

1. 10:00 A.M. Annual Town Meeting

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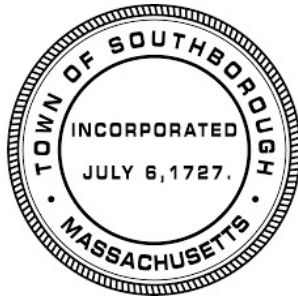
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***ANNUAL TOWN MEETING WARRANT***

*of the*

***TOWN OF SOUTHBOROUGH***

***MASSACHUSETTS***



**For the Annual Town Meeting  
on**

***March 23, 2024***

*10:00 a.m.*

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## ***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 non-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.

## ***Introduction to the 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 defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

### **AUTHORITY**

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, 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 a Moderator.

The Moderator presides at and regulates 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 Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

### **THE WARRANT**

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Select Board. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant 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 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 reasonable people would entertain.

### **PARTICIPATION**

Any voter wishing to participate in Town Meeting must go to one of the floor 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.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

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.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for participating without disclosing that fact.

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.

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

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.

## ***Introduction to the Rules of Town Meeting (continued)***

### **HOW ARE MOTIONS CLASSIFIED?**

#### **Main Motions**

Motions of this group are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

#### **Subsidiary Motions**

Motions of this group are for the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

#### **Privileged Motions**

Motions of this group have no connection whatsoever with any main motion, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of temporarily setting aside the main business then before Town Meeting.

#### **Incidental Motions**

Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name “incidental” applies because they arise only incidentally out of the business of 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. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless its substance is contained within the scope of a Warrant article. Upon completion of debate, articles 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 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 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 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.

*Introduction to the Rules of Town Meeting (continued)*

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

	<u>May interrupt a speaker</u>	<u>Req. a 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 of the Moderator about whether the 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 stop discussion and to take an immediate vote. This requires a 2/3 vote.

## VOTING

At the Moderator’s discretion, voting may be via electronic devices for some or all of the articles. Instructions and procedures will be made available for all voters attending Town Meeting. If electronic voting is not employed, voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately 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

Sessions of Town Meeting normally adjourn at eleven o’clock in the evening 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**

**ANNUAL TOWN MEETING**

Worcester, ss.

March 4, 2024

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 Trottier School Auditorium, 49 Parkerville Road, in Southborough, MA, on

***Saturday, March 23, 2024***

at ***10:00 a.m.***, then and there to take action on the following Articles:

**ARTICLE 1:** To see if the Town will vote to endorse the acceptance of any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in the Town's treasury for use as directed by any such donor, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

**ARTICLE 2:** To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2024 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Board Recommendation:** Support

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

**ARTICLE 4:** To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

PERSONNEL BYLAW  
ENTITLED "THE SALARY ADMINISTRATION PLAN"  
[revised at March 23, 2024 Annual Town Meeting]

Effective July 1, 2024, this bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw to provide oversight and guidance to the Town Administrator in the development and maintenance of personnel policies and regulations, and to represent the interest of both the taxpayers and the Town employees.

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

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

SECTION 1. DEFINITIONS

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

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

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

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

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

"Classification Schedule" means any of Schedules A, B, C, D and E of Section 20 hereof.

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

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

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

"Department" means a functional unit of Town government.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## SECTION 2. POSITION TITLES

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

## SECTION 3. NEW OR CHANGED POSITIONS

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

#### SECTION 4. RECLASSIFICATION OF EMPLOYEES

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

#### SECTION 5. JOB DESCRIPTIONS

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

#### SECTION 6. COMPENSATION

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

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

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

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

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

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

#### SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1<sup>st</sup> following their twelve-month anniversary. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Select Board or their designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

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

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

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

c. Probationary Employees

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.

