickly after award.

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



**Pro AV Systems**

New England's Leading Audio Visual Integrator

QUOTE

Sales • Design • Install

201 Riverneck Rd - Suite 2A, Chelmsford, MA 01824  
17 Patrick Dr - Suite 1, Westbrook, ME 04092

**QUOTE: 04262024-0002**

Prepared by: Joao Santos

Quote valid for 30 days

Modified: 1/14/2026

Revision: 7

**CONTRACTS**

- OFF50 (VC0000381197) - DCAMM Certified
- MHEC MC16-B11 - Maine State Contract
- MHEC MC13-C07 - Vermont State Contract

**Town of Southborough - MA**

**Attention:**

Jay Montijo

jmontijo@southboroughma.com

**Site:**

17 Common St.

Southborough

MA

01772

**Billing:**

17 Common St

Southborough

MA

01772

**Hearing Room - BYOD Upgrade**



This document is the property of Pro AV Systems and the listed recipient.

It cannot be reproduced or shared without the consent of Pro AV Systems, Inc.

All Electrical and Network infrastructure to be provided by others unless otherwise noted.





## Hearing Room/Council Chamber

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### *Scope of Work – Hearing Room*

*Pro AV Systems will update the current system in the Hearing Room/Council Chamber. The update will have a separate but connected AV system and include the following:*

#### *Displays*

*The existing projector and screen will be replaced with two projectors and a wide format screen. The new projectors will be installed in new locations. The new electric screen will be ceiling mounted at the current projection screen location. Two different video sources can be selected for viewing. The existing front camera will be moved to the front wall to accommodate the new screen*

*(8) desktop monitors will be mounted on the front desks with pairs of monitors showing the same images as the split-screen image. The provided monitor mounts will need to be secured to the desks.*

#### *Video/Conferencing*

*The video input plate at the front of the room will be replaced with a new HDMI input plate. A Crestron wireless presentation unit (with 1 USB puck), a new HDMI wall plate serving the hosting table, and the Zoom Room NUC PC can be switched to the projector and monitors. A connected laptop can also be routed to the Zoom PC for content sharing. A new rack mounted AV matrix switcher will be installed. Two HDMI feeds will be sent to the existing production equipment and will mirror content being shown on the screen.*

*Three new ceiling mounted cameras and a single wall mounted camera will be installed and will feature 4k resolution and AI functions. The cameras will be set up to utilize Zoom Intelligent Director plus one and will include the audience facing camera. Zoom Intelligent Director plus one will be the default, preset 1. Other camera modes will also be available.*

*A Zoom Room kit will be installed to facilitate Zoom meetings. Content sharing will be available from either of the two HDMI wall plates and wireless presentation, which will be selected from the touch panel.*

*When not in a meeting, a connected laptop can present content to the projector and monitors.*

#### *Audio*

*The existing wired desktop microphones will be reused. Two existing wireless microphones will also be utilized. These microphones will provide in-room voice lift and audio to the far end. A ceiling mounted array microphones will provide audio to the far end. The microphone will be installed at the current projector location. A Dante feed from a new DSP will send and receive feeds to/from the existing DSP for the production equipment. A new Dante card will be installed into the existing DSP.*

*The audio from the selected video source and audio from the microphones will be heard through the existing ceiling speakers. To accommodate the voice lift feature, the speakers will be wired for two zones, one zone serving the front and the second zone serving the audience area.*

#### *Control*

*AV system control will be from (2) 10" tabletop Zoom Room touch panel. A LAN connection will be needed at the touch panel location. Controls will include but not limited to:*

*Zoom Room controls*

*Displays on/off*

*Video source selection*



Ceiling speaker volume up/down/mute  
Camera control  
Intelligent Director enable/disable  
Shot preset set/recall  
Manual camera controls  
Audio controls including  
Program volume  
Microphone level (in-room)

**Equipment Rack**

A new AV floor standing equipment rack will be installed in a nearby room next to the IT wall rack. The in-room racks will stay in place.

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**Display**

1	<b>8 - Viewsonic 22" monitors with mounting hardware</b>	\$3,330.16
1	<b>Da-Lite Motorized Projector Screen (55" x 176")</b>	\$5,160.88
2	<b>Epson 4K - 6500 Lumen Laser Projector with mounting hardware</b>	\$10,932.08

Display Total: \$19,423.12

**Video**

1	<b>Crestron AirMedia Reciever with 1 wireless adaptor</b>	\$1,254.40
1	<b>Crestron Electronics DM-MD8X8-CPU3-RPS</b> 8x8 DigitalMedia™ Switcher with Redundant Power Supplies	\$11,158.75 *
1	<b>Crestron Electronics DM-RMC-4KZ-100-C</b> DigitalMedia 8G+ ® 4K60 4:4:4 HDR Receiver & Room Controller 100	\$613.75
4	<b>Crestron Electronics DM-RMC-4KZ-SCALER-C</b> DigitalMedia 8G+ ® 4K60 4:4:4 HDR Receiver and Room Controller with Scaler	\$5,317.72
3	<b>Crestron Electronics DM-TX-4KZ-100-C-1G-W-T</b> DigitalMedia 8G+ ® 4K60 4:4:4 HDR Wall Plate Transmitter, White	\$2,077.23
2	<b>Crestron Electronics HD-DA4-4KZ-E</b> 1:4 HDMI® Distribution Amplifier w/4K60 4:4:4 & HDR Support	\$868.58

Video Total: \$21,290.43

**Audio**



1	<b>Biamp TesiraFORTE DAN CI</b> TesiraFORTÉ DSP fixed I/O server with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, Acoustic Echo Cancellation (AEC) technology (all 12 inputs), and 32 x 32 channels of Dante™	\$3,284.72
1	<b>Extron Electronics XPA U 1002-70V</b> Two Channel Amp, 100 watts at 70 volts	\$922.86 *
1	<b>Shure Microphone Ceiling Array with mounting hardware</b>	\$4,914.28
1	<b>Symetrix 70-0006-A</b> Dante Audio Brooklyn Card	\$561.99

Audio Total: \$9,683.85

#### Conferencing

1	<b>1 - HP/Poly E70 Camera with one year hardware support and mounting hardware</b>	\$4,741.60
1	<b>3 - HP/Poly E60 Cameras with 1 year of hardware warrenty an mounting hardware</b>	\$5,130.42
4	<b>C2G-Cables To Go C2G54268</b> Superbooster® 1-Port USB over Cat6a Wall Plate to Wall Plate Extender Kit - USB 3.2 Gen1 (5Gbps)	\$2,370.90
1	<b>Crestron UC Engine Flex - Pro for Zoom Rooms with 1 year hardware support (2 Touch Panels)</b>	\$6,567.76

Conferencing Total: \$18,810.68

#### Control

1	<b>Crestron Electronics CP4N</b> 4-Series Control System	\$1,811.76
1	<b>Netgear GSM4230P-100NAS</b> AV Line 24x1G PoE+ 300W 2x1G and 4xSFP Managed Switch	\$1,299.65

Control Total: \$3,111.41

#### AV Rack

1	<b>Middle Atlantic ERK-2125LRD</b> 21 RU ERK Series Rack, 25 Inches Deep without Rear Door	\$2,552.40 *
1	<b>Middle Atlantic UPS-S1500R</b> Select Series UPS Backup Power, 2 RU, 1500VA	\$1,139.79



AV Rack Total: \$3,692.19

**Hardware**

1	<b>Misc - Parts</b> terminations, hardware, raceway, blocking, etc.	\$750.00
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Hardware Total: \$750.00

**Cabling**

1	<b>System Cabling</b> Bulk cable & connectors, pre-made cables	\$2,581.18
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Cabling Total: \$2,581.18

**Labor**

1	<b>Pro AV Systems Commissioning</b> Complete System Commissioning Includes, but not limited to, program loading, system tuning, configuration, network coordination, firmware updates, System training, etc.	\$6,200.00
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1	<b>Pro AV Systems Engineering</b> Engineering Services -Design -Support -CAD	\$5,580.00
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1	<b>Pro AV Systems Installation</b> Installation Service for Complete System	\$13,440.00
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1	<b>Pro AV Systems Programming</b> Custom System Programming	\$7,260.00
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1	<b>Pro AV Systems Project Management</b> Project Management & Site Coordination	\$4,480.00
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1	<b>Pro AV Systems Training</b> Complete System Training	\$600.00
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Labor Total: \$37,560.00

**Services**

1	<b>Pro AV Systems Shipping</b> Shipping/Freight Costs **Estimated**	\$3,435.00
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1	<b>Tariff Fee</b>	\$1,219.95
	Biamp	
	Crestron	

Services Total: \$4,654.95

**Warranty**

1	<b>Pro AV Systems Pro Care - System Warranty - 1 Year</b>	\$6,719.82
	Covers any defects or issues that your system could incur under normal use for 1-year. Includes but not limited to programming, hardware failures, workmanship, warranty processing and exchanges, and labor required to restore the system to operational order. Network & licensing issues not covered.	

Warranty Total: \$6,719.82

**Hearing Room/Council Chamber Total: \$128,277.63**

**Project Subtotal: \$128,277.63**



## Project Summary

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<b>Equipment:</b>	<b>\$83,997.81</b>
<b>Engineering Labor:</b>	<b>\$5,580.00</b>
<b>Installation Labor:</b>	<b>\$13,440.00</b>
<b>Project MNG Labor:</b>	<b>\$4,480.00</b>
<b>Programming Labor:</b>	<b>\$7,260.00</b>
<b>Warranty Labor:</b>	<b>\$6,719.82</b>
<b>Commissioning Labor:</b>	<b>\$6,200.00</b>
<b>Professional Services Labor:</b>	<b>\$600.00</b>
<b>Grand Total:</b>	<b>\$128,277.63</b>

### Payment Schedule

	<b>Amount</b>	<b>Due Date</b>
Initial Invoice Upon Equipment Shipped From Manufacturer (NET 30)	\$89,794.34	
Final Invoice Upon Completion (NET 30)	\$38,483.29	

### Acceptance:

I hereby state that I am an authorized representative to approve the purchase and acceptance of the items quoted in the attached documentation along with the above payment terms.

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**Name:**

---

**Title:**

---

**Signature:**

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**Date:**



## **Terms & Conditions**

### **Pro AV Systems Responsibilities**

- All work is performed per manufacturer specs and local codes, during standard hours (Mon-Fri, 8AM-5PM, excluding holidays).
- Technicians will be professional, maintain a clean work site, and protect customer property.
- Equipment will be delivered, assembled, and tested to ensure a complete, functional system.
- All manuals and warranty documents will be provided at project closeout upon request.
- Pro AV is not liable for performance or compatibility issues with customer-supplied equipment unless expressly included in the scope.

### **Customer Responsibilities**

- Provide dedicated 120V power at all equipment locations.
- Supply all OFE (Owner Furnished Equipment), including computers, licenses, and third-party software (e.g., Zoom, Teams).
- Ensure site access during scheduled install times; restricted access may result in additional charges.
- Network configurations for any equipment connected to the customer network including but not limited to QOS, VLAN, Routing, Firewalls, Multicast, IGMP
- Server configurations, if required, for Active Directory, Exchange, O365, Azure AD, MS Teams, Zoom.
- Clear furniture from work areas and provide spare ceiling tiles if applicable. Ensure mounting surfaces are structurally sound and vibration-free.
- Secure storage must be provided for delivered equipment. Pro AV is not responsible for jobsite losses beyond our control.
- Confirm that the installation site is fully prepared and accessible prior to the scheduled start date. If the site is not ready and this results in delays, a change order equal to the labor rate for the first scheduled day rescheduling fees may apply.

### **Scope & Changes**

- The scope of work is defined by the proposal, including referenced documents. Additional work (e.g., electrical, drywall) is excluded unless stated.
- All changes must be approved in writing via Change Order. Substitutions due to product discontinuation may occur with customer approval.
- A 25% restocking fee may apply to any returned equipment<sup>(1)</sup>.
- Tariff changes imposed between the time of quote and purchase are subject to Change Order.

### **Existing Equipment**

- Customer is responsible for providing documentation and ensuring existing equipment is in working order.
- Delays or additional labor from defective OFE may result in change orders.
- Pro AV does not install software on customer-owned devices or configure unrelated network infrastructure.

### **Scheduling, Labor & Payment**

- Cancellations or schedule changes within 48 hours of the confirmed install date may incur a change order fee equal to one day's labor. This may delay the project, and resource availability cannot be guaranteed.
- Project delays outside Pro AV's control may extend timelines.
- Labor is based on standard rates unless otherwise specified; prevailing wage or union requirements may incur additional charges.
- Payment terms are per the proposal. A signed proposal or PO is required to initiate work. Credit card payments incur a 3.25% fee<sup>(1)</sup>.

### **Warranty**

- A 90-day labor warranty is included<sup>(1)</sup>. Extended warranties are available at an additional cost.
- Warranty excludes damage from misuse, third-party systems, and environmental conditions.
- Post-warranty service is billed at standard rates (2-hour minimum).

(1) Purchases under specific contracts may have different terms and conditions as they relate to warranty and payment terms. In those situations, the contract terms supersede the terms laid out in this document.



#### **Pro Care - Extended Warranty Package**

Pro Care is a secondary and optional extended coverage for your AV system during the warranty term under normal use. It includes:

- Programming bugs
- Hardware failures (per manufacturer policies)
- Workmanship issues
- Warranty processing & exchanges
- Labor to restore system functionality

Standard response times and ground shipping are included.

#### **Limitations & Exclusions**

- Force Majeure: Neither party is liable for delays caused by events beyond control (e.g., natural disasters, war, labor strikes, material shortages, or government actions).
- Service Hours: Coverage applies during business hours: Mon-Fri, 8:00 AM-5:00 PM (excluding holidays).
- Nonpayment: Pro AV may suspend or cancel service if payments are overdue.
- Liability: Pro AV is not responsible for indirect losses (e.g., revenue, data, or business interruption). Claims must be made within one year of the issue.



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## MEMORANDUM

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**To:** Select Board  
**From:** Chris Cremeans, Business Administrator  
**Subject:** Select Board Office Hours  
**Date:** January 13, 2026  
**Cc:** Mark Purple, Vanessa Hale

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Below is a proposed Select Board schedule for office hours for your review and approval:

- Tuesday, February 10, 2026
- Tuesday, March 10, 2026
- Tuesday, April 14, 2026
- Tuesday, May 12, 2026
- Tuesday, June 9, 2026



**TOWN OF SOUTHBOROUGH  
FIRE DEPARTMENT**

32 CORDAVILLE ROAD  
SOUTHBOROUGH, MA 01772  
(508) 485-3235 (508) 485-3887 (FAX)



Tuesday, January 14, 2026

Select Board  
Town of Southborough  
17 Common Street  
Southborough, MA 01772

Dear Town of Southborough Select Board,

Below, please find information on a donation made to the Town of Southborough Ambulance Fund for your acceptance.

<b><u>RECEIVED FROM:</u></b>	<b><u>AMOUNT:</u></b>	<b><u>ACCOUNT SPECIFIED:</u></b>
Frederick Straight	\$100	Ambulance Fund (2659-4-220-483-48310)
Barbara Distefano	\$50	Ambulance Fund (2659-4-220-483-48310)
St. Anne Church	\$50	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration in this request.

Sincerely,

Andrew Puntini  
Fire Chief



DATE: January 14, 2026

TO: Mark J. Purple – Town of Southborough

FROM: Timothy P. Thies, PE – Pare Corporation

CC: William J. Cundiff, PE – Southborough DPW

RE: Pare Memo RE: MassDEP January 7, 2026 Letter  
Southborough Landfill Monitoring Project  
Pare Project No. 18128.06

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On January 7, 2026, the Massachusetts Department of Environmental Protection (MassDEP) issued a letter to the Town of Southborough regarding the Parkerville Landfill (included as Attachment No. 1). The letter stated that MassDEP, "...noted one or more water quality parameters in exceedance of application standards..." in groundwater at three monitoring well locations. Specifically, the chemical 1,4-dioxane was reported above its applicable standard of 0.3 micrograms per liter (mg/L) at monitoring wells MW-3S and MW-3D. Arsenic was reported above its applicable standard of 0.01 milligrams per liter (mg/L) at well MW-4S. In this case, the applicable standards are drinking water standards set by the US Environmental Protection Agency and guidelines set by the MassDEP. The purpose of this memorandum is to provide some background information and context for the MassDEP's letter, describe the human health threats posed by these findings, and discuss the next steps to be taken by the Town.

## **BACKGROUND INFORMATION**

The Parkerville Landfill was in operation during the 1970s and 1980s and was used primarily for municipal solid waste (i.e., household trash). The landfill is located in a residential area of the Town with private residences immediately adjacent to the north, east, and south. The Neary Elementary School is located approximately 350 feet west of the landfill. In 1995, the Town began the process of investigating and closing the landfill in accordance with applicable MassDEP regulations. In 2000, the landfill closure was complete, and the Town began long-term post-closure environmental monitoring of groundwater and surface water beneath and near the landfill. The landfill monitoring has been performed on an annual basis for 25 years by engineering consultants, such as Pare Corporation (Pare) and others, and the results are reported to the Town and the MassDEP after each round of sampling.

The Groundwater and Surface Water Monitoring Program includes annual sampling of six (6) groundwater monitoring wells around the landfill. The groundwater monitoring wells are grouped as pairs in three (3) well clusters. Each cluster has a shallow well, noted with the suffix "S" and a deep well, noted with a suffix "D." Two of the well clusters [MW-2S and MW2D, MW-3S and MW-3D] are downgradient of the landfill and one well cluster [MW-4S and MW-4D] is upgradient of the landfill. In 1995, the Town, through their engineering consultant at the time, installed 12 microwells around the landfill to gauge groundwater depth and to map groundwater flow direction

(these wells have since been destroyed or removed). Based on these microwells, groundwater flow direction at and downgradient of the landfill is understood to flow from the southeast to the northwest. It appears groundwater flows toward a small pond and a large wetland complex located north of the Neary School access road. Both features are topographically lower in elevation than the landfill and the surrounding area. The location of the wells and groundwater flow direction, as well as a copy of the original groundwater flow map produced in 1995, are included herein as Attachment Nos. 2 and 3, respectively.

In MassDEP's recent letter, they indicated that in their review of the 2025 groundwater monitoring report prepared by Pare, they noted certain parameter concentrations exceeded an applicable standard or guideline. It is important to note that 2025 was not the first year that these parameter concentrations were reported above their applicable standards. The concentration of the volatile organic compound (VOC) 1,4-dioxane in groundwater samples collected from monitoring wells MW-3S and/or MW-3D was reported above its applicable standard in every groundwater monitoring report sent to MassDEP since 2015. In addition, the concentration of arsenic, a naturally occurring metal, was reported above its applicable standard in the groundwater samples from three different monitoring wells since 2019. While MassDEP is acting on findings from their review of the 2025 report, these findings are not a new occurrence at the landfill. A graph of 1,4-dioxane and arsenic concentrations at the landfill is included herein as Attachment Nos. 4 and 5, respectively.

## **THREATS TO HUMAN HEALTH**

In their letter to the Town, the MassDEP has requested additional information from the Town to assess if the presence of these parameters presents a significant threat to human health. Both parameters, 1,4-dioxane and arsenic, can pose serious potential health impacts at elevated concentrations. Arsenic is a known carcinogen and can be acutely toxic at high concentrations. The US EPA has established a maximum contaminant level (MCL) for arsenic in drinking water, which is essentially the concentration below which arsenic poses no significant risk to humans. The MCL for arsenic, which is the applicable standard noted in the MassDEP letter, is 0.01 mg/L. 1,4-Dioxane is a suspected carcinogen based on animal testing, but the US EPA has not established an MCL for 1,4-dioxane. Because there is no MCL for 1,4-dioxane, but it is considered a suspected carcinogen, the MassDEP has established a drinking water guideline concentration of 0.3 mg/L.

When assessing the threat to human health created by a chemical of potential concern, two factors to consider are the pathways of exposure (i.e., how a person could become exposed to the chemical) and the concentration at which a person might be exposed. Regarding exposure, there are basically two ways a person could be exposed to 1,4-dioxane or arsenic in groundwater – through ingestion (i.e., drinking the groundwater) and, in the case of 1,4-dioxane, inhalation of a gaseous form of the compound. For the following reasons, it is unlikely that the general public would be exposed to these two parameters at Parkerville Landfill:

1. The Neary School and the majority of residences around the landfill are connected to the Town of Southborough public water system. As such, these customers drink Town water (provided by the Massachusetts Water Resources Authority, MWRA) and do not drink the groundwater from beneath or near the landfill. There are a few exceptions. Some of the residences north of the landfill on Parkerville Road have private wells and are not connected

to the Town water system. Those houses are discussed in the subsequent sections of this memorandum.

2. There are no public water supplies located downgradient of the landfill, or within at least one mile of the landfill in any direction, which include public supply wells, Zone IIs, Interim Wellhead Protection Areas, Zone As, or potentially productive aquifers, etc. This means that the parameters of concern at the landfill are unlikely to impact any current or potential public water supply sources.
3. The risk of volatilization into an indoor space, which would be the primary concern for an inhalation hazard, is very low because the landfill, where the parameters were detected, is over 100 feet to the nearest residence and 350 feet to the school. It also appears that groundwater is flowing toward a nearby pond and wetland and not toward any occupied structures. In addition, the concentration of 1,4-dioxane in groundwater is considerably less than the standard (MCP Method 1 GW-2 Standard) that the MassDEP applies when assessing potential risks of indoor air vapor intrusion. Arsenic is not an inhalation risk because it is not volatile.

There are other less common exposure pathways, such as dermal contact and injection (i.e., toxins entering through a puncture in the skin), but given that the parameters of concern exist in groundwater several feet below the ground surface, it is extremely unlikely that somebody from the public would be in a situation where they would have these types of exposure to the groundwater. For these reasons, exposure to these contaminants is considered very unlikely.

With regard to the concentration of these parameters, while they exceed applicable standards at some locations, the concentrations are generally low. As shown on the attached graphs, 1,4-dioxane has generally been reported in the range of 0.5 and 1.2 mg/L and arsenic has been reported at concentrations similar to its MCL – sometimes just above the MCL and sometimes just below the MCL. The applicable standards referenced herein are intended to be protective of individuals who might have long-term exposure to these contaminants; for example, a person who might be drinking water with these contaminants every day for 30 years could suffer ill effects due to such long-term exposure. If a person were to have incidental or short-term exposure to the groundwater beneath the landfill, which is very unlikely, the potential health effects would be less. As it pertains to 1,4-dioxane, the concentration in groundwater that would be needed to create an indoor air risk is several orders of magnitude higher than what has been reported in groundwater beneath the landfill. The MassDEP groundwater standard for 1,4-dioxane that specifically addresses volatilization and indoor vapor intrusion is 5,000 mg/L, which is 5,000 to 10,000 times higher than what has been reported in groundwater beneath the landfill. So, while it is important to monitor groundwater for these parameters now and in the future, at their current concentrations, they pose a low risk to human health.

With regard to the homeowners on Parkerville Road who have private wells, the wells closest to the landfill should be sampled and analyzed for arsenic and 1,4-dioxane, as discussed on the next page.

## NEXT STEPS

The MassDEP has asked for additional information from the Town, which includes the performance of an additional round of groundwater sampling from the landfill monitoring wells. The MassDEP has also asked the Town to state whether the concentrations of 1,4-dioxane and arsenic pose a condition of *No Significant Risk*. A condition of *No Significant Risk* is defined by the Massachusetts Contingency Plan, which requires that specific conditions be met before an environmental professional can state explicitly that a condition of *No Significant Risk* exists, such as the absence of the parameters of concern at significant concentrations in drinking water derived from private wells. As noted in the prior sections of this memorandum, there are several residences along Parkerville Road that have private drinking water wells. There are two wells that are located within 500 feet of the landfill, although they do not appear to be downgradient of the landfill. These two wells are located at 39 and 41 Parkerville Road. To complete the risk assessment required by the MassDEP, Pare recommends sampling and analyzing the water from these two wells for 1,4-dioxane and arsenic. As of the date of this correspondence, the Town DPW Superintendent has reached out to both homeowners to ask if they would participate in this assessment. Both homeowners have responded and have agreed to participate in this assessment.

MassDEP requires a response to their letter within 14 days, a new round of groundwater monitoring within 30 days, and a completed assessment within 60 days. Pare will work with the Town to submit a response to MassDEP by January 21, 2026. The additional round of groundwater monitoring at the landfill is scheduled to be performed on January 15, 2026. If granted access to the houses at 39 and 41 Parkerville Road, Pare will perform the sampling of their drinking water wells. Pare expects to receive the analytical data back from the laboratory within 2 weeks of the sampling. Barring any unforeseen issues, a response and assessment will be sent to the MassDEP on or before March 8, 2026.

Please do not hesitate to contact Pare should you have any questions.

-TPT

## Enclosures

- Attachment 1 – 01/07/2026 Southborough Parkville Rd LF Exceedance Response Letter
- Attachment 2 – Site Plan
- Attachment 3 – 11/13/1996 CSA GW Contour Plan
- Attachment 4 - 1, 4-Dioxane Graph

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**ATTACHMENT 1**

***01/07/2026 Southborough Parkerville Road LF  
Exceedance Response Letter***





Commonwealth of Massachusetts | Executive Office of Energy and Environmental Affairs

## Department of Environmental Protection

Central Regional Office

Address: 8 New Bond St, Worcester, MA 01606 | Phone: 508-792-7650

**Maura T. Healey**  
Governor

**Kim Driscoll**  
Lieutenant Governor

**Rebecca Tepper**  
Secretary

**Bonnie Heiple**  
Commissioner

January 7, 2026

VIA ELECTRONIC MAIL  
[wcundiff@southboroughma.com](mailto:wcundiff@southboroughma.com)

William Cundiff, DPW Superintendent  
Town of Southborough  
147 Cordaville Road  
Southborough, MA 01772

Re: CERO – SWM – Parkerville Road Landfill, Southborough, Massachusetts, Reported Exceedance(s) of 310 CMR 19.132(h) Parameter(s)

Dear Mr. Cundiff:

The Massachusetts Department of Environmental Protection ("MassDEP") has reviewed the report titled, "Post-Closure Environmental Monitoring Results – Round 24, Parkerville Road Landfill, Southborough, Massachusetts," dated May 28, 2025 (the "Report"), which was received by MassDEP on January 7, 2026. MassDEP's preliminary review of the Report noted one or more water quality parameters in exceedance of applicable standards at the Landfill. The parameters and monitoring locations not in compliance with 310 CMR 19.132(h) are as follows:

**1,4-Dioxane – Applicable Standard 0.3 ug/L**

- Groundwater Monitoring Well MW-3S at 0.939 ug/L
- Groundwater Monitoring Well MW-3D at 0.598 ug/L

**Arsenic – Applicable Standard: 0.01 mg/L**

- Groundwater Monitoring Well MW-4S at 0.0176 mg/L.

The monitoring report states that the results are generally consistent with previous rounds; however, MassDEP requests additional information regarding the above-mentioned exceedances. Please provide MassDEP with the following information within 14 days of this letter:

1. Identify the current MCP groundwater category (GW-1, GW-2, GW-3) on the site and immediately downgradient of the site.
2. Indicate specifically whether the site and areas immediately down gradient of the site are located in a Current Drinking Water Source Area (Zone II, IWPA, Zone A,



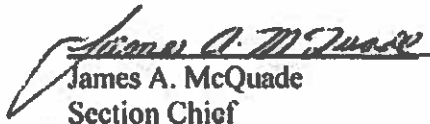
within 500 feet of a private well) and/or a Potential Drinking Water Source Area (potentially productive aquifer, etc.).

3. Indicate the location of and the distance to the closest private drinking water wells to groundwater monitoring wells MW-3S, MW-3D, and MW-4S.
4. Provide conclusions indicating 1 of 2 things: 1) Potential Exposure issues have been evaluated and there is presently No Significant Risk associated with exceedance(s) OR 2) Notification that additional assessment work is warranted (including the specific details proposed).
5. Provide a figure showing the location and distance to all private and public drinking water wells within ½-mile from the limit of landfilled waste.

In addition, 310 CMR 19.132(2)(j) requires the Owner or Operator of a landfill to conduct an additional round of sampling within 60 days of the prior date of sample collection for all exceedances unless a waiver has been granted by MassDEP. As of the writing of this letter, MassDEP has not issued any waivers from the requirements of 310 CMR 19.132(2)(j) and therefore requests the Town of Southborough complete a resampling event within 30 days of the writing of this letter. The above requested information shall be submitted with the results of the resampling event, which should be submitted within 60 days of the date of sample collection in accordance with 310 CMR 19.132(2)(f).

If you have any further questions or comments regarding this matter, please contact me at 617-448-4204 or [james.mcquade@mass.gov](mailto:james.mcquade@mass.gov).

Sincerely,

  
James A. McQuade  
Section Chief  
Solid Waste Management Program

Ecc: Timothy P. Thies, P.E., Senior Vice President/Division Manager, Environmental Division, Pare Corporation, 8 Blackstone Valley Place, Lincoln, RI 02865, ([tthies@parecorp.com](mailto:tthies@parecorp.com))

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## **ATTACHMENT 2**

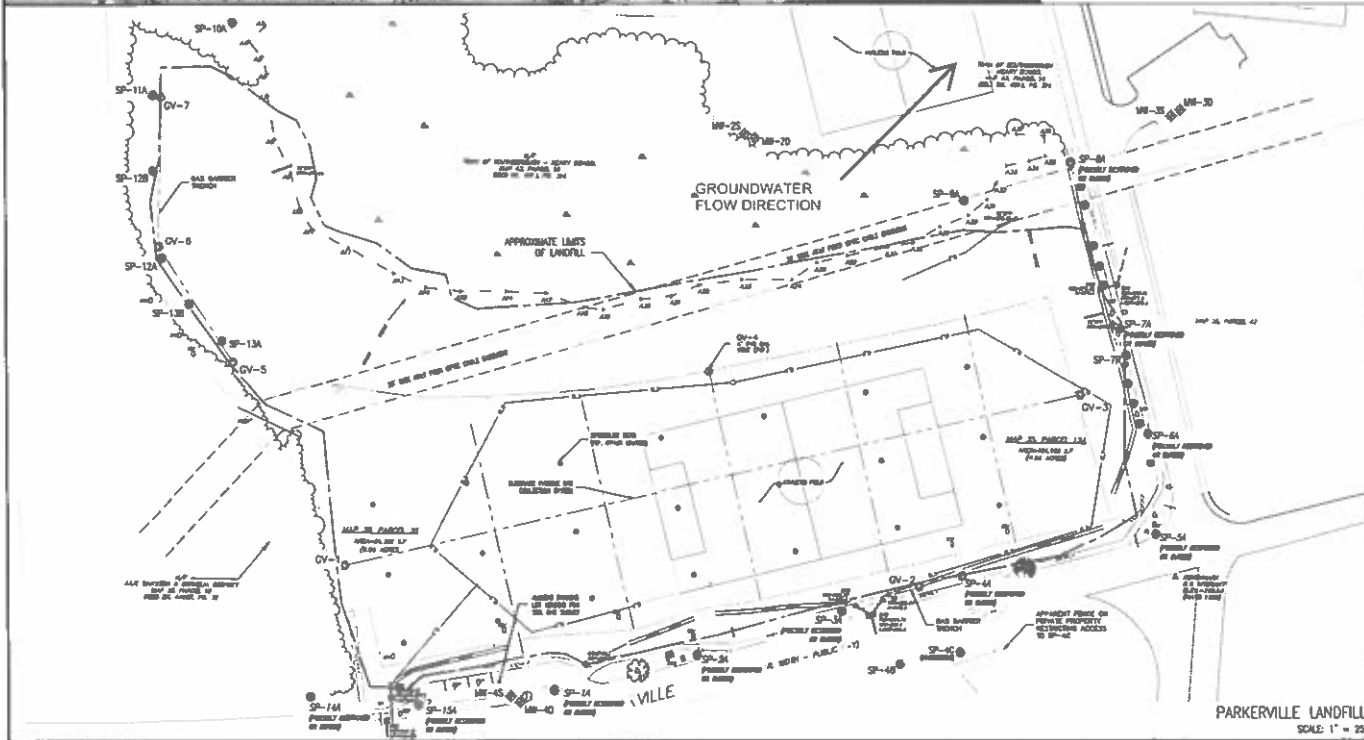
### ***Site Plan***





LEGEND:

- ◆ GROUNDWATER MONITORING WELL
- LANDFILL SOIL GAS PROBE
- ▲ SURFACE WATER SAMPLING POINT
- PVC LANDFILL GAS VENT POINT



Parkerville Road Landfill  
Groundwater, Surface Water, and Soil Gas  
Monitoring Locations  
Southampton, PA

NO.	DATE	DESCRIPTION
1	12/10/02	INSTALL SP-1
2	12/10/02	INSTALL SP-2
3	12/10/02	INSTALL SP-3
4	12/10/02	INSTALL SP-4
5	12/10/02	INSTALL SP-5
6	12/10/02	INSTALL SP-6
7	12/10/02	INSTALL SP-7
8	12/10/02	INSTALL SP-8
9	12/10/02	INSTALL SP-9
10	12/10/02	INSTALL SP-10
11	12/10/02	INSTALL SP-11
12	12/10/02	INSTALL SP-12
13	12/10/02	INSTALL SP-13
14	12/10/02	INSTALL SP-14
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PARKERVILLE LANDFILL  
SCALE: 1" = 25'

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**ATTACHMENT 3**  
***11/13/1996 CSA GW Contour Plan***



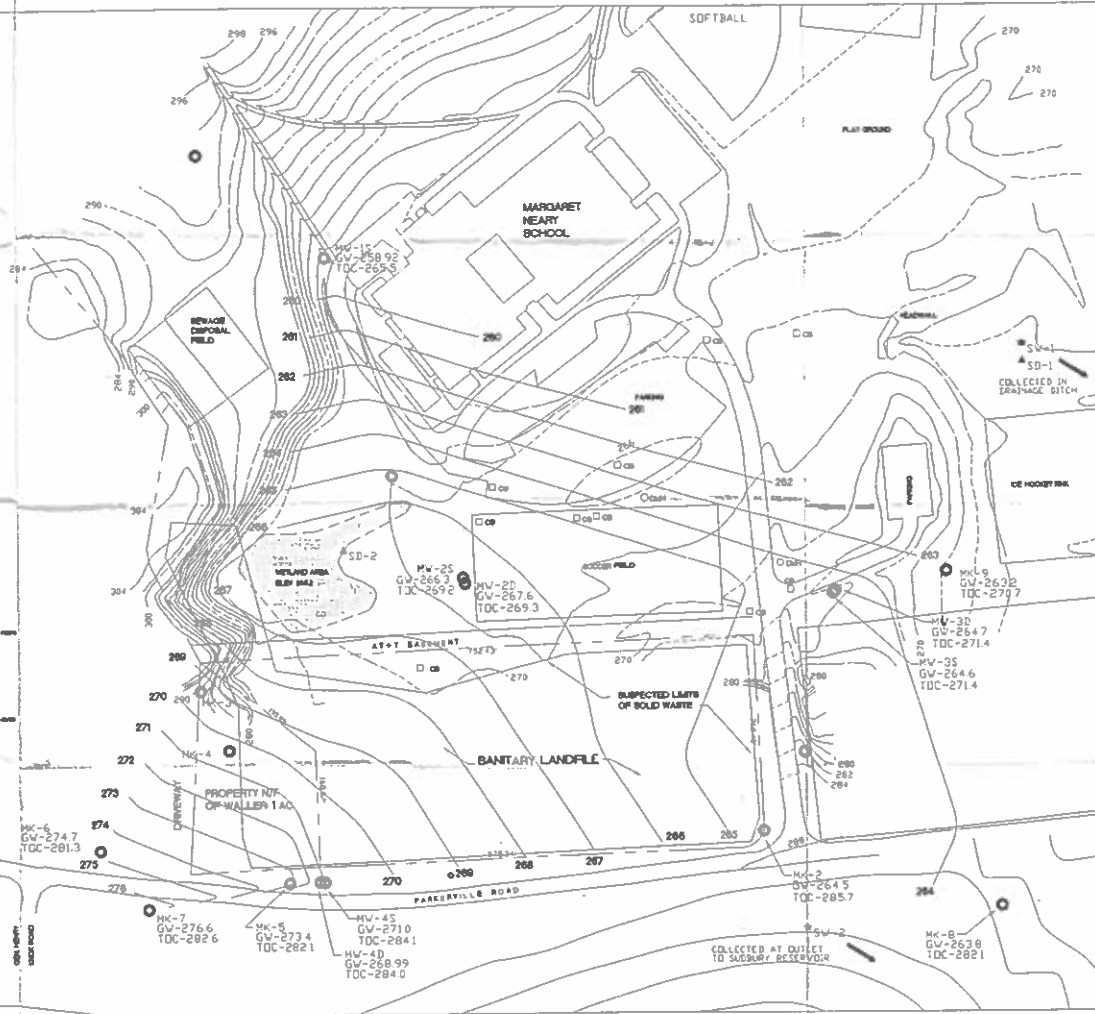
# NOTES TO PLAN

1. THIS PLAN IS A PRELIMINARY DESIGN AND SHOULD NOT BE USED FOR CONSTRUCTION OR FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN APPROVAL OF THE ENGINEER. IT IS THE RESPONSIBILITY OF THE USER TO OBTAIN ALL NECESSARY PERMITS AND TO VERIFY THE ACCURACY OF THE DATA PROVIDED. THE ENGINEER'S LIABILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE WASTE TREATMENT PLANT AND ITS APPURTENANCES.