2. During the probationary period, paid leave accruals shall be based on the Start Date.

#### SECTION 8. TRANSFERS AND PROMOTIONS

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

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

#### SECTION 9. NEW PERSONNEL HIRING; DEPARTURES

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

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

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience up to Step 8 for the appropriate job grade as set forth in Schedule A of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring

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

## SECTION 10. DEPARTMENT BUDGETS

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

## SECTION 11. EMPLOYEE BENEFITS

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

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

### a. Holidays with Pay

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

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	Day before <u>or</u> after Christmas Day (as set by the Town annually)

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

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

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

### b. Vacations with Pay

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

Years of Employment	Hours Earned Per Month	Vacation Earned Per Year (Pro-rata)
0 - 2	6.666	Two weeks
2+ - 7	10.0	Three weeks
7+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

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

- (2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of four weeks' vacation [pro-rated] for the first year of employment with the Town.

Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year. Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band. Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks).

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

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

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

c. Sick Leave

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

- (2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of accumulated sick leave.

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

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

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

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the



Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

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

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

f. Jury Duty

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

g. Miscellaneous Paid Time Off

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

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

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

(3) Blood donation authorized by the Department Head.

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

h. Court Time Pay

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

i. Employee Educational Support/Professional Development

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

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

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

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

j. Group Medical Insurance

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

## SECTION 12. UNPAID LEAVES OF ABSENCE

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

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

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

a. A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and approval of the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director and approved by the Personnel Board.

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

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

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

## SECTION 15. PERSONNEL BOARD

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

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

## SECTION 16. DUTIES OF THE PERSONNEL BOARD

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

b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set

forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern. The Personnel Board shall provide oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

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

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

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

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

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

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

## SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

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

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

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

## SECTION 18. AMENDMENT OF THE PLAN

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

#### SECTION 19. SEVERABILITY PROVISION

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

## SECTION 20: CLASSIFICATION SCHEDULE

*SCHEDULE A: GRADED POSITIONS*

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

Library Director	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

\*when not under contract

\*\*effective March 25, 2024

#### SCHEDULE A

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

#### SCHEDULE B: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

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

#### SCHEDULE C: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

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

Rates for Recreation Seasonal Personnel

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

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

Police Lieutenant:

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

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

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

**SCHEDULE E: LONGEVITY SCHEDULE:** Full-Time Employees of Town of Southborough –Compensated annually on the anniversary of the employee’s Start Date

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

, or do or act anything in relation thereto.

**Proposed by:** PERSONNEL BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**SEE BUDGETS ON THE FOLLOWING PAGES**

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



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

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

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

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

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

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

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

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by:** BONNIE PHANEUF, ET AL.

**Select Board Recommendation:** Not Support

**Advisory Committee Recommendation:** Not Support

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

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

**Proposed by:** BONNIE PHANEUF, ET AL.

**Select Board Recommendation:** Not Support

**Advisory Committee Recommendation:** Not Support

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

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

1. Restate the request, approved at Annual Town Meeting 2023, that the Select Board, not enter into any IMA for Regional Dispatch without first presenting the principal terms thereof to Town Meeting for its recommendation thereupon
2. Request that the Select Board not enter into any IMA containing annual budgetary, or debt, approval terms that substantially circumvent, or fail to include, Town Meeting's financial approval requirements as contained in the provisions of the longstanding Regional School Agreement.
3. Request that the Select Board not enter into any IMA for Regional Dispatch before the Technology Committee has reported to Select Board and Town Meeting regarding the feasibility of creating virtual dispatch regions to provide similar coverage redundancy using substantially existing technology, while maintaining a 24 hour per day seven day per week physical presence at the Public Safety Building at no additional cost to the Town.
4. Recommend that Select Board recognize the necessity of full cooperation between Town governing bodies for successful operation of the Town. Advise the Select Board that, while the foregoing are merely requests, and Select Board is not bound to observe these requests, it is noted that the Select Board's annual request for its budget is similarly not binding on Town Meeting, further that Select Board disrespect for recommendation 2, circumventing centuries of taxation control by Town Meeting, may provoke a similar reaction by Town Meeting toward subsequent budgetary requests for Select Board, and that cooperation is far better if observed in both directions.

; or do or act anything in relation thereto.