## LEGEND

- • • • • Sewer Mainline in plan
- • • • • • Sewer Mainline in section
- • • • • • Sewer Manhole
- • • • • • Sewer Catchment
- SD-1 • • • • • Sewer Catchment
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**SEA Consultants Inc.**  
Engineers/Architects

10000 Highway 101, Suite 100  
Markham, Ontario L3R 9V7  
Tel: (905) 477-1111  
Fax: (905) 477-1112  
Email: info@seaconsultants.com

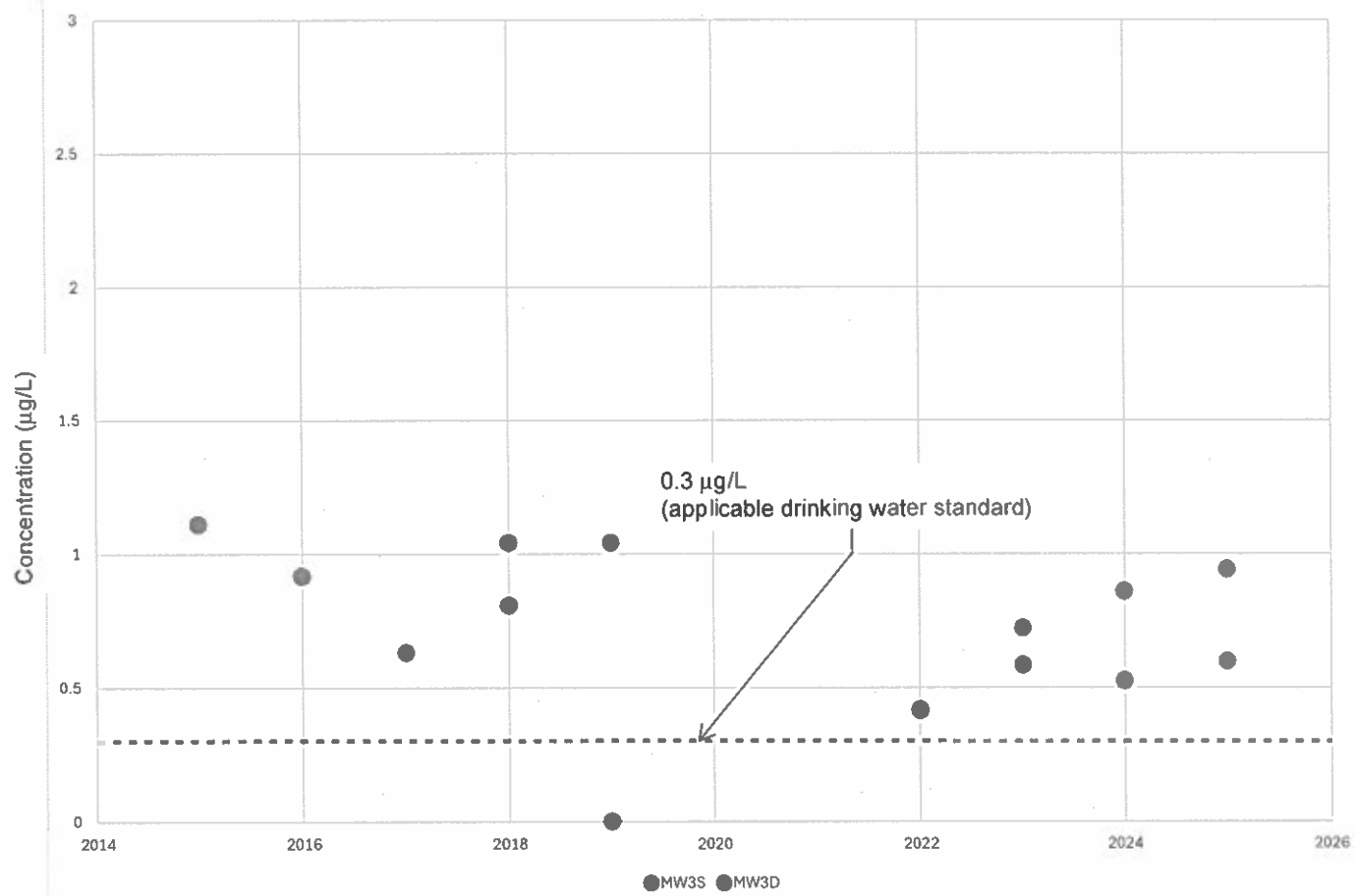
TOWN OF BOWENHURST			
COMPREHENSIVE SITE ASSESSMENT			
100% PRELIMINARY CONCEPT PLAN			
PARKVILLE ROAD LANDFILL			
Drawn by	Checked by	Reviewed by	Approved by
Date			

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**ATTACHMENT 4**  
***1, 4-Dioxane Graph***



1,4-Dioxane in MW-3S and MW-3D Since 2015



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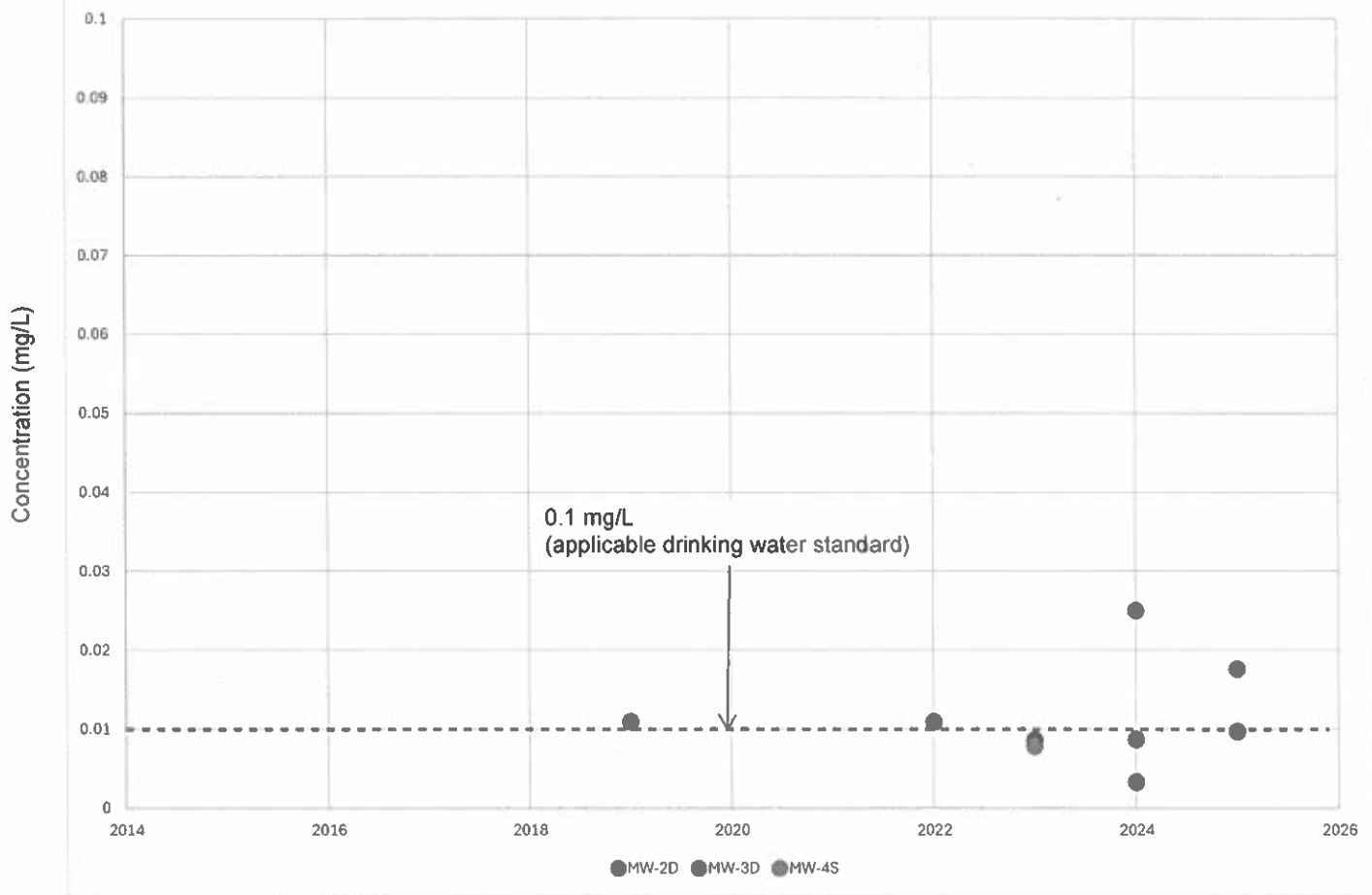
## **ATTACHMENT 5**

### ***Arsenic Graph***





Arsenic in MW-2D, MW-3D, and MW-4S Since 2015



# **Town of Southborough Organizational Study**

## **Scope of Services**

### **1. Overview**

The purpose of this project is to assist the Select Board of the Town of Southborough ("Town") with a comprehensive study of the Town's governance while analyzing an appropriate format for codifying its town meeting form of government, researching recommended efficiencies and incorporating any best practices of town administration that the Town deems appropriate.

### **2. Services**

This scope includes assistance to the Town during selected meetings in the form of:

- a. Facilitation – The project team will help the Town productively discuss significant topics, assisting with a decision-making plan delineating options when available and providing a framework for recommendations.
- b. General guidance – The project team will provide guidance on substantive aspects of town governance.
- c. Research – As requested by the Town, the project team will conduct research, including providing examples of other municipalities with a town meeting form of government; and
- d. Drafting – The project team will work with the Town's designee between meetings to draft recommended text for further review by board, committees and town meeting when necessary.

The project team will attend up to 15 meetings during the course of the contract period where the project team's attendance is requested by the Town and scheduled in advance with the project team. The project team will be available to the Town's designee between meetings for consultation by phone, zoom, or email, and the project team will provide research on topics requested in advance of the meeting and follow-up research on major questions raised during the meetings. (Note: The Consultant does not provide legal advice and strongly encourages the Town to have town counsel or special counsel review any final text drafted.)

### **3. Responsibilities**

#### **Responsibilities of the Consultant**

The project team will act at all times in an attentive, ethical, and responsible manner. The Consultant will assign a project manager, who will serve as the primary point of contact for the duration of the project. The project manager shall be available to the Town to discuss any issues or challenges.

Throughout the course of the project, the project manager shall facilitate completion of work according to the agreed-upon timeline and communicate with the project liaison to discuss and resolve any issues with the timeline and to consider proposed modifications to the timeline.

## **Responsibilities of the Town of Southborough**

The Town will identify a project liaison for the duration of the work. The project liaison will have responsibility for managing logistics throughout the project (e.g., scheduling meetings, identifying meeting space, etc.).

The Town shall agree to provide necessary access to its employees, records, and agreed-upon data, and to respond to requests for information, comment, and scheduling in a timely manner.

The project timeline will be determined in conjunction with the Town prior to finalizing the agreement. To facilitate completion of work according to the timeline, the Town will provide timely response to requests. This shall include but not be limited to: provision of documents and data, access to employees, officials and/or facilities, feedback on work products, etc. The project team will work to schedule the initial project meeting upon receipt of any preliminary documents and data requested.

DRAFT

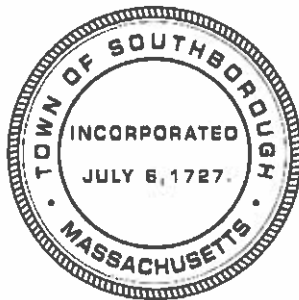
DRAFT – January 15, 2026

***SPECIAL TOWN MEETING WARRANT***

*of the*

***TOWN OF SOUTHBOROUGH***

***MASSACHUSETTS***



**For the Special Town Meeting  
on**

***Monday, March 2, 2026***  
***6:00PM***

**P. Brent Trottier Middle School  
49 Parkerville Road**

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Introduction to the Rules of Town Meeting .....	4

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2. Appropriation for Feasibility Study of Trottier and Finn Schools Expansion .....	XX
3. Appropriation for Feasibility Study of Finn School Renovation and Expansion .....	XX
4. Appropriation for Repair of Neary School Roof and Feasibility Study for Further Repairs .....	XX

DRAFT

## ***Town Finance Terminology***

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

***Surplus Revenue:*** (Often referred to as “Excess and Deficiency”)

*The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.*

***Available Funds:*** (Often referred to as “Free Cash”)

*The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes “free cash” or “available funds”.*

***Overlay:***

The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

***Overlay Reserve:***

This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

***Stabilization Fund:***

An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project’s impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community’s equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

***Reserve Fund:***

This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for “extraordinary or unforeseen expenditures” only.

***Conservation Fund:***

For land purchases and any other conservation use.

## ***Rules of Town Meeting***

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a specific process, charged with considering a number of questions of varying complexity in a minimum amount of time, and with full regard for the rights of the majority, minority, individuals, absentees, and all of these together. In short, we gather for the purpose of conducting the Town's business thoughtfully.

### **AUTHORITY**

The three elements of authority at Town Meeting are a quorum of at least one hundred (100) registered voters, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of the Moderator.

The Moderator presides over the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission.

### **THE WARRANT**

All matters to be considered at Town Meeting must be published in the Warrant, which is the responsibility of the Select Board. The primary and most important purpose of the Warrant is to notify voters in advance of the nature of the business to be taken up at Town Meeting. By state law, Town by-law, or established custom, several business articles (such as budget appropriations) must be presented in the Warrant each year for consideration. Other items are added via articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all of the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that, in the judgment of the Moderator, reasonable people would entertain.

### **PARTICIPATION**

Any voter wishing to participate in Town Meeting must go to one of the microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others. In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

Anyone wishing to make a presentation on any article must obtain the Moderator's approval prior to Town Meeting.

### **RULES RELATIVE TO MOTIONS**

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. No main motion shall be entertained unless its substance is contained within the scope of a Warrant article. Upon completion of debate, the motion upon an article will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles in the Warrant only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained only when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of the same Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

## CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt <u>a speaker</u>	Req. a <u>sec.</u>	<u>Debatable</u>	<u>Vote Required</u>	<u>Motions that may apply</u>
<b><u>PRIVILEGED MOTIONS</u></b>					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
<b><u>SUBSIDIARY MOTIONS</u></b>					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
<b><u>MAIN MOTIONS</u></b>					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
<b><u>INCIDENTAL MOTIONS</u></b>					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider



To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

\*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

## FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by striking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

## INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

## POINT OF ORDER

A point of order is a question directed to the Moderator about whether the current speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

## PREVIOUS QUESTION

To call or move the question is a request to immediately stop all discussion and vote on the question. This requires a 2/3 vote. If such a motion passes, it is immediately followed by a vote on the main question under discussion.

## VOTING

Voting is typically by hand vote (although electronic voting may be authorized at the Moderator's discretion) and the Moderator declares the result of such votes. If seven or more voters immediately rise to question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

## ADJOURNMENT AND DISSOLUTION

Individual sessions of Town Meeting normally adjourn at 11:00 p.m. but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the Warrant have been properly considered.

**TOWN WARRANT  
COMMONWEALTH OF MASSACHUSETTS**

**SPECIAL TOWN MEETING**

Worcester, ss.

February 3, 2026

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

***Monday, March 2, 2026***

at **6:00 p.m.**, then and there to take action on the following Articles:

**ARTICLE 1:** To see if the Town will vote to raise and appropriate, borrow and appropriate, or transfer from available funds a sum not to exceed \$175,000.00 for the purpose of funding a Feasibility Study for renovation and improvement options for the Margaret A. Neary Elementary School, located at 53 Parkerville Road, Southborough, MA or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:**

**Advisory Committee Recommendation:**

**Summary:** *This article proposes to fund a feasibility study for renovation and building improvement options for the Margaret A. Neary Elementary School...*

**ARTICLE 2:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum not to exceed \$324,000.00 for the purpose of funding a Two Phased Feasibility Study and associated design, planning, architectural, and engineering work for renovation and expansions to the P. Brent Trottier Middle School and Mary E. Finn Elementary Schools; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:**

**Advisory Committee Recommendation:**

**Summary:** *This article proposes funding a feasibility study for the P. Brent Trottier Middle School and the Mary E. Finn Elementary Schools to determine the feasibility of constructing additions to accommodate Grade 5 at Trottier and Grade 2 at Finn. Phase One of the study will include building system capacity analyses, and land and wetland surveys. If feasible, Phase Two will include schematic design, architectural and engineering work, preliminary site development plans, and cost estimates...*

**ARTICLE 3:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum not to exceed \$500,000.00 for the purpose of funding a Feasibility Study and associated design, planning, architectural and engineering work for the renovation and expansion of the Mary E. Finn Elementary School; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:**

**Advisory Committee Recommendation:**

**Summary:** *This article proposes to fund a Feasibility Study for the Mary E. Finn Elementary School to evaluate renovation and expansion of the existing facility to accommodate grades PreK – 3, including schematic design, architectural and engineering work, preliminary site development plans, and cost estimates...*

**ARTICLE 4:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \_\_\_\_\_ for the purpose of funding costs associated with the repair and/or replacement of the roof at the Margaret A. Neary Elementary School and for a Feasibility Study to evaluate additional capital repairs and improvements; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:**

**Advisory Committee Recommendation:**

**Summary:** *This article proposes to fund costs associated with the replacement of the roof at the Margaret A. Neary Elementary School and for a Feasibility Study evaluating additional capital repairs and building systems, including but not limited to asbestos abatement, fire suppression, electrical, HVAC, window replacement and ADA compliance...*

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; fourteen (14) days at least before the time appointed for such meeting.

Given under our hand this 3<sup>rd</sup> day of February 2026.

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Andrew R. Dennington, Chair

---

Marguerite Landry, Vice-Chair

---

Kathryn M. Cook

---

Alfred Hamilton

---

Tim Fling

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

***[Proposed by Al Hamilton, dated January 15, 2026]***

To appropriate, from Free Cash, the sum of TO BE DETERMINED for the following purpose. To develop a plan to extend the practical life of the Neary School by 15 years. Said plan shall consider in priority order.

1. A new or repaired roof.
2. ADA Compliance is occupied spaces
3. Removal or containment of asbestos in occupied spaces
4. Fire Suppression system
5. Maintenance and component replacement of HVAC Systems
6. Pointing and repair of exterior brick and concrete

Specifically, to be avoided are modifications that would require energy code upgrades or other code upgrades.

Said plan shall not have an estimated cost that exceeds TO BE DETERMINED less the cost of a roof if the roof is otherwise appropriated; or do or act anything in relation thereto.

# Select Board Update

Board of Trustees of the Affordable Housing Trust

# Board of Trustees of the Affordable Housing Trust

The principal mission of the Board of Trustees of the Affordable Housing Trust Fund, using the 16 powers granted to it by State Law and Town By Law, is to expand the stock of permanently affordable housing in the Town of Southborough.

The Board of Trustees of the Affordable Housing Trust (AHT) is appointed by the Board of Selectmen. It is comprised of four at-large members, serving staggered terms of three years each. In addition, one member from the Select Board serves on AHT for a total committee membership of five.

# AHT Goals

- Create and support affordable housing in Southborough
- Create affordable housing in numbers and scale consistent with the character and scale of the Town of Southborough
- Support continued progress towards 10% affordable requirement and improve ability to maintain it for background growth
- Support and provide input on the warrant article to lift the cap on the number of 55+ senior housing units
- Explore 55+ senior affordable housing and other typologies (e.g. Townhomes)
- Potential purchase of single-family homes offered by residents with goal of keeping it affordable in perpetuity
- Explore potential partnerships with non-profit developers to pursue larger projects (e.g. 20-40 units)
- Potential acquisition of 61A parcels (former farmland) prior it going to market (Town has right of first refusal)

# 2025 Activities

- Preparation, submission and approval of Housing Production Plan
- Approval of Town Meeting Warrant Article to transfer CPC funds to AHT
- Engaged by three residents for potential purchase of their homes
- Directly bid on several parcels/single family homes
- Applied to MHP for their Technical Assistance Program
- Submitted application to CPC for transfer of additional funds (~\$50K)
- Discussion around types of affordable housing
- Welcomed new committee member David Joyner



**Town of Southborough, MA  
Meeting of the Select Board  
January 20, 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 – Doug Manz, Affordable Housing Trust update

**IV. Reports**

- a. Chair's Report
  - i. Tricentennial Committee update*
- b. Members' Reports
- c. Town Administrator Report

**V. Consent Agenda**

- a. Approve IAC recommendation to change retiree health insurance plans; leave MA Strategic Health Group
- b. Approve IT Director recommendation for new A/V system in McAuliffe Hearing Room
- c. Approve 2026 schedule for office hours [February through June]
- d. Accept \$200 donation on behalf of the Fire Department for the Ambulance Fund
- e. Approve Executive Session Meeting Minutes: January 6, 2026

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

- a. DEP Letter requesting additional sampling/risk assessment for Parkerville Road landfill
- b. Update on scope for governance study
- ~~c. Revised financial policies for consideration of approval~~
- d. Continued discussion of March 2<sup>nd</sup> Special Town Meeting

**VII. Adjournment**

Andrew R. Dennington, II, Chair

<b>UPCOMING MEETINGS</b>	
<i>January 24, 2026</i>	<i>February 3, 2026</i>

Revised agenda notations:

\* Strikethrough indicates a deletion

\*\* Bold, italicized items are additions

**Town of Southborough, MA  
Meeting of the Select Board  
January 20, 2026 6:30 PM  
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Andrew R. Dennington, II, Chair

**UPCOMING MEETINGS**

*January 24, 2026*

*February 3, 2026*

# TOWN OF SOUTHBOROUGH



## OFFICE OF THE SELECT BOARD

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
(508) 485-0710 · FAX (508) 983-7752 · [selectboard@southboroughma.gov](mailto:selectboard@southboroughma.gov)

**DATE:** January 14, 2026  
**TO:** Honorable Select Board  
**FROM:** Mark Purple, Town Administrator  
Brian Ballantine, Finance Director  
**RE:** Retiree Health Care

Two years ago, the Town made a deliberate decision to join the Massachusetts Strategic Health Group (MSHG) and initiate retiree insurance coverage with Aetna (effective 1/1/2024). At that time, the Participation Agreement included an initial two-year commitment with limits on annual rate increases. Participation in a larger pooled group (34 entities) was presented to reduce volatility, spread risk, and provide greater long-term rate stability for both active employees and retirees. Based on the information available at the time through our then insurance consultant (NFP), joining MSHG was a reasonable cost-effective decision.

Following the conclusion of the initial two-year period and the expiration of the contractual rate increase limitations, the Town experienced a 66 percent rate increase from Aetna for the current year effective 1/1/2026. This level of increase is not sustainable and materially alters the cost assumptions under which the Town entered MSHG.

Importantly, this increase does not appear to be isolated to MSHG. The Town has learned that the Town of Acton, which does not participate in a health insurance group, also received a 66 percent rate increase from Aetna. This suggests that broader market forces, rather than local utilization alone, are driving pricing volatility. The benefit of pooling has therefore not translated into the rate stability originally anticipated.

As the Town evaluated the renewal and its options, several structural limitations became apparent. Under the MSHG arrangement, the Town is required to use the group's designated broker for Aetna coverage. While that firm previously served as the Town's broker of record, the Town no longer has the ability to seek independent advice, alternative quotes, or competitive bidding for Aetna coverage within the MSHG structure.

As a result, the Town did not receive advance warning of the magnitude of the increase, nor was the renewal competitively bid or fully vetted through the Insurance Advisory Committee in a timely and effective manner. While the Town has since replaced this broker for all other benefit lines, the MSHG contract does not allow a change in broker for Aetna coverage.

The MSHG Participation Agreement permits a full withdrawal from the consortium, provided that the participant has completed at least two full plan years and meets specific notice and voting requirements. For a withdrawal effective June 30, 2026, the Town must provide written notice of intent by January 1, 2026, followed by formal notice of a vote by the Appropriate Public Authority by February 1, 2026.

The Town has provided the 1/1/26 initial “warning” notice so we could protect our interest. We recommend the Board approve giving the final notice of withdrawal as required by 2/1/2026.

A June 30, 2026 withdrawal would require addressing retiree coverage mid-year. We currently have an offer from Blue Cross Blue Shield to offer an alternative policy with the same level of benefits at a slightly smaller annual premium (an 8.39% reduction). This alternative was unanimously voted and supported by the Insurance Advisory Commission at their January 8, 2026 meeting.

# TOWN OF SOUTHBOROUGH



## OFFICE OF THE DIRECTOR OF INFORMATION TECHNOLOGY

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
(508) 485-0710 · FAX (508) 480-0161 · [jmontijo@southboroughma.gov](mailto:jmontijo@southboroughma.gov)

**TO:** Select Board  
**FROM:** Jason Montijo, Director of IT  
**DATE:** January 15, 2026  
**SUBJECT:** McAuliffe Hearing Room Zoom upgrade

After a year-long review involving multiple vendors, a vendor has been selected for the Town's hearing room upgrade. This evaluation process was jointly vetted by the Chair of the Municipal Technology Committee (MTC), Matt Probst, and the Technology Department.

We are requesting that the Select Board award the contract to Pro-AV Systems, Chelmsford, MA to retrofit the Town's hearing room with a robust hybrid Zoom meeting room. This is the same vendor that provided the Zoom meeting room system in the Training Room at the Public Safety Facility. The proposed audio-visual system upgrade is designed to support reliable public meetings, hybrid participation, and broadcast requirements. The new system will enhance meeting quality through automated camera tracking, improved audio capture for all speakers—including public comment—clearer displays for presentations and remote participants, and simplified touch-panel controls. These improvements will reduce staff intervention and help ensure meetings run smoothly regardless of who is facilitating. Most importantly, it allows the Town to conduct hybrid meetings in the McAuliffe Hearing Room on any day at any time, while still allowing Southborough Access Media (SAM) to operate the system when available.

The proposal includes professional installation, training, and warranty support to protect the Town's investment and ensure long-term reliability. The total cost of the Pro-AV proposal is \$128,277.63, which is attached. Pro-AV is an approved vendor on the Massachusetts State Contract OFF50 – Audio, Video, and Multimedia, which allows the Town to move forward quickly after award.

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



**Pro AV Systems**

New England's Leading Audio Visual Integrator

QUOTE

Sales • Design • Install

201 Riverneck Rd - Suite 2A, Chelmsford, MA 01824  
17 Patrick Dr - Suite 1, Westbrook, ME 04092

**QUOTE: 04262024-0002**

Prepared by: Joao Santos

Quote valid for 30 days

Modified: 1/14/2026

Revision: 7

**CONTRACTS**

- OFF50 (VC0000381197) - DCAMM Certified
- MHEC MC16-B11 - Maine State Contract
- MHEC MC13-C07 - Vermont State Contract

**Town of Southborough - MA**

**Attention:**

Jay Montijo

jmontijo@southboroughma.com

**Site:**

17 Common St.

Southborough

MA

01772

**Billing:**

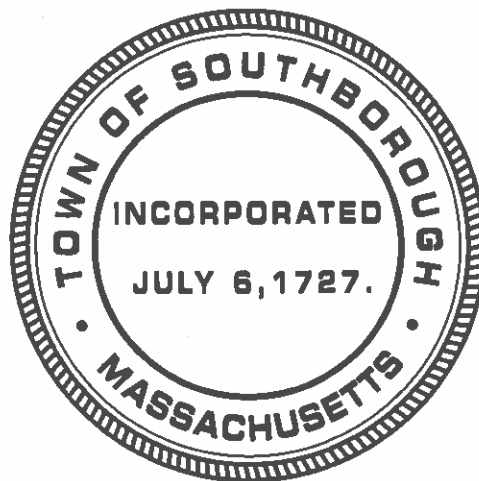
17 Common St

Southborough

MA

01772

**Hearing Room - BYOD Upgrade**



This document is the property of Pro AV Systems and the listed recipient.

It cannot be reproduced or shared without the consent of Pro AV Systems, Inc.

All Electrical and Network infrastructure to be provided by others unless otherwise noted.



## Hearing Room/Council Chamber

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### *Scope of Work – Hearing Room*

*Pro AV Systems will update the current system in the Hearing Room/Council Chamber. The update will have a separate but connected AV system and include the following:*

#### *Displays*

*The existing projector and screen will be replaced with two projectors and a wide format screen. The new projectors will be installed in new locations. The new electric screen will be ceiling mounted at the current projection screen location. Two different video sources can be selected for viewing. The existing front camera will be moved to the front wall to accommodate the new screen*

*(8) desktop monitors will be mounted on the front desks with pairs of monitors showing the same images as the split-screen image. The provided monitor mounts will need to be secured to the desks.*

#### *Video/Conferencing*

*The video input plate at the front of the room will be replaced with a new HDMI input plate. A Crestron wireless presentation unit (with 1 USB puck), a new HDMI wall plate serving the hosting table, and the Zoom Room NUC PC can be switched to the projector and monitors. A connected laptop can also be routed to the Zoom PC for content sharing. A new rack mounted AV matrix switcher will be installed. Two HDMI feeds will be sent to the existing production equipment and will mirror content being shown on the screen.*

*Three new ceiling mounted cameras and a single wall mounted camera will be installed and will feature 4k resolution and AI functions. The cameras will be set up to utilize Zoom Intelligent Director plus one and will include the audience facing camera. Zoom Intelligent Director plus one will be the default, preset 1. Other camera modes will also be available.*

*A Zoom Room kit will be installed to facilitate Zoom meetings. Content sharing will be available from either of the two HDMI wall plates and wireless presentation, which will be selected from the touch panel.*

*When not in a meeting, a connected laptop can present content to the projector and monitors.*

#### *Audio*

*The existing wired desktop microphones will be reused. Two existing wireless microphones will also be utilized. These microphones will provide in-room voice lift and audio to the far end. A ceiling mounted array microphones will provide audio to the far end. The microphone will be installed at the current projector location. A Dante feed from a new DSP will send and receive feeds to/from the existing DSP for the production equipment. A new Dante card will be installed into the existing DSP.*

*The audio from the selected video source and audio from the microphones will be heard through the existing ceiling speakers. To accommodate the voice lift feature, the speakers will be wired for two zones, one zone serving the front and the second zone serving the audience area.*

#### *Control*

*AV system control will be from (2) 10" tabletop Zoom Room touch panel. A LAN connection will be needed at the touch panel location. Controls will include but not limited to:*

*Zoom Room controls*

*Displays on/off*

*Video source selection*



Ceiling speaker volume up/down/mute  
Camera control  
Intelligent Director enable/disable  
Shot preset set/recall  
Manual camera controls  
Audio controls including  
Program volume  
Microphone level (in-room)

**Equipment Rack**

A new AV floor standing equipment rack will be installed in a nearby room next to the IT wall rack. The in-room racks will stay in place.

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**Display**

1	8 - Viewsonic 22" monitors with mounting hardware	\$3,330.16
1	Da-Lite Motorized Projector Screen (55" x 176")	\$5,160.88
2	Epson 4K - 6500 Lumen Laser Projector with mounting hardware	\$10,932.08

Display Total: \$19,423.12

**Video**

1	Crestron AirMedia Reciever with 1 wireless adaptor	\$1,254.40
1	Crestron Electronics DM-MD8X8-CPU3-RPS 8x8 DigitalMedia™ Switcher with Redundant Power Supplies	\$11,158.75 *
1	Crestron Electronics DM-RMC-4KZ-100-C DigitalMedia 8G+ ® 4K60 4:4:4 HDR Receiver & Room Controller 100	\$613.75
4	Crestron Electronics DM-RMC-4KZ-SCALER-C DigitalMedia 8G+ ® 4K60 4:4:4 HDR Receiver and Room Controller with Scaler	\$5,317.72
3	Crestron Electronics DM-TX-4KZ-100-C-1G-W-T DigitalMedia 8G+ ® 4K60 4:4:4 HDR Wall Plate Transmitter, White	\$2,077.23
2	Crestron Electronics HD-DA4-4KZ-E 1:4 HDMI® Distribution Amplifier w/4K60 4:4:4 & HDR Support	\$868.58

Video Total: \$21,290.43

**Audio**





1	<b>Biamp TesiraFORTE DAN CI</b> TesiraFORTÉ DSP fixed I/O server with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, Acoustic Echo Cancellation (AEC) technology (all 12 inputs), and 32 x 32 channels of Dante™	\$3,284.72
1	<b>Extron Electronics XPA U 1002-70V</b> Two Channel Amp, 100 watts at 70 volts	\$922.86 *
1	<b>Shure Microphone Ceiling Array with mounting hardware</b>	\$4,914.28
1	<b>Symetrix 70-0006-A</b> Dante Audio Brooklyn Card	\$561.99

Audio Total: \$9,683.85

#### Conferencing

1	<b>1 - HP/Poly E70 Camera with one year hardware support and mounting hardware</b>	\$4,741.60
1	<b>3 - HP/Poly E60 Cameras with 1 year of hardware warrenty an mounting hardware</b>	\$5,130.42
4	<b>C2G-Cables To Go C2G54268</b> Superbooster® 1-Port USB over Cat6a Wall Plate to Wall Plate Extender Kit - USB 3.2 Gen1 (5Gbps)	\$2,370.90
1	<b>Crestron UC Engine Flex - Pro for Zoom Rooms with 1 year hardware support (2 Touch Panels)</b>	\$6,567.76

Conferencing Total: \$18,810.68

#### Control

1	<b>Crestron Electronics CP4N</b> 4-Series Control System	\$1,811.76
1	<b>Netgear GSM4230P-100NAS</b> AV Line 24x1G PoE+ 300W 2x1G and 4xSFP Managed Switch	\$1,299.65

Control Total: \$3,111.41

#### AV Rack

1	<b>Middle Atlantic ERK-2125LRD</b> 21 RU ERK Series Rack, 25 Inches Deep without Rear Door	\$2,552.40 *
1	<b>Middle Atlantic UPS-S1500R</b> Select Series UPS Backup Power, 2 RU, 1500VA	\$1,139.79



AV Rack Total: \$3,692.19

**Hardware**

1	<b>Misc - Parts</b> terminations, hardware, raceway, blocking, etc.	\$750.00
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Hardware Total: \$750.00

**Cabling**

1	<b>System Cabling</b> Bulk cable & connectors, pre-made cables	\$2,581.18
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Cabling Total: \$2,581.18

**Labor**

1	<b>Pro AV Systems Commissioning</b> Complete System Commissioning Includes, but not limited to, program loading, system tuning, configuration, network coordination, firmware updates, System training, etc.	\$6,200.00
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1	<b>Pro AV Systems Engineering</b> Engineering Services -Design -Support -CAD	\$5,580.00
---	--	------------

1	<b>Pro AV Systems Installation</b> Installation Service for Complete System	\$13,440.00
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1	<b>Pro AV Systems Programming</b> Custom System Programming	\$7,260.00
---	--	------------

1	<b>Pro AV Systems Project Management</b> Project Management & Site Coordination	\$4,480.00
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1	<b>Pro AV Systems Training</b> Complete System Training	\$600.00
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Labor Total: \$37,560.00

**Services**

1	<b>Pro AV Systems Shipping</b> Shipping/Freight Costs **Estimated**	\$3,435.00
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1	<b>Tariff Fee</b>	\$1,219.95
	Biamp	
	Crestron	

Services Total: \$4,654.95

**Warranty**

1	<b>Pro AV Systems Pro Care - System Warranty - 1 Year</b>	\$6,719.82
	Covers any defects or issues that your system could incur under normal use for 1-year. Includes but not limited to programming, hardware failures, workmanship, warranty processing and exchanges, and labor required to restore the system to operational order. Network & licensing issues not covered.	

Warranty Total: \$6,719.82

**Hearing Room/Council Chamber Total: \$128,277.63**

**Project Subtotal: \$128,277.63**



## Project Summary

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<b>Equipment:</b>	<b>\$83,997.81</b>
<b>Engineering Labor:</b>	<b>\$5,580.00</b>
<b>Installation Labor:</b>	<b>\$13,440.00</b>
<b>Project MNG Labor:</b>	<b>\$4,480.00</b>
<b>Programming Labor:</b>	<b>\$7,260.00</b>
<b>Warranty Labor:</b>	<b>\$6,719.82</b>
<b>Commissioning Labor:</b>	<b>\$6,200.00</b>
<b>Professional Services Labor:</b>	<b>\$600.00</b>
<b>Grand Total:</b>	<b>\$128,277.63</b>

### Payment Schedule

	<b>Amount</b>	<b>Due Date</b>
Initial Invoice Upon Equipment Shipped From Manufacturer (NET 30)	\$89,794.34	
Final Invoice Upon Completion (NET 30)	\$38,483.29	

### Acceptance:

I hereby state that I am an authorized representative to approve the purchase and acceptance of the items quoted in the attached documentation along with the above payment terms.

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**Name:**

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**Title:**

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**Signature:**

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**Date:**



## **Terms & Conditions**

### **Pro AV Systems Responsibilities**

- All work is performed per manufacturer specs and local codes, during standard hours (Mon-Fri, 8AM-5PM, excluding holidays).
- Technicians will be professional, maintain a clean work site, and protect customer property.
- Equipment will be delivered, assembled, and tested to ensure a complete, functional system.
- All manuals and warranty documents will be provided at project closeout upon request.
- Pro AV is not liable for performance or compatibility issues with customer-supplied equipment unless expressly included in the scope.

### **Customer Responsibilities**

- Provide dedicated 120V power at all equipment locations.
- Supply all OFE (Owner Furnished Equipment), including computers, licenses, and third-party software (e.g., Zoom, Teams).
- Ensure site access during scheduled install times; restricted access may result in additional charges.
- Network configurations for any equipment connected to the customer network including but not limited to QOS, VLAN, Routing, Firewalls, Multicast, IGMP
- Server configurations, if required, for Active Directory, Exchange, O365, Azure AD, MS Teams, Zoom.
- Clear furniture from work areas and provide spare ceiling tiles if applicable. Ensure mounting surfaces are structurally sound and vibration-free.
- Secure storage must be provided for delivered equipment. Pro AV is not responsible for jobsite losses beyond our control.
- Confirm that the installation site is fully prepared and accessible prior to the scheduled start date. If the site is not ready and this results in delays, a change order equal to the labor rate for the first scheduled day rescheduling fees may apply.

### **Scope & Changes**

- The scope of work is defined by the proposal, including referenced documents. Additional work (e.g., electrical, drywall) is excluded unless stated.
- All changes must be approved in writing via Change Order. Substitutions due to product discontinuation may occur with customer approval.
- A 25% restocking fee may apply to any returned equipment<sup>(1)</sup>.
- Tariff changes imposed between the time of quote and purchase are subject to Change Order.

### **Existing Equipment**

- Customer is responsible for providing documentation and ensuring existing equipment is in working order.
- Delays or additional labor from defective OFE may result in change orders.
- Pro AV does not install software on customer-owned devices or configure unrelated network infrastructure.

### **Scheduling, Labor & Payment**

- Cancellations or schedule changes within 48 hours of the confirmed install date may incur a change order fee equal to one day's labor. This may delay the project, and resource availability cannot be guaranteed.
- Project delays outside Pro AV's control may extend timelines.
- Labor is based on standard rates unless otherwise specified; prevailing wage or union requirements may incur additional charges.
- Payment terms are per the proposal. A signed proposal or PO is required to initiate work. Credit card payments incur a 3.25% fee<sup>(1)</sup>.

### **Warranty**

- A 90-day labor warranty is included<sup>(1)</sup>. Extended warranties are available at an additional cost.
- Warranty excludes damage from misuse, third-party systems, and environmental conditions.
- Post-warranty service is billed at standard rates (2-hour minimum).

(1) Purchases under specific contracts may have different terms and conditions as they relate to warranty and payment terms. In those situations, the contract terms supersede the terms laid out in this document.



#### **Pro Care - Extended Warranty Package**

Pro Care is a secondary and optional extended coverage for your AV system during the warranty term under normal use. It includes:

- Programming bugs
- Hardware failures (per manufacturer policies)
- Workmanship issues
- Warranty processing & exchanges
- Labor to restore system functionality

Standard response times and ground shipping are included.

#### **Limitations & Exclusions**

- Force Majeure: Neither party is liable for delays caused by events beyond control (e.g., natural disasters, war, labor strikes, material shortages, or government actions).
- Service Hours: Coverage applies during business hours: Mon-Fri, 8:00 AM-5:00 PM (excluding holidays).
- Nonpayment: Pro AV may suspend or cancel service if payments are overdue.
- Liability: Pro AV is not responsible for indirect losses (e.g., revenue, data, or business interruption). Claims must be made within one year of the issue.

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## MEMORANDUM

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**To:** Select Board  
**From:** Chris Cremeans, Business Administrator  
**Subject:** Select Board Office Hours  
**Date:** January 13, 2026  
**Cc:** Mark Purple, Vanessa Hale

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Below is a proposed Select Board schedule for office hours for your review and approval:

- Tuesday, February 10, 2026
- Tuesday, March 10, 2026
- Tuesday, April 14, 2026
- Tuesday, May 12, 2026
- Tuesday, June 9, 2026



# TOWN OF SOUTHBOROUGH FIRE DEPARTMENT

32 CORDAVILLE ROAD  
SOUTHBOROUGH, MA 01772  
(508) 485-3235 (508) 485-3887 (FAX)



Tuesday, January 14, 2026

Select Board  
Town of Southborough  
17 Common Street  
Southborough, MA 01772

Dear Town of Southborough Select Board,

Below, please find information on a donation made to the Town of Southborough Ambulance Fund for your acceptance.

<u>RECEIVED FROM:</u>	<u>AMOUNT:</u>	<u>ACCOUNT SPECIFIED:</u>
Frederick Straight	\$100	Ambulance Fund (2659-4-220-483-48310)
Barbara Distefano	\$50	Ambulance Fund (2659-4-220-483-48310)
St. Anne Church	\$50	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration in this request.

Sincerely,

Andrew Puntini  
Fire Chief





DATE: January 14, 2026

TO: Mark J. Purple – Town of Southborough

FROM: Timothy P. Thies, PE – Pare Corporation

CC: William J. Cundiff, PE – Southborough DPW

RE: Pare Memo RE: MassDEP January 7, 2026 Letter  
Southborough Landfill Monitoring Project  
Pare Project No. 18128.06

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On January 7, 2026, the Massachusetts Department of Environmental Protection (MassDEP) issued a letter to the Town of Southborough regarding the Parkerville Landfill (included as Attachment No. 1). The letter stated that MassDEP, "...noted one or more water quality parameters in exceedance of application standards..." in groundwater at three monitoring well locations. Specifically, the chemical 1,4-dioxane was reported above its applicable standard of 0.3 micrograms per liter (mg/L) at monitoring wells MW-3S and MW-3D. Arsenic was reported above its applicable standard of 0.01 milligrams per liter (mg/L) at well MW-4S. In this case, the applicable standards are drinking water standards set by the US Environmental Protection Agency and guidelines set by the MassDEP. The purpose of this memorandum is to provide some background information and context for the MassDEP's letter, describe the human health threats posed by these findings, and discuss the next steps to be taken by the Town.

## **BACKGROUND INFORMATION**

The Parkerville Landfill was in operation during the 1970s and 1980s and was used primarily for municipal solid waste (i.e., household trash). The landfill is located in a residential area of the Town with private residences immediately adjacent to the north, east, and south. The Neary Elementary School is located approximately 350 feet west of the landfill. In 1995, the Town began the process of investigating and closing the landfill in accordance with applicable MassDEP regulations. In 2000, the landfill closure was complete, and the Town began long-term post-closure environmental monitoring of groundwater and surface water beneath and near the landfill. The landfill monitoring has been performed on an annual basis for 25 years by engineering consultants, such as Pare Corporation (Pare) and others, and the results are reported to the Town and the MassDEP after each round of sampling.

The Groundwater and Surface Water Monitoring Program includes annual sampling of six (6) groundwater monitoring wells around the landfill. The groundwater monitoring wells are grouped as pairs in three (3) well clusters. Each cluster has a shallow well, noted with the suffix "S" and a deep well, noted with a suffix "D." Two of the well clusters [MW-2S and MW2D, MW-3S and MW-3D] are downgradient of the landfill and one well cluster [MW-4S and MW-4D] is upgradient of the landfill. In 1995, the Town, through their engineering consultant at the time, installed 12 microwells around the landfill to gauge groundwater depth and to map groundwater flow direction

(these wells have since been destroyed or removed). Based on these microwells, groundwater flow direction at and downgradient of the landfill is understood to flow from the southeast to the northwest. It appears groundwater flows toward a small pond and a large wetland complex located north of the Neary School access road. Both features are topographically lower in elevation than the landfill and the surrounding area. The location of the wells and groundwater flow direction, as well as a copy of the original groundwater flow map produced in 1995, are included herein as Attachment Nos. 2 and 3, respectively.

In MassDEP's recent letter, they indicated that in their review of the 2025 groundwater monitoring report prepared by Pare, they noted certain parameter concentrations exceeded an applicable standard or guideline. It is important to note that 2025 was not the first year that these parameter concentrations were reported above their applicable standards. The concentration of the volatile organic compound (VOC) 1,4-dioxane in groundwater samples collected from monitoring wells MW-3S and/or MW-3D was reported above its applicable standard in every groundwater monitoring report sent to MassDEP since 2015. In addition, the concentration of arsenic, a naturally occurring metal, was reported above its applicable standard in the groundwater samples from three different monitoring wells since 2019. While MassDEP is acting on findings from their review of the 2025 report, these findings are not a new occurrence at the landfill. A graph of 1,4-dioxane and arsenic concentrations at the landfill is included herein as Attachment Nos. 4 and 5, respectively.

## **THREATS TO HUMAN HEALTH**

In their letter to the Town, the MassDEP has requested additional information from the Town to assess if the presence of these parameters presents a significant threat to human health. Both parameters, 1,4-dioxane and arsenic, can pose serious potential health impacts at elevated concentrations. Arsenic is a known carcinogen and can be acutely toxic at high concentrations. The US EPA has established a maximum contaminant level (MCL) for arsenic in drinking water, which is essentially the concentration below which arsenic poses no significant risk to humans. The MCL for arsenic, which is the applicable standard noted in the MassDEP letter, is 0.01 mg/L. 1,4-Dioxane is a suspected carcinogen based on animal testing, but the US EPA has not established an MCL for 1,4-dioxane. Because there is no MCL for 1,4-dioxane, but it is considered a suspected carcinogen, the MassDEP has established a drinking water guideline concentration of 0.3 mg/L.

When assessing the threat to human health created by a chemical of potential concern, two factors to consider are the pathways of exposure (i.e., how a person could become exposed to the chemical) and the concentration at which a person might be exposed. Regarding exposure, there are basically two ways a person could be exposed to 1,4-dioxane or arsenic in groundwater – through ingestion (i.e., drinking the groundwater) and, in the case of 1,4-dioxane, inhalation of a gaseous form of the compound. For the following reasons, it is unlikely that the general public would be exposed to these two parameters at Parkerville Landfill:

1. The Neary School and the majority of residences around the landfill are connected to the Town of Southborough public water system. As such, these customers drink Town water (provided by the Massachusetts Water Resources Authority, MWRA) and do not drink the groundwater from beneath or near the landfill. There are a few exceptions. Some of the residences north of the landfill on Parkerville Road have private wells and are not connected

to the Town water system. Those houses are discussed in the subsequent sections of this memorandum.

2. There are no public water supplies located downgradient of the landfill, or within at least one mile of the landfill in any direction, which include public supply wells, Zone IIs, Interim Wellhead Protection Areas, Zone As, or potentially productive aquifers, etc. This means that the parameters of concern at the landfill are unlikely to impact any current or potential public water supply sources.
3. The risk of volatilization into an indoor space, which would be the primary concern for an inhalation hazard, is very low because the landfill, where the parameters were detected, is over 100 feet to the nearest residence and 350 feet to the school. It also appears that groundwater is flowing toward a nearby pond and wetland and not toward any occupied structures. In addition, the concentration of 1,4-dioxane in groundwater is considerably less than the standard (MCP Method 1 GW-2 Standard) that the MassDEP applies when assessing potential risks of indoor air vapor intrusion. Arsenic is not an inhalation risk because it is not volatile.

There are other less common exposure pathways, such as dermal contact and injection (i.e., toxins entering through a puncture in the skin), but given that the parameters of concern exist in groundwater several feet below the ground surface, it is extremely unlikely that somebody from the public would be in a situation where they would have these types of exposure to the groundwater. For these reasons, exposure to these contaminants is considered very unlikely.

With regard to the concentration of these parameters, while they exceed applicable standards at some locations, the concentrations are generally low. As shown on the attached graphs, 1,4-dioxane has generally been reported in the range of 0.5 and 1.2 mg/L and arsenic has been reported at concentrations similar to its MCL – sometimes just above the MCL and sometimes just below the MCL. The applicable standards referenced herein are intended to be protective of individuals who might have long-term exposure to these contaminants; for example, a person who might be drinking water with these contaminants every day for 30 years could suffer ill effects due to such long-term exposure. If a person were to have incidental or short-term exposure to the groundwater beneath the landfill, which is very unlikely, the potential health effects would be less. As it pertains to 1,4-dioxane, the concentration in groundwater that would be needed to create an indoor air risk is several orders of magnitude higher than what has been reported in groundwater beneath the landfill. The MassDEP groundwater standard for 1,4-dioxane that specifically addresses volatilization and indoor vapor intrusion is 5,000 mg/L, which is 5,000 to 10,000 times higher than what has been reported in groundwater beneath the landfill. So, while it is important to monitor groundwater for these parameters now and in the future, at their current concentrations, they pose a low risk to human health.

With regard to the homeowners on Parkerville Road who have private wells, the wells closest to the landfill should be sampled and analyzed for arsenic and 1,4-dioxane, as discussed on the next page.

## NEXT STEPS

The MassDEP has asked for additional information from the Town, which includes the performance of an additional round of groundwater sampling from the landfill monitoring wells. The MassDEP has also asked the Town to state whether the concentrations of 1,4-dioxane and arsenic pose a condition of *No Significant Risk*. A condition of *No Significant Risk* is defined by the Massachusetts Contingency Plan, which requires that specific conditions be met before an environmental professional can state explicitly that a condition of *No Significant Risk* exists, such as the absence of the parameters of concern at significant concentrations in drinking water derived from private wells. As noted in the prior sections of this memorandum, there are several residences along Parkerville Road that have private drinking water wells. There are two wells that are located within 500 feet of the landfill, although they do not appear to be downgradient of the landfill. These two wells are located at 39 and 41 Parkerville Road. To complete the risk assessment required by the MassDEP, Pare recommends sampling and analyzing the water from these two wells for 1,4-dioxane and arsenic. As of the date of this correspondence, the Town DPW Superintendent has reached out to both homeowners to ask if they would participate in this assessment. Both homeowners have responded and have agreed to participate in this assessment.

MassDEP requires a response to their letter within 14 days, a new round of groundwater monitoring within 30 days, and a completed assessment within 60 days. Pare will work with the Town to submit a response to MassDEP by January 21, 2026. The additional round of groundwater monitoring at the landfill is scheduled to be performed on January 15, 2026. If granted access to the houses at 39 and 41 Parkerville Road, Pare will perform the sampling of their drinking water wells. Pare expects to receive the analytical data back from the laboratory within 2 weeks of the sampling. Barring any unforeseen issues, a response and assessment will be sent to the MassDEP on or before March 8, 2026.

Please do not hesitate to contact Pare should you have any questions.

-TPT

## Enclosures

- Attachment 1 – 01/07/2026 Southborough Parkville Rd LF Exceedance Response Letter
- Attachment 2 – Site Plan
- Attachment 3 – 11/13/1996 CSA GW Contour Plan
- Attachment 4 - 1, 4-Dioxane Graph

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**ATTACHMENT 1**

***01/07/2026 Southborough Parkerville Road LF  
Exceedance Response Letter***





Commonwealth of Massachusetts | Executive Office of Energy and Environmental Affairs

## Department of Environmental Protection

Central Regional Office

Address: 8 New Bond St, Worcester, MA 01606 | Phone: 508-792-7650

**Maura T. Healey**  
Governor

**Kim Driscoll**  
Lieutenant Governor

**Rebecca Tepper**  
Secretary

**Bonnie Heiple**  
Commissioner

January 7, 2026

VIA ELECTRONIC MAIL  
[wcundiff@southboroughma.com](mailto:wcundiff@southboroughma.com)

William Cundiff, DPW Superintendent  
Town of Southborough  
147 Cordaville Road  
Southborough, MA 01772

Re: CERO – SWM – Parkerville Road Landfill, Southborough, Massachusetts, Reported Exceedance(s) of 310 CMR 19.132(h) Parameter(s)

Dear Mr. Cundiff:

The Massachusetts Department of Environmental Protection ("MassDEP") has reviewed the report titled, "Post-Closure Environmental Monitoring Results – Round 24, Parkerville Road Landfill, Southborough, Massachusetts," dated May 28, 2025 (the "Report"), which was received by MassDEP on January 7, 2026. MassDEP's preliminary review of the Report noted one or more water quality parameters in exceedance of applicable standards at the Landfill. The parameters and monitoring locations not in compliance with 310 CMR 19.132(h) are as follows:

**1,4-Dioxane – Applicable Standard 0.3 ug/L**

- Groundwater Monitoring Well MW-3S at 0.939 ug/L
- Groundwater Monitoring Well MW-3D at 0.598 ug/L

**Arsenic – Applicable Standard: 0.01 mg/L**

- Groundwater Monitoring Well MW-4S at 0.0176 mg/L.

The monitoring report states that the results are generally consistent with previous rounds; however, MassDEP requests additional information regarding the above-mentioned exceedances. Please provide MassDEP with the following information within 14 days of this letter:

1. Identify the current MCP groundwater category (GW-1, GW-2, GW-3) on the site and immediately downgradient of the site.
2. Indicate specifically whether the site and areas immediately down gradient of the site are located in a Current Drinking Water Source Area (Zone II, IWPA, Zone A,

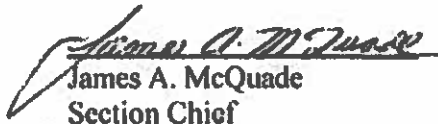
within 500 feet of a private well) and/or a Potential Drinking Water Source Area (potentially productive aquifer, etc.).

3. Indicate the location of and the distance to the closest private drinking water wells to groundwater monitoring wells MW-3S, MW-3D, and MW-4S.
4. Provide conclusions indicating 1 of 2 things: 1) Potential Exposure issues have been evaluated and there is presently No Significant Risk associated with exceedance(s) OR 2) Notification that additional assessment work is warranted (including the specific details proposed).
5. Provide a figure showing the location and distance to all private and public drinking water wells within ½-mile from the limit of landfilled waste.

In addition, 310 CMR 19.132(2)(j) requires the Owner or Operator of a landfill to conduct an additional round of sampling within 60 days of the prior date of sample collection for all exceedances unless a waiver has been granted by MassDEP. As of the writing of this letter, MassDEP has not issued any waivers from the requirements of 310 CMR 19.132(2)(j) and therefore requests the Town of Southborough complete a resampling event within 30 days of the writing of this letter. The above requested information shall be submitted with the results of the resampling event, which should be submitted within 60 days of the date of sample collection in accordance with 310 CMR 19.132(2)(f).

If you have any further questions or comments regarding this matter, please contact me at 617-448-4204 or [james.mcquade@mass.gov](mailto:james.mcquade@mass.gov).

Sincerely,

  
James A. McQuade  
Section Chief  
Solid Waste Management Program

Ecc: Timothy P. Thies, P.E., Senior Vice President/Division Manager, Environmental Division, Pare Corporation, 8 Blackstone Valley Place, Lincoln, RI 02865, ([tthies@parecorp.com](mailto:tthies@parecorp.com))

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## **ATTACHMENT 2**

### ***Site Plan***

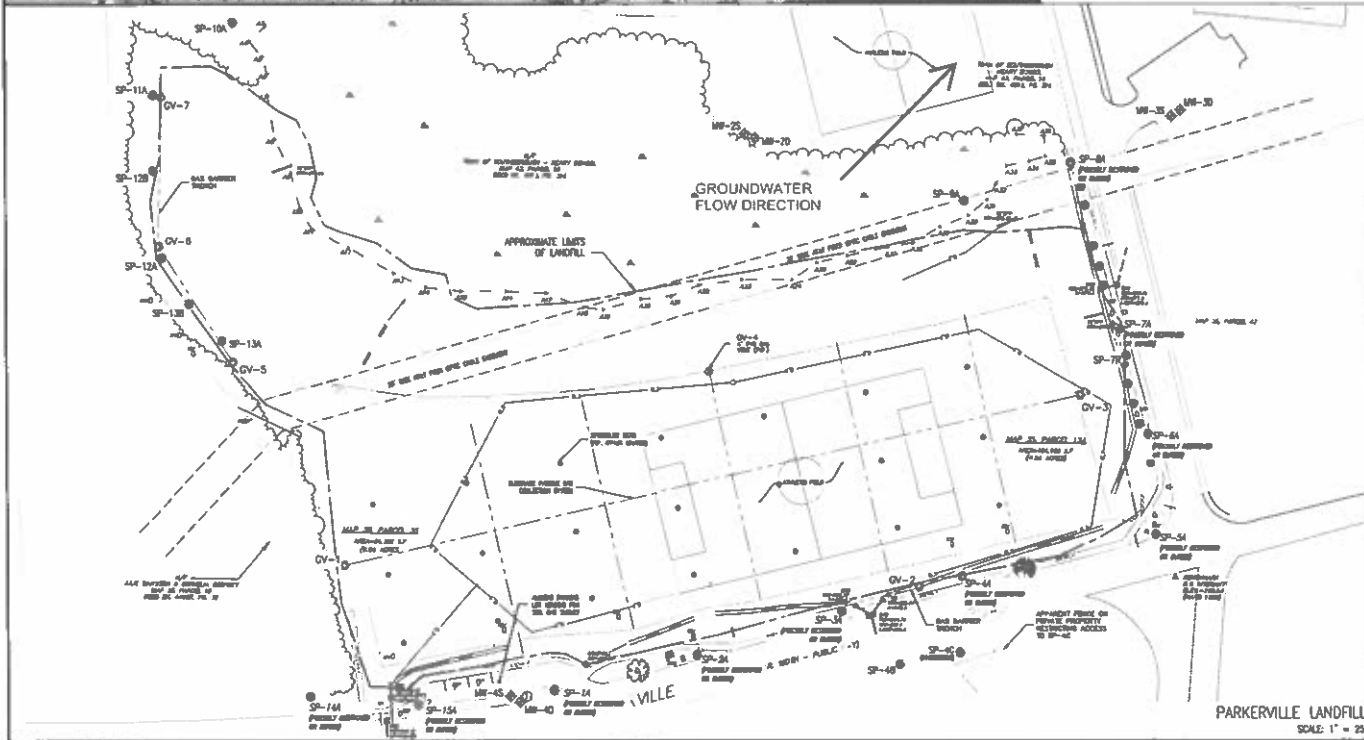






LEGEND:

- ◆ GROUNDWATER MONITORING WELL
- LANDFILL SOIL GAS PROBE
- ▲ SURFACE WATER SAMPLING POINT
- PVC LANDFILL GAS VENT POINT



Parkerville Road Landfill  
Groundwater, Surface Water, and Soil Gas  
Monitoring Locations  
Southampton, PA

NO.	DATE	DESCRIPTION
1	01/01/00	Initial Installation
2	01/01/00	Initial Installation
3	01/01/00	Initial Installation
4	01/01/00	Initial Installation
5	01/01/00	Initial Installation
6	01/01/00	Initial Installation
7	01/01/00	Initial Installation
8	01/01/00	Initial Installation
9	01/01/00	Initial Installation
10	01/01/00	Initial Installation
11	01/01/00	Initial Installation
12	01/01/00	Initial Installation
13	01/01/00	Initial Installation
14	01/01/00	Initial Installation
15	01/01/00	Initial Installation
16	01/01/00	Initial Installation
17	01/01/00	Initial Installation
18	01/01/00	Initial Installation
19	01/01/00	Initial Installation
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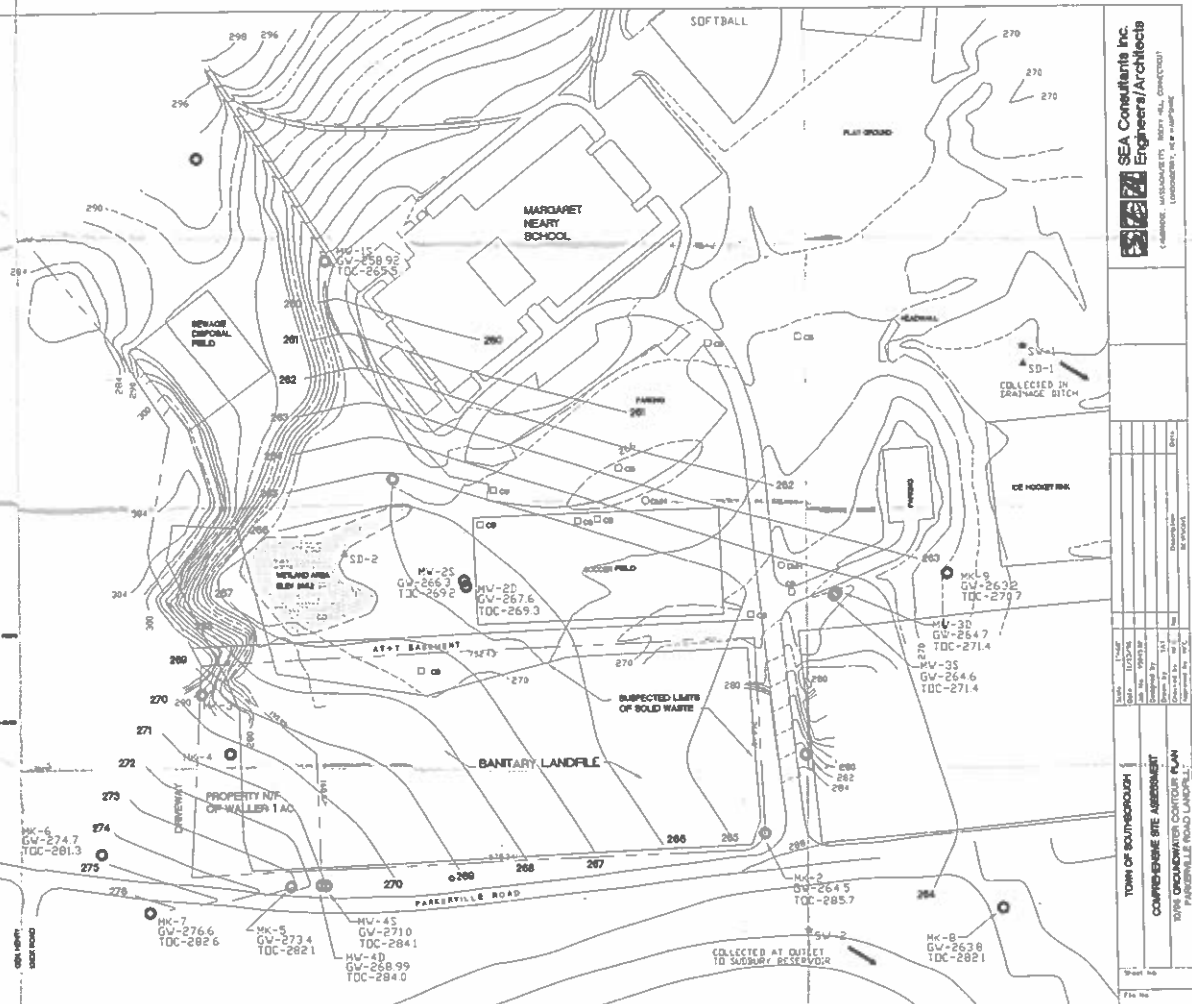
PARKERVILLE LANDFILL  
SCALE: 1" = 25'

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**ATTACHMENT 3**  
***11/13/1996 CSA GW Contour Plan***



1. NAME AND ADDRESS OF THE COMPANY OR INDIVIDUAL  
2. ADDRESS TO WHICH ALL CORRESPONDENCE SHOULD BE SENT  
3. ADDRESS TO WHICH ALL INQUIRIES SHOULD BE SENT  
4. ADDRESS TO WHICH ALL ORDERS SHOULD BE SENT  
5. ADDRESS TO WHICH ALL RETURNS SHOULD BE SENT  
6. ADDRESS TO WHICH ALL REMITTANCES SHOULD BE SENT

[illegible]

**SEA Consultants Inc.**  
Engineers/Architects

TOWN OF SOUTHBOROUGH  
COMPREHENSIVE SITE ASSESSMENT  
0.09% GROUNDWATER CONTOUR PL  
PARKSVILLE ROAD LANDFILL

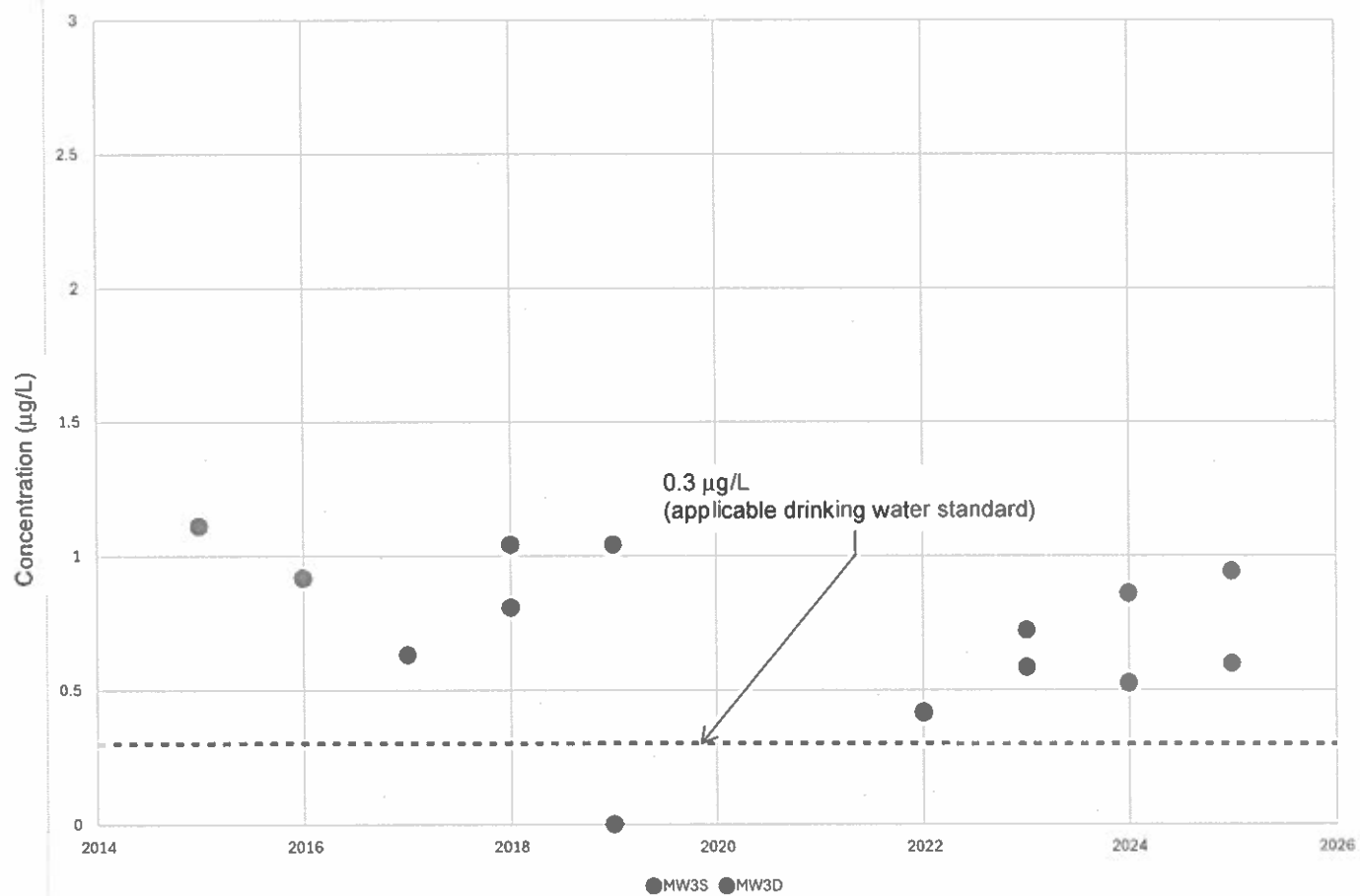
Sheet No.  
File No.

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**ATTACHMENT 4**  
***1, 4-Dioxane Graph***



1,4-Dioxane in MW-3S and MW-3D Since 2015



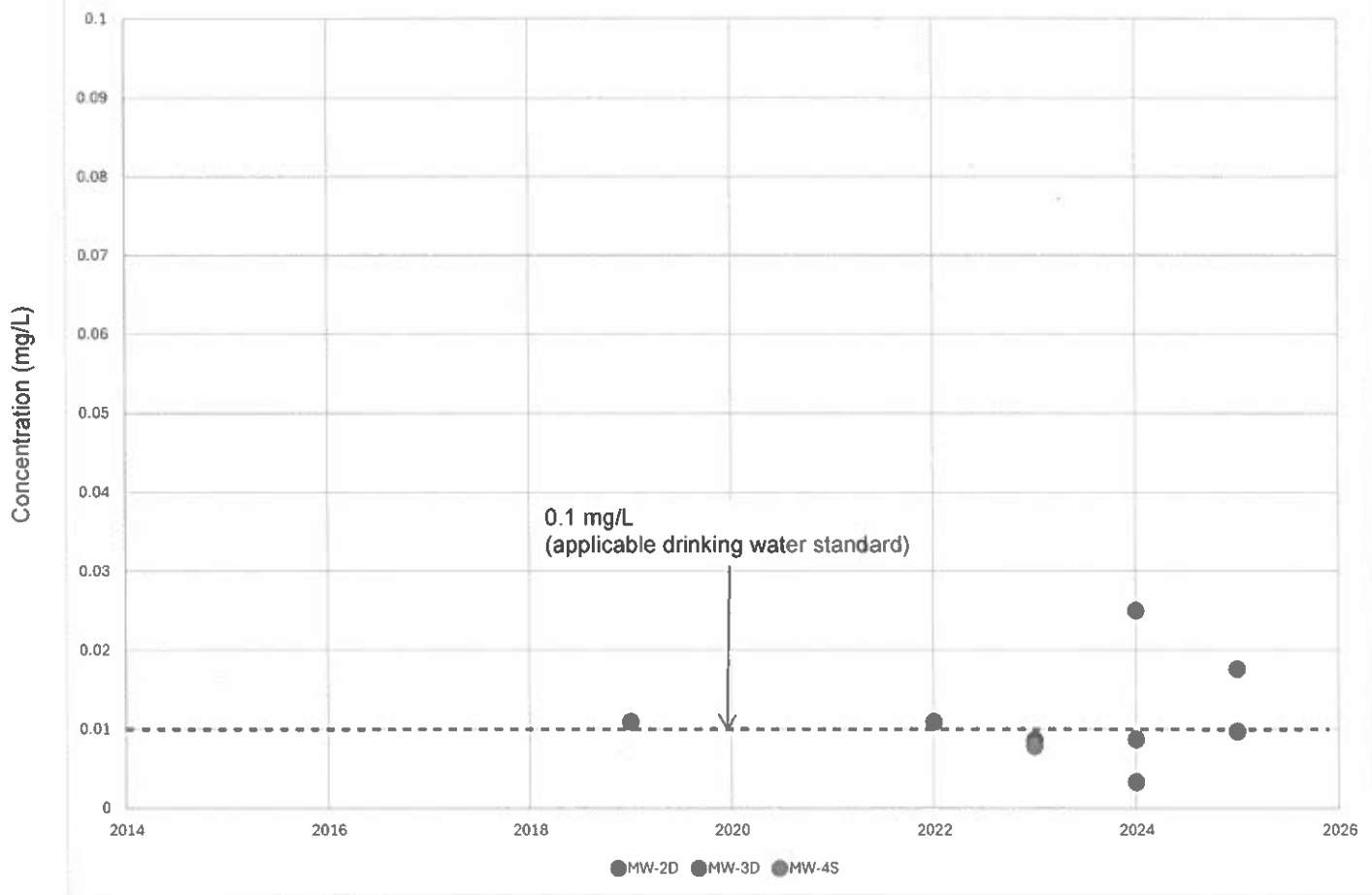
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## **ATTACHMENT 5**

### ***Arsenic Graph***



Arsenic in MW-2D, MW-3D, and MW-4S Since 2015



# **Town of Southborough Organizational Study**

## **Scope of Services**

### **1. Overview**

The purpose of this project is to assist the Select Board of the Town of Southborough ("Town") with a comprehensive study of the Town's governance while analyzing an appropriate format for codifying its town meeting form of government, researching recommended efficiencies and incorporating any best practices of town administration that the Town deems appropriate.

### **2. Services**

This scope includes assistance to the Town during selected meetings in the form of:

- a. Facilitation – The project team will help the Town productively discuss significant topics, assisting with a decision-making plan delineating options when available and providing a framework for recommendations.
- b. General guidance – The project team will provide guidance on substantive aspects of town governance.
- c. Research – As requested by the Town, the project team will conduct research, including providing examples of other municipalities with a town meeting form of government; and
- d. Drafting – The project team will work with the Town's designee between meetings to draft recommended text for further review by board, committees and town meeting when necessary.

The project team will attend up to 15 meetings during the course of the contract period where the project team's attendance is requested by the Town and scheduled in advance with the project team. The project team will be available to the Town's designee between meetings for consultation by phone, zoom, or email, and the project team will provide research on topics requested in advance of the meeting and follow-up research on major questions raised during the meetings. (Note: The Consultant does not provide legal advice and strongly encourages the Town to have town counsel or special counsel review any final text drafted.)

### **3. Responsibilities**

#### **Responsibilities of the Consultant**

The project team will act at all times in an attentive, ethical, and responsible manner. The Consultant will assign a project manager, who will serve as the primary point of contact for the duration of the project. The project manager shall be available to the Town to discuss any issues or challenges.

Throughout the course of the project, the project manager shall facilitate completion of work according to the agreed-upon timeline and communicate with the project liaison to discuss and resolve any issues with the timeline and to consider proposed modifications to the timeline.



## **Responsibilities of the Town of Southborough**

The Town will identify a project liaison for the duration of the work. The project liaison will have responsibility for managing logistics throughout the project (e.g., scheduling meetings, identifying meeting space, etc.).

The Town shall agree to provide necessary access to its employees, records, and agreed-upon data, and to respond to requests for information, comment, and scheduling in a timely manner.

The project timeline will be determined in conjunction with the Town prior to finalizing the agreement. To facilitate completion of work according to the timeline, the Town will provide timely response to requests. This shall include but not be limited to: provision of documents and data, access to employees, officials and/or facilities, feedback on work products, etc. The project team will work to schedule the initial project meeting upon receipt of any preliminary documents and data requested.

DRAFT

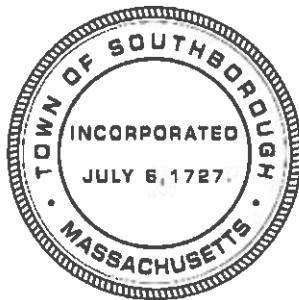
DRAFT – January 15, 2026

***SPECIAL TOWN MEETING WARRANT***

*of the*

***TOWN OF SOUTHBOROUGH***

***MASSACHUSETTS***



**For the Special Town Meeting  
on**

***Monday, March 2, 2026***  
***6:00PM***

**P. Brent Trottier Middle School  
49 Parkerville Road**

## Contents

Page No.

Town Finance Terminology .....	3
Introduction to the Rules of Town Meeting .....	4

### Articles

1. Appropriation for Feasibility Study of Neary School Renovation .....	XX
2. Appropriation for Feasibility Study of Trottier and Finn Schools Expansion .....	XX
3. Appropriation for Feasibility Study of Finn School Renovation and Expansion .....	XX
4. Appropriation for Repair of Neary School Roof and Feasibility Study for Further Repairs .....	XX

DRAFT

## ***Town Finance Terminology***

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions:

***Surplus Revenue:*** (Often referred to as “Excess and Deficiency”)

*The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.*

***Available Funds:*** (Often referred to as “Free Cash”)

*The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes “free cash” or “available funds”.*

***Overlay:***

The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions as granted.

***Overlay Reserve:***

This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

***Stabilization Fund:***

An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project’s impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community’s equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

***Reserve Fund:***

This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for “extraordinary or unforeseen expenditures” only.

***Conservation Fund:***

For land purchases and any other conservation use.

## ***Rules of Town Meeting***

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a specific process, charged with considering a number of questions of varying complexity in a minimum amount of time, and with full regard for the rights of the majority, minority, individuals, absentees, and all of these together. In short, we gather for the purpose of conducting the Town's business thoughtfully.

### **AUTHORITY**

The three elements of authority at Town Meeting are a quorum of at least one hundred (100) registered voters, the Clerk and the Moderator. Of these three, the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the proceedings. He may also officiate Town Meeting in the absence of the Moderator.

The Moderator presides over the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is the Moderator's responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission.

### **THE WARRANT**

All matters to be considered at Town Meeting must be published in the Warrant, which is the responsibility of the Select Board. The primary and most important purpose of the Warrant is to notify voters in advance of the nature of the business to be taken up at Town Meeting. By state law, Town by-law, or established custom, several business articles (such as budget appropriations) must be presented in the Warrant each year for consideration. Other items are added via articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all of the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that, in the judgment of the Moderator, reasonable people would entertain.

### **PARTICIPATION**

Any voter wishing to participate in Town Meeting must go to one of the microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

All remarks shall be limited to the subject then under discussion. It is improper to indulge in references to personalities, and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from Town Meeting.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others. In order to give all a fair opportunity to speak, no one who has addressed any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

Anyone wishing to make a presentation on any article must obtain the Moderator's approval prior to Town Meeting.

### **RULES RELATIVE TO MOTIONS**

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. No main motion shall be entertained unless its substance is contained within the scope of a Warrant article. Upon completion of debate, the motion upon an article will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles in the Warrant only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained only when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of the same Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

All motions other than purely procedural motions must be in writing and signed by the sponsor.

## CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt <u>a speaker</u>	Req. a <u>sec.</u>	<u>Debatable</u>	<u>Vote Required</u>	<u>Motions that may apply</u>
<b><u>PRIVILEGED MOTIONS</u></b>					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
<b><u>SUBSIDIARY MOTIONS</u></b>					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
<b><u>MAIN MOTIONS</u></b>					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
<b><u>INCIDENTAL MOTIONS</u></b>					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider

To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

\*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.

## FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by striking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
10. Point of Order	Mr. Moderator, I rise to a point of order.
11. Postpone to a time certain	Mr. Moderator, I move to postpone the question to...
12. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
13. Previous Question	Mr. Moderator, I move the previous question.
14. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
15. Recess	Mr. Moderator, I move to recess for...
16. Reconsider	Mr. Moderator, I move to reconsider the vote under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
17. Separate Consideration	Mr. Moderator, I move for separate consideration.
18. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
19. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

## INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order or a question of privilege.

## POINT OF ORDER

A point of order is a question directed to the Moderator about whether the current speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

## PREVIOUS QUESTION

To call or move the question is a request to immediately stop all discussion and vote on the question. This requires a 2/3 vote. If such a motion passes, it is immediately followed by a vote on the main question under discussion.

## VOTING

Voting is typically by hand vote (although electronic voting may be authorized at the Moderator's discretion) and the Moderator declares the result of such votes. If seven or more voters immediately rise to question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

## ADJOURNMENT AND DISSOLUTION

Individual sessions of Town Meeting normally adjourn at 11:00 p.m. but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the Warrant have been properly considered.

**TOWN WARRANT  
COMMONWEALTH OF MASSACHUSETTS**

**SPECIAL TOWN MEETING**

Worcester, ss.

February 3, 2026

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

***Monday, March 2, 2026***

at **6:00 p.m.**, then and there to take action on the following Articles:

**ARTICLE 1:** To see if the Town will vote to raise and appropriate, borrow and appropriate, or transfer from available funds a sum not to exceed \$175,000.00 for the purpose of funding a Feasibility Study for renovation and improvement options for the Margaret A. Neary Elementary School, located at 53 Parkerville Road, Southborough, MA or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:**

**Advisory Committee Recommendation:**

**Summary:** *This article proposes to fund a feasibility study for renovation and building improvement options for the Margaret A. Neary Elementary School...*

**ARTICLE 2:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum not to exceed \$324,000.00 for the purpose of funding a Two Phased Feasibility Study and associated design, planning, architectural, and engineering work for renovation and expansions to the P. Brent Trottier Middle School and Mary E. Finn Elementary Schools; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:**

**Advisory Committee Recommendation:**

**Summary:** *This article proposes funding a feasibility study for the P. Brent Trottier Middle School and the Mary E. Finn Elementary Schools to determine the feasibility of constructing additions to accommodate Grade 5 at Trottier and Grade 2 at Finn. Phase One of the study will include building system capacity analyses, and land and wetland surveys. If feasible, Phase Two will include schematic design, architectural and engineering work, preliminary site development plans, and cost estimates...*

**ARTICLE 3:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum not to exceed \$500,000.00 for the purpose of funding a Feasibility Study and associated design, planning, architectural and engineering work for the renovation and expansion of the Mary E. Finn Elementary School; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:**

**Advisory Committee Recommendation:**

**Summary:** *This article proposes to fund a Feasibility Study for the Mary E. Finn Elementary School to evaluate renovation and expansion of the existing facility to accommodate grades PreK – 3, including schematic design, architectural and engineering work, preliminary site development plans, and cost estimates...*

**ARTICLE 4:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \_\_\_\_\_ for the purpose of funding costs associated with the repair and/or replacement of the roof at the Margaret A. Neary Elementary School and for a Feasibility Study to evaluate additional capital repairs and improvements; or do or act anything in relation thereto.



**Proposed by:** SELECT BOARD

**Select Board Recommendation:**

**Advisory Committee Recommendation:**

**Summary:** *This article proposes to fund costs associated with the replacement of the roof at the Margaret A. Neary Elementary School and for a Feasibility Study evaluating additional capital repairs and building systems, including but not limited to asbestos abatement, fire suppression, electrical, HVAC, window replacement and ADA compliance...*

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; fourteen (14) days at least before the time appointed for such meeting.

Given under our hand this 3<sup>rd</sup> day of February 2026.

---

Andrew R. Dennington, Chair

---

Marguerite Landry, Vice-Chair

---

Kathryn M. Cook

---

Alfred Hamilton

---

Tim Fling

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

***[Proposed by Al Hamilton, dated January 15, 2026]***

To appropriate, from Free Cash, the sum of TO BE DETERMINED for the following purpose. To develop a plan to extend the practical life of the Neary School by 15 years. Said plan shall consider in priority order.

1. A new or repaired roof.
2. ADA Compliance is occupied spaces
3. Removal or containment of asbestos in occupied spaces
4. Fire Suppression system
5. Maintenance and component replacement of HVAC Systems
6. Pointing and repair of exterior brick and concrete

Specifically, to be avoided are modifications that would require energy code upgrades or other code upgrades.

Said plan shall not have an estimated cost that exceeds TO BE DETERMINED less the cost of a roof if the roof is otherwise appropriated; or do or act anything in relation thereto.

**Town of Southborough, MA  
Meeting of the Select Board  
January 20, 2026 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://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 – Doug Manz, Affordable Housing Trust update

**IV. Reports**

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

**V. Consent Agenda**

- a. Approve IAC recommendation to change retiree health insurance plans; leave MA Strategic Health Group
- b. Approve IT Director recommendation for new A/V system in McAuliffe Hearing Room
- c. Approve 2026 schedule for office hours [February through June]
- d. Accept \$200 donation on behalf of the Fire Department for the Ambulance Fund
- e. Approve Executive Session Meeting Minutes: January 6, 2026

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

- a. DEP Letter requesting additional sampling/risk assessment for Parkerville Road landfill
- b. Update on scope for governance study
- c. Revised financial policies for consideration of approval
- d. Continued discussion of March 2<sup>nd</sup> Special Town Meeting

**VII. Adjournment**

Andrew R. Dennington, II, Chair

***UPCOMING MEETINGS***

*January 24, 2026*

*February 3, 2026*

# TOWN OF SOUTHBOROUGH



## OFFICE OF THE SELECT BOARD

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
(508) 485-0710 · FAX (508) 983-7752 · [selectboard@southboroughma.gov](mailto:selectboard@southboroughma.gov)

**DATE:** January 14, 2026  
**TO:** Honorable Select Board  
**FROM:** Mark Purple, Town Administrator  
Brian Ballantine, Finance Director  
**RE:** Retiree Health Care

Two years ago, the Town made a deliberate decision to join the Massachusetts Strategic Health Group (MSHG) and initiate retiree insurance coverage with Aetna (effective 1/1/2024). At that time, the Participation Agreement included an initial two-year commitment with limits on annual rate increases. Participation in a larger pooled group (34 entities) was presented to reduce volatility, spread risk, and provide greater long-term rate stability for both active employees and retirees. Based on the information available at the time through our then insurance consultant (NFP), joining MSHG was a reasonable cost-effective decision.

Following the conclusion of the initial two-year period and the expiration of the contractual rate increase limitations, the Town experienced a 66 percent rate increase from Aetna for the current year effective 1/1/2026. This level of increase is not sustainable and materially alters the cost assumptions under which the Town entered MSHG.

Importantly, this increase does not appear to be isolated to MSHG. The Town has learned that the Town of Acton, which does not participate in a health insurance group, also received a 66 percent rate increase from Aetna. This suggests that broader market forces, rather than local utilization alone, are driving pricing volatility. The benefit of pooling has therefore not translated into the rate stability originally anticipated.

As the Town evaluated the renewal and its options, several structural limitations became apparent. Under the MSHG arrangement, the Town is required to use the group's designated broker for Aetna coverage. While that firm previously served as the Town's broker of record, the Town no longer has the ability to seek independent advice, alternative quotes, or competitive bidding for Aetna coverage within the MSHG structure.

As a result, the Town did not receive advance warning of the magnitude of the increase, nor was the renewal competitively bid or fully vetted through the Insurance Advisory Committee in a timely and effective manner. While the Town has since replaced this broker for all other benefit lines, the MSHG contract does not allow a change in broker for Aetna coverage.

The MSHG Participation Agreement permits a full withdrawal from the consortium, provided that the participant has completed at least two full plan years and meets specific notice and voting requirements. For a withdrawal effective June 30, 2026, the Town must provide written notice of intent by January 1, 2026, followed by formal notice of a vote by the Appropriate Public Authority by February 1, 2026.

The Town has provided the 1/1/26 initial “warning” notice so we could protect our interest. We recommend the Board approve giving the final notice of withdrawal as required by 2/1/2026.

A June 30, 2026 withdrawal would require addressing retiree coverage mid-year. We currently have an offer from Blue Cross Blue Shield to offer an alternative policy with the same level of benefits at a slightly smaller annual premium (an 8.39% reduction). This alternative was unanimously voted and supported by the Insurance Advisory Commission at their January 8, 2026 meeting.

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## MEMORANDUM

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**To:** Select Board  
**From:** Chris Cremeans, Business Administrator  
**Subject:** Select Board Office Hours  
**Date:** January 13, 2026  
**Cc:** Mark Purple, Vanessa Hale

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Below is a proposed Select Board schedule for office hours for your review and approval:

- Tuesday, February 10, 2026
- Tuesday, March 10, 2026
- Tuesday, April 14, 2026
- Tuesday, May 12, 2026
- Tuesday, June 9, 2026



**TOWN OF SOUTHBOROUGH  
FIRE DEPARTMENT**

32 CORDAVILLE ROAD  
SOUTHBOROUGH, MA 01772  
(508) 485-3235 (508) 485-3887 (FAX)



Tuesday, January 14, 2026

Select Board  
Town of Southborough  
17 Common Street  
Southborough, MA 01772

Dear Town of Southborough Select Board,

Below, please find information on a donation made to the Town of Southborough Ambulance Fund for your acceptance.

<u>RECEIVED FROM:</u>	<u>AMOUNT:</u>	<u>ACCOUNT SPECIFIED:</u>
Frederick Straight	\$100	Ambulance Fund (2659-4-220-483-48310)
Barbara Distefano	\$50	Ambulance Fund (2659-4-220-483-48310)
St. Anne Church	\$50	Ambulance Fund (2659-4-220-483-48310)

Thank you for your consideration in this request.

Sincerely,

Andrew Puntini  
Fire Chief



DATE: January 14, 2026

TO: Mark J. Purple – Town of Southborough

FROM: Timothy P. Thies, PE – Pare Corporation

CC: William J. Cundiff, PE – Southborough DPW

RE: Pare Memo RE: MassDEP January 7, 2026 Letter  
Southborough Landfill Monitoring Project  
Pare Project No. 18128.06

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On January 7, 2026, the Massachusetts Department of Environmental Protection (MassDEP) issued a letter to the Town of Southborough regarding the Parkerville Landfill (included as Attachment No. 1). The letter stated that MassDEP, "...noted one or more water quality parameters in exceedance of application standards..." in groundwater at three monitoring well locations. Specifically, the chemical 1,4-dioxane was reported above its applicable standard of 0.3 micrograms per liter (mg/L) at monitoring wells MW-3S and MW-3D. Arsenic was reported above its applicable standard of 0.01 milligrams per liter (mg/L) at well MW-4S. In this case, the applicable standards are drinking water standards set by the US Environmental Protection Agency and guidelines set by the MassDEP. The purpose of this memorandum is to provide some background information and context for the MassDEP's letter, describe the human health threats posed by these findings, and discuss the next steps to be taken by the Town.

## **BACKGROUND INFORMATION**

The Parkerville Landfill was in operation during the 1970s and 1980s and was used primarily for municipal solid waste (i.e., household trash). The landfill is located in a residential area of the Town with private residences immediately adjacent to the north, east, and south. The Neary Elementary School is located approximately 350 feet west of the landfill. In 1995, the Town began the process of investigating and closing the landfill in accordance with applicable MassDEP regulations. In 2000, the landfill closure was complete, and the Town began long-term post-closure environmental monitoring of groundwater and surface water beneath and near the landfill. The landfill monitoring has been performed on an annual basis for 25 years by engineering consultants, such as Pare Corporation (Pare) and others, and the results are reported to the Town and the MassDEP after each round of sampling.

The Groundwater and Surface Water Monitoring Program includes annual sampling of six (6) groundwater monitoring wells around the landfill. The groundwater monitoring wells are grouped as pairs in three (3) well clusters. Each cluster has a shallow well, noted with the suffix "S" and a deep well, noted with a suffix "D." Two of the well clusters [MW-2S and MW2D, MW-3S and MW-3D] are downgradient of the landfill and one well cluster [MW-4S and MW-4D] is upgradient of the landfill. In 1995, the Town, through their engineering consultant at the time, installed 12 microwells around the landfill to gauge groundwater depth and to map groundwater flow direction



(these wells have since been destroyed or removed). Based on these microwells, groundwater flow direction at and downgradient of the landfill is understood to flow from the southeast to the northwest. It appears groundwater flows toward a small pond and a large wetland complex located north of the Neary School access road. Both features are topographically lower in elevation than the landfill and the surrounding area. The location of the wells and groundwater flow direction, as well as a copy of the original groundwater flow map produced in 1995, are included herein as Attachment Nos. 2 and 3, respectively.

In MassDEP's recent letter, they indicated that in their review of the 2025 groundwater monitoring report prepared by Pare, they noted certain parameter concentrations exceeded an applicable standard or guideline. It is important to note that 2025 was not the first year that these parameter concentrations were reported above their applicable standards. The concentration of the volatile organic compound (VOC) 1,4-dioxane in groundwater samples collected from monitoring wells MW-3S and/or MW-3D was reported above its applicable standard in every groundwater monitoring report sent to MassDEP since 2015. In addition, the concentration of arsenic, a naturally occurring metal, was reported above its applicable standard in the groundwater samples from three different monitoring wells since 2019. While MassDEP is acting on findings from their review of the 2025 report, these findings are not a new occurrence at the landfill. A graph of 1,4-dioxane and arsenic concentrations at the landfill is included herein as Attachment Nos. 4 and 5, respectively.

## **THREATS TO HUMAN HEALTH**

In their letter to the Town, the MassDEP has requested additional information from the Town to assess if the presence of these parameters presents a significant threat to human health. Both parameters, 1,4-dioxane and arsenic, can pose serious potential health impacts at elevated concentrations. Arsenic is a known carcinogen and can be acutely toxic at high concentrations. The US EPA has established a maximum contaminant level (MCL) for arsenic in drinking water, which is essentially the concentration below which arsenic poses no significant risk to humans. The MCL for arsenic, which is the applicable standard noted in the MassDEP letter, is 0.01 mg/L. 1,4-Dioxane is a suspected carcinogen based on animal testing, but the US EPA has not established an MCL for 1,4-dioxane. Because there is no MCL for 1,4-dioxane, but it is considered a suspected carcinogen, the MassDEP has established a drinking water guideline concentration of 0.3 mg/L.

When assessing the threat to human health created by a chemical of potential concern, two factors to consider are the pathways of exposure (i.e., how a person could become exposed to the chemical) and the concentration at which a person might be exposed. Regarding exposure, there are basically two ways a person could be exposed to 1,4-dioxane or arsenic in groundwater – through ingestion (i.e., drinking the groundwater) and, in the case of 1,4-dioxane, inhalation of a gaseous form of the compound. For the following reasons, it is unlikely that the general public would be exposed to these two parameters at Parkerville Landfill:

1. The Neary School and the majority of residences around the landfill are connected to the Town of Southborough public water system. As such, these customers drink Town water (provided by the Massachusetts Water Resources Authority, MWRA) and do not drink the groundwater from beneath or near the landfill. There are a few exceptions. Some of the residences north of the landfill on Parkerville Road have private wells and are not connected

to the Town water system. Those houses are discussed in the subsequent sections of this memorandum.

2. There are no public water supplies located downgradient of the landfill, or within at least one mile of the landfill in any direction, which include public supply wells, Zone IIs, Interim Wellhead Protection Areas, Zone As, or potentially productive aquifers, etc. This means that the parameters of concern at the landfill are unlikely to impact any current or potential public water supply sources.
3. The risk of volatilization into an indoor space, which would be the primary concern for an inhalation hazard, is very low because the landfill, where the parameters were detected, is over 100 feet to the nearest residence and 350 feet to the school. It also appears that groundwater is flowing toward a nearby pond and wetland and not toward any occupied structures. In addition, the concentration of 1,4-dioxane in groundwater is considerably less than the standard (MCP Method 1 GW-2 Standard) that the MassDEP applies when assessing potential risks of indoor air vapor intrusion. Arsenic is not an inhalation risk because it is not volatile.

There are other less common exposure pathways, such as dermal contact and injection (i.e., toxins entering through a puncture in the skin), but given that the parameters of concern exist in groundwater several feet below the ground surface, it is extremely unlikely that somebody from the public would be in a situation where they would have these types of exposure to the groundwater. For these reasons, exposure to these contaminants is considered very unlikely.

With regard to the concentration of these parameters, while they exceed applicable standards at some locations, the concentrations are generally low. As shown on the attached graphs, 1,4-dioxane has generally been reported in the range of 0.5 and 1.2 mg/L and arsenic has been reported at concentrations similar to its MCL – sometimes just above the MCL and sometimes just below the MCL. The applicable standards referenced herein are intended to be protective of individuals who might have long-term exposure to these contaminants; for example, a person who might be drinking water with these contaminants every day for 30 years could suffer ill effects due to such long-term exposure. If a person were to have incidental or short-term exposure to the groundwater beneath the landfill, which is very unlikely, the potential health effects would be less. As it pertains to 1,4-dioxane, the concentration in groundwater that would be needed to create an indoor air risk is several orders of magnitude higher than what has been reported in groundwater beneath the landfill. The MassDEP groundwater standard for 1,4-dioxane that specifically addresses volatilization and indoor vapor intrusion is 5,000 mg/L, which is 5,000 to 10,000 times higher than what has been reported in groundwater beneath the landfill. So, while it is important to monitor groundwater for these parameters now and in the future, at their current concentrations, they pose a low risk to human health.