**Proposed by:** BONNIE PHANEUF and JOHN BUTLER  
**Select Board Recommendation:** At Town Meeting  
**Advisory Committee Recommendation:** Not Support  
**Summary:** *This is a citizen's petition.*

**ARTICLE 9:** To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2025, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

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

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

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

**Proposed by:** SELECT BOARD  
**Select Board Recommendation:** Support  
**Advisory Committee Recommendation:** Support  
**Summary:** *This article is intended to supplement the water revenue for the current fiscal year in the Water Enterprise Fund. FY24 has seen lower than expected water usage, and the use of retained earnings will complement the revenue from water rates and provide sufficient support for the Water Enterprise Fund. \*

**ARTICLE 11:** To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

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

, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:**

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

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

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

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

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

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

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

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

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:**

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

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

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

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

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

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

, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

**ARTICLE 17:** To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This is an annual appropriation into the Town's OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article.*

**ARTICLE 18:** To see if the Town will vote to transfer from Free Cash the sum of \$10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by:** SELECT BOARD/RECREATION COMMISSION

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by:** SELECT BOARD/RECREATION COMMISSION

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

1. Immunization/Emergency Dispensing Clinic; \$15,000.
2. Inspectional Services; \$140,000.
3. 9-11 Field Maintenance; \$100,000.
4. Wetland Protection; \$30,000.
5. Hazardous Materials; \$75,000.
6. CPR Classes; \$6,500.
7. Community Garden; \$3,000.
8. Recreation Programs; \$500,000.
9. Tobacco Control Program; \$4,000.
10. Golf Course Maintenance; \$75,000.

, or do or act anything in relation thereto.

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

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

**ARTICLE 23:** To see if the Town will vote to accept provisions of the fourth paragraph of Massachusetts General Law Ch. 40, Section 3 to allow the Southborough School District to keep monies received from the rental of space in its schools. These monies may be expended by the Southborough School Committee for the purpose of upkeep and maintenance of any and all Southborough Public Schools with no further legislative body approval. The monies may

accumulate from year to year, and shall not be considered to be part of the general funds unassigned balance, or do or act anything in relation thereto.

**Proposed by:** SOUTHBOROUGH SCHOOL COMMITTEE

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by:** SOUTHBOROUGH SCHOOL COMMITTEE

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by:** SOUTHBOROUGH SCHOOL COMMITTEE

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by:** REGIONAL SCHOOL COMMITTEE

**Select Board Recommendation:** Not Support

**Advisory Committee Recommendation:** Not Support

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

**ARTICLE 27:** To act on the recommendation of the Community Preservation Committee on the Fiscal Year 2025 Community Preservation Budget and to appropriate or reserve for later appropriation monies from Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation

Committee, the payment of debt service, the undertaking of Community Preservation projects and all other necessary and proper expenses for the year, or take any other action relative thereto.

### PROPOSED FISCAL YEAR 2025 COMMUNITY PRESERVATION BUDGET

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

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

#### Set Aside- Open Space

\$51,275 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2025 or later years for acquisition, creation, or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

#### Historic Preservation

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

#### Set Aside – Community Housing

\$51,275 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act. Set Aside Administrative Costs – Community Preservation Committee \$25,637 to defray the administrative and operating expenses of the Community Preservation Committee in FY2025 for the Community Preservation Administration Account

#### Set Aside – CPA Budgeted Reserve/Discretionary

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

Annual Debt Service: \$75,438 to be applied towards the bond for the perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of historic preservation as approved at ATM 2016

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

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

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

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

**ARTICLE 28:** To see if the Town will vote to accept the report of the Community Preservation Committee for the FY2024 State Match Adjustment from the CPA Fund Balance and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

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

Set Aside- Open Space

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

Set Aside – Historic Preservation

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

Set Aside – Community Housing

\$403 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2025 or later years for the creation, preservation, and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Set Aside Administrative Costs

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

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

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

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

Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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



**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by:** BOARD OF HEALTH

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

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

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

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

Article XIII Public Works Advisory Committee

**§9-52 Purpose**

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

**§9-52-A Establishment; Membership; Qualifications**

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

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

The voting members shall be appointed by the Select Board.