With regard to the homeowners on Parkerville Road who have private wells, the wells closest to the landfill should be sampled and analyzed for arsenic and 1,4-dioxane, as discussed on the next page.

## NEXT STEPS

The MassDEP has asked for additional information from the Town, which includes the performance of an additional round of groundwater sampling from the landfill monitoring wells. The MassDEP has also asked the Town to state whether the concentrations of 1,4-dioxane and arsenic pose a condition of *No Significant Risk*. A condition of *No Significant Risk* is defined by the Massachusetts Contingency Plan, which requires that specific conditions be met before an environmental professional can state explicitly that a condition of *No Significant Risk* exists, such as the absence of the parameters of concern at significant concentrations in drinking water derived from private wells. As noted in the prior sections of this memorandum, there are several residences along Parkerville Road that have private drinking water wells. There are two wells that are located within 500 feet of the landfill, although they do not appear to be downgradient of the landfill. These two wells are located at 39 and 41 Parkerville Road. To complete the risk assessment required by the MassDEP, Pare recommends sampling and analyzing the water from these two wells for 1,4-dioxane and arsenic. As of the date of this correspondence, the Town DPW Superintendent has reached out to both homeowners to ask if they would participate in this assessment. Both homeowners have responded and have agreed to participate in this assessment.

MassDEP requires a response to their letter within 14 days, a new round of groundwater monitoring within 30 days, and a completed assessment within 60 days. Pare will work with the Town to submit a response to MassDEP by January 21, 2026. The additional round of groundwater monitoring at the landfill is scheduled to be performed on January 15, 2026. If granted access to the houses at 39 and 41 Parkerville Road, Pare will perform the sampling of their drinking water wells. Pare expects to receive the analytical data back from the laboratory within 2 weeks of the sampling. Barring any unforeseen issues, a response and assessment will be sent to the MassDEP on or before March 8, 2026.

Please do not hesitate to contact Pare should you have any questions.

-TPT

### Enclosures

- Attachment 1 – 01/07/2026 Southborough Parkville Rd LF Exceedance Response Letter
- Attachment 2 – Site Plan
- Attachment 3 – 11/13/1996 CSA GW Contour Plan
- Attachment 4 - 1, 4-Dioxane Graph

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**ATTACHMENT 1**

***01/07/2026 Southborough Parkerville Road LF  
Exceedance Response Letter***





Commonwealth of Massachusetts | Executive Office of Energy and Environmental Affairs

## Department of Environmental Protection

Central Regional Office

Address: 8 New Bond St, Worcester, MA 01606 | Phone: 508-792-7650

**Maura T. Healey**

Governor

**Kim Driscoll**

Lieutenant Governor

**Rebecca Tepper**

Secretary

**Bonnie Heiple**

Commissioner

January 7, 2026

VIA ELECTRONIC MAIL

[wcundiff@southboroughma.com](mailto:wcundiff@southboroughma.com)

William Cundiff, DPW Superintendent  
Town of Southborough  
147 Cordaville Road  
Southborough, MA 01772

Re: CERO – SWM – Parkerville Road Landfill, Southborough, Massachusetts, Reported Exceedance(s) of 310 CMR 19.132(h) Parameter(s)

Dear Mr. Cundiff:

The Massachusetts Department of Environmental Protection ("MassDEP") has reviewed the report titled, "Post-Closure Environmental Monitoring Results – Round 24, Parkerville Road Landfill, Southborough, Massachusetts," dated May 28, 2025 (the "Report"), which was received by MassDEP on January 7, 2026. MassDEP's preliminary review of the Report noted one or more water quality parameters in exceedance of applicable standards at the Landfill. The parameters and monitoring locations not in compliance with 310 CMR 19.132(h) are as follows:

**1,4-Dioxane – Applicable Standard 0.3 ug/L**

- Groundwater Monitoring Well MW-3S at 0.939 ug/L
- Groundwater Monitoring Well MW-3D at 0.598 ug/L

**Arsenic – Applicable Standard: 0.01 mg/L**

- Groundwater Monitoring Well MW-4S at 0.0176 mg/L.

The monitoring report states that the results are generally consistent with previous rounds; however, MassDEP requests additional information regarding the above-mentioned exceedances. Please provide MassDEP with the following information within 14 days of this letter:

1. Identify the current MCP groundwater category (GW-1, GW-2, GW-3) on the site and immediately downgradient of the site.
2. Indicate specifically whether the site and areas immediately down gradient of the site are located in a Current Drinking Water Source Area (Zone II, IWPA, Zone A,

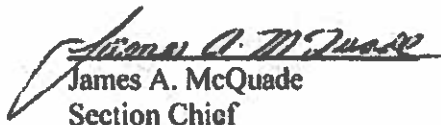
within 500 feet of a private well) and/or a Potential Drinking Water Source Area (potentially productive aquifer, etc.).

3. Indicate the location of and the distance to the closest private drinking water wells to groundwater monitoring wells MW-3S, MW-3D, and MW-4S.
4. Provide conclusions indicating 1 of 2 things: 1) Potential Exposure issues have been evaluated and there is presently No Significant Risk associated with exceedance(s) OR 2) Notification that additional assessment work is warranted (including the specific details proposed).
5. Provide a figure showing the location and distance to all private and public drinking water wells within ½-mile from the limit of landfilled waste.

In addition, 310 CMR 19.132(2)(j) requires the Owner or Operator of a landfill to conduct an additional round of sampling within 60 days of the prior date of sample collection for all exceedances unless a waiver has been granted by MassDEP. As of the writing of this letter, MassDEP has not issued any waivers from the requirements of 310 CMR 19.132(2)(j) and therefore requests the Town of Southborough complete a resampling event within 30 days of the writing of this letter. The above requested information shall be submitted with the results of the resampling event, which should be submitted within 60 days of the date of sample collection in accordance with 310 CMR 19.132(2)(f).

If you have any further questions or comments regarding this matter, please contact me at 617-448-4204 or [james.mcquade@mass.gov](mailto:james.mcquade@mass.gov).

Sincerely,

  
James A. McQuade  
Section Chief  
Solid Waste Management Program

Ecc: Timothy P. Thies, P.E., Senior Vice President/Division Manager, Environmental Division, Pare Corporation, 8 Blackstone Valley Place, Lincoln, RI 02865, ([tthies@parecorp.com](mailto:tthies@parecorp.com))

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## **ATTACHMENT 2**

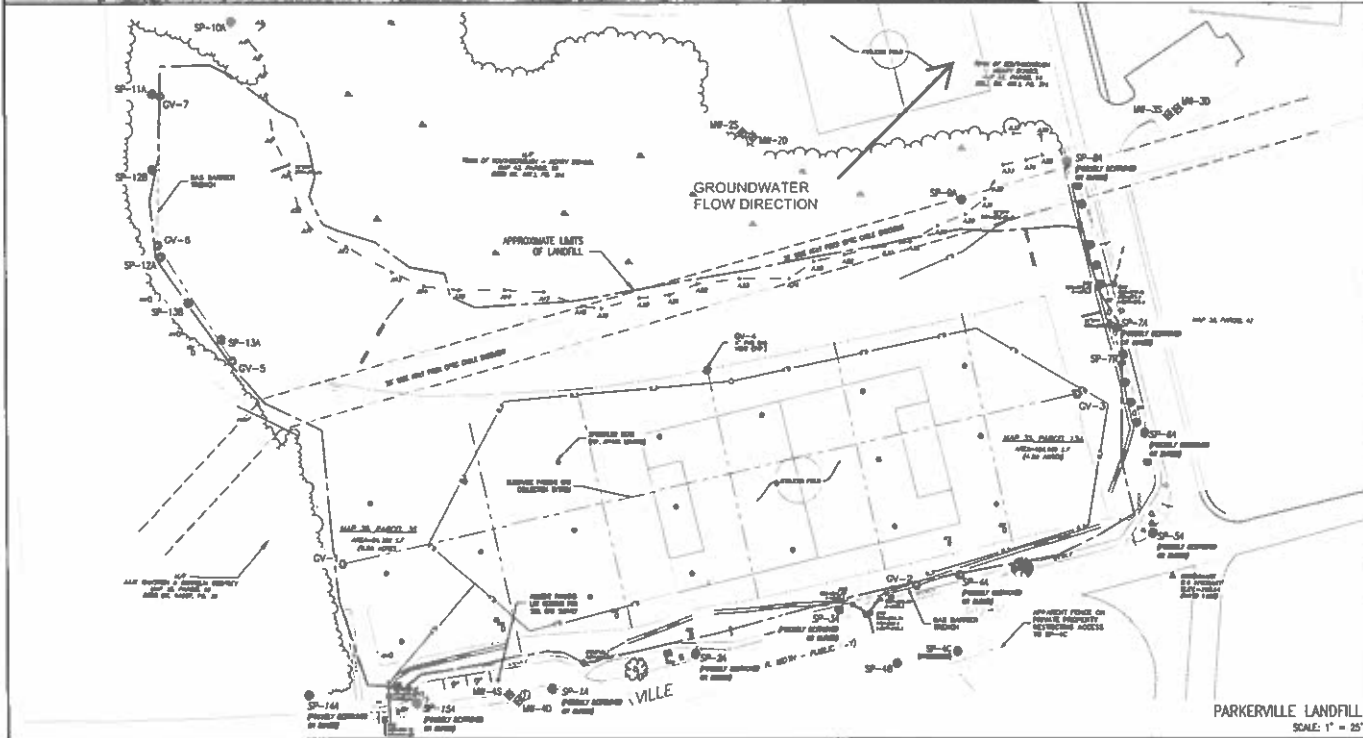
### ***Site Plan***





LEGEND:

- ◆ GROUNDWATER MONITORING WELL
- LANDFILL SOIL GAS PROBE
- ▲ SURFACE WATER SAMPLING POINT
- PVC LANDFILL GAS VENT POINT



Parkerville Road Landfill  
Groundwater, Surface Water, and Soil Gas  
Monitoring Locations  
Southborough, MA

NO.	DATE	BY	REVISION
1	01/01/00	W. J. BROWN	INITIAL DESIGN
2	01/01/00	W. J. BROWN	REVISED FOR CONSTRUCTION
3	01/01/00	W. J. BROWN	REVISED FOR MONITORING
4	01/01/00	W. J. BROWN	REVISED FOR MONITORING
5	01/01/00	W. J. BROWN	REVISED FOR MONITORING
6	01/01/00	W. J. BROWN	REVISED FOR MONITORING
7	01/01/00	W. J. BROWN	REVISED FOR MONITORING
8	01/01/00	W. J. BROWN	REVISED FOR MONITORING
9	01/01/00	W. J. BROWN	REVISED FOR MONITORING
10	01/01/00	W. J. BROWN	REVISED FOR MONITORING



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**ATTACHMENT 3**  
***11/13/1996 CSA GW Contour Plan***



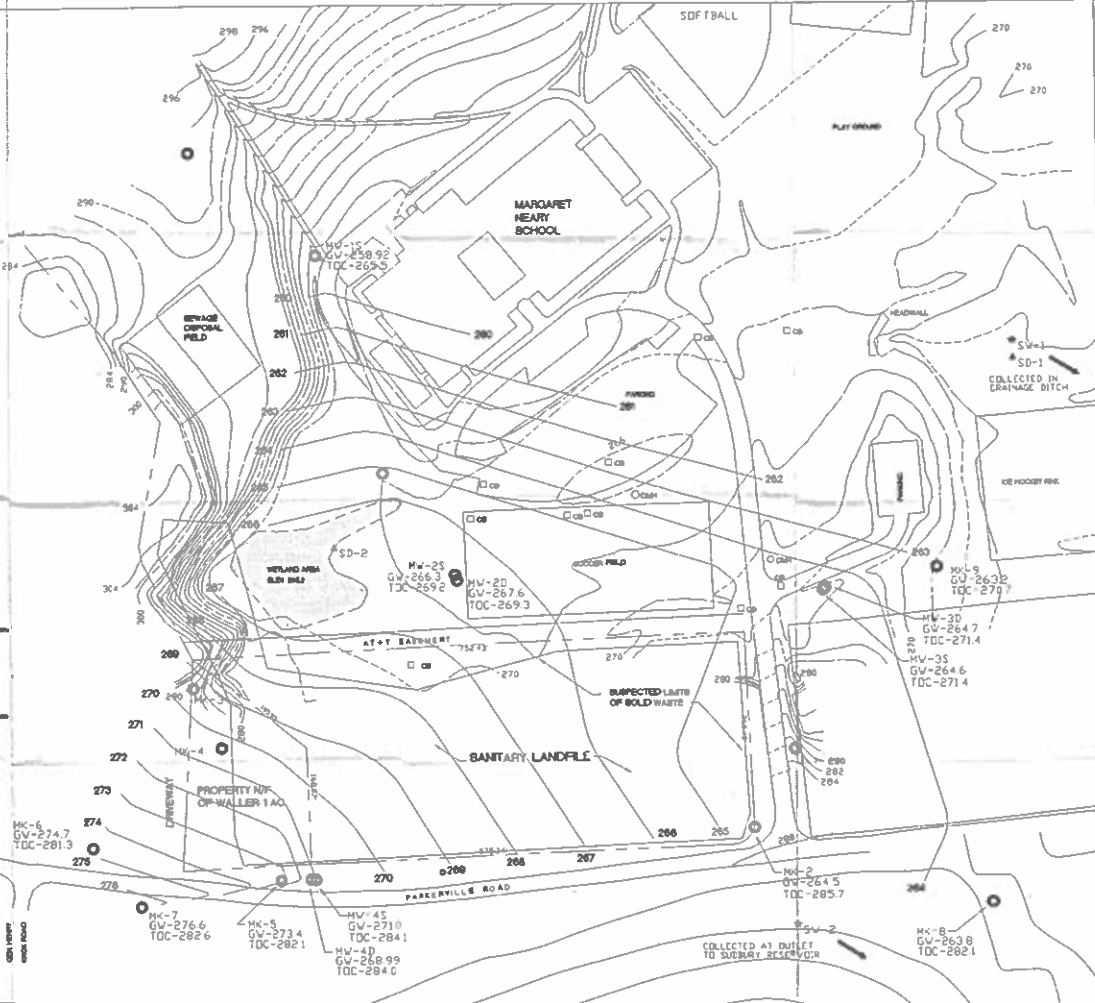
# NOTES TO PLAN

1. ALL DATA IS BASED ON FIELD SURVEY AND PHOTOGRAPHIC INTERPRETATION OF AERIAL PHOTOGRAPHS. NO FIELD VERIFICATION WAS MADE OF THE DATA. THE DATA IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS OBTAINED. THE DATA IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS OBTAINED. THE DATA IS NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT FOR WHICH IT WAS OBTAINED.



## LEGEND

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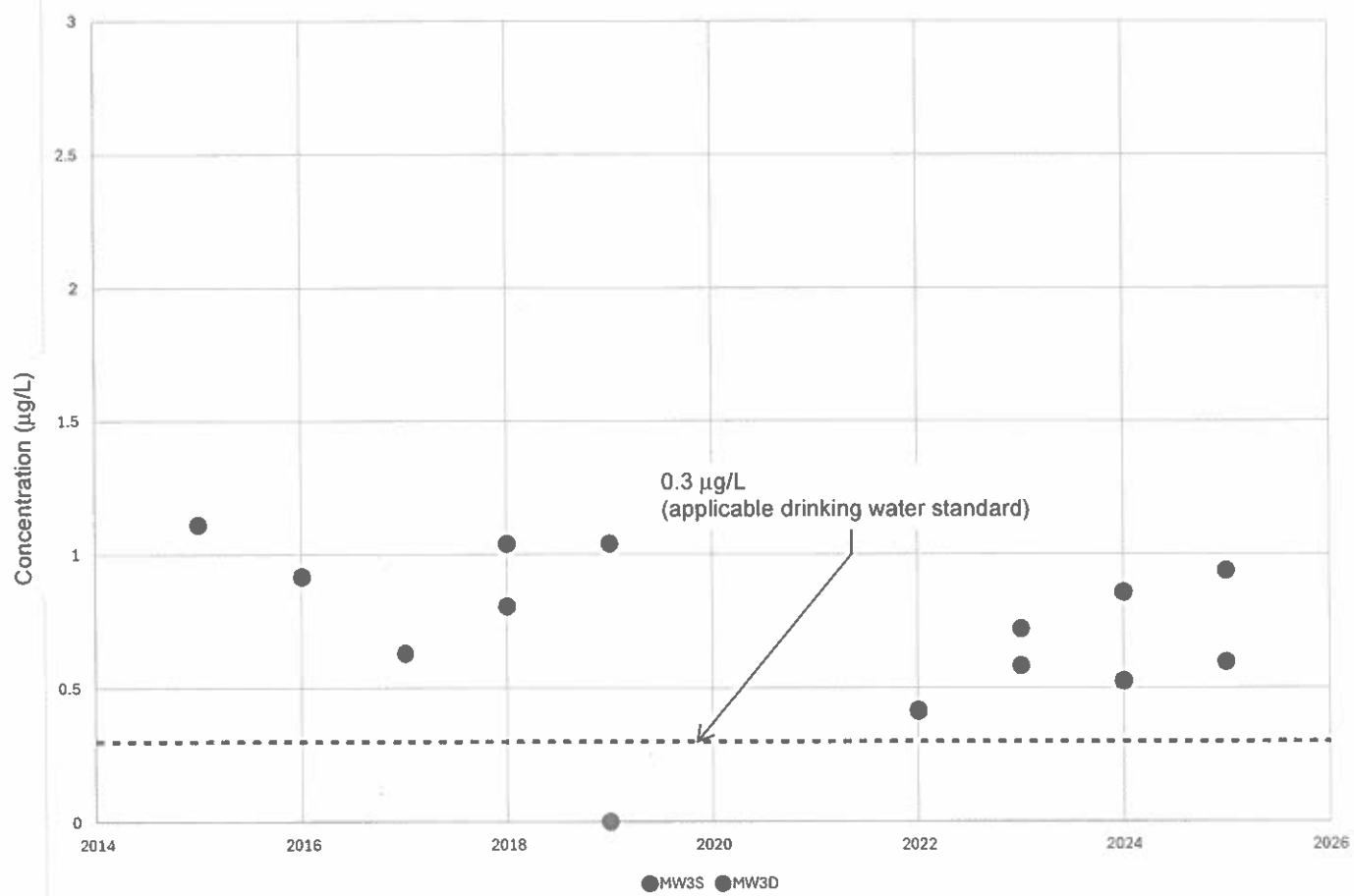
SEA Consultants Inc. Engineers/Architects	
PROJECT: PARKVILLE ROAD LANDFILL	
DATE: 10/1/2004	
DRAWN BY: J. L. LEE	
CHECKED BY: J. L. LEE	
APPROVED BY: J. L. LEE	
TOWN OF BOURBON	
COMPREHENSIVE SITE ASSESSMENT	
DATA: GROUNDWATER CONTOUR PLAN	
PARKVILLE ROAD LANDFILL	
Sheet No.	File No.

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**ATTACHMENT 4**  
***1, 4-Dioxane Graph***



1,4-Dioxane in MW-3S and MW-3D Since 2015



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## **ATTACHMENT 5**

### ***Arsenic Graph***



Arsenic in MW-2D, MW-3D, and MW-4S Since 2015