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

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

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

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

**§9-52-C Organization; Meetings**

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

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

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

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

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

**§9-52-D Funding**

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

**§9-53 Functions and Definitions**

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

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

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

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

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

#### **§9-54 Mission and Authority**

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

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

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

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

#### **§9-54-A Other Agencies**

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

#### **§9-55 Reporting**

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

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

#### **§9-56 Interpretation**

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

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

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

; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

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

; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

- Schedule of use regulations – 174-8.C(5) after Business Village District.
- Signs – 174-11 (D) – sign regulations next to Business Village
- Signs-174-11.E [1] [a] after Business Village District.
- Signs-174-11.E [1] [b] after Business Village District.
- Signs-174-11.E [2] [a] after Business Village District.
- Signs-174-11.E [2] [b] after Business Village District.
- Signs-174-11.E (d) [1] after Business Village District.
- Signs-174-11.E (d) [2] after Business Village District.
- Outdoor Illumination – 174-12.1.E (3) (b), and Table 1 under LZ-2 add Downtown District below Business Village
- Landscaping – 174-13.A(3) as follows:
  - (3) Exceptions.
  - The requirements of this section do not apply to developments or renovations in the Business Village District **and the Downtown District**. However, the Planning Board may require landscaping as part of the site plan or special permit application within the Business Village District **and Downtown District**.

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

; or do or act anything in relation thereto.

**Proposed by:** PLANNING BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

In Chapter 174 Section 9 – Special Permit Requirements, to add after the sentence ending with “...or destructive of property values therein.” the following clause: “Unless otherwise designated by this chapter, if the rights authorized by a special permit are not exercised within two years from the date of grant thereof, they shall lapse, and a new petition,

notice, and hearing will be required for their reestablishment. The applicant may be granted a single one-year extension by applying in writing to the special permit granting authority at least 30 days prior to the date when the special permit is due to lapse. An extension will only be granted for good cause and/or at the discretion of the special permit granting authority.”

; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD/ZONING BOARD OF APPEALS

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

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

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

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

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

; or do or act anything in relation thereto.

**Proposed by:** TOWN CLERK

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

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

; or do or act anything in relation thereto.

**Proposed by:** TOWN CLERK

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This Article accepts the Massachusetts General Law that provides an annual \$1,000 stipend to a town clerk who obtains certification as a Massachusetts Municipal Clerk. Only 31% of Massachusetts town clerks have the*

*required experience, have taken the required continuing education courses and passed the 250 - question examination required to earn this certification.*

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

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

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

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

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

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

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

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

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

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

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

; or do or act anything in relation thereto.

**Proposed by:** TOWN CLERK

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

**ARTICLE 41:** To see if the Town will vote to petition the General Court for the passage of special enabling legislation authorizing the Town to authorize, issue and sell pension obligation bonds to finance the Town's unfunded pension liability to the Worcester Regional Retirement System, fund any necessary reserves, and all other costs associated therewith, which special enabling legislation shall be in such form as the Select Board shall approve, and provided further that the Select Board may accept and approve any amendments required in such special act as required by the

General Court, provided that such amendments do not materially impact the purpose of the Special Act, as may be approved hereunder; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support

**Advisory Committee Recommendation:** Not Support

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

**ARTICLE 44:** To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale of the 21 Highland St. property until January 1, 2028. It is agreed that the sale or transference of the property could be detrimental to the town until the following factors are resolved: There is currently a new school project being contemplated with an unspecified school price tag that could range as high as 60-100 Million dollars at this moment. The process of planning and building a new school could take another 3 or more years to complete. There is currently 300 408 housing units likely to be built in the next 3-5 years, and the MBTA community Act currently threatens the town with another potential 750 units of multifamily zoning by right, so in the next 3+ years to come the town could lose control of housing development in many areas of the town (there are 3800 housing units in the town currently, the total new burden could add a possible 26% population increase). Although it is unrealistic to expect the full number of units, the current school estimates do not take all of these factors into account, nor can we accurately project numbers with confidence having no control over the zoning, unit type, or building process. There is no current organizational model or plan to mitigate the possible cost or space need effects upon town departments, and no current plan for town space needs if this rapid population growth occurs. The current space need plans are dependent upon the premise of building a new school, a historically neutral residential development plan, and turning over one of the current schools to general town use for multiple departments currently inhabiting other buildings, including Recreation, Family and Youth services (both in the 21 Highland property), Building Permit departments, senior center, and Facilities (all in the Cordaville hall building), who have all have been recommended in the space needs plan to vacate their current locations (and to move to Finn currently). If there is a problem with the plan (example: No new school, or other factors as high population growth), selling the 21 Highland St. property could leave the town with little recourse except to sign commercial leases for homeless departments, potentially making the town long term dependent upon the private real estate market fluctuations, and/or possibly build space, adding to town costs. A new school is currently not approved,

but selling these properties could be used as financial incentive and space need leverage to coerce support for one, knowing the sale could instigate leases and costs created by a premature property sale and vacating actions by those departments. There is minimal financial risk to delaying a sale of the property for several years. There is a greater financial risk to selling the property prematurely if the building could better serve the short, middle, or long term interests of the town given the current factors facing the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

**Proposed by:** JOSEPH PALMER, et al.

**Select Board Recommendation:** Not Support

**Advisory Committee Recommendation:** At Town Meeting

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

**ARTICLE 45:** To see if the Town will vote that the Town hereby resolves to own and rehab the current 21 Highland St. property for town, community, and/or rental use, using CPC and other bond allocations to fund the project when needed. The surrounding property will remain open for community use regardless of building use. It is required that the Select Board carry out the will of this resolution, and have a plan in place by the next town Meeting with the understanding that the citizenry will not entertain a proposal to dispose of the property till the year 2033. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

**Proposed by:** JOSEPH PALMER, et al.

**Select Board Recommendation:** Not Support

**Advisory Committee Recommendation:** At Town Meeting

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

**ARTICLE 46:** To see if the Town will vote that the Town hereby resolves not to seek to sell, agree to sell, or enter into a sale the 21 Highland St. property until January 1, 2030. It is agreed that the citizenry prefers to tastefully retire use of the building at 21 Highland St., and keep the building at 21 Highland St. property owned by the town if or when departments housed wherein should move to other locations and there is no reason to keep the building in use. At such time, the 21 Highland St. building interior will be "Mothballed", the exterior of the windows protected with tasteful covers, the roof and exterior sealed, so the building will keep in a relatively preserved state til it should be desired for future use again, remodeling or demolition by the town. A vote for this Article shall supersede any prior decision made or entered into by the town without regard to, or for, the legal and financial consequences of violating any and all other agreements and contracts with private parties.

; or do or act anything in relation thereto.

**Proposed by:** JOSEPH PALMER, et al.

**Select Board Recommendation:** Not Support

**Advisory Committee Recommendation:** At Town Meeting

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

**ARTICLE 47:** The Citizens of Southborough hereby resolve that, any petition to the CPC for funding for a project, asset, or service on private land, or for private benefit and use, being not town owned or operated, should require a 2/3 majority passing vote tally for approval at Town Meeting; or do or act anything in relation thereto.

**Proposed by:** JOSEPH PALMER, et al.

**Select Board Recommendation:** Not Support

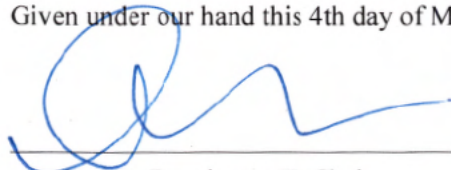
**Advisory Committee Recommendation:** Not Support

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

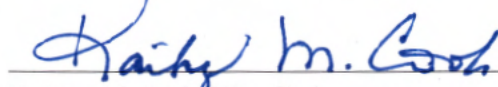


And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this 4th day of March, 2024



Andrew R. Dennington II, Chair



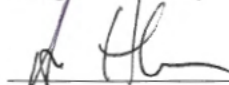
Kathryn M. Cook, Vice-Chair



Sam Stivers



Marguerite Landry



Alfred Hamilton

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH