

1. No Agenda

There is no agenda available for this meeting. Please review the minutes.

1.I. Annual Town Meeting Motions 2023 (PDF)

Documents:

[ANNUAL TOWN MEETING MOTIONS 2023 \(PDF\).PDF](#)

1.II. Presentations And Documents Submitted By Town Departments Or Boards / Committees

Documents:

[ARTICLE 25 - SELECT BOARD - INDEPENDENT AUDIT OF ENGINEERING AND DESIGN OF PROPOSED MWRA WATER CONNECTION TO HOPKINTON \(PDF\).PDF](#)

[ARTICLE 26 - PLANNING BOARD TREE PROTECTION BYLAW - FACT SHEET \(PDF\).PDF](#)

[ARTICLE 31 - CONSERVATION COMMISSION - WETLAND AND FLOODPLAIN DISTRICT FAQS \(PDF\).PDF](#)

[ARTICLES 14 AND 15 - ALGONQUIN SPORTS COMPLEX IMPROVEMENTS \(PDF\).PDF](#)

[ARTICLES 29 AND 30 CONSERVATION COMMISSION - STORMWATER AND EROSION CONTROL \(PDF\).PDF](#)

[ADVISORY COMMITTEE REPORT TO TOWN MEETING \(PDF\).PDF](#)

[ARTICLE 4 - PERSONNEL BOARD - PROPOSED AMENDMENTS TO THE FISCAL YEAR 2024 SALARY ADMINISTRATION PLAN \(PDF\).PDF](#)

[ARTICLE 4 - PERSONNEL BOARD - TRACKED CHANGES TO THE FISCAL YEAR 2024 SALARY ADMINISTRATION PLAN \(PDF\).PDF](#)

[ARTICLE 9 - SELECT BOARD - BREAKNECK HILL POLLUTION REMEDIATION \(PDF\).PDF](#)

[ARTICLE 9 - CONSERVATION COMMISSION - BREAKNECK HILL CONSERVATION LAND REMEDIATION \(PDF\).PDF](#)

[ARTICLE 12 - ST. MARKS MEMORANDUM OF PURCHASE AND SALE OF REAL ESTATE \(PDF\).PDF](#)

[ARTICLE 12 - PLANNING BOARD COVER LETTER AND REPORTS \(PER MGL C41S81I\) TO SELECT BOARD \(PDF\).PDF](#)

1.III. Annual Town Meeting Warrant 2023 (PDF)

Documents:

[ANNUAL TOWN MEETING WARRANT 2023 \(PDF\).PDF](#)

1.IV. Proposed Budgets 2024 (PDF)

Documents:

[PROPOSED BUDGETS 2024 \(PDF\).PDF](#)

## **MOTIONS FOR ARTICLES – MARCH 25, 2023 TOWN MEETING**

### **ARTICLE 1: SELECT BOARD – KATHY COOK**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 2: SELECT BOARD – CHELSEA MALINOWSKI**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 3: SELECT BOARD – LISA BRACCIO**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 4: PERSONNEL BOARD – BARRY RUBENSTEIN**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 5: SELECT BOARD – SAM STIVERS**

I move that the Town vote to raise and appropriate and transfer, the sum of \$58,259,942 as may be necessary to fund the Town's operating budget, as follows:

Transfer from the Cemetery Perpetual care	\$ 25,000.00
Transfer from Free Cash	\$1,602,386.00
Transfer from Overlay Reserve	\$ 275,000.00
Transfer from Ambulance Fund, Receipts Reserved	\$ 290,000.00
Transfer from Septic Betterment Fund	\$ 30,097.00
Transfer from Water Enterprise Fund	\$ 249,770.00

And that the Balance of \$55,787,689 be raised and appropriated.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

## **MOTIONS FOR ARTICLES – MARCH 25, 2023 TOWN MEETING**

### **ARTICLE 6: SELECT BOARD – ANDREW DENNINGTON**

I move that the Town vote to raise and appropriate and transfer, the sum of \$2,804,097 as may be necessary to fund the Water Enterprise Fund budget, as follows:

Transfer from Water Retained Earnings	\$ 250,000.00
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And that the Balance of \$2,554,097 be raised by water rates.

*Select Board: Support (Unanimous)*

*Advisory Committee: Support (Unanimous)*

### **ARTICLE 7: SELECT BOARD – JASON MALINOWSKI**

I move that the town vote to raise and appropriate the sum of \$613,000 for the following purposes:

- \$400,000 for Road Maintenance;
- \$50,000 for Sidewalk Maintenance;
- \$15,000 for Security Cameras at the Library; and
- \$148,000 for 2 Police Cruisers;

And further, I move that the amount of \$95,000 be transferred from the Ambulance Fund for the following purposes:

- \$20,000 for Durable Medical Equipment for the Fire Department;
- \$55,000 for a Power Stretcher for Ambulance 1; and
- \$20,000 for Personal Protective Equipment for the Fire Department.

*Select Board: Support (Unanimous)*

*Advisory Committee: Support (Unanimous)*

### **ARTICLE 8: SELECT BOARD – JASON MALINOWSKI**

I move that the Town appropriates \$488,000, to be expended with the approval of the Select Board, to pay costs of purchasing radios for the use of the Police and Fire Departments, including the payment of all costs incidental and related thereto; and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds and notes of the Town therefor.

*Select Board: Support (Unanimous)*

*Advisory Committee: Support (Unanimous)*

## **MOTIONS FOR ARTICLES – MARCH 25, 2023 TOWN MEETING**

### **ARTICLE 9: SELECT BOARD – SAM STIVERS**

I move that the Town appropriates \$2,200,000, to be expended with the approval of the Select Board, to pay costs of remediating pollution at the Breakneck Hill dumpsite, as required by an Administrative Consent Order between the Town and the Department of Environmental Protection, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount pursuant to G.L. c. 44, §8(20) or any other enabling authority, and to issue bonds and notes of the Town therefor.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 10: SELECT BOARD – CHELSEA MALINOWSKI**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 11: SELECT BOARD – LISA BRACCIO**

I move that the Town vote to raise and appropriate the sum of \$25,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

## **MOTIONS FOR ARTICLES – MARCH 25, 2023 TOWN MEETING**

### **ARTICLE 12: SELECT BOARD – KATHY COOK**

I move to divide this article into three motions:

I move that the Town convey a portion of land that is a portion of St. Mark's Street, as shown on plans on file with the Town Clerk, and to authorize the Select Board to enter into agreements for the conveyance of such land, on such terms as the Select Board shall determine;

I move that the Town acquire and accept a parcel of land from The Trustees and St. Mark's School of Southborough, Inc., said transactions to facilitate the reorientation of St. Mark's Street as well as the development of a park, as shown on plans on file with the Town Clerk, and to authorize the Select Board to enter into agreements for the acquisition of such land, on such terms as the Select Board shall determine;

I move that the Town vote to discontinue the above-described portion of St Mark's Street as a public way.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 13: SELECT BOARD – KATHY COOK**

I move that the Town vote to transfer from Free Cash the amount of \$250,000 for funding of the St. Mark's Street Park.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 14: CPA – ANDREW MILLS**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 15: REGIONAL SCHOOL COMMITTEE – ROGER CHALLEN**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Not Support (1-4-0)*

## **MOTIONS FOR ARTICLES – MARCH 25, 2023 TOWN MEETING**

### **ARTICLE 16: SELECT BOARD – KATHY COOK**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 17: SELECT BOARD – CHELSEA MALINOWSKI**

I move that the Town vote to raise and appropriate 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,

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 18: SELECT BOARD – LISA BRACCIO**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 19: SELECT BOARD – SAM STIVERS**

I move the Town vote to raise and appropriate the sum of \$28,000 for the purpose of paying to retirees the amount due for accrued vacation and sick time.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 20: SELECT BOARD – ANDREW DENNINGTON**

I move the Town vote to raise and appropriate the sum of \$100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

## **MOTIONS FOR ARTICLES – MARCH 25, 2023 TOWN MEETING**

### **ARTICLE 21: SELECT BOARD – KATHY COOK**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 22: CPC – ANDREW MILLS**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 23: CPC – ANDREW MILLS**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 24: CPC – ANDREW MILLS**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 25: SELECT BOARD – KATHY COOK**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 26: PLANNING BOARD – MEME LUTTRELL**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: At Town Meeting*

## **MOTIONS FOR ARTICLES – MARCH 25, 2023 TOWN MEETING**

### **ARTICLE 27: SELECT BOARD – CHELSEA MALINOWSKI**

I move that the Town vote to transfer the sum of \$30,000 from Article 3 of the October 13, 2022 Special Town Meeting for the ongoing maintenance and new planting of trees. The Town Tree Warden and Planning Board shall meet regularly to plan the use of funds for the following: Inventory of public shade trees by arborist, creation of a tree planting plan, survey of tree planting areas, planting of new trees and tree maintenance. The Tree Warden/Town Administrator and Planning Board shall dually approve all expenditures for scenic roads under this article. For non-scenic roads, the Tree Warden/Town Administrator will approve expenditures and report them to the Planning Board.

*Select Board: Support (Unanimous)      Advisory Committee: At Town Meeting*

### **ARTICLE 28: PLANNING BOARD – MARNIE HOOLAHAN**

I move the article as printed in the warrant.

*Select Board: Not Support (2-3-0)      Advisory Committee: At Town Meeting*

### **ARTICLE 29: SELECT BOARD – SAM STIVERS**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 30: SELECT BOARD – ANDREW DENNINGTON**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

### **ARTICLE 31: SELECT BOARD – KATHY COOK**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)      Advisory Committee: Support (Unanimous)*

## **MOTIONS FOR ARTICLES – MARCH 25, 2023 TOWN MEETING**

### **ARTICLE 32: TOWN CLERK – JIM HEGARTY**

I move the article as printed in the warrant.

*Select Board: Support (Unanimous)*      *Advisory Committee: Support (Unanimous)*

### **ARTICLE 33: CITIZEN PETITION – OWEN JAMES NICHOLS-WORLEY**

I move the article as printed in the warrant.

*Select Board: Support (4-1-0)*      *Advisory Committee: Not Support (2-3-0)*

### **ARTICLE 34: CITIZEN PETITION – DAVID PARRY**

I move the article as printed in the warrant.

*Select Board: At Town Meeting*      *Advisory Committee: At Town Meeting*

### **ARTICLE 35: CITIZEN PETITION – PETER LAPINE**

I move the article as printed in the warrant.

*Select Board: Not Support (Unanimous)*      *Advisory Committee: Not Support (0-4-1)*

### **ARTICLE 36: CITIZEN PETITION – PETER LAPINE**

I move the article as printed in the warrant.

*Select Board: Not Support (Unanimous)*      *Advisory Committee: Not Support (0-4-1)*

### **ARTICLE 37: CITIZEN PETITION – BONNIE PHANEUF**

I move the article as printed in the warrant.

*Select Board: Not Support (Unanimous)*      *Advisory Committee: Support (Unanimous)*

## **MOTIONS FOR ARTICLES – MARCH 25, 2023 TOWN MEETING**

### **ARTICLE 38: CITIZEN PETITION – HEATH WIDDISS**

I move the article as printed in the warrant.

*Select Board: Not Support (Unanimous)      Advisory Committee: Not Support (Unanimous)*

### **ARTICLE 39: CITIZEN PETITION – PATTY FIORE**

I move the article as printed in the warrant.

*Select Board: Not Support (1-4-0)      Advisory Committee: Not Support (Unanimous)*

### **ARTICLE 40: CITIZEN PETITION – HEIDI DAVIS**

I move the article as printed in the warrant.

*Select Board: At Town Meeting      Advisory Committee: At Town Meeting*

### **ARTICLE 41: CITIZEN PETITION – HEIDI DAVIS**

I move the article as printed in the warrant.

*Select Board: At Town Meeting      Advisory Committee: At Town Meeting*

### **ARTICLE 42: CITIZEN PETITION – DAVID PARRY**

I move the article as printed in the warrant.

*Select Board: Not Support (Unanimous)      Advisory Committee: Not Support (Unanimous)*

### **ARTICLE 43: CITIZEN PETITION – DAVID PARRY**

I move the article as printed in the warrant.

*Select Board: Not Support (Unanimous)      Advisory Committee: Not Support (Unanimous)*

Proposed  
Delivery by Southborough  
of MWRA Water  
to Hopkinton

Appropriation for the  
Engineering Peer Review

# Today's Presentation

- Summary – 3 Slides
- Supplement – 6 Slides

# Background

- Hopkinton's water supply contaminated with PFAs
  - “Should not drink or cook with it.” A terrible situation.
  - Hopkinton must have a new source for all their drinking water
- MWRA has a huge, extra, pure, water supply
- Southborough is their best connection to MWRA water
  - Our piping network is the best technical solution due to redundancy
  - The quantity needed requires expansion of our system
- This system expansion will also help Southborough
  - But not required here for at least 5–10 years, maybe more
- So, Hopkinton has agreed to pay all costs of this project
  - Plus also pay for some unrelated water projects needed here
    - Saving us \$1M in near term water system capital costs
  - This will cause some construction disruption here
- When complete, Hopkinton is billed for water and delivery
  - MWRA bills them for the water
  - We bill them our costs for delivery of the water

# Why This Warrant?

- Hopkinton will pay for all design and all construction
- We need to be sure the final design is right, for us
  - This requires “An engineering peer review” by another firm
  - The reviewing engineer must work only for us (no conflicts)
    - So we need to hire and pay that engineering firm directly
      - This requires an appropriation vote by TM for the money
    - Hopkinton will reimburse us for the cost of this peer review
      - We appropriate money now, but are refunded later
      - Source is water funds. Refund into water funds

# The Vote Today

- We are proposing this water project because:
  - We believe we must help our neighbor
  - This plan is good for Southborough
    - Now and in the long run
  - Cooperation between the Towns avoids having some State-mandated solution invented later
- Your vote today:
  - You should vote for this appropriation if you think the project should go forward
    - Steps after this: 1. Contract (IMA) 2. Final Design, Design Review, State Approvals 3. Construction
  - If you vote No, the project stops until we determine how to satisfy your concerns at some later Town Meeting

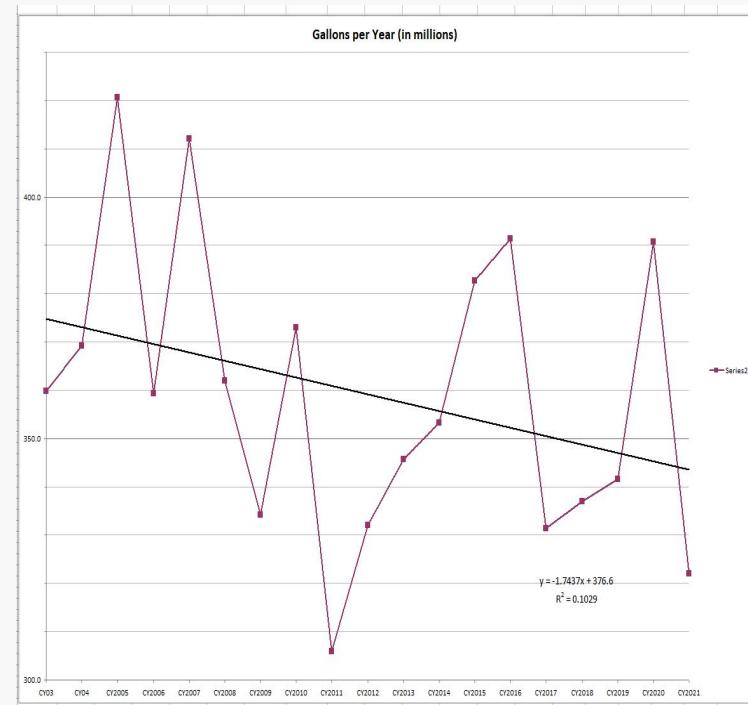
# Supplementary Info

# Topics

- Southborough's Water Usage Trends
- MWRA Supply Capacity and Forecast
- Proposed Southborough Construction
- Key Terms of the Agreement

# Southborough 20 Year Trends

- Water Usage Peaked in 2004
  - Slowly declining for 18 years
  - While population has grown
- Sharp drop in usage per capita
  - 124 gals per capita per day 2004
  - 75 gals per capita per day 2019
- Therefore, we don't need system expansion anytime soon
  - This is why we said Hopkinton must pay for expansion
- But, we do have maintainability problems, and need other fixes
  - The proposed plan will fix these
    - At zero \$\$ cost to us

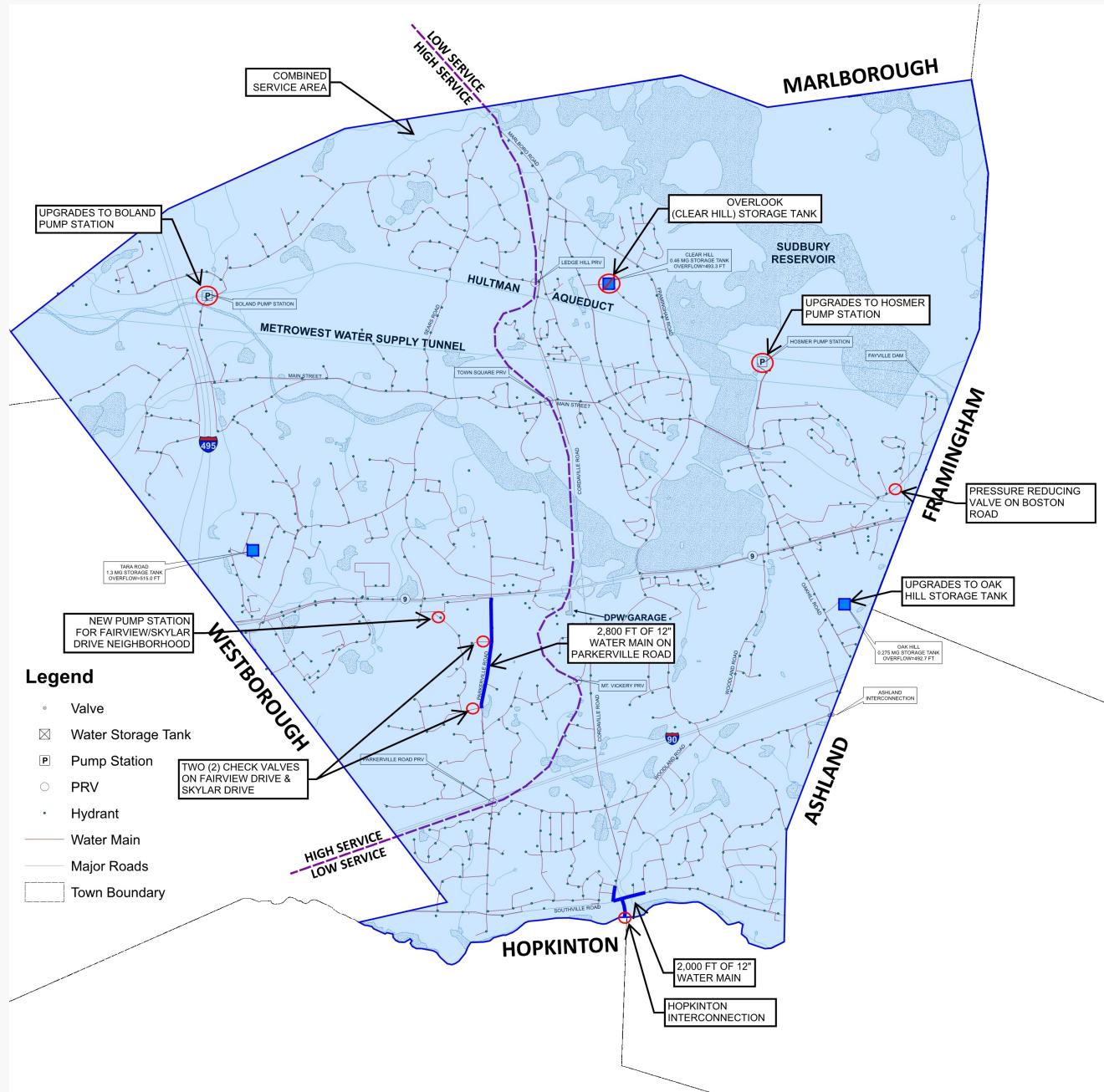


# MWRA Water Supply

- MWRA has huge excess water capacity
  - We're tiny compared to MWRA. Less than 1/200<sup>th</sup> of MWRA water
  - MWRA excess capacity is 37 times Hopkinton's peak permitted usage
    - Extra 100 million gallons per day vs 2.7 mgd peak Hopkinton supply
  - MWRA actively seeking more permanent municipal customers
- There are no other good sources for Hopkinton
  - Filtration cannot meet PFA purity standards long term
  - Only MWRA has anything like this supply
  - Bedford's PFA problem solved by Lexington in the same way
- Global warming not an adverse factor
  - Actual data: Warming has caused more precipitation here for last 50 years
  - Forecast: All the forecasts for Massachusetts are that global warming gradually increases total precipitation here for the balance of this century
  - Effect of warming: Deserts get dryer, but wet areas get wetter
- If MWRA has drought limits, they are imposed directly on both Towns
  - We will be no worse off for supplying Hopkinton
  - We are not responsible for Hopkinton's compliance
  - Note: we have not had drought restrictions from MWRA

# Planned Construction

- Water System Expansion in Southborough
  - Replace the current Oak Hill tank with a larger one
    - New one will be 23–27 feet higher, depending on final design
  - New larger pipes – require road opening (map on next slide)
    - Parkerville Road (S of Rt9)
    - Southville Road – Rt. 85 Intersection
    - Curb to curb repaving upon completion
  - New larger pumps inside existing pump stations
  - Remove the Overlook Drive water tank
  - System will be converted to one water level, from current two water levels
    - This is a long term benefit to Southborough for maintainability
      - If we were making major investments in our system, we would do this
    - Some places with low pressure will benefit. Some will get pressure reducers
  - New pumping sub-station for Skylar/Fairview neighborhood
  - No easements for above are needed (permanent or temporary)
- Hopkinton also pays \$1 million for other Southborough water system upgrades
  - Our own projects. Some will require easements, obtained later
  - Compensation to Southborough for our construction inconveniences
  - Project list not finalized yet
    - 2022 Water System Master Plan will be a guide



# Key Terms of Agreement

- Supply only up to Peak Amount – 2.7 mgd
  - No commitment for supply above the Peak Amount
  - Peak includes about 50% headroom over recent Hopkinton usage
- Hopkinton pays us
  - All design and construction costs directly
  - Reimburses Southborough's peer review and street resurfacing
  - All our ongoing costs of actual water delivery, quarterly
    - Variable costs, by cubic feet delivered
    - Overhead costs for maintenance and management
      - By fraction of system used
  - Up to \$1 million of unrelated improvements to our water system
- Hopkinton pays MWRA directly for water used
- 25 year Term
- Major points agreed in draft agreement

# Concluding Observations

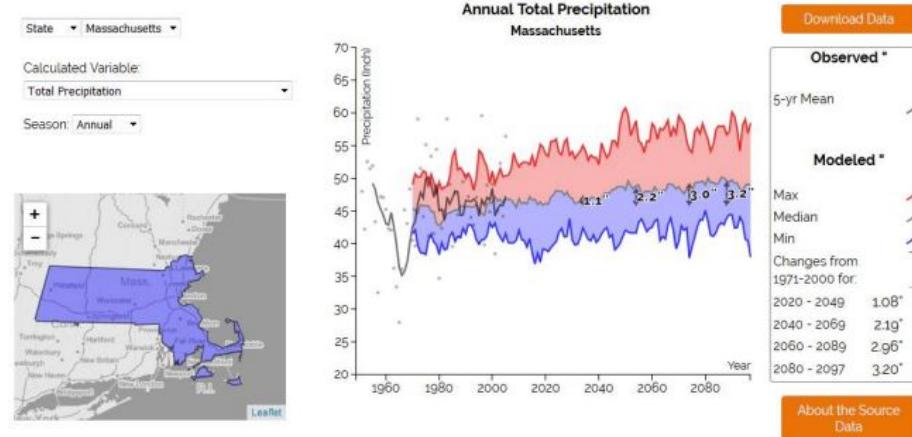
- Southborough, by chance, lies between
  - A vast, clean, public water supply
  - A town that cannot drink its water
- This gap will not remain
  - This problem will be solved somehow
  - It is best that we solve it cooperatively
- We will not get a better deal than this
- We will help a neighbor and ourselves



*Mass Climate Change Clearinghouse  
of the Northeast Climate Science Center  
of Executive Office of Environmental Affairs*

*Climate Model shows steady Precipitation Increase  
from 1971–2000 baseline to 3.2 inches per year total  
over the rest of this century.*

# Massachusetts Climate Projections



# New Oak Hill Road Tank

- About 25 feet higher than current tank
- Balloon test shows
  - Tank probably remains invisible from road
    - Balloon could not be seen
  - Tank top will be visible from one private property
  - (Photo taken with permission of land owner)





## ATM Article 26 Tree Protection Bylaw

### FACT SHEET: PROTECTING OUR PUBLIC SHADE TREES

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In Massachusetts, we are fortunate to have a long history of public shade tree protection. Over 100 years ago, the Commonwealth adopted a statute for the protection of public shade trees, now known as Massachusetts General Law (MGL) Chapter 87. In modern times many Massachusetts towns, with encouragement of the State Department of Conservation and Recreation, have adopted local tree ordinances to tailor Ch. 87 to the goals of their community.

#### What are the Key Elements of MGL Chapter 87?

- All trees within the public right of way are defined as public shade trees.
- The Tree Warden is responsible for the care, control, protection, and maintenance of all public shade trees, except those within a state highway, and shall enforce all the provisions of law for the preservation of such trees.
- No person may plant, trim, cut, or remove a public shade tree without permission of the Tree Warden.
- No person, including the Tree Warden, may cut or remove any tree, greater than one and one-half inches in diameter, without a public hearing.

#### What is the function of the proposed Tree Protection Bylaw for Southborough?

- The bylaw is in accord with MGL Ch. 87 but clarifies the state law by defining terms, creating clear standards for tree preservation in Town and establishes procedures for tree maintenance and protection.
- Establishing clear standards and procedures creates a consistent, more responsive process which enhances public safety.

#### Does this bylaw apply to trees on Private property?

- The bylaw applies to “public shade trees,” trees within the public right of way the subject of MGL Ch. 87. The bylaw does not apply to trees on private property

#### What is the Public Right of Way?

- The portion of land controlled or owned by the Town within which an accepted public street or road lies. Typically, the public right-of-way is wider than the road surface and often includes curbs, sidewalks, utilities, public shade trees and grass strips.

#### Why Protect Public Shade Trees?

- Trees serve a wide variety of functions, which promote the health, safety and welfare of residents
  - Trees increase property values
  - Trees reduce flooding, erosion, and noise pollution
  - Trees produce oxygen and clean the air we breathe,
  - Trees provide cooling, improve mental health
  - and provide habitat

# ARTICLE 31

## Wetland and Floodplain District

### Purpose of the Bylaw

- Southborough is covered by the National Flood Insurance Program (NFIP) which provides federal flood insurance to property owners
- Requires communities to adopt and enforce floodplain management regulations
- **The proposed revisions are the required amendments that allow residents to remain eligible for flood insurance**



**SCAN ME**

Scan with your smartphone using your camera to download a redline copy of the amendments!

### Background

- DCR, through the Flood Hazard Management Program (FHMP), is the State Coordinating Office for the program
- DCR has worked with the Conservation Agent to revise the existing bylaw to remain compliant with FEMA standards for floodplain management
- Every community that participates in NFIP (341 towns & cities), at a minimum, has the same language provided within the amendments. Coastal communities have additional regulations.
- The amendments change no regulatory process within Town departments or permitting. The only change is the public will know who to contact about locations of floodplains, ensuring the Town keeps records of variances, and tracking any specific projects/permits that allow work within the floodplain

### Floodplain Bylaw FAQs

- The official map of record remains the FEMA Flood Maps
- The boundaries of the Floodplain/Regulated Floodway are defined as any land with at least a one-percent chance of flooding within a given year (also referred to as 100 year flood)
- We are part of the NFIP to protect residents against the risk of financial uncertainty that flooding can bring if flood insurance is not available
- Maps can be found at: [msc.fema.gov/portal/home](http://msc.fema.gov/portal/home)

### Abbreviations

NFIP: National Flood Insurance Program  
DCR: Department of Conservation & Recreation  
FHMP: Flood Hazard Management Program  
FEMA: Federal Emergency Management Agency

## **Amendments**

**All amendments have been taken directly from Massachusetts Model Floodplain Bylaw drafted & suggested by DCR for compliance with FEMA requirements**

- Section A
  - Addition of purpose statements for floodplain management
- Section B
  - Removal of specific FEMA map panels as these are subject to change with map updates and no longer required to be specified within the bylaw
- Section C
  - Designation of Community Floodplain Administrator
    - Now directs residents with floodplain questions to the Conservation Agent
- Section D
  - Any structure or alteration to the floodplain requires a permit from the Town
    - Permits are already required through the Conservation Commission for work within a floodplain and qualifies as the required permit for this bylaw → no change in process
- Section E
  - No construction within the floodplain unless there is no result in any increase in flood levels within the community
    - Already assessed during Conservation Commission review → no change in process
- Section F
  - If no information exists on base flood elevation and floodway data from FEMA, then best available information shall be used
- Section G
  - Existing subdivision language that was moved to current section
- Section H
  - Addition of restrictions for recreational vehicles within the floodplain
- Section I
  - Removal of specific addresses for state agencies, as they are subject to change
- Section J
  - If the Town is in receipt of any new data that may change the base flood elevation, then we shall notify the appropriate agencies
- Section K & I
  - Requires the town to keep record of any variance for a property issued by other applicable agencies (State Building Code & Zoning Bylaws) for work within floodplain and notify property owner of potential impacts
- Section N, O, P
  - Standard language regarding liability, precedence of codes, and severability
- Section Q
  - No change
- Section R
  - Definitions from FEMA required for this bylaw not elsewhere in the Code and/or for words or phrases that have a specific meaning to this Bylaw

# **ALGONQUIN ATHLETIC COMPLEX**

## *A Community Investment*

### **Southborough Town Meeting**

**Northborough-Southborough Regional School District Presentation**

## **ALGONQUIN ATHLETIC COMPLEX PROJECT**

### **Article 15**

**March 25, 2023**

# ATHLETIC COMPLEX BUILDING COMMITTEE MEMBERS

- Elisa Beckman - Nboro Parent
- Sean Bevan - Algonquin Principal
- Jonathan Cahill - Algonquin Staff Member
- Aidan Callaghan - Student Representative
- Christopher Covino - Regional School Committee Member, Nboro Parent
- Katherine Cullen - Student Representative
- Paul Desmond - Regional School Committee Member, Co-Chair, Sboro Parent
- Michael Gorman - Facilities Director, Algonquin
- Marsha Hill - Nboro Parent
- Keith Lavoie - Asst. Superintendent Of Operations
- Jason Malinowski - Sboro Capital Committee Planning Member, Sboro Parent
- Greg Martineau - Superintendent Of Schools
- Mike Mocerino - Athletic Director, Algonquin
- Rebecca Pellegrino - Director Of Finance
- Bill Peterson - Nboro Parent
- David Roman - Co-Chair, Nboro Parent
- Thomas Spataro - Former Booster President, Nboro Parent
- Jeffrey Turgeon - Nboro Parent

# CURRENT CONDITIONS

## Areas of Concern

### Beyond Useful Life

#### Stadium Field:

- Not renovated with school in 2004
- ONLY top dressed/over-seeded
- Soil is heavily compacted
- Related: need to 'rest' grass fields preclude access for some teams

#### Track:

- Reconstructed in 1994
- Top surface recoated in 2009
- Heavy patching and puddling
- Does not meet MIAA standards for hosting track meets

### Health & Safety

#### Tennis Courts:

- Installed in 2004
- Significant cracking
- Cannot be patched effectively
- Resurfaced once already

#### Multipurpose fields:

- Soil is heavily compacted
- Related: need to 'rest' grass fields preclude access for some teams

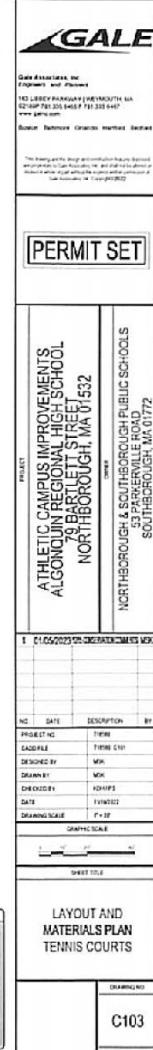
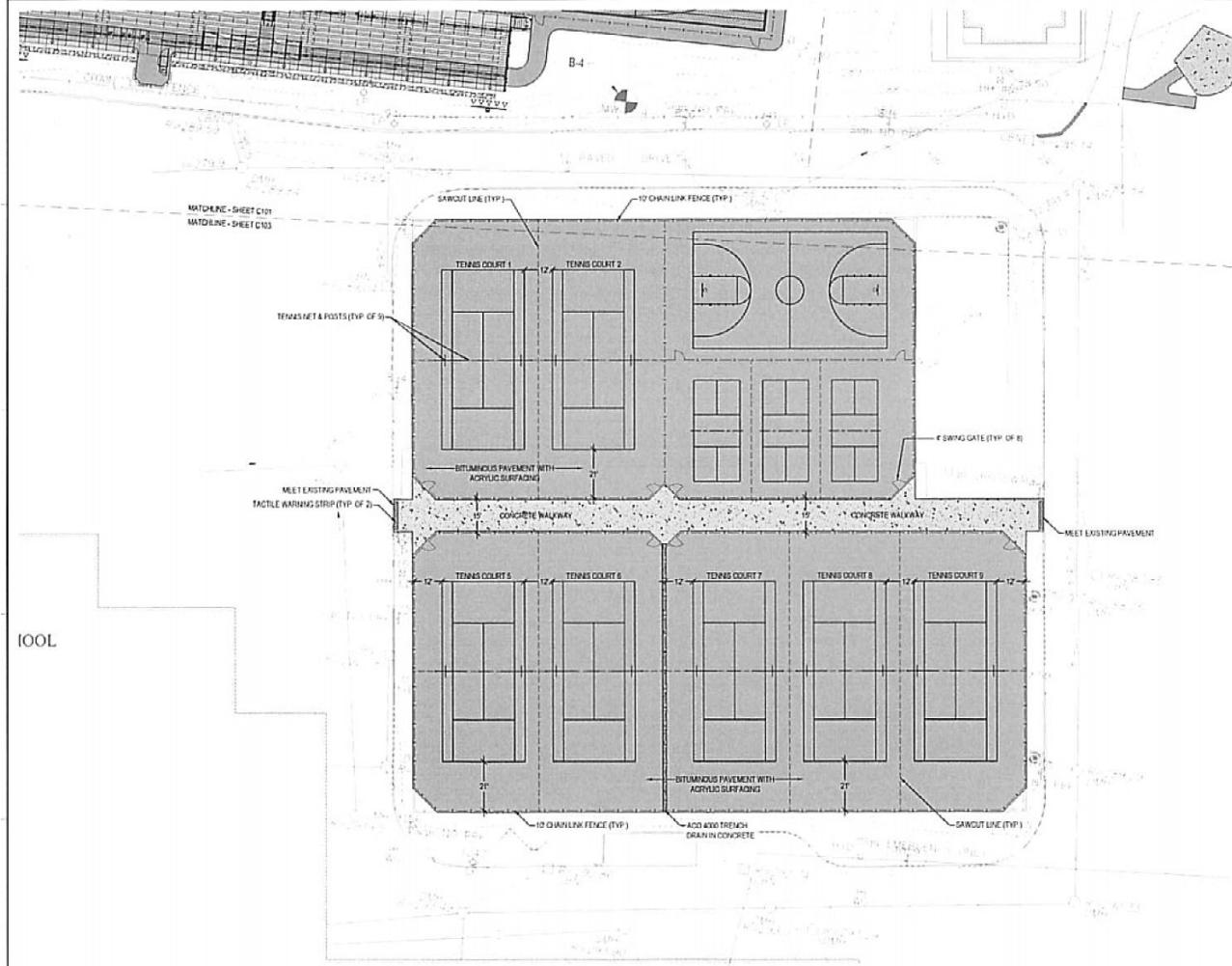
- Grandstand and access to pressbox not ADA compliant
- Amenities building restrooms not ADA compliant
- Lighting is insufficient and does not meet new safety standards



# MASTER PLAN

PLAN  
NORTH







# A COMMUNITY ASSET



## Who benefits?

- ARHS Student-Athletes:
  - Modern facilities
  - Increased field access (3X)
  - Increased safety
- ARHS Students: Physical Education classes
- Residents:
  - Track: running & walking
  - Tennis and pickleball/basketball courts
- Performing artists, musicians, and community groups
- Northborough and Southborough Recreation
- Northborough and Southborough youth sports participants and organizations

# PROJECT COSTS

<b>Total Project Cost</b>	<b>\$7,960,393</b>
---------------------------	--------------------

Northborough %	62.33%
<i>Northborough Project Cost</i>	<b>\$4,961,713</b>

Southborough %	37.67%
<i>Southborough Project Cost</i>	<b>\$2,998,680</b>

# PROJECT FINANCING AND TAX IMPACT EXAMPLE

- Fifteen-Year Bond held by the Northborough-Southborough Regional School District
- FY 2024 No additional tax impact due to the Athletic Complex Project
- FY 2025 and 2026  
Issue Athletic Complex Project bond anticipation notes (BAN - Interest only)  
ARHS Renovation Project debt assessment
- FY 2027  
ARHS Renovation Project debt assessment  
Athletic Complex Project bond issued principal and interest  
ARHS Renovation Project last payment FY 2027
- FY 2028 - 2038  
Athletic Complex Project principal and interest

Average Southborough Tax Impact*		
	Athletic Complex Annually	Total Monthly
FY 2024	\$0	\$0
FY 2025	\$29	\$2.42
FY 2026	\$56	\$4.67
FY 2027	\$88	\$7.33
FY 2028 - 2038	\$89	\$7.42

\*Southborough FY24 avg. home value: \$901,559

# PROJECT FINANCING AND TAX IMPACT ARHS Debt Impact

Average Southborough Tax Impact*				
	ARHS 2004 Renovation Annually	Athletic Complex Annually	Total Annually	Total Monthly
<b>FY 2024</b>	\$106	\$0	\$106	\$8.83
<b>FY 2025</b>	\$108	\$29	\$137	\$11.42
<b>FY 2026</b>	\$109	\$56	\$165	\$13.75
<b>FY 2027</b>	\$111	\$88	\$199	\$16.58
<b>FY 2028 - 2038</b>	<b>\$0</b>	<b>\$89</b>	<b>\$89</b>	<b>\$7.42</b>

**\*Southborough FY24 avg. home value: \$901,559**

# IMPACTS OF NON APPROVAL

- Increased future costs of total project
- Unsafe conditions requiring relocation of certain events
  - E.g. Track events, field hockey, lacrosse
- Non-compliance with ADA
- Limited access to facility from community groups
- Limited use from local youth sports
- Continued financial investments to patch and repair for short-term gain (\$800,000)
- Continued poor lighting conditions
- Disconnect between the District's core values, mission, and vision

<b>Cost Estimate 2013 (Gale Associates, Inc.)</b>	
Synthetic Turf Field Stand Alone	\$850,000.00
Synthetic Turf Field within Track	\$810,000.00
Track, D-Area and Field Events	\$690,000.00
Grandstand with Press Box	\$430,000.00
Athletic Lighting	\$320,000.00
Walkways, Retaining Walls and Appurtenances	\$60,000.00
Design Contingency (10%)	\$316,000.00
Soft Costs (5%)	\$158,000.00
<b>Total:</b>	<b>\$3,634,000</b>

<b>Cost Estimate 2023 (Gale Associates, Inc.)</b>	
Comparing the 2013 Cost Estimate with the 2023 Cost Estimate the costs have increased by 65.63% - to \$6,019,299 for the same scope of work. Waiting a year (or more) will most certainly add to the overall cost.	\$6,019,299

# THANK YOU FOR YOUR CONSIDERATION



## Who benefits?

- ARHS Student-Athletes:
  - Modern facilities
  - Increased field access (3X)
  - Increased safety
- ARHS Students: Physical Education classes
- Residents:
  - Track: running & walking
  - Tennis and pickleball/basketball courts
- Performing artists, musicians, and community groups
- Northborough and Southborough Recreation
- Northborough and Southborough youth sports participants and organizations

# ARTICLES 29 & 30

## Stormwater & Erosion Control

### ARTICLE 29

For complete removal of the existing bylaw from the Zoning Code

### ARTICLE 30

For insertion of an amended Stormwater & Erosion Control Bylaw into the General Bylaws

#### Reasons to Remove SMP Bylaw from Zoning Code (Article 29)

- Conservation Commission is sole promulgating body
- Enforcement is done by Conservation Agent, not Zoning Enforcement Officer (ZEO)
- Removes ability of ZEO to waive bylaw applicability and requirements
- Sets appeals to go to Superior Court, who well versed in appeals of this nature

#### Why Should Appeals go to Worcester Superior Court?

- If no longer in the Zoning Code → appeals do not go to ZBA
- Zoning Bylaws and subsequent appeals are reviewed with an emphasis on welfare of present and future inhabitants
- The Stormwater Bylaw's main purpose is for protecting the integrity of the watershed and to preserve the health of wetlands and water resources
- ZBA members are often unfamiliar with the implications of post-development characteristics such as volume of stormwater leaving a property. Superior Court is well versed with SMP appeals and addresses appeals in many other communities
- One appeal filed since the Bylaw was enacted in 2008. Therefore, the change does not cause undue burden. Appeal was for a denial of a subdivision and was remanded back to Conservation by ZBA
- Majority of other communities list “a court of competent jurisdiction,” which is the Superior Court

### Amendments to the SMP Bylaw (Article 30)

- Applicability (Section C)
  - Threshold amounts changed to be more equitable throughout town
  - Inclusion of ‘common plans of development’ such as ANR lots (projects may not be phased to circumvent compliance)
  - 1 acre disturbance or more → full SMP
  - $\frac{1}{2}$  - .99 acre disturbance → administrative approval by Conservation Agent when approving Building Permit application(s)
  - Road reconstruction projects that add 300 sf or more of impervious areas → full SMP
- Exemptions
  - No changes except for clarification
- Appeals
  - Appeals shall be submitted to Superior Court instead of ZBA

Scan with your smartphone using  
your camera to download a redline  
copy of the amendments!



## **How Do the Amendments Affect Me? (Article 30)**

### **Homeowner**

- Does not unfairly burden old Residential C properties (.5 acre lot sizes) as current bylaw requires full SMP when 50% of lot is disturbed.
- New thresholds provide equitable and less costly requirements for small residential, homeowner driven projects (such as additions, pools, etc.)
- Better protects abutters from stormwater and erosion runoff on residential projects
  - Allows Conservation Agent to require BMPs and enforce proper installation for projects that disturb ½ - .99 acres (construction entrance, erosion controls, proper storage of materials, etc.)
- Adjacent properties being split into multiple lots (when a subdivision is not required) will now require a SMP for the total project if cumulative disturbance is 1 acre or greater
  - Existing bylaw allows disturbance to be calculated on each lot, allowing for increased disturbances without having to meet Stormwater Standards
- Clearing of trees (with or without stump removal) of 1 acre or greater is not allowed without a valid SMP
- Appeal of a decision requires submission to the Superior Court

### **Builder/Developer**

- When proposing (re)development on an existing lot that was split through an ANR, if the total disturbance on all lots will be 1 acre or greater, an SMP is required for the project/each lot
  - All lots that were created from the “original” lot count towards the 1 acre of disturbance
  - Phased projects will not be granted a variance from the Bylaw
  - Even if lots are sold off individually to others, the common development clause still holds
- Clearing of trees (without or without stump removal) of 1 acre or greater is not allowed without a valid SMP
- Appeal of a decision requires submission to the Superior Court

### **Abbreviations**

SMP: Stormwater Management Permit

ZEO: Zoning Enforcement Officer/Building Commissioner

BMP: Best Management Practices

ANR: Approval Not Required (Planning Board)

### **What If...**

29 fails: Existing bylaw will remain as is & Article 30 will be passed over

29 passes, but 30 fails: Existing bylaw will remain as is & Article 29 vote becomes null and void

Passage of both articles will place the amended Bylaw within the General Bylaws



## Report to 2023 Annual Town Meeting March 25, 2023

In fulfillment of the Massachusetts statutory requirement, the Advisory Committee (Advisory) submits a report at the Annual Town Meeting (ATM) each year. This document summarizes Advisory's review and analysis of Town budgets and operations, completed as part of the annual budgeting process. Please note that some information contained herein may change between the date of publication and Town Meeting.

### Outline

- Role of the Advisory Committee
- Advisory Committee Membership
- General Remarks
- FY24 Recommended Town Budget
- Commentary on Various ATM Articles
- Long Term Planning
- Advisory Comments

### Role of the Advisory Committee

The Advisory Committee is established by State law and Town bylaw. The Committee functions as a sub-committee of Town Meeting. The seven members are appointed by the Town Moderator, and each member is appointed for a 3-year term. Advisory is a legislative committee and has no executive authority. Advisory members may not serve on any other town committee, with the exception that an Advisory member may serve on one other ad-hoc committee appointed by a Town board or official, or one other committee appointed by the Town Moderator, if approved by a vote of the Advisory Committee. Advisory members also may not hold any elected office. Advisory has four principal functions:

- **Develop/Present a Balanced Budget to the Town** – Advisory is the sole body in the Town with this statutory responsibility.
- **Warrant Article Review** – Advisory is responsible for reviewing both money and non-money warrant articles and making an approval or disapproval recommendation to Town Meeting.
- **Oversight** – Advisory has a specific set of powers with respect to its ability to review all aspects of the Town operations.
- **Custodian of the Reserve Fund** – The Reserve Fund is the Town's pool of money that is available for extraordinary and/or unexpected expenses. The Reserve Fund was funded with \$180,000 for FY23. Through the date of the 2023 ATM, we have committed to make one transfer of \$10,000 from the Reserve Fund, if needed at the end of the year, for unbudgeted costs related to the need to hire an outside audio video production company to broadcast ATM as Southborough Access Media did not have the abilities. Currently there are no other known reserve fund transfers, although several are expected at the end of the fiscal **year, which is typical**.

### Advisory Committee Membership

Current members of the Advisory Committee are: Andrew Pfaff, Timothy Martel, Marci Jones Salow, Howard Rose, and Adam Nodiff. For the 2022-2023 term, Advisory members elected Andrew Pfaff as Chair and Marci Jones Salow as Vice-Chair. As of the date of this report, there are two vacancies on Advisory.

### **General Remarks**

This year's budget process was both noteworthy and difficult because of the condensed timeline compared to the past few years. The last few years ATM was held on a later date in the fiscal calendar (due to Covid), which allowed for additional time for Advisory to review, analyze, and challenge budgets. Another noteworthy change this year was using Excel for the budget process rather than our prior tool, ClearGov, which had some bugs and issues in the past but provided some added benefits. We are actively looking at other tools to enhance the budget process in the future.

### **Recommended Town Budget for FY24**

The budget that Advisory recommends to ATM is projected to increase a residential homeowner's annual real estate tax bill by approximately 5.9%. The Advisory-recommended budget is expected to reduce the tax rate to \$13.94 per \$1,000 from the current \$14.76 per \$1,000. The expected increase in taxes on the estimated mean value of a Southborough house on 1/1/23 is expected to be approximately \$705 (or about \$176 per quarterly tax bill). The current average value of a home in Southborough as of 1/1/23 is expected to be \$901,556, an increase of 12% year-over-year. While the average residential single family tax bill is estimated to increase 5.9%, the actual year-over-year expense increase is 2.2%. For reference, the FY23 expense increase was also 2.2%.

In this inflationary environment and economy, we feel it is quite an accomplishment to keep the modest budget increase below that of the rate of inflation. Thank you to all the various Town boards, committees, department heads, and the finance team that worked hard to accomplish this goal while not sacrificing any services for residents. **All amounts are estimated as the Town Assessor has not finalized the 1/1/23 property valuations, and there are other factors beyond the approved FY24 budget that determine the final tax bills for FY24. Advisory felt it was prudent to be conservative and provide the most accurate forecast we could.**

Even though the overall recommended year-over-year budget increase for FY24 is a very low at 3.3%, the impact of the pandemic on residential house prices in Southborough will allocate more of the total real estate tax levy to residential property than in prior years. The projected increase in property values year-over-year does not apply to commercial properties. The expectation is that the value of commercial property in total will decrease 4% year-over-year, also due to the impact of the pandemic. If the split between the value of total residential properties and total commercial properties had remained constant year-over-year, the average tax bill for a residential homeowner would only increase about 3.3% year-over-year.

The most significant driver of the budget increase is the salary increase for Town employees. Most employee salaries are determined by collective bargaining agreements. Salaries make up the majority of the operating budget of the Town. The overall increase in compensation year-over-year is about 3% which explains the 3.3% budget increase. Salary increases will almost always be the primary driver of the year-over-year increase in the overall Town budget, except in years when there are significant changes in the Town's debt service.

The most significant individual Town department budget will always be the K-12 school system. The cost of operating the entire public school system represents 65% of the total Town budget. Both school districts proposed reasonable year-over-year budget increases for FY24 – 3.50% for K-8 and 3.51% for Algonquin.

The optional local meals tax, that was passed at the May 2021 ATM, became operative on 1/1/2022 and we received almost \$60,000 for the first half of this fiscal year and we expect the second half of the year to be similar, which is a great additional revenue stream for the town. Advisory advocated for this optional meals tax as a means to increase local revenue outside of the tax levy.

**FY24 Detailed Budget Analysis and Single-Family Tax Bill Calculation**

		Residential Assessed Value YOY	Flat (No Shift)	With Shift
<b>Year Over Year Single Family Taxes</b>		0.0%	0.0%	12.0%
803,500.00	Avg House Value FY23		0.0%	-4.0%
11,859.66	FY23 Taxes			
		\$359,314,003	\$402,202,752	
		Total Resi Value		
		\$2,339,498,601	\$2,618,747,853	
		Total CIP Value	\$570,865,700	\$548,604,243
		Avg House Value FY23	\$803,549	\$803,549
\$901,559	Avg House Value FY24			
12,564.31	FY24 Taxes	Avg House Value FY24 (Est.)	<b>\$805,422</b>	<b>\$901,559</b>
		FY23 Number of Houses	2,896	2,896
		FY24 Number of Houses (Est.)	2,905	2,905
		FY23 Avg SF House Taxes	\$11,860	\$11,860
		FY24 Avg SF House Taxes (Est.)	\$12,254	\$12,564
<b>704.65 Dollar increase</b>		YOY Avg SF House Taxes	3.32%	<b>5.94%</b>
<b>5.94% % increase</b>				

<b>FY2024 ATM RECOMMENDED</b>				
<b>3/7/2023</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	
<b>Fiscal Year</b>	<b>2022 RECAP</b>	<b>2023 RECAP</b>	<b>2024 RECAP</b>	
LEVY	46,502,554	48,293,574	50,172,301	3.9%
2 1/2	1,162,564	1,207,339	1,254,308	3.9%
NEW GROWTH	628,456	671,388	450,000	-33.0%
<b>LEVY</b>	<b>48,293,574</b>	<b>50,172,301</b>	<b>51,876,609</b>	<b>3.4%</b>
DEBT-CAP EXEMPT	3,315,181	3,251,883	1,931,907	-40.6%
SBAB PAYMENTS	(920,943)	(920,943)	0	-100.0%
<b>TOTAL LEVY LIMIT</b>	<b>50,687,812</b>	<b>52,503,241</b>	<b>53,808,516</b>	<b>2.5%</b>
<b>TAX RATE</b>	<b>16.28</b>	<b>14.76</b>	<b>13.94</b>	<b>-5.58%</b>
<b>ASSESSED VALUE</b>	2,855,528	3,241,020	3,569,555	10.1%
CERTIFIED FREE CASH	1,400,293	1,681,761	1,602,386	-4.7%
LOCAL RECEIPTS	3,732,525	3,947,525	4,208,600	6.6%
COMM. PRESERV. FUNDS	1,483,222	829,379	829,379	0.0%
LOCAL AID	3,575,921	3,704,247	3,714,829	0.3%
SBAB PAYMENTS	920,943	920,943	0	-100.0%
OTHER AVAILABLE	1,111,821	1,208,401	1,379,488	14.2%
<b>TOTAL OTHER REVENUES</b>	<b>12,224,725</b>	<b>12,292,256</b>	<b>11,734,682</b>	<b>-4.5%</b>
<b>TOTAL REVENUE</b>	<b>62,912,537</b>	<b>64,795,497</b>	<b>65,543,198</b>	<b>1.2%</b>

FY2024 ATM RECOMMENDED					
3/7/2023	FY2022	FY2023	FY2024		
<b>Fiscal Year</b>	<b>2022 RECAP</b>	<b>2023 RECAP</b>	<b>2024 RECAP</b>		
OTHER	1,520,926	931,378	853,035	-8.4%	
STATE- COUNTY CHARGES	237,965	266,491	273,977	2.8%	
OVERLAY	478,394	440,478	440,478	0.0%	
<b>TOTAL CHARGES</b>	<b>2,237,285</b>	<b>1,638,347</b>	<b>1,567,490</b>	<b>-4.3%</b>	
<b>TOWN</b>					
TOWN BUDGET	12,713,390	13,099,285	14,108,403	7.7%	
EMPLOYEE BENEFITS	3,814,843	3,986,827	4,275,591	7.2%	
LEASE DEBT	0	102,316	55,114	-46.1%	
GEN. LIABILITY INSURANCE	118,961	133,894	153,770	14.8%	
BUDGET ARTICLES	310,000	546,276	323,000	-40.9%	
DEBT & INTEREST	2,147,904	1,954,848	1,822,695	-6.8%	
CAPITAL ARTICLES	903,081	859,500	1,277,735	48.7%	
<b>TOTAL TOWN</b>	<b>20,008,179</b>	<b>20,682,946</b>	<b>22,016,309</b>	<b>6.4%</b>	
<b>SCHOOL</b>					
SCHOOLS BUDGET	30,154,685	31,363,292	32,448,469	3.5%	
EMPLOYEE BENEFITS	4,727,014	4,882,658	5,158,458	5.6%	
GEN. LIABILITY INSURANCE	178,441	200,840	230,656	14.8%	
SCHOOL SETTLEMENT NBORO	229,900	232,500	0	-100.0%	
DEBT & INTEREST	1,177,218	1,129,125	59,350	-94.7%	
<b>TOTAL SCHOOL</b>	<b>36,467,258</b>	<b>37,808,415</b>	<b>37,896,933</b>	<b>0.2%</b>	
<b>TOTAL EXPENDITURES</b>	<b>58,712,722</b>	<b>60,129,708</b>	<b>61,480,731</b>	<b>2.2%</b>	
<b>LEVY BALANCE</b>	<b>4,199,815</b>	<b>4,665,789</b>	<b>4,062,467</b>		

#### Commentary on Various ATM Articles

In addition to the above narrative on the budget article, Advisory wanted to provide an explanation of our position on a few of the more complicated warrant articles – specifically Article 9 (Breakneck Hill Remediation), Article 12 (St. Mark's Land Swap Agreement), Article 13 (St. Mark's Street Park Funding), Article 15 (ARHS Athletic Field and Facilities), Article 25 (Funds for Peer Review of Engineer and Design for Hopkinton Water Connection Inter Municipal Agreement), and Article 37 (Citizens Petition-Regional Dispatch Withdrawal).

#### **Article 9 (Breakneck Hill Remediation):**

In 1980 the town acquired an 88 acre parcel on Breakneck Hill Road for the purpose of conservation. The property has three miles of trails and is open to the public. The previous owner of the property, Davco Farm, utilized a ~1 acre area to dispose of trash, old equipment, building material, etc., that was typical for farming operations. The presence of the “farm dump” is in violation of Solid Waste Management Regulations promulgated by MassDEP, therefore Southborough has entered into an Administrative Consent Order (ACO) that commands the Town to remove the solid waste within the given deadlines.

The cost of the remediation is primarily dependent on the amount of soil and solid waste we can separate in the field and allowed by DEP. If the contractor is not able to separate and screen through materials, then DEP requires 100% of the volume to be removed – which has a higher associated cost as a normal trash facility cannot take soil. Contractors and staff plan to make every effort to screen materials, utilize existing Town resources, and recycle any appropriate material (metals) for a cost savings. Failure to abide by the ACO regarding cleanup can allow DEP to perform the cleanup and charge Southborough the cost plus fines of \$500 per day per violation.

We are hopeful that there will be an ability to screen and leave existing soil on site to limit the disposal costs, as is the common practice. For reference, if only 30% of the soil and solid waste volume needs to be disposed of (which is more typical), then the total cost would decrease to \$1.04M. To limit unanticipated costs or impacts to the residents, Southborough's Licensed Site Professional (LSP) has provided the \$2.2M cost estimate to prepare for unfavorable conditions in the event the Town is faced with 100% removal of material. While a lower cost cannot be guaranteed at this time, it is highly likely the end cost will be less than \$2.2M.

Advisory voted unanimously to support this article as we are bound by the agreement with the MA DEP to clean up the site and the fines could be steep if we do not meet the deadlines set forth in the ACO. We did look at whether this could be postponed to a fall Town Meeting, but the timing of when the cleanup would need to be completed, would not allow for further delay. In addition, there may be some grant opportunities currently being researched which could potentially provide some financial relief. However, the town should approve the article as is, to ensure that we have the funding needed for a worst-case scenario. Furthermore, every effort will be made to lower the cost to the greatest extent possible.

#### **Articles 12 & 13 (St. Mark's Land Swap Agreement & St. Mark's Street Park Funding):**

**Article 12** asks Town Meeting (TM) to approve a land swap with St. Mark's School. The land to be received from the School is approximately twice as large as the land to be given up. The swap is to allow a small park to be built contiguous to the Library and the Old Burial Ground using a \$290,000 grant obtained from the State in early 2021. The entire project also includes moving St. Mark's Street a few hundred feet south to ameliorate an existing drainage problem at the junction of St Mark's Street and Route 85. Additionally, the park and the new road will have features that will continue to improve the drainage away from the library. Remember that the library, which has been prone to flooding over the years, sits lower than all of the surrounding roads and downhill from the Old Burial Ground.

There have been questions raised about this project since its inception in 2021. Those questions include: (1) spending money on land not owned by the Town, (2) potentially disturbing sacred ground where indigenous people are buried, (3) contributing funds toward the parking lot that St. Mark's plans to build on the land it receives, and (4) the cost of the park.

The Select Board has spent the ten months since the 2022 ATM addressing these concerns. They have taken the following steps: (1) negotiated a land swap with St. Mark's so that the Town would own the land on which the park will be built rather than use the land thru a reciprocal license agreement with St. Mark's School; (2) Executed a Memorandum of Understanding (MOU) with St. Mark's School that terminated the reciprocal license agreement signed in 2021; (3) Agreed in the MOU to transfer each party's land AS IS so that no town funds would be spent on the St. Mark's parking lot; and (4) formed a working group (St. Mark's Street Park Working Group) consisting of a variety of members with varying backgrounds tasked to design a park with public input. Lastly, at the urging of the Historical Commission, St. Mark's School agreed to fund an archaeological study that ultimately concluded the park area does not contain interred human remains.

The Working Group met more than 25 times and also hosted a public forum to develop a conceptual design for the park. The overarching sentiment of the public that participated in the public forum and at the Working Group's meetings was to build a simple, inexpensive park. The Working Group worked with

our engineering consultants, VHB, to develop the plan using the \$250,000 budget given to them by the Select Board. The conceptual plan developed by the Working Group and VHB will be presented to TM.

**Article 13** asks TM to approve the appropriation of the budgeted park cost of \$250,000 from the certified free cash from FY 22.

Even though Advisory had significant reservations about this project which were expressed at last year's TM, Advisory feels, at this stage, the better plan is to finish the park. The cost of finishing the park is expected to be less than not finishing the park and having to attempt to return the land owned by St. Mark's School to its original state. Many changes have been made to the school parcel including building the new road, installing drainage pipes under the two proposed rain gardens, cutting trees, and removing a stone wall. If the park is not finished, the Town would have to return the \$290,000 grant to the State. Finishing the park would allow for the town to have a new asset that would be available to all. It would also add to the footprint of the land contiguous to the library which might be advantageous for a possible library expansion down the road. Lastly, the water problem at the corner of Route 85 and St. Mark's Street would be solved.

For all these reasons Advisory supports Articles 12 and 13 unanimously.

**Article 15 (Algonquin Regional High School Athletic Field and Facilities):**

After reviewing the extensive proposal from Algonquin on the replacement of the school's athletic complex, in particular the tennis courts, track, football field, and practice field, it became evident that this large project would put a strain on the taxpayers' already-increasing tax liabilities. Advisory set out to find the best financial path forward to accomplish this project. While Advisory unanimously supports doing the project, we do not recommend that Town Meeting accept the project as proposed without further exploring potential alternative funding sources, namely Community Preservation Act (CPA) funds which can specifically be used for recreational projects.

At a June 2022 meeting, Advisory suggested the Town should try to fund as much of our share of the regional project as possible using CPA funds. (Not all project items, such as the turf field, would be eligible for funding by CPA monies due to specific CPA regulations.) However, because the Town has approved many CPA projects in the past few years, there is not currently enough bonding/borrowing capacity to fund our portion in whole from CPA funds.

We suggested that the Town pursue a ballot question to increase the current 1% CPA surcharge to 3%. In addition to the extra 2% surcharge from residents, the state offers additional matching funds ONLY to communities that have a 3% surcharge. For example, it is estimated that our FY23 CPA state matching funds would have been 48% (instead of the 38% that we received) amounting to \$412,578 of additional state match if we had adopted the 3% surcharge for FY23. Moreover, if the Town had voted to approve a 3% surcharge rather than 1% when we initially adopted CPA in 2003, it is estimated that Southborough would have received an additional \$4.9 million of state funded CPA revenue, from additional base from taxpayers plus the additional state match to only 3% communities. For FY24, this increase would cost the average homeowner \$60 per quarterly tax payment, but altogether could have a large effect on our community.

Advisory attempted to work with the Select Board, the Community Preservation Committee, and others to try to move this initiative forward in time for the Algonquin athletics complex project to come before the Town Meeting. We ultimately had trouble gaining traction. There was a placeholder article on the draft warrant to ask ATM to support increasing the CPA surcharge, but it was ultimately removed by the Select Board with the intention of placing that article on a Special Town Meeting (STM) warrant in the fall.

An added benefit to the town utilizing CPA funds to bond our portion of the project is that the town has a better credit rating than that of the regional school, which could save us about 30 basis points on the

interest rate.

As stated above, Advisory unanimously supports doing this project, but we do not feel that it is fiscally responsible to move forward with the project until the possibility of additional funding sources, namely CPA funds, is explored further. We suggest adding an article on the next STM or ATM warrant to see if the Town would support putting the increase of the surcharge to a vote at the ballot box. If that is successful, we recommend using as much funding from CPA as possible to fund the Algonquin athletics complex project. It is of note that Advisory was not unanimous in our lack of support for this article as written, with Mr. Martel voting to support the article.

**Article 25 (Funds for Peer Review of engineer and design for Hopkinton Water Connection IMA):** This article asks the Town to support spending up to \$200,000 on an engineering firm to do a peer review analysis on the proposed project for Hopkinton to connect to the MWRA water system through Southborough. This amount would be reimbursed to the Town by Hopkinton. While this article is specific to the hiring of the consultants to perform the peer review, in essence, it is a proxy to see if the Town supports moving forward with the project – as the approval of the connection is solely in the authority of the Select Board. As such, the Select Board has decided to add this article to ensure that Town Meeting has an opportunity to weigh in and voice their support or concerns about the project.

Advisory voted unanimously to support this article, and therefore to support the project as a whole. We feel it is the right thing to do to help our struggling neighbors who do not have access to clean drinking water for their homes and families. Southborough will benefit from the project in a number of ways, including improving our water system, replacing an older water tank, converting the Town's water supply from two pressure zones to one, and eliminating many of the poor water pressure areas around town. Under the proposed agreement, all of these improvements would be paid for by Hopkinton, in addition to a \$1 million payment from Hopkinton to Southborough to use on any water related projects, as we see fit.

**Article 37 (Citizens Petition – Regional Dispatch Withdrawal):**

The Select Board has entered into an inter-municipal agreement (IMA) with the towns of Grafton and Westborough to create a regional dispatch center in the town of Westborough. The site chosen for the center is a former superfund site. The site is a former wood treatment facility dating back to the 1930s. In 1983, after testing of water discharged into Homonco Pond, the Environmental Protection Agency listed it as a superfund site (superfund sites are polluted locations in the United States requiring a long-term response to clean up hazardous material contaminations). While Advisory supports the concept of regionalizing dispatch services, we feel that this current site and agreement is not ideal for the Town. We believe that additional analysis should be done to look at alternative sites and we should consider the possibility of joining other existing regional dispatch centers or other possible new centers, such as one proposed in Framingham.

We have an additional concern over the legal structure of the IMA and that it means that taxation will be set by a vote of Westborough and Grafton Town Managers, and Southborough voters would have no control over budget or debt. As an alternate to the current structure the Town should use the statutory authority to create a municipal district. This would allow the three towns to create a regional dispatch district that maintains citizen control of taxation.

Additionally, withdrawing from the agreement prior to 6/1/23, as this article suggests, is without penalty and will allow additional time for the three towns to recruit additional communities to join.

**Additional Commentary on Citizen's Petition Articles**

Advisory wanted to take this opportunity to discuss a concerning trend we are seeing regarding citizens petitions at Town Meeting. For those that may not know, any citizen can add a warrant article to the ATM warrant with only 10 signatures of registered voters, and to a Special Town Meeting (STM) warrant with 100 signatures of registered voters. While we would never try to prevent any citizen from bringing forth a warrant article, we have seen an uptick in the number of non-binding articles that are advisory

only in nature, with the purpose of asking/instructing another Town entity to do or act upon something. Many of these topics are complex and controversial and may require much discussion during an already lengthy meeting. We suggest that proponents meet with the authorities they wish to instruct prior to submitting a warrant article via a citizen's petition. We believe many of these issues can and should be addressed outside of a Town Meeting. Attendance of Town Meeting has been declining, and we have heard anecdotal feedback that some voters are frustrated by these types of articles, which often extend the meeting late into the night or even to an additional day. Moreover, when Town Meeting must extend to a second day, the Town incurs approximately \$10,000 in incremental expenses for additional meeting time. We hope that residents who wish to submit a citizen's petition warrant article will consider the valuable time of their fellow voters at Town Meeting, and whether a different path toward a resolution or response would be more appropriate.

### **Long Term Planning**

There are several areas worthy of ongoing attention besides Advisory's continual work on our annual town budget. These include (i) the Town's unfunded pension and healthcare liabilities (in the tens of millions of dollars but we are starting to make progress); (ii) the need for infrastructure investment (also in the tens of millions of dollars – hence the appointment of the Capital Planning Committee); (iii) the decision whether or not to close one of the four K-8 schools and if so, how to re-purpose the closed school and (iv) the impact of State or Federal unfunded mandates. These issues and others all deserve careful attention and planning, and Advisory will continue to address them.

### **Advisory Comments**

Under the direction of Town Administrator, Mark Purple, and the Town's Finance Director, Brian Ballantine, the budgeting review process initially implemented for FY14 has been continued and improved through this FY24 budget process but could be enhanced in the future with the addition of a budgeting tool, or additional Town Finance team resources. The Town Finance team is tasked to prepare the initial budget proposal for review by both the Select Board and the Advisory Committee. Advisory has been pleased to see that the budgeting process continues to operate much more smoothly and efficiently than in prior years.

We invite those with an interest in any topic to attend any and all upcoming Advisory meetings and express their viewpoints. We have a busy summer planned with many interesting topics to tackle. Advisory will continue to work to ensure that our residents receive the services that they want and need at an affordable and sustainable cost. In addition, we are actively recruiting to fill the two vacant positions on the committee; anyone who has an interest should please fill out the "Citizens Activity Form" on the Town website to express interest.

Respectfully submitted,

Andrew Pfaff, Chair  
Marci Jones Salow, Vice Chair  
Timothy Martel  
Adam Nodiff  
Howard Rose

## PROPOSED AMENDMENTS TO THE FY24 SALARY ADMINISTRATION PLAN

SAP Section	Proposed Change	Reason
Title/First Paragraph	Update revision date and add effective date.	To clarify that changes do not take effect until start of next fiscal year
Second Paragraph, pg. 1	Add “statutory exemption”.	To cover certain classes of employees whose compensation is subject to Select Board approval per state statute (see below)
Section 1; Section 6(c); Section 7(b); Section 9(c); Section 20	Re-lettering of Schedules.	To reflect elimination of certain schedules (see below)
Section 1-Definitions	Change “required” to “available” under “On-Call Compensation”.	To more accurately reflect the reason for the payments
Section 6(f)	Limits on-call compensation to Facilities Department employees; increases maximum weekly stipend from \$200 to \$300; adds provision for substitute coverage at \$45/day.	To adjust on-call compensation to reflect current market rates
Section 7(a)	Delete excess verbiage.	For clarification
Section 11(b)(1)	Three weeks’ vacation earned after year two instead of year five; Four weeks’ vacation earned after year seven instead of year ten.	To maintain ability to attract and retain qualified employees
Section 11(b)(3)	Restricts vacation carryover for new hires.	To align with comparable communities and to limit Town financial liability to departing employees
Section 11(b)(5)	Delete “other than for cause”.	To comply with legal requirements
Section 11(c)(2)	Eliminates payout of accumulated sick leave at retirement (or death) for new hires.	To align with comparable communities and to limit Town financial liability to departing employees
Section 15(a)	Delete “Election Workers and Wardens” reference.	Compensation of Election Workers is subject to Select Board approval per state statute (see below)
Section 20, Schedule A	Revised list of Graded Positions and substituted updated pay rate schedule.	To reflect recommendations of salary consultant as part of mandated quadrennial salary study
Section 20, Schedule B	Eliminated.	Not needed

SAP Section	Proposed Change	Reason
Section 20, Schedule A	Add new Grade 5 title: Clinician	Newly graded position funded through ARPA monies.
Section 20, Schedule C	Combined with Schedule A.	To reflect recommendation of salary consultant that part-time employees should be paid the same as full-time employees for performing the same or similar work
Section 20, Schedule C [new]	Substitute updated pay rate schedule	To maintain ability to attract qualified employees
Section 20, Schedule D	Eliminated	Covered employees' compensation subject to Select Board, not Personnel Board, approval per state statute

PROPOSED FY24 PERSONNEL BYLAW  
ENTITLED "THE SALARY ADMINISTRATION PLAN"  
[revised at May 4~~March 25~~, 2023 Annual Town Meeting]

Effective ~~July 1, 2023~~, 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 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, ~~or 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 ~~EG~~ ("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, F and G~~ 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 ~~required-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.

“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 rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate therefor.

## SECTION 4. RECLASSIFICATION OF EMPLOYEES

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

## 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, ~~E, F and G~~ 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~~<sup>40-hour</sup> 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 Employees~~ shall be eligible to earn a weekly stipend ~~for on-call service not to exceed \$200.00 per week for on-call service if the department head has required them to be available to respond to situations work 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. need is likely to occur on an evening or weekend basis as the need requires.~~ There is no provision to accrue compensation time in lieu of payment ~~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 ~~annually~~ for consideration of a salary ~~increase, annually 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 BD 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.

ec. 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.

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 at a rate not exceeding the mid-point of the pay scale set forth in Schedule A and C 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 - <u>25</u>	6.666	Two weeks
<u>25+</u> - <u>740</u>	10.0	Three weeks
<u>740+</u> - 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 three weeks' vacation [pro-rated] for the first year of employment with the Town. Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. 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.

(4) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator 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.

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

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

c. Sick Leave

(1) 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. For purposes of this section, Election Workers and Wardens shall not be considered employees of the Town.

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.

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: *FULL TIME SALARY-GRADED POSITIONS***

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

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 26, 2023



#### SCHEDULE A

GRADE	MINIMUM	MID POINT	MAXIMUM
A-1	\$15.00	\$17.40	\$19.79
A-2	\$18.75	\$21.76	\$24.76
A-3	\$22.50	\$26.11	\$29.71
A-4	\$25.88	\$30.02	\$34.15
A-5	\$28.47	\$33.02	\$37.56
A-6	\$31.32	\$36.32	\$41.32
A-7	\$39.15	\$45.40	\$51.64
A-8	\$46.98	\$54.50	\$62.01
A-9	\$51.68	\$59.94	\$68.20

POSITION TITLE	PAY GRADE
<b>DEPARTMENT HEADS &amp; MANAGEMENT STAFF</b>	
Superintendent of Public Works*	9
Finance Director/Treasurer-Collector*	
Assistant Town Administrator	8
Director of Facilities	
Library Director	
Building Commissioner	
IT Manager	
Police Lieutenant	
Town Accountant*	
Director, Council on Aging	
Principal Assessor*	
Conservation Agent	7
Director, Youth & Family Services	
Director of Recreation	
Assistant Director/Nurse/Outreach Coordinator	
Town Planner	
Senior IT Specialist	
<b>SUPERVISORS &amp; TECHNICAL STAFF</b>	
Assistant Town Clerk	6

Assistant Director, Youth & Family Services	
Outreach Coordinator	
Assistant Library Director	
Police Business Administrator	
Program Manager, COA	
Business Administrator II	5
Youth Services Librarian	
Staff Engineer	
Executive Assistant to the Select Board	
Program Coordinator	
Deputy Assessor	
Business Administrator I	4
Maintenance Technician	
Assistant Treasurer/Collector	
Assistant Town Accountant	

<b>ADMINISTRATIVE &amp; SUPPORT STAFF</b>	
Administrative Assistant	3
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

\*when not under contract

Grade	Annual		Midpoint		Maximum	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	19.43	40,413	22.36	46,503	25.29	52,595
2	20.89	43,443	24.02	49,960	27.15	56,477
3	22.45	46,701	25.82	53,707	29.19	60,713
4	24.98	51,959	29.35	61,052	33.72	70,146
5	26.85	55,857	31.55	65,631	36.25	75,405
6	28.87	60,046	33.92	70,553	38.97	81,061
7	34.69	72,165	41.63	86,599	48.57	101,032
8	40.77	84,795	48.92	101,754	57.07	118,713
9	47.90	99,633	57.48	119,559	67.06	139,487

SCHEDULE B: [RESERVED FOR FUTURE USE]

SCHEDULE C: PART TIME HOURLY GRADED

#### POSITIONS

Election Worker — 1

Library Page — 1

Election Warden	2	
Seasonal Laborer	2	
Custodian	2	
Library Technician	2	
Library Associate	3	
Administrative Assistant	3	
Police Dispatcher	3	
Technical Specialist	4	
Business Assistant	4	
Economic Development Coordinator	4	
Electrician	5	
Local Inspector	5	
Nurse	5	
Public Health Director*	5	

\*when not under contract

Rates for Part Time Positions

Grade	Minimum		Maximum	
	Annual	Hourly	Annual	Hourly
1	24,516	11.79	31,197	15.00
2	26,743	12.86	37,899	18.22
3	40,126	19.29	55,734	26.80
4	49,032	23.57	69,095	33.22
5	62,415	30.01	93,612	45.01

*\*This represents the annualized rate if a Part Time employee worked a 40 hour week; however, under this Bylaw, Part Time employees work 20 hours or less per week.*

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

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

Probationary EMR, EMT or Basic Firefighter — \$00.00 / hr.

Emergency First Responder (EMR)	\$15.00 / hr.
EMT or Firefighter I	\$19.00 / hr.
Advanced EMT or Firefighter I/II EMT	\$23.00 / hr.
Paramedic or Firefighter I/II Advanced EMT	\$25.00 / hr.
Firefighter I/II Paramedic	\$27.00 / hr.

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

\$50.00 per hour

\$56.00 per hour/ for week end or holiday

**SCHEDULE EB: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE**

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

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

Camp Counselor .....	1
Program Aide (1:1 Support) .....	2
Program Supervisor .....	2
Camp Supervisor .....	3
Camp Assistant Supervisor .....	3
Assistant Coach .....	3
Head Coach .....	3
Program Instructor .....	4

Rates for Recreation Seasonal Personnel  
(Same as Schedule C)

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

<u>Grade</u>	<u>Minimum</u>		<u>Maximum</u>	
	<u>Annual</u>	<u>Hourly</u>	<u>Annual</u>	<u>Hourly</u>
<u>1</u>	<u>24,516</u>	<u>11.79</u>	<u>31,197</u>	<u>15.00</u>
<u>2</u>	<u>26,743</u>	<u>12.86</u>	<u>37,899</u>	<u>18.22</u>
<u>3</u>	<u>40,126</u>	<u>19.29</u>	<u>55,734</u>	<u>26.80</u>
<u>4</u>	<u>49,032</u>	<u>23.57</u>	<u>69,095</u>	<u>33.22</u>

5	62,415	30.01	93,612	45.01
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*\*This represents the annualized rate if a Part-Time employee worked a 40 hour week; however, under this Bylaw, Part Time employees work 20 hours or less per week.*

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

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

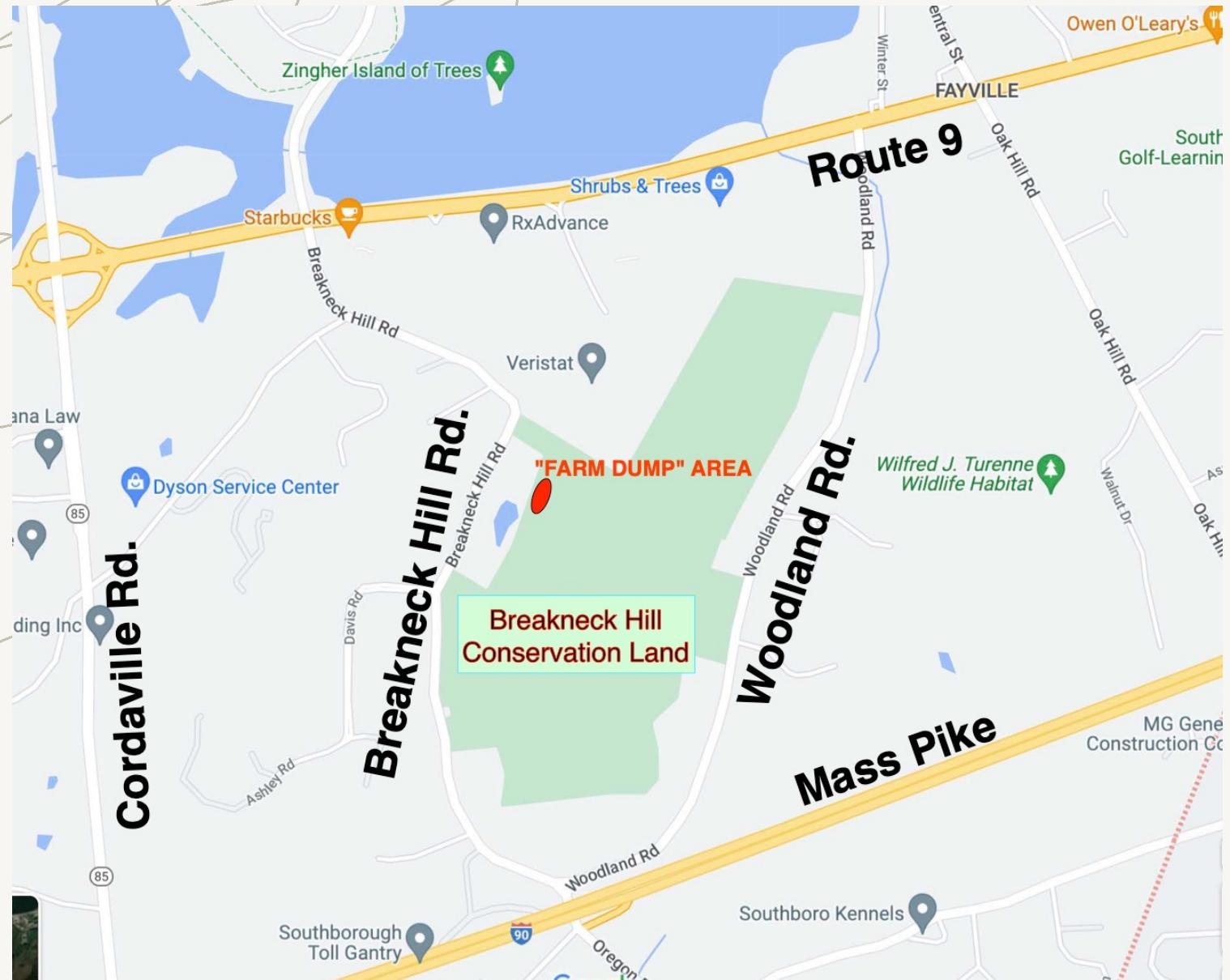
After 5 years .....	\$400
After 10 years .....	\$600
After 15 years .....	\$700
After 20 years .....	\$850
After 25 years .....	\$1,000
After 30 years .....	\$1,200
After 40 years .....	\$1,500

## ARTICLE 9 (2/3 VOTE REQUIRED)

**“To see if the Town will vote to appropriate \$2,200,000, to be expended with the approval of the Select Board, to pay costs of remediating pollution at the Breakneck Hill dumpsite, as required by an administrative consent order between the Town and the Department of Environmental Protection, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise provided, or do or act anything in relation thereto.”**

# BREAKNECK HILL REMEDIATION

- **South of Route 9  
Between Breakneck  
Hill Road and  
Woodland Road**
- **88 Acres of open  
space available for  
access by Town  
residents**



# **BREAKNECK HILL REMEDIATION**

## **Why are we doing this?**

- There are “farm materials”, (old tires, machine parts, rusted 55-gallon drums, asphalt shingles, equipment, trash, etc.) that were buried (before the Town acquired the property in 1980) on approximately 1 or 2 acres of the Town-owned, 88-acre Breakneck Hill property.
- Associated wetlands are tributary to the Sudbury Reservoir, which is a protected water supply source under the jurisdiction of the Massachusetts Department of Environmental Protection (DEP) regulations.
- DEP is now requiring, through an Administrative Consent Order, that the Town mitigate the risk of the existing conditions—and if the Town doesn’t do this, DEP can contract for this work and require the Town to pay the cost (plus fines).

# **BREAKNECK HILL REMEDIATION**

## **Article #9**

**Vote Required: Two-thirds**

**Recommendations**

**Select Board: Support (Unanimous)**

**Advisory: Support (Unanimous)**

# ARTICLE 9

## ADDITIONAL INFORMATION

# HISTORY

## Davco Farm

- Active dumping ground from 1966-1980 (based on historic aerials)
- Apple & peach orchard, apiary and bee supply business, Belted Galloway cattle herd, & Davis Tractor Company

## Town Purchases Property - 1980

- The Town appropriated \$225,000 with the use of a State Self-Help Grant to purchase the property for conservation purposes (~88 acres)
- No mention of “farm dump” area within historic documents during purchase discussion

## Testing & Resolution

- 1992: only oil & grease levels elevated near overturned car, no detected pesticides, herbicides, and metals
- 2006: only iron, lead, nickel, and zinc found (all well below acceptable levels), no other contaminants found
- 2019: only zinc and iron found (much below maximum accepted levels), no other contaminants found
- Previous Licensed Site Professionals (LSP) reports state no public health concern
- 2019: Conservation Commission engaged with DEP to find a resolution—resulting in the current Consent Order

## Responsible Parties

In 2006-2008 the Town researched, with no success, to see if there was any financial recourse relative to those who may have contributed to the problem

# PROBLEM

## SOLID WASTE

Buried “farm materials” are in violation of Solid Waste Management Regulations (old tires, machine parts, rusted 55-gallon drums, asphalt shingles, equipment, trash, etc.)

## WETLANDS

Associated wetlands are tributary to the Sudbury Reservoir, which is classified as an emergency water supply and are important to human and ecological health

## COMPLIANCE

DEP is requiring that the Town mitigate the unpermitted dumping ground – if the Town fails to comply, DEP can contract the work and require the Town to pay the cost + fines

## COSTS OF CLEANUP

“Dig & haul” only option → cost driven solely by amount of soil and solid waste we can separate

# SOLUTION

## Administrative Consent Order (ACO) & Timelines

- The Town has entered into an ACO with DEP that details the clean-up process and required timelines
- April 1, 2023 (expected): Approval of Cleanup Plan
- October 1, 2023: Cleanup must commence
- April 2024: Cleanup activities must be completed

## Costs

- Disposal of 100% volume: \$2,200,000
  - Cannot determine amount we can separate until work commences
- Upper limit → not to exceed
- Chosen contractor will attempt to separate as much solid waste from soil as possible to reduce costs
- Some solid waste (such as metal and vehicles) may be recycled for a cost savings

## Cleanup Activities

- “Dig & haul” only option approved by DEP
- Cost is solely dependent on amount of solid waste we can separate from soil
- If separation is not possible, then all comingled soil and solid waste will need to be disposed → higher cost (\$2.2M)
- Requires professional staff trained in material identification

## Outcomes

- Area backfilled & stabilized
- All solid waste removed
- Remain compliant with ACO

# BUDGET IMPACTS



## SHORT-TERM BORROWING

Identify cost saving  
opportunities (if any)  
  
Finalize total cost



## DEBT COST BEGINS

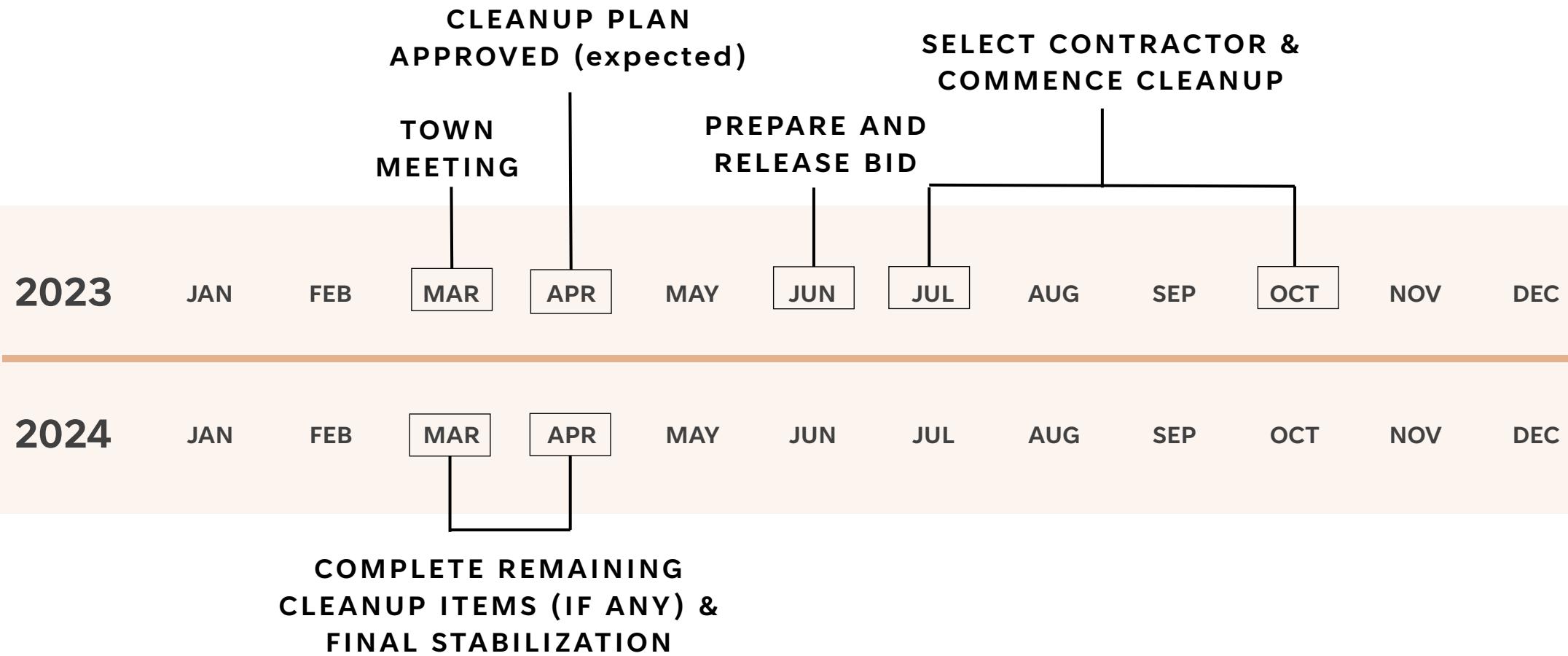
~\$200,000/year  
  
Based on upper limit  
\$2.2M cost



## LENGTH OF BORROWING

# ACTION PLAN

## TIMELINES BASED ON TOWN MEETING APPROVAL



# ARTICLE 9

## Breakneck Hill Conservation Land Remediation

### **WHY DOES THIS COST SO MUCH!?!?!**

To limit surprises, we have asked our Professional Environmental Engineer to prepare a cost estimate for worst case scenario. Worst case scenario is we cannot separate soil from solid waste or Asbestos Containing Materials (ACM), which dictates that all soil and material is to be removed and properly disposed of at a specialized facility. We are hopeful and anticipate the ability to screen and separate soil from solid waste materials to allow for soil to remain on site. Below is a table that demonstrates the differences in cost if the solid waste can be screened out in varying capacities. There is no further testing available at this time to determine the amount we will be required to remove.

#### Abbreviations

BHCL: Breakneck Hill Conservation Land

DEP: Department of Environmental Protection

ACM: Asbestos Containing Materials

ACO: Administrative Consent Order

#### **REQUEST**

Tons	Percent Removal of total soil	Cost of Transportation & Disposal ONLY (not total cost of project)
7226	100%	\$1,192,295
5419.50	75%	\$894,218
3613	50%	\$596,145
2168	30%	\$357,687

The Town to appropriate an amount not to exceed \$2,200,000 for the remediation of a “farm dump” at Breakneck Hill Conservation Land as required by MassDEP under the Solid Waste Management Regulations. Please note this article only authorizes the Treasurer to borrow up to \$2,200,000, it is not a raise and appropriate item that is fixed. If the project does require less funding, then the Treasurer will be notified and will only borrow the amount that is needed. At a following Town Meeting any excess authorization will then be formally lowered and closed out.

### **WHY ARE WE DOING THIS?**

Breakneck Hill Conservation Land is owned and under the care and control of the Conservation Commission with day to day oversight provided by the Stewardship Committee. In 1980, the Town (through Town Meeting) voted to appropriate \$225,000 for the purchase of the ~88 acre property with use of a State Self-Help Grant for reimbursement of \$56,250. The previous owner of Davco Farm utilized a ~1 acre area as a typical “farm dump” in which trash, equipment, etc. was buried between 1966-1980 (in review of historical images). There is no mention of the “farm dump” area during the initial purchase.

### **PREVIOUS ASSESSMENTS/TESTING**

1992: only oil & grease levels elevated near overturned car, no detected pesticides, herbicides, priority pollutants, and metals

2006: only iron, lead, nickel, and zinc found (all well below maximum accepted levels), no other contaminants found

2019: only zinc and iron found (much below maximum accepted levels), no other contaminants found

**Previous environmental assessments did not identify evidence of contamination resulting in a MassDEP Reportable Condition**

## **Frequently Asked Questions**

### **Can more testing or work be done to determine a better or reduced cost?**

**No,** unfortunately DEP has mandated “dig and haul” as the only option. The only way to determine if we can separate materials is in the field while work is underway.

### **What are we doing to reduce costs?**

The highest variability in cost is the transportation and disposal of soil co-mingled with solid waste. \$2.2M assumes 100% removal of soil volume based on the inability to screen and separate materials. Our hope (but not a guarantee) is that there is a significant amount of material that we can screen on site to dramatically lower the cost. If we can separate and only need to dispose of 30% co-mingled soil and solid waste, the total cost estimate is lowered to \$1.04M. There are also large pieces of metal and old equipment that, if in appropriate condition, will be recycled for a cost savings. Since we cannot determine what can be separated until work begins, we want to ensure that residents understand and are not surprised by a worst case scenario if 100% removal is required.

### **What happens if funds are not approved?**

We entered a legal, enforceable ACO that mandates the Town to remove the solid waste and restore the site. Failure to comply with these deadlines can result in DEP completing the work and billing the town for the cost + fines. Fines amount to \$500 per day, per violation for non-compliance. Each type or item of solid waste can be considered a separate violation (each piece of solid waste gets a fine of \$500/day for every day it exists past the deadline). **DEP has determined that failure to secure funding does not qualify as an event that allows us to extend required timelines.**

DEP has been very amenable to granting us longer than usual deadlines to move through Town Meeting process. We have graciously been given 6 month increments to complete a majority of the steps instead of 30 or 60 day deadlines. Once the Cleanup Plan is approved (expected April 2023), we have 6 months to begin cleanup activities (October 2023). Once cleanup has begun, we have 6 months to complete (April 2024).

### **Why hasn't the Town addressed this issue previously?**

According to Town records, in the 1990's the Town became aware of the dump area and began testing and discussions with Davco Farm. Testing to date has demonstrated that there is no public health threat and the “farm dump” was solely a public safety hazard due to the scattered and sharp materials and metals. From 2019-2021, the Conservation Commission conducted a new round of testing, which only detected zinc and lead much below the accepted levels. Even though *the site is not considered a hazardous waste disposal site*, there is a violation of the Solid Waste Regulations so the Town voluntarily notified DEP to the presence of the “farm dump” and is the main reason they have been amenable to longer timelines.

### **Where did this “farm dump” come from? And why can't they pay for the cleanup?**

Prior to 1980, the BHCL was owned by Davco Farm and was an apple & peach orchard, apiary & bee supply business, Belted Galloway cattle herd, & Davis Tractor Company. In 2006-2008, the Town researched if there was a financial recourse relative to those who may have contributed to the problem, with no success.

2023 MAR -8 P 4:50

AMH

## MEMORANDUM OF PURCHASE AND SALE OF REAL ESTATE

This 7th day of March, 2023

This Agreement is made between the TOWN OF SOUTHBOROUGH, a Massachusetts Municipal Corporation, acting by and through its Select Board, with an address of 17 Common Street, Southborough, Massachusetts (the "Town" or "Southborough"), and THE TRUSTEES OF ST. MARK'S SCHOOL OF SOUTHBOROUGH, INC., a Massachusetts non-profit educational corporation, with an address of 25 Marlboro Road, Southborough, Massachusetts (the "School"), for the purpose of purchasing and selling the parcels of land as more fully defined below.

WHEREAS, the School desires to perform and construct certain improvements upon an approximately 16,134 square foot portion of the Town's current property consisting of a public road layout located at the northern area of the intersection of St. Mark's Street and Marlborough Road (Route 85) (the "Town Property"), said improvements to include the construction of a parking area and completion of landscaping improvements;

WHEREAS, the Town desires to perform certain road and park improvements on an approximately 31,357 square foot portion of land currently owned by the School located at the intersection of St. Mark's Street and Marlborough Road (the "School Property");

WHEREAS, the parties have agreed to convey, to each other the two above-described parcels of property, said parcels being depicted on the plan of land, entitled Southborough History Walk Property Plan, a copy of which is attached hereto as Exhibit A (the "Plan");

WHEREAS, the parties have executed a reciprocal license to do work on each other's properties (the "License"), said License to be supplanted by the terms hereof;

WHEREAS, the Town is a governmental entity and is therefore subject to the provisions of G.L. c. 30B, as may be applicable; and

WHEREAS, the Town proposes to obtain permission from the Southborough Town Meeting to both convey the Town Property to the School and to accept the School Property from the School, as described herein, said Town Meeting to occur in the Spring of 2023; and

NOW THEREFORE, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, and for the mutual promises set forth herein, the parties agree as follows:

1. Consideration:

The Town and the School agree that the consideration for the Town Property is the School Property, and that the consideration for the School Property is the Town Property.

2. **Town Meeting Contingency:**

The parties agree that the proposed conveyances of the parcels described herein are contingent upon the Town obtaining approval of the Town of Southborough Annual Town Meeting for: (i) the conveyance of the Town Property and acceptance of the School Property, and (ii) discontinuance of the portion of St. Mark's Street encumbering the Town Property (collectively, the "Approval"), said Approval to be obtained at the Spring Annual Town Meeting in 2023, or such other Town Meeting as may be designated by the parties. In the event that the Approval is not obtained by December 31, 2023, then this Agreement shall be null and void without any force and effect, provided however that such failure to obtain the Approval shall be subject to the applicable provisions of Section 5.

The parties further agree that the proposed conveyances are contingent upon the parties' execution of mutually acceptable Purchase and Sale Agreements for the two transactions contemplated herein, such agreements to be executed within sixty (60) days from the Town Meeting approval contemplated above. In the event that said Purchase and Sale Agreements are not entered into within said time period, then this agreement shall be null and void without any force and effect.

3. **Planning Board Contingency:**

The parties agree that, notwithstanding the applicability of the so-called Dover Amendment (G.L. c. 40A, §3), the proposed conveyances of the parcels described herein are contingent upon the School obtaining any required approval of the Town of Southborough Planning Board, and any other required Board or Commission, required to construct the School's proposed project on the Town Property (the "Planning Board Approval"). Planning Board Approval shall not be deemed to have been obtained if the Planning Board Approval is the subject of an appeal or contains conditions unacceptable to the School. In the event that any required Planning Board Approval is not obtained, then this Agreement shall be null and void without any force and effect, provided however that such failure to obtain the Planning Board Approval shall not affect the validity and enforceability of the License terms contained herein. To facilitate the provisions of this paragraph, the School shall apply for any required Planning Board (or other municipal) approval or, alternatively, provide notice that such approval is not required, by no later than sixty (60) days following the Approval, and shall diligently pursue such application upon filing.

4. **School Board Contingency:**

The parties agree that the proposed conveyances of the parcels described herein are contingent upon the School obtaining approval of its board of directors (the "School Approval"). In the event that the School Approval is not obtained, then this Agreement shall be null and void without any force and effect, provided however that such failure to obtain the School Approval shall not affect the validity and enforceability of the License.

5. **License:**

Upon the execution of this Agreement, the parties' previously executed reciprocal License shall terminate and be of no further force and effect and the parties shall cease any construction activities until such time as the conveyances contemplated herein are completed. Upon such conveyances, the parties agree that they shall both be permitted to do incidental work on the other party's property to complete the projects contemplated herein. In the event that the aforesaid conveyances do not take place, the Town shall retain a license to enter on the School Property and complete any grading or landscaping restoration activities as the parties may agree is necessary with respect to previous work done by the Town.

6. **Title Deed:**

The Town Property and the School Property are to be conveyed by a good and sufficient quitclaim deed running to the School or the Town, as the case may be, and said deed shall convey a good, clear, record and marketable title thereto, free from encumbrances, except

- (a) Provisions of existing building and zoning laws; and
- (b) Easements, restrictions and reservations of record, if any, so long as the same do not prohibit or materially interfere with the use of the Town Property or the School Property, as the case may be. If either party is not satisfied with the title to the Town Property or the School Property, as the case may be, then the other party may terminate this Agreement at any time prior to the Closing (as defined herein) in which case this Agreement shall be null and void without any force and effect provided however that such failure to obtain the Approval shall not affect the validity and enforceability of the License terms contained herein.

7. **Parties to bear their own cost of construction:**

The parties agree that, upon conveyance, as contemplated herein, the School shall bear all of the expenses for construction and work on the Town Property, and the Town shall bear all of the expenses for construction and work on the School Property, provided however that each party understands that there may be incidental work on each other's Properties.

8. **Time for Performance; Delivery of Deed:**

Such deeds are to be delivered no later than thirty days following the certification of the Approval or the Planning Board Approval, whichever is later, or the next day on which the Worcester District Registry of Deeds is open for recording (the "Closing"). Time is of the essence with respect to all date and time periods in this Agreement.

9. **Acceptance and Recording of Deed:**

The acceptance and recording of the deeds by the parties shall be deemed to be a full performance and discharge of every agreement and obligation herein contained or expressed, except such as are, by the terms hereof, to be performed after the delivery of the deed. Upon the closing, as aforesaid, the license terms contained herein shall be deemed null and void, provided however, that, pursuant to the terms hereof, the parties shall retain the right to enter onto each other's property to facilitate the work that is described above.

10. **Compliance with G.L. c. 30B:**

The Town has declared or will declare that the Town Property is surplus by a vote of its Select Board. In all circumstance, the exchange of the subject properties shall be compliant with G.L. c. 30B or be exempt therefrom. If this transaction fails to comply with G.L. c. 30B for any reason, then either party may terminate this Agreement by written notice to the other prior to the Closing in which case this Agreement shall be null and void without any force and effect provided however that such failure to obtain the Approval shall not affect the validity and enforceability of any remaining License terms contained herein.

11. **Cooperation:**

The Town and the School agree to cooperate with each other to effectuate the purchase and sale of the Town Property and School Property including but not limited to, providing, executing, registering and filing any and all instruments or authorizations that may be reasonably requested by the other.

12. **Payment of Recording Fees:**

The Town and the School shall each pay their respective recording and administrative fees. Both parties acknowledge that pursuant to G.L .c. 64D sec. 1 no deed stamp tax shall be due at the Closing.

13. **AS-IS:**

The Town and the School each acknowledge that they have inspected the Town Property and the School Property, as the case may be, and that they are satisfied with the results of the inspection. The Town and the School each acknowledge and agree to purchase the Town Property and the School Property, as the case may be, in "as is" condition and with "all faults" as of the date of this Agreement. Except as otherwise provided in this Agreement, neither party has made any representation or warranty as to the condition of the Town Property or the School Property, as the case may be, or any fixtures, appurtenances or utilities and expressly disclaims any liability for the condition of the same.

14. **Default:**

In the event of a default by either party under this Agreement, the only remedy available to the non-defaulting party is to terminate this Agreement in which case this Agreement shall be null and void without any force and effect provided however that such termination shall not affect the validity and enforceability of the License terms contained herein.

15. **Miscellaneous:**

This Agreement is a binding contract that may be executed in counterparts, each of which shall be deemed an original, but both of which together shall constitute one in the same instrument. Signatures to this Agreement transmitted by electronic mail in portable document format (.pdf), or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same force and effect as physical execution and delivery of the paper document bearing the original signature.

TOWN OF SOUTHBOROUGH  
by and through its Select Board

By: Kathy M. Cook  
Name: KATHRYN M. COOK  
Authorized Signatory

By: Chelsea Malinowski  
Name: Chelsea Malinowski  
Authorized Signatory

By: Andrew Dennington  
Name: Andrew Dennington  
Authorized Signatory

By: Sam Stevens  
Name: Sam Stevens  
Authorized Signatory

By: Lisa M. Braccio  
Name: LISA M. BRACCIO  
Authorized Signatory

TRUSTEES OF ST MARKS SCHOOL OF SOUTHBOROUGH, INC.  
by and through its Board of Trustees

By: MBM

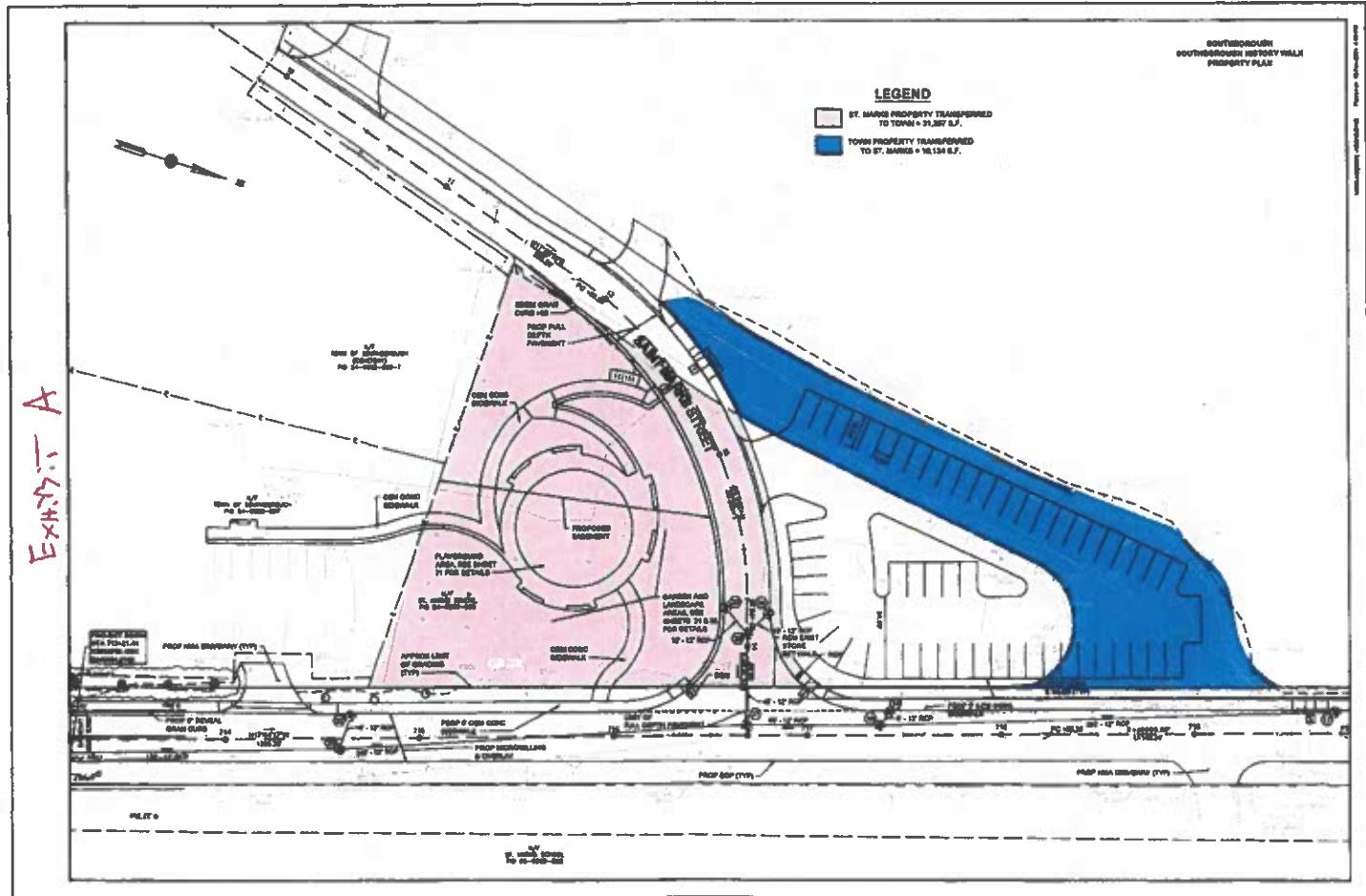
Name: Michael B. Moore Board of Trustees, President  
Authorized Signatory

By: Nicholas S. Everett

Name: Nicholas S. Everett Board of Trustees, Facilities Committee Chair  
Authorized Signatory

By: Rob Kuklewicz

Name: Robert Kuklewicz, Chief Financial & Operations Officer  
Authorized Signatory



# TOWN OF SOUTHBOROUGH



## PLANNING BOARD

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
(508) 485-0710, ext. 3028 · FAX (508) 983-7752 · [kquinn@southboroughma.com](mailto:kquinn@southboroughma.com)

March 15, 2023  
Southborough Select Board  
17 Common Street  
Southborough, MA 01772

RE: St. Mark's Street Relocation at Marlborough Street Intersection  
**Planning Board Reports to Select Board under MGL c41 s81i**

Dear Select Board:

The Planning Board under MGL c41 s81i has taken the opportunity to prepare two thorough reports reflecting the significant concerns with the proposed St. Mark's Street Relocation and St. Mark's Street Discontinuance. Those reports are separate documents and included with this communication.

It is the Planning Board's assertion (Vote 4-1) that the proposed conveyance and discontinuance, incorporated in Article #12 in the March 25<sup>th</sup>, 2023 Annual Town Warrant has significant deficiencies and many open, unanswered questions pertaining to the genesis of the portion of St. Mark's Street slated to be discontinued, the ever-changing square footage of the discontinuance, MGL and zoning laws and regulations of the Town of Southborough. The plans provided to the Town for both components of the relocation project are incomplete and fail to meet the standards that the Planning Board requires from any submission it receives. The Planning Board, in good faith, is unable to support Warrant Article #12.

Based on our review of this project and its significant impact on public assets, including water and public safety infrastructure, we have concerns on moving the intersection and discontinuing the road. These concerns are detailed further in the attached reports.

The total impact of the St. Mark's intersection project, should Town Meeting vote to complete it, needs be ascertained. The ramifications of the project and all it's moving parts, including disruption of land, deforestation, removal of historic stone walls, and potential addition of numerous impervious surfaces (parking lot, road, sidewalks, walkways, and pocket park) on the existing flooding conditions need to be clearly understood.

## SOUTHBOROUGH PLANNING BOARD

Ultimately, boards and committees should have had a role in the review and permitting process of this road project and encourage the Select Board to include the Planning Board for all future plans related to road relocations and development of parks. We proudly uphold our charter to serve the Town and protect the interests and safety of the public.

Sincerely,



Meme Luttrell  
Planning Board Chair

ml/2023.03.15-PB Ltr to SB-St. Mark's St Relocation-PB Review per MGLc41s81i-Report FINAL  
2023.03.15-PB Ltr to SB-St. Mark's St Discontinuance-PB Review per MGLc41s81i-Report FINAL

cc: Planning Board  
Select Board via Mark Purple, Town Administrator

# TOWN OF SOUTHBOROUGH



## PLANNING BOARD

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
(508) 485-0710, ext. 3028 · FAX (508) 983-7752 · [kquinn@southboroughma.com](mailto:kquinn@southboroughma.com)

March 15, 2023

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

RE: St. Mark's Street Relocation at Marlborough Street Intersection  
**Planning Board Review per MGL c41 s81i – Report and Recommendations**

Dear Select Board:

Subject to Town Meeting approval the Select Board would like to complete a project to relocate a portion of St. Mark's Street at the intersection with Marlboro Road moving the intersection further to the south. The proposed relocation of the roadway will require discontinuing a portion of approximately 400'± of St Mark's Street and the construction of a new layout of a portion of St. Mark's Street of approximately 300'± in length. The road relocation was referred to the Planning Board for a report in accordance with MGL c41 sec81i. The Planning Board was provided a submission of Design Plans from the Roadways Improvement Project dated 06/2021, Truck Turning Exhibits, Design Basis Memo, and Drainage Calculations prepared by VHB, Inc., design engineers, and was also provided other prior Drainage Studies pertaining to the Library.

Mr. Greg Russell, VHB Project Manager, as representative for the Project attended several Planning Board meetings to discuss the project. In addition, the project submission was reviewed by Fuss & O'Neill (F&O), the Town's engineering peer review consultant, and a review letter was provided dated February 23, 2023. In turn, VHB provided a response to review comments letter dated March 7, 2023. Both letters are attached for reference.

### Planning Board Findings and Recommendations

Upon the Planning Board's review of the project information, peer review comments and VHB responses, the Planning Board reports the following Findings and Recommendations:

1. In comparing the language in the Memorandum of Understanding (MOU), aka Memorandum of Purchase and Sale of Real Estate signed by the Select Board on 03.07.23, and the Draft Discontinuance Plan dated 02.16.23 submitted to the Planning Board by VHB on 02.27.23, as well as the revised draft dated 03.08.23 received on 03.13.23, the square footage describing the proposed areas to be conveyed referenced in paragraphs 2 and 3 of MOU are not the same as identified on the Draft Discontinuance Plans.

The exact square footage of the conveyances should be determined.

## SOUTHBOROUGH PLANNING BOARD

2. The standard Town cross sections for roadways show a 50' wide right-of-way (ROW) and roads classified as a similar road type to St Mark's Street require a 50' ROW. The VHB design plans appear to show a 32' wide ROW and the Draft Discontinuance Plan shows the ROW being a 33.03' wide.

The Select Board should determine if the ROW of the relocated section of St. Mark's Street will meet the standard ROW width for Town roads. (Please note that VHB indicated that if they set a 50' ROW on the centerline of the proposed roadway, the area being transferred to St. Marks School would be reduced by approximately 1,300 square feet.)

3. Street trees have not been proposed for the relocated section of St. Mark's Street so as not to conflict with the anticipated proposed Park or St. Mark's parking lot projects. The Town routinely requires trees to be planted in the unpaved area of the ROW.

Once the layout of the Park and the St. Mark's School parking lot have been determined, street trees that won't interfere with those uses should be planted in the unpaved ROW area of the relocated portion of St Mark Street.

The ROW of the relocated portion of St Mark's Street should be wide enough for planting and growth of shade trees.

4. It is the Planning Board's understanding that there have been changes made to the Project during the construction that has already occurred but these changes have not been reflected on the Plans.

For example, the limit of work was changed excluding the retaining wall along Marlboro Road, VHB indicated this was done to reduce construction costs. F&O included this area in their review based on the Plans provided, see F&O comment #15.

Another example is the Utility Pole at Marlboro Road station 722+50 on the Plans, also included in F&O review, see F&O comment #16, however that is also no longer in the limits of work.

The plans should be updated to reflect all changes to reduce any misunderstanding with the contractor.

5. The Plans indicate that a depth of 4" of loam is proposed behind curbing which is a reduction from the 6" of well-compacted loam required, see F&O comment #4. (VHB indicated that this would likely result in an increase to construction cost.)

The Plans should be updated for construction to include 6" of well-compacted loam in the ROW not occupied by sidewalk.

6. The boundaries of the ROW of the relocated St Mark's Street are not proposed to be marked. Typically, granite or reinforced concrete bounds are required to mark boundaries, see F&O comment #6. (VHB indicated that this would be an additional construction cost.)

7. The visibility of the pedestrian warning signs at the proposed crosswalk son St. Marks Street could be enhanced by placing the signs on the side of the crosswalk closest to approaching traffic, see F&O comment #11.

The pedestrian warning signs should be moved as recommended by F&O to increase pedestrian safety.

## SOUTHBOROUGH PLANNING BOARD

8. Finally, these questions and inconsistencies could have been addressed long ago had the Select Board and the DPW adhered to the requirements of MGL c41 sec 81i, which states, "...no public way shall be laid out, altered, relocated or discontinued, unless the proposed laying out, alteration, relocation or discontinuance has been referred to the planning board of such city or town..." and if the layout and relocation of St. Mark's Street was referred to the Planning Board prior to work commencing, or at the very least been referred to the Planning Board when promised in February of 2022. However, the street layout and relocation were referred to us two months before the 2023 Annual Town Meeting and as a consequence we are going into town meeting with many unanswered questions and inconsistencies on a project that is already contentious.

In the future, the Planning Board would recommend the Select Board refer projects sooner in the process which would not only lend itself to more collaboration and transparency on what could be controversial projects but also better vetted and complete projects being presented to the judicial body.

The Planning Board provides this report to the Select Board and respectfully requests consideration of the findings and recommendations for the St. Mark's Street Relocation Project to ensure the roadway is built to Southborough standards and the proper process is adhered to.

Thank you for your attention to this matter.

Sincerely,



Meme Luttrell  
Planning Board Chair

cc: Planning Board  
Select Board via Mark Purple, Town Administrator

Attachments:

Fuss & O'Neill Review Letter dated 02.23.23  
VHB Response to Review Letter dated 03.07.23  
MOU signed 03.07.23  
VHB Draft Discontinuance Plan dated 02.16.23 (received 02.27.23)  
VHB Draft Discontinuance Plan dated 03.08.23 (received 03.13.23)

# TOWN OF SOUTHBOROUGH



## PLANNING BOARD

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
(508) 485-0710, ext. 3028 · FAX (508) 983-7752 · [kquinn@southboroughma.com](mailto:kquinn@southboroughma.com)

March 15, 2023

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

RE: **St. Mark's Street Discontinuance** (Portion Related to St. Mark's Street Relocation)  
2023 Annual Town Meeting Article 12 - St Mark's Street Discontinuance  
**Planning Board Review per MGL c41 s81i - Report and Recommendations**

Dear Select Board:

Subject to Town Meeting approval the Select Board would like to complete a project to relocate a portion of St. Mark's Street at the intersection with Marlboro Road moving the intersection further to the south. As part of the proposed road relocation, the Select Board is seeking Town Meeting approval to discontinue a portion of St Mark's Street and convey said discontinued portion of St. Mark's Street to St. Mark's School.

The proposed relocation of the roadway will require discontinuing a portion of approximately 400'± of St Mark's Street. The proposed construction of the new layout of a portion of St. Mark's Street is approximately 300'± in length. The road Discontinuance was referred to the Planning Board for a report in accordance with MGL c41 sec81i.

The Planning Board was provided a Draft Discontinuance Plan dated 02.16.23 prepared by VHB, Inc., project design engineer, with revised draft version received on 02.27.23 and revised draft dated 03.08.23 received on 03.13.23.

Mr. Greg Russell, VHB Project Manager, as representative for the Project attended several Planning Board meetings beginning on 01.23.23 to discuss the project.

### Planning Board Findings and Recommendations

Upon the Planning Board's review of the Draft Discontinuance Plan and related project information, the Planning Board reports the following Findings and Recommendations regarding the proposed Discontinuance:

## SOUTHBOROUGH PLANNING BOARD

1. Originally St Mark's Street travelled north until it intersected with Marlboro Road. Sometime in the early to mid-2000's the road was re-routed to turn eastward at its intersection with Marlborough Road. It is unclear whether the original section of St. Mark's Street that travelled northerly was ever discontinued or if the new portion of St. Mark's Street that turned eastward for a more southerly intersection with Marlboro Road was ever accepted as a public way.

There should be an understanding of the status of the former alignment of St. Mark's Street and the newer alignment of St. Mark's Street that replaced the former alignment in the early 2000's in order to ensure the correct procedures were followed. If the newer section of St. Mark's Street was never accepted as a public way, should it be properly discontinued?

2. Previous warrant articles for road discontinuances have included a metes and bounds legal description of exactly what area is being discontinued.

A metes and bounds description of the portion of St. Mark's Street to be discontinued should be included in the warrant article. In addition, a complete Discontinuance Plan fully describing the boundary of the proposed discontinuance should represent the proposal.

3. The Discontinuance Plan is not stamped and signed.

Town Meeting should be presented with a Discontinuance Plan that is stamped and signed by a professional land surveyor.

4. It is unclear from the Discontinuance Plan if the stone wall (along with landscaping) that St. Mark's School built along the northern corner of St. Mark's Street on Town property and subject to the 2018 reciprocal license agreement, will be part of the conveyance to St. Mark's School.

The existing stone wall should be shown on the plan to clarify location. The Discontinuance Plan should show the exact boundary proposed and features such as the stonewall to indicate their location to see who will own after the parcels are conveyed.

5. If the stonewall along the northern corner of St. Mark's Street, which is subject to the 2018 license agreement, is intended to be conveyed to St. Mark's School, how does that effect the license agreement?

6. Finally, these questions and inconsistencies could have been addressed long ago had the Select Board and the DPW adhered to the requirements of MGL c41 sec 81i, which states, "...no public way shall be laid out, altered, relocated or discontinued, unless the proposed laying out, alteration, relocation or discontinuance has been referred to the planning board of such city or town..." and if the layout and relocation of St. Mark's Street was referred to the Planning Board prior to work commencing, or at the very least been referred to the Planning Board when promised in February of 2022. However, the street layout and relocation were referred to us two months before the 2023 Annual Town Meeting and as a consequence we are going into town meeting with many unanswered questions and inconsistencies on a project that is already contentious.

In the future, the Planning Board would recommend the Select Board refer projects sooner in the process which would not only lend itself to more collaboration and transparency on what could be controversial projects but also better vetted and complete projects being presented to the judicial body.

## SOUTHBOROUGH PLANNING BOARD

The Planning Board provides this report to the Select Board and respectfully requests consideration of the findings and recommendations for the proposed discontinuance of the subject portion of St. Mark's Street to ensure the roadway is discontinued to Southborough standards and the proper process is adhered to.

Thank you for your attention to this matter.

Sincerely,



Meme Luttrell  
Planning Board Chair

cc: Planning Board  
Select Board via Mark Purple, Town Administrator

Attachments:

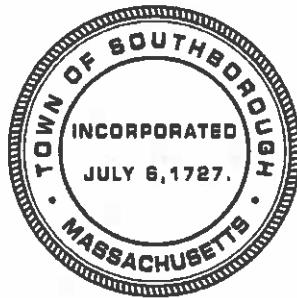
MOU signed 03.07.23  
VHB Draft Discontinuance Plan dated 02.16.23 (received 02.27.23)  
VHB Draft Discontinuance Plan dated 03.08.23 (received 03.13.23)

***ANNUAL TOWN MEETING WARRANT***

*of the*

***TOWN OF SOUTHBOROUGH***

***MASSACHUSETTS***



**For the Annual Town Meeting  
on**

***March 25, 2023***

*1:00 – 5:00 p.m.*

*7:00 – 11:00 p.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 boozing, 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.

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

## 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

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 7, 2023

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 25, 2023*

at *1:00 p.m.*, then and there to take action on the following Articles:

**ARTICLE 1:** To see if the Town will vote to accept 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 Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**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, 2023 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 (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**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 (Unanimous)

**Advisory Board Recommendation:** Support (Unanimous)

**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 25, 2023 Annual Town Meeting]

Effective July 1, 2023, 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 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.

“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 rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate therefor.

## SECTION 4. RECLASSIFICATION OF EMPLOYEES

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

## 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.

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 at a rate not exceeding the mid-point of the pay scale 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 three weeks' vacation [pro-rated] for the first year of employment with the Town. Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. 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.

(4) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator 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.

(5) 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.

(6) 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.

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
Police Dispatcher	3
Business Administrator I	4
Library Supervisor	4
Maintenance Technician	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
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 26, 2023

#### SCHEDULE A

GRADE	MINIMUM	MID POINT	MAXIMUM
A-1	\$15.00	\$17.40	\$19.79
A-2	\$18.75	\$21.76	\$24.76
A-3	\$22.50	\$26.11	\$29.71
A-4	\$25.88	\$30.02	\$34.15
A-5	\$28.47	\$33.02	\$37.56
A-6	\$31.32	\$36.32	\$41.32
A-7	\$39.15	\$45.40	\$51.64
A-8	\$46.98	\$54.50	\$62.01
A-9	\$51.68	\$59.94	\$68.20

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

#### SCHEDULE B: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent.....	\$8,000
Clerk, Board of Registrars.....	\$1,638.33
Emergency Management Coordinator.....	\$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 (Unanimous)**

**Advisory Committee Recommendation: Support (Unanimous)**

**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 a sum of money as may be necessary for the Town's use for Fiscal Year 2024, 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						
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>114 MODERATOR</b>						
51000-51990 Personal Services	50	50	50		50	50
52000-58990 Other Charges and Expenses	0	50	50		50	50
<b>MODERATOR TOTAL</b>	<b>50</b>	<b>100</b>	<b>100</b>	<b>0.00%</b>	<b>100</b>	<b>100</b>
<b>121 ELECTED SELECT BOARD</b>						
51000-51990 Personal Services	3,200	4,000	4,000		4,000	4,000
<b>ELECTED SELECT BOARD TOTAL</b>	<b>3,200</b>	<b>4,000</b>	<b>4,000</b>	<b>0.00%</b>	<b>4,000</b>	<b>4,000</b>
<b>122 SELECT BOARD</b>						
51000-51990 Personal Services	392,668	408,360	424,565		424,565	424,565
52000-58990 Other Charges and Expenses	42,162	50,947	57,698		57,698	57,698
<b>SELECT BOARD TOTAL</b>	<b>434,830</b>	<b>459,307</b>	<b>482,263</b>	<b>5.00%</b>	<b>482,263</b>	<b>482,263</b>
<b>131 ADVISORY COMMITTEE</b>						
52000-58990 Other Charges and Expenses	4,075	3,500	5,250		5,250	5,250
<b>ADVISORY COMMITTEE TOTAL</b>	<b>4,075</b>	<b>3,500</b>	<b>5,250</b>	<b>50.00%</b>	<b>5,250</b>	<b>5,250</b>
<b>132 RESERVE FUND</b>						
52000-58990 Other Charges and Expenses	93,981	180,000	180,000		180,000	180,000
<b>RESERVE FUND TOTAL</b>	<b>93,981</b>	<b>180,000</b>	<b>180,000</b>	<b>0.00%</b>	<b>180,000</b>	<b>180,000</b>
<b>135 TOWN ACCOUNTANT</b>						
51000-51990 Personal Services	157,985	162,354	168,649		168,649	168,649
52000-58990 Other Charges and Expenses	2,429	2,915	3,515		3,515	3,515
<b>TOWN ACCOUNTANT TOTAL</b>	<b>160,414</b>	<b>165,269</b>	<b>172,164</b>	<b>4.17%</b>	<b>172,164</b>	<b>172,164</b>
<b>136 AUDIT</b>						
52000-58990 Other Charges and Expenses	37,500	27,000	46,000		46,000	46,000
<b>AUDIT TOTAL</b>	<b>37,500</b>	<b>27,000</b>	<b>46,000</b>	<b>70.37%</b>	<b>46,000</b>	<b>46,000</b>
<b>140 ELECTED BOARD OF ASSESSORS</b>						
51000-51990 Personal Services	2,250	2,250	2,250		2,250	2,250
<b>ELECTED BOARD OF ASSESSORS TOTAL</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>	<b>0.00%</b>	<b>2,250</b>	<b>2,250</b>

ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>141 ASSESSORS</b>						
51000-51990 Personal Services	187,282	197,721	205,166		205,166	205,166
52000-58990 Other Charges and Expenses	54,901	51,475	54,695		54,695	54,695
ASSESSORS TOTAL	242,183	249,196	259,861	4.28%	259,861	259,861
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>145 TREASURER/COLLECTOR</b>						
51000-51990 Personal Services	226,366	232,703	247,604		247,604	247,604
52000-58990 Other Charges and Expenses	9,205	9,520	11,930		11,930	11,930
TREASURER/COLLECTOR TOTAL	235,571	242,223	259,534	7.15%	259,534	259,534
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>151 LEGAL</b>						
52000-58990 Other Charges and Expenses	129,445	140,000	135,000		135,000	135,000
LEGAL TOTAL	129,445	140,000	135,000	-3.57%	135,000	135,000
<i>Legal budget (151) and Special Legal (153) are now combined in Legal budget (151)</i>						
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>152 PERSONNEL BOARD</b>						
51000-51990 Personal Services	2,548	5,000	5,000		5,000	5,000
52000-58990 Other Charges and Expenses	10,000	12,350	9,875		9,875	9,875
PERSONNEL BOARD TOTAL	12,548	17,350	14,875	-14.27%	14,875	14,875
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>153 SPECIAL LEGAL COUNSEL</b>						
52000-58990 Other Charges and Expenses	0	0	0		0	0
SPECIAL LEGAL COUNSEL TOTAL	0	0	0	0.00%	0	0
<i>Legal budget (151) and Special Legal (153) are now combined in Legal budget (151)</i>						
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>154 MUNICIPAL TECHNOLOGY COMMITTEE</b>						
52000-58990 Other Charges and Expenses	384	1,500	1,500		1,500	1,500
MUNI. TECHNOLOGY COMMITTEE TOTAL	384	1,500	1,500	0.00%	1,500	1,500
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>155 TECHNOLOGY</b>						
51000-51990 Personal Services	111,502	187,884	189,181		189,181	189,181
52000-58990 Other Charges and Expenses	276,682	317,246	379,828		379,828	379,828
MANAGEMENT INFORMATION SYSTEMS TOTAL	388,183	505,130	569,009	12.65%	569,009	569,009
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>159 OTHER OPERATION SUPPORT</b>						
52000-58990 Other Charges and Expenses	419,955	452,182	541,531		541,531	541,531
OTHER OPERATION SUPPORT TOTAL	419,955	452,182	541,531	19.76%	541,531	541,531

ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>160 ELECTED TOWN CLERK</b>						
51000-51990 Personal Services	90,152	92,856	96,570		96,750	96,570
TOWN CLERK TOTAL	90,152	92,856	96,570	4.00%	96,750	96,570
<b>161 TOWN CLERK</b>						
51000-51990 Personal Services	105,308	149,553	139,365		139,365	139,365
52000-58990 Other Charges and Expenses	56,029	60,026	84,932		84,932	84,932
TOWN CLERK TOTAL	161,338	209,579	224,297	7.02%	224,297	224,297
<b>171 CONSERVATION COMMISSION</b>						
51000-51990 Personal Services	72,300	89,134	97,407		97,407	97,407
52000-58990 Other Charges and Expenses	32,922	36,265	41,420		41,420	41,420
CONSERVATION COMMISSION TOTAL	105,222	125,399	138,827	10.71%	138,827	138,827
<b>175 PLANNING BOARD</b>						
51000-51990 Personal Services	144,337	154,970	160,851		160,851	160,851
52000-58990 Other Charges and Expenses	29,324	27,660	27,060		27,060	27,060
PLANNING BOARD TOTAL	173,660	182,630	187,911	2.89%	187,911	187,911
<b>176 ZONING BOARD OF APPEALS</b>						
51000-51990 Personal Services	12,328	9,275	11,146		11,146	11,146
52000-58990 Other Charges and Expenses	549	4,000	1,750		1,750	1,750
ZONING BOARD OF APPEALS TOTAL	12,877	13,275	12,896	-2.85%	12,896	12,896
<b>177 OPEN SPACE</b>						
52000-58990 Other Charges and Expenses	1,429	2,000	5,000		5,000	5,000
OPEN SPACE TOTAL	1,429	2,000	5,000	150.00%	5,000	5,000
<b>182 ECONOMIC DEVELOPMENT COMMITTEE</b>						
51000-51990 Personal Services	24,856	28,238	28,240		28,240	28,240
52000-58990 Other Charges and Expenses	5,122	14,700	13,341		13,341	13,341
ECONOMIC DEVELOPMENT COMMITTEE TOTAL	29,978	42,938	41,581	-3.16%	41,581	41,581

ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE</b>						
51000-51990 Personal Services	379,690	389,369	412,873		412,873	412,873
52000-58990 Other Charges and Expenses	203,743	211,840	247,235		247,235	247,235
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	583,433	601,209	660,108	9.80%	660,108	660,108
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>193 PUBLIC ACCESSIBILITY COMMITTEE</b>						
51000-51990 Personal Services	0	0	0		0	0
52000-58990 Other Charges and Expenses	1,000	2,500	2,500		2,500	2,500
PUBLIC ACCESSIBILITY COMMITTEE	1,000	2,500	2,500	0.00%	2,500	2,500
<b>200-299 PUBLIC SAFETY</b>						
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>210 POLICE DEPARTMENT</b>						
51000-51990 Personal Services	2,333,966	2,449,770	2,655,397		2,655,397	2,655,397
52000-58990 Other Charges and Expenses	151,465	148,541	162,740		162,740	162,740
POLICE DEPARTMENT TOTAL	2,485,431	2,598,311	2,818,137	8.46%	2,818,137	2,818,137
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>220 FIRE DEPARTMENT</b>						
51000-51990 Personal Services	2,130,703	2,150,445	2,243,435		2,243,435	2,243,435
52000-58990 Other Charges and Expenses	265,976	273,459	295,305		295,305	295,305
FIRE DEPARTMENT TOTAL	2,396,679	2,423,904	2,538,740	4.74%	2,538,740	2,538,740
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>241 BUILDING DEPARTMENT</b>						
51000-51990 Personal Services	153,542	157,759	164,873		164,873	164,873
52000-58990 Other Charges and Expenses	9,374	12,500	14,200		14,200	14,200
BUILDING DEPARTMENT TOTAL	162,916	170,259	179,073	5.18%	179,073	179,073
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>291 CIVIL DEFENSE</b>						
51000-51990 Personal Services	2,926	4,000	7,000		7,000	7,000
52000-58990 Other Charges and Expenses	6,902	7,225	7,560		7,560	7,560
CIVIL DEFENSE TOTAL	9,828	11,225	14,560	29.71%	14,560	14,560
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR</b>						
52000-58990 Other Charges and Expenses	27,598	29,052	30,359		30,359	30,359
ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL	27,598	29,052	30,359	4.50%	30,359	30,359

ACTUAL NAME		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>400, 420 DEPT. OF PUBLIC WORKS</b>							
(Highway, Cemetery, Tree)							
51000-51990 Personal Services		971,328	1,048,206	1,088,241		1,088,241	1,088,241
52000-58990 Other Charges and Expenses		1,487,760	1,514,550	1,617,950		1,617,950	1,617,950
DEPT. OF PUBLIC WORKS TOTAL		2,459,088	2,562,756	2,706,191	5.60%	2,706,191	2,706,191
<b>500-599 HUMAN SERVICES</b>							
ACTUAL NAME		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>510 ELECTED BOARD OF HEALTH</b>							
51000-51990 Personal Services		0	450	450		450	450
ELECTED BOARD OF HEALTH TOTAL		0	450	450	0.00%	450	450
<b>512 BOARD OF HEALTH</b>							
51000-51990 Personal Services		188,628	190,028	204,600		204,600	204,600
52000-58990 Other Charges and Expenses		69,809	70,624	70,624		70,624	70,624
BOARD OF HEALTH TOTAL		258,437	260,652	275,224	5.59%	275,224	275,224
<b>541 COUNCIL ON AGING</b>							
51000-51990 Personal Services		277,416	294,950	323,836		323,836	323,836
52000-58990 Other Charges and Expenses		59,719	60,475	64,655		64,655	64,655
COUNCIL ON AGING TOTAL		337,134	355,425	388,491	9.30%	388,491	388,491
<b>542 YOUTH COMMISSION</b>							
51000-51990 Personal Services		237,456	244,063	259,890		259,890	259,890
52000-58990 Other Charges and Expenses		11,196	18,000	23,596		23,596	23,596
YOUTH COMMISSION TOTAL		248,652	262,063	283,486	8.17%	283,486	283,486
<b>543 VETERANS' SERVICES</b>							
51000-51990 Personal Services		15,000	15,000	15,000		15,000	15,000
52000-58990 Other Charges and Expenses		9,521	20,735	20,600		20,600	20,600
VETERANS' SERVICES TOTAL		24,521	35,735	35,600	-0.38%	35,600	35,600
<b>600-699 CULTURE &amp; RECREATION</b>							
ACTUAL NAME		FY2022	FY2023	FY2024	Percent	SB	ADV
ACTUAL NAME		ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>610 LIBRARY</b>							
51000-51990 Personal Services		413,781	445,043	477,540		477,540	477,540
52000-58990 Other Charges and Expenses		137,119	142,645	146,907		146,907	146,907
LIBRARY TOTAL		550,899	587,688	624,447	6.25%	624,447	624,447

ACTUAL NAME	FY2022 ACTUAL	FY2023	FY2024	Percent	SB	ADV
		BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM

**630 RECREATION COMMISSION**

51000-51990 Personal Services	130,261	145,259	152,199		152,199	152,199
52000-58990 Other Charges and Expenses	10,258	14,069	14,069		14,069	14,069
RECREATION COMMISSION TOTAL	140,519	159,328	166,268	4.36%	166,268	166,268

ACTUAL NAME	FY2022	FY2023	FY2024	Percent	SB	ADV
	ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM

**691 HISTORICAL COMMISSION**

52000-58990 Other Charges and Expenses	1,900	1,000	1,000		1,000	1,000
HISTORICAL COMMISSION TOTAL	1,900	1,000	1,000	0.00%	1,000	1,000

ACTUAL NAME	FY2022	FY2023	FY2024	Percent	SB	ADV
	ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM

**692 MEMORIAL DAY**

52000-58990 Other Charges and Expenses	3,098	3,350	3,350		3,350	3,350
MEMORIAL DAY TOTAL	3,098	3,350	3,350	0.00%	3,350	3,350

**700-799 DEBT SERVICE**

ACTUAL NAME	FY2022	FY2023	FY2024	Percent	SB	ADV
	ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>DEBT PRINCIPAL AND DEBT INTEREST</b>						
0100-710-59100 Principal General Fund	2,391,470	2,230,097	1,015,116		1,015,116	1,015,116
0100-751-59150 Interest General Fund	923,659	851,376	866,929		866,929	866,929
0100-751-57880 Bond Disclosure	2,000	2,500	2,550		2,550	2,550
DEBT PRINCIPAL AND DEBT INTEREST TOTAL	3,317,129	3,083,973	1,884,595	-38.89%	1,884,595	1,884,595

**900-999 UNCLASSIFIED**

ACTUAL NAME	FY2022	FY2023	FY2024	Percent	SB	ADV
	ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>910 EMPLOYEE BENEFITS</b>						
51700 Police/Fire Accident and Workers' Comp.	286,440	302,585	326,783		326,783	326,783
51710 Unemployment Payments	23,677	30,000	30,000		30,000	30,000
51720 Health Insurance	5,169,479	5,306,355	5,570,300		5,570,300	5,570,300
51730 Retirement Fund	2,321,536	2,558,310	2,808,872		2,808,872	2,808,872
51740 Life Insurance	5,378	5,220	5,311		5,311	5,311
51750 Flexible Spending Account	6,845	7,250	7,250		7,250	7,250
51770 Medicare	377,294	396,963	406,621		406,621	406,621
51780 Dental Insurance	248,423	246,302	261,662		261,662	261,662
51785 Medicare B Penalty	17,206	16,500	17,250		17,250	17,250
59660 Transfer to OPEB Trust	0	0	0		0	0
EMPLOYEE BENEFITS TOTAL	8,456,279	8,869,485	9,434,049	6.37%	9,434,049	9,434,049

ACTUAL NAME	FY2022	FY2023	FY2024	Percent	SB	ADV
	ACTUAL	BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM
<b>941 COURT JUDGMENTS</b>						
57600 Court Judgments	230,681	232,500	0	-100.00%	0	0
COURT JUDGMENTS TOTAL	230,681	232,500	0	-100.00%	0	0

ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>945 LIABILITY INSURANCE</b>						
52000-58990 Other Charges and Expenses	303,794	334,734	384,426		384,426	384,426
<b>LIABILITY INSURANCE TOTAL</b>	<b>303,794</b>	<b>334,734</b>	<b>384,426</b>	<b>14.85%</b>	<b>384,426</b>	<b>384,426</b>
<b>300-399 EDUCATION</b>						
ACTUAL NAME	FY2022 ACTUAL	FY2023 BUDGET	FY2024 REQUEST	Percent Inc./Decr.	SB RECOMM	ADV RECOMM
<b>300 ELECTED SCHOOL COMMITTEE</b>						
51000-51990 Personal Services	100	500	500		500	500
<b>ELECTED SCHOOL COMMITTEE TOTAL</b>	<b>100</b>	<b>500</b>	<b>500</b>	<b>0.00%</b>	<b>500</b>	<b>500</b>
<b>301 SOUTHBOROUGH SCHOOLS</b>						
<b>REGULAR DAY PROGRAMS</b>						
Administration	719,453	638,555	647,536		647,536	647,536
Instruction	11,987,962	12,223,764	12,096,032		12,096,032	12,096,032
Other Student Services	868,543	884,217	902,088		902,088	902,088
Operation and Maintenance Buildings	1,692,794	1,904,485	1,869,135		1,869,135	1,869,135
Fixed Charges	2,150	300	300		300	300
Contractual Obligation	0	0	796,772		796,772	796,772
<b>REGULAR DAY PROGRAMS TOTAL</b>	<b>15,270,902</b>	<b>15,651,321</b>	<b>16,311,863</b>		<b>16,311,863</b>	<b>16,311,863</b>
<b>SPECIAL EDUCATION PROGRAMS</b>						
Administration	18,500	19,000	22,700		22,700	22,700
Instruction	5,028,610	5,556,661	5,511,233		5,511,233	5,511,233
Other Student Services	506,000	508,223	661,313		661,313	661,313
Operation and Maintenance Buildings	4,000	4,000	4,000		4,000	4,000
Fixed Charges	0	2,775	2,775		2,775	2,775
Programs, Other Systems in Massachusetts	818,362	467,630	375,646		375,646	375,646
Programs, Member of Collaborative	88,060	73,833	174,888		174,888	174,888
<b>SPECIAL EDUCATION TOTAL</b>	<b>6,463,532</b>	<b>6,632,122</b>	<b>6,752,555</b>		<b>6,752,555</b>	<b>6,752,555</b>
<b>GRAND TOTAL OPERATING ACTUAL</b>	<b>21,734,434</b>	<b>22,283,443</b>	<b>23,064,418</b>	<b>3.50%</b>	<b>23,064,418</b>	<b>23,064,418</b>

ACTUAL NAME	ACTUAL	FY2022	FY2023	FY2024	Percent	SB	ADV	
		BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM		
<b>302 ALGONQUIN REGIONAL HIGH SCHOOL</b>								
<b>REGULAR DAY PROGRAMS</b>								
Administration	788,415	712,689	717,195			717,195	717,195	
Instruction	11,871,456	12,174,498	12,117,922			12,117,922	12,117,922	
Other Student Services	2,034,337	2,187,175	2,218,446			2,218,446	2,218,446	
Operation and Maintenance Buildings	1,814,368	1,988,471	2,161,116			2,161,116	2,161,116	
Fixed Charges	4,274,119	4,367,478	4,825,018			4,825,018	4,825,018	
New Equipment	0	0	0			0	0	
Tuition, Other Public Schools	240,000	200,000	200,000			200,000	200,000	
Contractual Obligation	0	0	574,602			574,602	574,602	
<b>REGULAR DAY PROGRAMS TOTAL</b>	<b>21,022,695</b>	<b>21,630,311</b>	<b>22,814,299</b>			<b>22,814,299</b>	<b>22,814,299</b>	
<b>SPECIAL EDUCATION PROGRAMS</b>								
Administration	18,600	19,000	15,000			15,000	15,000	
Instruction	2,852,854	2,968,858	3,017,142			3,017,142	3,017,142	
Other Student Services	260,280	334,767	483,508			483,508	483,508	
Operation and Maintenance Buildings	2,000	2,100	2,100			2,100	2,100	
Fixed Charges	1,595	1,595	1,595			1,595	1,595	
Programs, Other Systems in Massachusetts	813,679	485,237	41,470			41,470	41,470	
Programs, Member of Collaborative	5,000	285,213	215,232			215,232	215,232	
<b>SPECIAL EDUCATION TOTAL</b>	<b>3,954,008</b>	<b>4,096,770</b>	<b>3,776,047</b>			<b>3,776,047</b>	<b>3,776,047</b>	
<b>GRAND TOTAL OPERATING ACTUAL</b>	<b>24,976,703</b>	<b>25,727,081</b>	<b>26,590,346</b>	<b>3.36%</b>		<b>26,590,346</b>	<b>26,590,346</b>	

ACTUAL NAME	ACTUAL	FY2022	FY2023	FY2024	Percent	SB	ADV
		BUDGET	REQUEST	Inc./Decr.	RECOMM	RECOMM	
<b>304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL</b>							
Southborough Operating Assessment	400,969	386,629	403,066			403,066	403,066
Renovation Project - Capital Assessment	35,381	34,369	33,357			33,357	33,357
<b>SOUTHBOROUGH ASSESSMENT</b>	<b>436,350</b>	<b>420,998</b>	<b>436,423</b>	<b>3.66%</b>		<b>436,423</b>	<b>436,423</b>
<b>305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL</b>							
Tuition/Transportation Assessment	37,960	44,875	44,875			44,875	44,875
<b>NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL</b>	<b>37,960</b>	<b>44,875</b>	<b>44,875</b>	<b>0.00%</b>		<b>44,875</b>	<b>44,875</b>

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** The article includes recommendations from both the Select Board and the Advisory Committee for the FY24 budget. Funding recommendations are noted in the individual recommendation columns for each department.

**ARTICLE 6:** 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 2024, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

BUDGET NAME	FY 2022	FY 2023	FY2024	PERCENT
ACTUAL	BUDGET	REQUEST	(+) or (-)	
51000-51990 Total Personal Services	319,953	387,136	399,116	
52000-58990 Other Charge & Expense	1,705,388	1,425,664	1,660,150	
59100 Principal Long Term Debt Water	344,408	345,000	342,000	
59150 Interest Long Term Debt Water	111,526	97,890	82,515	
59250 Interest on Notes	0	10,027	35,819	
59510 Indirect Costs	204,695	216,133	249,770	
<b>CAPITAL EQUIPMENT - LEASE</b>				
DPW Diesel Year 2 OF 7	10,622	10,622	10,622	
DPW Hook Truck Year 2 OF 7	9,103	9,264	9,105	
<b>CAPITAL EQUIPMENT</b>				
Mini Excavator- Water Portion	0	20,000		
Pickup Truck- Water Portion			15,000	
<b>TOTAL WATER FUND</b>	2,705,695	2,521,736	2,804,097	11.20%

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**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 7:** 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 Maintenance	\$400,000	\$400,000	
B.	Sidewalk Maintenance	\$ 50,000	\$ 50,000	
C.	Library – Security Cameras	\$ 15,000	\$ 15,000	
D.	Police Cruisers	\$148,000	\$148,000	
E.	Fire – Durable Medical Equipment	\$ 20,000		\$ 20,000
F.	Fire – Ambulance Power Stretcher (Ambulance 1)	\$ 55,000		\$ 55,000
G.	Fire – PPE	\$ 20,000		\$ 20,000

, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:**

A. *These funds are for public roadway and related maintenance, repair and construction throughout town. These are expended in conjunction with Chapter 90 roadway improvement funding from the Commonwealth. Prior to committing any FY24 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 should then send any final recommendations or comments related to the Select Board for their final vote and appropriation.*

*B. These funds are exclusively for the repair and maintenance of existing sidewalks in Town.*

*C. Funding for this project is being requested because the Library has expressed concern about the ability to monitor who is entering and exiting the Library building. The installation of security cameras would allow for the video-only recording of who is coming and going to and from the Library, should such information ever be needed for some type of investigation.*

*D. This funds the planned replacement of two front-line cruisers with two hybrid 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 hybrid vehicles would replace 2 front line cruisers, a 2018 Ford Explorer with approx. 90,000 miles and a 2017 Ford Explorer with approx. 100,000 miles.*

*E. This project is the required replacement of durable medical equipment and devices carried on department ambulances and fire apparatus. Durable medical equipment is considered items used in the treatment and transport of patients that is used repeatedly.*

*F. This project is the scheduled replacement of one (1) of two (2) ambulance cots (stretchers) that were originally funded through a grant. The project will look to purchase one (1) Stryker battery-powered hydraulic cot and required equipment.*

*G. This project is the on-going, scheduled replacement and upgrade of our structural firefighting ensemble inventory in accordance with required National Fire Protection Association (NFPA) Standards. Structural fire fighters' protective clothing (PPE) is designed to protect members from the thermal environments experienced during firefighting as well as from chemicals, bloodborne exposure and incidents that cause soft tissue injuries.*

**ARTICLE 8:** To see if the Town will vote to appropriate \$488,000, to be expended with the approval of the Select Board, to pay costs of purchasing radios for the use of the Police and Fire Departments, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise provided, or do or act anything in relation thereto.

**Proposed by: SELECT BOARD**

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** *This project will fund the purchase twenty-eight (28) for the Fire Department and twenty-four (24) units for the Police Department. All Band portable radio with related equipment. All radios will be programmed with the Massachusetts Tactical Channel Plan (MTCP). Initial and future programming, annual maintenance and testing, and repair will be the responsibility of the departments. By proceeding as a bulk purchase this will allow the Town to realize a 5% discount on the total cost.*

**ARTICLE 9:** To see if the Town will vote to appropriate \$2,200,000, to be expended with the approval of the Select Board, to pay costs of remediating pollution at the Breakneck Hill dumpsite, as required by an administrative consent order between the Town and the Department of Environmental Protection, including the payment of all costs incidental and related thereto; to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise provided, or do or act anything in relation thereto.

**Proposed by: SELECT BOARD**

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** *The Town has entered into an Administrative Consent Order (ACO) with the Department of Environmental Protection (DEP) for the removal of an area filled with solid waste located on Breakneck Hill Conservation Land. This 'farm dump' was deposited by the previous owner prior to the town's ownership of the property. Historical testing has demonstrated that the area has not posed a public health risk, but current Solid Waste Regulations require the removal of said material for continued protection of human and ecological health and safety. The Town is legally obligated under the ACO to conduct site assessment and cleanup activities within this portion of the site.*

**ARTICLE 10:** To see if the Town will vote to appropriate a sum of money for the payments of the capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY24 Amount
A.	1 - Horton Type Ambulance	Fire Department	FY24 Capital Budget - Ambulance Fund	\$57,191
B.	1 - Swaploader Hook Lift Truck	Dept. of Public Works	FY24 Capital Budget - General Fund	\$25,037
C.	1 - Pick Up Diesel F-350	Dept. of Public Works	FY24 Capital Budget - General Fund	\$10,622
D.	1 - Fire Dept Chief Vehicle	Fire Department	FY24 Capital Budget - Ambulance Fund	\$8,422

, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

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

**ARTICLE 11:** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$25,000 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 (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

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

**ARTICLE 12:** To see if the Town will vote to authorize the Select Board to enter into the two following transactions, with each such transaction to be considered separately:

1. To convey a portion of land that is a portion of St. Mark's Street, as shown on plans on file with the Town Clerk, and to authorize the Select Board to enter into agreements for the conveyance of such land, on such terms as the Select Board shall determine;
2. To acquire and accept a parcel of land from The Trustees and St. Mark's School of Southborough, Inc., said transactions to facilitate the reorientation of St. Mark's Street as well as the development of a park, as shown on plans on file with the Town Clerk, and to authorize the Select Board to enter into agreements for the acquisition of such land, on such terms as the Select Board shall determine;

And further to see if the Town will vote to discontinue the above-described portion of St Mark's Street as a public way, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** *This article will authorize the Select Board to dispose of town-owned land along with the acquisition of land owned by St. Mark's School which will result in the Town owning a larger parcel that is contiguous with the parcel the Town Library is located on.*

**ARTICLE 13:** To see if the Town will vote to raise and appropriate or transfer from available funds an amount not to exceed \$250,000 for funding of the St. Mark's Street park, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** *This article will approve the funding of the pocket park planned for the land being swapped for in Article 12 and caps the expenditure for the park at \$250,000 to be funded out of Free Cash from the year ended June 30, 2022..*

**ARTICLE 14:** To see if the Town will vote to appropriate \$246,418.51 from the CPA Fund FY2023 Budgeted Reserve for the Southborough portion of the rehabilitation of the Algonquin High School Tennis Courts. To be included are 7 tennis courts, 3 pickleball courts, and 1 basketball court for recreation purposes as requested by the Northborough-Southborough Regional School District. This consists of \$220,016.53 in project costs and an additional \$26,401.98 in contingency funding. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Funding is contingent on Northborough funding their portion of the project, project start no later than June of 2025, or funds to be returned to the Southborough Community Preservation Fund Balance as directed by the Southborough CPC. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Town Treasurer/Collector; or do or act anything in relation thereto.

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** *Under the direction of Gregory Martineau, Superintendent of Schools and Keith Lavoie, Assistant Superintendent of Operations of the Northborough Southborough Regional School District, said funds will be used for the rehabilitation of the existing 9 tennis courts located at Algonquin High School. The project will create 3 pickleball courts, 1 basketball court and 7 tennis courts. This Funding is Southborough's share of the joint Northborough-Southborough project per the Regional Agreement. Construction anticipated to begin in June 2023.*

**ARTICLE 15:** To see if the Town will vote to approve the \$7,960,393 indebtedness authorized by the Regional District School Committee of the Northborough-Southborough Regional School District to pay costs of renovating and making extraordinary repairs and other improvements to the District's athletic facilities, including, but not limited to: replacing the current football field and junior varsity practice field with turf fields, replacing the existing track, replacing the existing tennis courts, replacing the existing bleachers and press box to ensure compliance with ADA requirements, construction of a new outdoor amphitheater, renovations to the amenities building, and for the payment of all costs incidental and related thereto; or do or act anything in relation thereto.

**Proposed by:** REGIONAL SCHOOL COMMITTEE

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Not Support (1-4-0)

**Summary:** *The purpose of this article is to approve or disapprove the issuance of debt by the Northborough-Southborough Regional School Committee for renovations of the existing stadium, multipurpose field, tennis courts, and amenities building. The project also includes the addition of an outdoor amphitheater. The renovation project will bring the athletic complex into compliance with ADA requirements and will provide safe, quality playing surfaces for student athletes and the communities of Northborough and Southborough.*

**ARTICLE 16:** To see if the Town will vote to transfer the sum of \$99,008 from Free Cash for the purpose of paving Parkerville Road; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** *Eversource provided the Town the funds to do the paving as a result of some gas line improvements, as the Town could get better pricing through a larger bid for multiple street improvements. Unfortunately, the DOR views the Eversource funds as general receipts that must close out to Free Cash before they can be appropriated; this will not happen until after June 30, 2023, and the paving work will be done in the spring and summer of 2023. The Town's Free Cash certified in FY2024 will be increased by the same amount being appropriated under this article.*

**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 (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**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 raise and appropriate 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 (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**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 vote to raise and appropriate or transfer from any available funds the sum of \$28,000 for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** *This article will fund any vacation and sick pay due to employees upon their retirement.*

**ARTICLE 20:** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Improvement and Planning Committee as requested, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**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 pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2024:

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 (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

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

**ARTICLE 22:** To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2024 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections) .....	\$429,329
State Match (projected FY2024 State Match) .....	\$ 82,561
FY23 State Match Adjustment.....	\$ 16,922
Total Projected Revenue.....	\$528,812

**Set Aside- Open Space**

\$52,881 to be set aside, held in the Community Preservation Fund, and spent in FY2024 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**

\$52,881 to be set aside, held in the Community Preservation Fund, and spent in FY2024 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

**Set Aside – Community Housing**

\$52,881 to be set aside, held in the Community Preservation Fund, and spent in FY2024 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.

**Administrative Costs – Community Preservation Committee**

\$26,441 to defray the administrative and operating expenses of the Community Preservation Committee in FY2024 for the Community Preservation Fund

Set Aside - Budgeted Reserve/Discretionary  
\$ 343,728 Reserved for FY24 CPF (Budgeted Reserve/Discretionary)

, or do or act anything in relation thereto.

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

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

**ARTICLE 23:** To see if the Town will vote to appropriate \$77,937.50 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. \$52,881.00 from the CPA Historic Preservation Reserve Fund FY2024 and \$25,056.50 from the CPA FY2023 Fund Balance. Said funds to be expended under the direction of the Town Treasurer; or do or act anything in relation thereto.

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** *This article is the Community Preservation Fund payment towards the FY2024 debt funding for the Preservation Restriction of 84 Main Street as approved at ATM 2016.*

**ARTICLE 24:** To see if the Town will vote to appropriate a total of \$66,075.00 to be applied towards the bond for the renovation and restoration of the Historic Southborough Library building for the purpose of Historic Preservation. \$66,075.00 from the CPA FY2023 Fund Balance. Said funds to be expended under the direction of the Treasurer; or do or act anything in relation thereto.

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** *This article is the Community Preservation Fund payment towards the FY2024 debt funding for the renovation and restoration of the Historic Southborough Library.*

**ARTICLE 25:** To see if the Town will vote to transfer from Water Retained Earnings the sum of \$200,000 for the purposes of funding any costs incurred for a peer review of the engineering and design required for an indirect connection to MWRA through the Town of Southborough by the Town of Hopkinton, said funds to be reimbursed by the Town of Hopkinton; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** *This article approves the funding of an independent audit of the engineering and design of the proposed MWRA water connection for the Town of Hopkinton through Southborough at a cost not to exceed \$200,000 which will be reimbursed by the Town of Hopkinton.*

**ARTICLE 26:** To see if the Town will vote to amend Chapter 153, entitled Trees, of the Town bylaws by adding § 153-5, Tree Protection Bylaw, as follows:

#### § 153-5. TREE PROTECTION BYLAW

##### A. PURPOSE.

- (1) The Town of Southborough ("Town") is a designated Tree City. The residents of the Town recognize that the preservation of existing trees and the promotion of new tree planting is a public purpose that protects the

public health, welfare, environment, and aesthetics of the Town and its citizens. Trees serve a wide variety of functions, which promote the health, safety, and welfare of residents. These functions include:

- (a) Conserving energy, by providing shade and evaporative cooling through transpiration;
- (b) Improving local and global air quality by absorbing carbon dioxide and ozone, absorbing particulate matter, and producing oxygen;
- (c) Reducing wind speed and directing air flow;
- (d) Reducing noise pollution;
- (e) Preserving ecosystems by providing habitat for birds, small mammals, insects and other wildlife;
- (f) Filtering and screening, glare on roadways and increasing pavement life;
- (g) Reducing storm runoff and the potential for soil erosion;
- (h) Increasing real property values; and
- (i) Enhancing visual and aesthetic qualities that attract visitors and businesses.

(2) The purpose of this bylaw is to preserve and protect the Town's public shade trees in accordance with the provisions of Massachusetts General Law (MGL) Chapter 87 and Chapter 40, § 15C. It is also intended to encourage the planting of more public shade trees than are removed to compensate for tree losses and the length of time required for a tree to reach maturity.

## **B. DEFINITIONS.**

**DBH (Diameter at Breast Height)** is the diameter of the trunk of a tree 4 ½ feet above the average existing grade at the base of the tree.

**Excessive pruning** means the removal of more than one-third of the tree canopy or cutting back the limbs to a point that prevents the natural growth of the tree.

**Imminent hazard** means the existence of a condition that presents a substantial likelihood that death, serious illness, severe personal injury, or a substantial endangerment to health, property, or the environment is likely to occur before a notice and hearing to abate the risk of harm can be completed.

**Public shade tree** is: (a) any tree within or on the boundaries of a public right-of-way, including scenic roads, except for a state highway; or (b) a tree that is not within or on the boundaries of a public right-of-way, but planted by the Tree Warden Designee upon adjoining land at a distance not exceeding 20 feet from the layout of such public way with the written consent of the owner of such adjoining land all in accordance with the provisions of MGL c. 87, §7.

If the highway boundaries are unclear because the boundaries between public and private land cannot be made certain by land records or monuments, the tree is presumed to be a public shade tree according to MGL c. 87, §1.

**Public right of way** is the portion of land controlled or owned by the Town within which an accepted public street or road lies. Typically, the public right-of-way is wider than the road surface and often includes curbs, sidewalks, utilities, public shade trees and grass strips.

**Topping** means the severe cutting back of limbs to stubs within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

**Tree City** the Tree City USA program was founded in 1976 to celebrate towns and cities committed to growing their urban canopy. Led by the Arbor Day Foundation, with partners at USDA Forest Service and National Association of State Foresters, it provides the foundational framework necessary for communities to manage and expand their tree cover.

**Tree removal** means the cutting down of any public shade tree and/or any other act that will likely cause such a tree to die within a three-year period, including but not limited to improper or excessive pruning and construction, demolition, and excavation activities.

**Utility** shall mean a company engaging in the distribution of electricity or owning, operating or controlling distribution facilities; provided, however, that a distribution company shall not include any entity which owns or operates plant or equipment used to produce electricity, steam and chilled water, or an affiliate engaged solely in the provision of such electricity, steam and chilled water, where the electricity produced by such entity or its

affiliate is primarily for the benefit of hospitals and nonprofit educational institutions, and where such plant or equipment was in operation before January 1, 1986.

**C. TREE WARDEN AND TREE WARDEN DESIGNEE.**

- (1) The Tree Warden shall be the Select Board, per special act of 1991, having primary enforcement responsibilities under this chapter and MGL c.87. The Tree Warden and Tree Warden Designee are called upon to balance the needs between protection of public trees and protection of the public from hazardous or obstructive trees. The Tree Warden (Select Board) shall have the right to review the conduct, acts and decisions of the Tree Warden Designee.
- (2) The Tree Warden Designee shall be appointed by the Tree Warden (Select Board) and pursuant to MGL c.41 §106, hold at least an Associate of Science Degree in Arboriculture / Urban Forestry or a related degree or demonstrated equivalent knowledge and experience; and although not required it is preferred that the Tree Warden Designee also hold a current arborist certification from either the Massachusetts Arborist Association or the International Association of Arboriculture; and have at least three (3) years supervisory experience in commercial or municipal tree care; and shall obtain a Massachusetts Pesticide License within 90 days of employment.
- (3) The Tree Warden (Select Board) may appoint a Deputy to the Tree Warden Designee to perform the roles and responsibilities of the Tree Warden Designee during vacation, sick time, and any paid or unpaid leave of absence. The deputy must have substantial experience and qualifications and shall comply with all rules and obligations of this bylaw.
- (4) The duties or responsibilities of the Tree Warden Designee shall conform to the MGL c. 87 and shall include, but not be limited to the following:
  - (a) Developing and implementing a Tree Planting Program;
  - (b) Pruning of public shade trees for safety and health;
  - (c) Assessment of public shade trees for potential hazard;
  - (d) Removal of public shade trees that are dead and dying;
  - (e) Maintaining a Public Shade Tree Inventory and Public Shade Tree Management Plan;
  - (f) Oversight of utility arboriculture operations and of all contracted tree work on public shade trees;
  - (g) Submit trees for Public Tree Hearings;
  - (h) Enforcement of the provisions of this bylaw, MGL c. 87 and c. 40, §15C;
  - (i) Care, control and management of all trees within public rights-of-way, adjacent to public buildings on public land, and on public commons;
  - (j) Expenditure of funds for public shade tree planting and maintenance consistent with this bylaw and MGL c.87;
  - (k) Coordination with the Tree Warden (Select Board), Planning Board; Conservation Commission; Recreation Commission; and interested citizen groups on matters related to urban forestry and public tree management;
  - (l) Promulgate regulations outlining the care and preservation of public shade trees and the establishment of fees and fines; all such regulations, fees, and fines subject to approval by the Tree Warden (Select Board) and Planning Board
  - (m) Maintain a list of all town roads designated as Scenic Roads and
  - (n) Other responsibilities consistent with this bylaw and Massachusetts General Laws.

#### **D. JURISDICTION.**

- (1) This bylaw applies to all public shade trees in the Town. The Tree Warden (Select Board) and Tree Warden Designee in conjunction with the Planning Board shall have jurisdiction over all trees to which this bylaw applies as set forth in MGL. c. 87 and c. 40, §15C.
- (2) This bylaw applies to all persons, agencies, departments, firms (including utility companies) and applicants either residing or conducting activities in the Town of Southborough.
- (3) If any public shade tree may be impacted by construction, demolition or excavation activities under the jurisdiction of the Town's Building Department, Planning Board, Zoning Board of Appeals, or other Town Department or Board: (1) the owner or applicant of the affected property and any person engaging in such activities shall be required to comply with the provisions of this bylaw; and (2) the owner or applicant shall notify the Tree Warden Designee of such activities.
- (4) A public shade tree may not be trimmed, pruned or removed by any person other than the Tree Warden Designee until and unless, after a public hearing if required or consultation with either the Tree Warden or Town Administrator and either the Town Planner or Planning Board, the Tree Warden Designee issues a written permit pursuant to this bylaw.
- (5) A permit from the Tree Warden Designee shall also be required of any person for planting a public shade tree
- (6) The Tree Warden Designee shall issue standards for planting public shade trees for which a permit is required under this chapter. Such standards shall include: (1) listing of trees acceptable for planting, (2) site selection, (3) priorities for tree planting locations, (4) spacing of street trees, and (5) planting guidelines.

#### **E. PLANTING NEW TREES WITHIN THE PUBLIC RIGHT OF WAY.**

- (1) Any property owner may petition the Tree Warden Designee to plant a tree within a public right of way. It is understood that some rights of way are not suitable for the planting of trees and that some species of trees are not suitable for public rights of way. For this reason, it is understood that the permit is discretionary on the part of the Tree Warden Designee and is not to be construed as a right.
- (2) The Tree Warden Designee may grant a petitioner permission for planting one or more trees within a public right of way, subject to the following:
  - (a) All work in a public right of way shall be conducted to the specifications of the Tree Warden Designee.
  - (b) All costs incurred in the course of planting the tree(s), including related work, regardless of contractor, shall be the responsibility of the petitioner.
  - (c) The petitioner shall work with the Tree Warden Designee to select an appropriate native species tree and location that will not interfere with buried or above ground utilities and will minimize root damage to streets and sidewalks.
  - (d) No tree planting in a public way may be done without obtaining a license from the Select Board and executing a release in favor of the Town.

#### **F. PROHIBITED ACTIVITIES.**

It shall be unlawful for any person, firm, or town department to engage in any of the following activities relating to public shade trees:

- (1) topping;
- (2) excessive pruning;
- (3) girdling tree trunks;

- (4) poisoning tree roots;
- (5) causing any other kind of injury;
- (6) pollarding the top and branches of a tree;
- (7) tree stapling, cutting, painting, marking, hanging any public messages on trees or tree trunks without a permit
- (8) tree removal without a permit.

#### **G. PROCESS TO REQUEST PUBLIC SHADE TREE PRUNING OR REMOVAL.**

- (1) Requests for Public Shade Tree pruning or removal must be made to the Tree Warden Designee.
- (2) The Tree Warden Designee shall log the requests including all information per the Tree Warden's regulations
- (3) The Tree Warden Designee shall, and the Tree Warden, Planning Board and interested parties, may inspect the tree before the hearing. The Tree Warden Designee shall determine during the site visit if the public shade tree, that is subject to the removal or pruning request, meets at least one of the criteria per section H (3) of this bylaw.
- (4) Public shade tree pruning or removal requests for public shade trees, where it has been determined either by the Tree Warden Designee during a site visit or at a public hearing, that at least one of the criteria per section H (3) of this bylaw has not been met, the requestor shall pay a non-refundable per inch DBH fee, per the Tree Warden Designee's regulations and shall be subject to the requirements of section H (4) of this bylaw.

#### **H. PUBLIC HEARING.**

Except as provided in Section K (Emergency Tree Removal) of this bylaw or work described in an approved annual plan as described in section L, the Tree Warden Designee shall not remove any public shade tree with a DBH greater than 1.5 inches or grant a permit to any person for the removal of a public shade tree without first conducting a public hearing. Where a public hearing is required, the Tree Warden Designee shall, in accordance with the provisions of MGL c. 87, §3, issue a notice of the time and place of the hearing, which notice shall identify the size, type and location of each tree to be cut down or removed. The Tree Warden Designee shall also post the notice at three or more public places in Southborough, including under Hearing Notices on the Town's website, under Tree Hearings on the DPW webpage, at the Town House and in public view upon the tree at least fourteen (14) days before such hearing and publish it in a newspaper of general circulation in Southborough once in each of two successive weeks, with the first publication to be not less than fourteen (14) days before the day of the hearing, or if no such local newspaper exists then in accordance with the provisions of MGL c. 4, §6.

- (1) When a public hearing must be held under the provisions of this bylaw and the public shade tree is located on a designated Scenic Road, such hearings shall be consolidated into a single public hearing before Planning Board and the Tree Warden (Select Board)
- (2) When a public hearing must be held under the provisions of this bylaw and the public shade tree is located on conservation lands managed by, or resource areas or their buffer zones under the jurisdiction of the Southborough Conservation Commission, such hearings shall be consolidated into a single public hearing before the Conservation Commission and the Tree Warden (Select Board).
- (3) The Tree Warden Designee following a public hearing per this Section of this bylaw, shall approve removal of a public shade tree upon a determination reached at a public hearing that at least one of the following criteria is satisfied:
  - (a) The tree is dead, diseased, terminally injured, in danger of falling, dangerously close to existing structures, causing disruption of public utility service, causing drainage or passage problems upon rights-of-way, or posing a threat to pedestrian or vehicular safety;
  - (b) The tree interferes with structures, utilities, streets, sidewalks or proposed necessary improvements for which there is no alternative;

- (c) The tree is a species considered invasive in Massachusetts;
- (d) There is no alternative to removal of the tree.

(4) Any person requesting the removal of a public shade tree that does not meet at least one the criteria in section H (3) above shall demonstrate, at a public hearing, that the removal and replacement of a tree will be of greater benefit to the inhabitants of the Town of Southborough, shall pay a fee per section G (4) and is responsible for all expenses associated with the public hearing and removal, if approved, including the following:

- (a) Cost of advertising a public hearing as specified in Section H (Public Hearing) of this bylaw and MGL c. 87, §3;
- (b) Cost of removal of tree and stump, including hauling away of all debris, and proper filling of stump hole;
- (c) Planting of sufficient replacement trees as described in section J;
- (d) Cost of police traffic details, repair of street surface and road shoulder, protection and restoration of utility structures; and
- (e) All other costs related to the removal and replanting.

## **I. APPEALS.**

- (1) Any decision of the Tree Warden Designee under this bylaw may be appealed to the Select Board, except appeals of decisions made at consolidated hearings per Sections H, Public Hearing, (1) & (2) of this bylaw, or decisions made by the Tree Warden (Select Board) shall be made to a court of competent jurisdiction.
- (2) Appeals to the Select Board must be in writing and must be received by the Select Board within thirty (30) calendar days of the issuance of the Tree Warden Designee's decision, which shall be made publicly available on the Town website. The Select Board shall make a final decision within thirty (30) calendar days from the date of receipt of the appeal request and file a decision with the Town Clerk within fourteen (14) days thereafter.

## **J. TREE REPLACEMENT.**

- (1) Public shade trees approved for removal by the Tree Warden (Select Board) at a consolidated hearing shall be replaced with one public shade tree for each public shade tree approved for removal.
- (2) The replacement tree(s) shall be straight native species and purchased from a certified tree nursery that stocks straight native species and is approved by the Tree Warden Designee. Such certified tree nursery shall plant and ensure the health of the tree for three years.
- (3) The Tree Warden (Select Board) and the Planning Board shall promulgate a tree replacement policy to carry forth the purpose and intent of this section of the bylaw.

## **K. EMERGENCY TREE REMOVAL.**

- (1) Pruning or removal shall be allowed without a permit or public hearing for any public shade tree that is determined by emergency response officials, including utilities and their agents, to be an imminent hazard. Such officials shall complete a written record of any such determination and submit it to the Tree Warden Designee within fourteen (14) calendar days of such determination.
- (2) The Tree Warden Designee may waive the provisions of this bylaw as an emergency response to a hurricane, windstorm, flood or other act of nature. The Tree Warden Designee shall complete a written record of the emergency response and submit it to the Tree Warden and the Planning Board.
- (3) The Tree Warden Designee may remove, without a public hearing, a tree that is determined, by the Tree Warden Designee, in consultation with the Town Administrator and the Town Planner, to be an imminent

hazard to persons or property. The Tree Warden Designee making the hazard determination shall be qualified, as defined in section C (2) of this bylaw, by training and experience in the field of Arboriculture. The hazard determination shall be made based on an objective risk tree rating system such as the USDA Forest Service 12-point Risk Tree Rating system or the International Society of Arboriculture Hazard Tree Evaluation system. Hazard trees shall be prioritized for pruning, removal, moving of the target or otherwise minimizing the risk based on those objectively presenting the most risk.

## **L. UTILITY COMPANY TREE AND VEGETATION MANAGEMENT ACTIVITIES.**

- (1) The Tree Warden (Select Board) shall request and the utility shall submit, per MGL c. 87 §14, an annual "Hazard Tree Removal Plan" and a "Vegetation Management Plan", as applicable (separately, and together, an "Annual Plan").
- (2) Such Annual Plan(s) shall include: a map of the circuits where maintenance will occur; and a listing and location of any public shade tree(s) expected to be removed.
- (3) The Annual Plan(s) shall be submitted to the Tree Warden (Select Board) prior to December 31<sup>st</sup> each year for activities to be conducted during the following year.
- (4) Any public shade tree expected to be removed will be appropriately marked by the utility company, so that the public may be made aware of the proposed work. The Tree Warden Designee and the utility representative(s) will visit the proposed work site(s) to inspect the proposed work.
- (5) The Tree Warden (Select Board) shall hold a consolidated public meeting with the Planning Board to review the annual plan(s).
- (6) Annual Plan(s) may be approved upon the determination at the consolidated public meeting per section L (5) above, that the plan is in compliance with the requirements of this bylaw. The utility shall be exempt from the requirements of Section H of this bylaw for work described in the approved plan.
- (7) The Tree Warden Designee shall then notify the utility in writing within 60 days of receipt of an Annual Plan(s) whether or not the plan has been approved or approved with changes made as a result of a public review during a scheduled consolidated public meeting.
- (8) Approved Annual Plan(s) shall be posted on the Town website, DPW's webpage and sent to the Town Planner and the Town Administrator for distribution to their respective Boards and to the public.
- (9) No tree removal, trimming or vegetation management affecting a public shade tree shall be done by the utility company that is not part of an approved Annual Plan, or is not otherwise approved by this bylaw.
- (10) Notwithstanding the Town's approval of the Annual Plan(s), a utility shall provide at least 30 days advance written notice to the Tree Warden Designee before beginning tree trimming or tree removal work pursuant to the Annual Plan(s).

## **M. ENFORCEMENT**

- (1) Any person who violates any provision of this bylaw or MGL c. 87, §§3-5, relating to the trimming, cutting or removal of public shade trees shall be subject to a fine of three hundred dollars (\$300) for each separate offense, as well as any replacement fee per section G (4) of this bylaw.
- (2) Each act causing damage to a separate tree shall constitute a separate offense.
- (3) Fines shall be assessed and collected under MGL c. 40, §21D process.
- (4) These remedies shall not be in derogation of the Town's right to enforce the provisions of MGL c. 242, §7, against any person who without a permit willfully cuts down, girdles or otherwise destroys a public shade tree, or the Town's right to apply or enforce any other Massachusetts law or Town bylaw.

(5) Fines and damages paid to the Town under this bylaw, MGL c. 87, or MGL c. 242, shall be paid to the Town of Southborough.

## N. SEVERABILITY

(1) If any part of this bylaw is for any reason declared invalid or unconstitutional by any court, every other part shall continue in full force and effect.

; or do or act anything in relation thereto.

**Proposed by:** PLANNING BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *The intent of the bylaw is to put in place a process for the maintenance of Public Shade Trees, including but not limited to, trimming, cutting, planting and the removal of dangerous or damaged trees within the public right of way, and to protect the town from unnecessary tree removal and to maintain the New England character and charm of the Town of Southborough.*

**ARTICLE 27:** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for the ongoing maintenance and new planting of trees. The Town Tree Warden and Planning Board shall meet regularly to plan the use of funds for the following: Inventory of public shade trees by arborist, creation of a tree planting plan, survey of tree planting areas, planting of new trees and tree maintenance. The Tree Warden/Town Administrator and Planning Board shall dually approve all expenditures for scenic roads under this article. For non-scenic roads, the Tree Warden/Town Administrator will approve expenditures and report them to the Planning Board; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This article will be utilized to complete the inventory of public shade trees and begin a study of where new trees can be placed in the public right of way. Funds will be added to this article every year in order to purchase new trees as part of a tree replacement program.*

**ARTICLE 28:** To see if the Town will vote, pursuant to the recommendation of the Planning Board to designate ***the following*** Town roads not currently designated as "scenic roads", other than those specifically excluded by State Statute, as "scenic roads" under provisions of the Commonwealth of Massachusetts General Laws Chapter 40, Section 15C and to instruct the Planning Board, in exercising responsibilities thereunder, to take into consideration **simplification of town administrative and logistical scenic road management, sound planning principles, aesthetics, and preservation of natural resources as well as public safety**, or do or act anything in relation thereto.

<b><u>Street</u></b>	<b><u>TM Date</u></b>	<b><u>Street</u></b>	<b><u>TM Date</u></b>
Adams Circle	4/8/1996	Kidder Lane	4/14/2003
Alexandra Circle	9/12/1994	Killam Farm Lane	4/9/2001
Andrews Way	9/12/1994	Ledge Hill Road	4/10/2000
Angelica Lane	4/12/2004	Liberty Drive	4/8/1996
Asaree Drive	9/12/1994	Maple Street Ext.	4/16/2014
Ashley Road	4/12/1993	Metacomet Lane	4/8/2002
Austin Kelly Lane	4/8/2002	Metcalf Lane	4/13/2015
Banfill Lane	4/12/2004	Michael Circle	2/13/1995
Barn Lane	10/7/2013	Moore Road	4/11/1994
Beechwood Lane	11/13/2000	Nathan Stone Road	5/18/1999
Blendon Woods Dr.	10/7/2013	Nipmuc Lane	10/7/2013

Boswell Lane	4/13/1998	Orchard Road	4/14/92 & 4/14/08
Brookside Road	4/12/2004	Powder Mill Lane	4/13/1987
Burnett Road	4/14/1997	Presidential Drive	2/13/1995
Candlewood Lane	9/11/2000	Sadie Hutt Lane	4/23/1990
Constitution Drive	4/8/1996	Sarsen Stone Way	4/8/1991
Coslin Drive (portion)	2018	Schipper Farm Lane	4/8/2002
Country Lane	4/8/1996	Skylar Drive	4/13/1987
Darlene Drive	2/13/1995	Southwood Drive	9/11/2000
Davis Road	4/12/1993	Stockwell Lane	4/10/2000
Eastbrook Farm Lane	4/8/1996	Stub Toe Lane	4/8/1996
Fiddleneck Lane	4/11/2005	Summit Road	4/13/1987
Fitzgerald Lane	4/10/2000	Sunrise Drive	4/8/1991
Foxhill Drive	4/11/2016	Thayer Lane	4/13/2015
Garrison Lane	4/13/1987	Vale Terrace	4/9/2001
Glenwood Road	9/12/1994	Vickery Hill Lane	4/14/2008
Heather Lane	2/13/1995	Wells Lane	4/13/2010
Hidden Meadow Ln.	4/10/2000	Wentworth Drive	4/8/1996
High Ridge Road	4/14/1980	Whistler Lane	4/10/2000
Hillside Avenue Ext.	4/14/2003	Wildwood Drive	4/10/2000
Hubley Lane	4/9/2001	William Colleary Ln.	4/11/2016
Independence Drive	4/8/1996	William Onthank Ln.	4/14/2008
Joslin Lane	4/11/2005	Witherbee Lane	4/11/2005
Kallander Drive	4/11/2005	Wyeth Circle	2/13/1995

**Proposed by:** PLANNING BOARD

**Select Board Recommendation:** Not Support (2-3-0)

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *The intent of this article is to protect the scenic quality and character of certain public ways in the Town by regulating the cutting or removal of trees and the disturbance of stone walls within the right-of-way of scenic roads.*

**ARTICLE 29:** To see if the Town will vote to delete Section § 174-13.5 from the Zoning Bylaws, such deletion to be contingent upon the passage of new Stormwater General Bylaw, in a separate article in this warrant, or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD; CONSERVATION COMMISSION

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** *To remove, in its entirety, the existing bylaw with the intent to insert an amended copy of this bylaw, as its own General Bylaw, in the next article. The Stormwater & Erosion Control Bylaw is promulgated and enforced by the Conservation Commission and does not rely on Zoning enforcement and oversight. By inserting in the General Bylaws, this would also require appeals to be submitted to the Superior Court instead of the Zoning Board of Appeals. This removal will be nullified if the insertion of the amended bylaw does not pass.*

**ARTICLE 30:** Subject to the passage of an article for the deletion of Section § 174-13.5 of the Zoning Bylaws, to see if the Town will vote to amend its General Bylaws by adopting a new Section 154, entitled Stormwater Management, as follows:

**§ 154. Stormwater and erosion control. [Added 4-10-2006 ATM by Art. 46]**

**A. Purpose.** Regulation of activities that result in the disturbance of land and the creation of stormwater runoff is necessary for the protection of the Town of Southborough to safeguard the health, safety, and welfare of the general public and protect the natural resources of the Town. The purpose of this bylaw is to prevent or diminish these impacts by controlling runoff and preventing soil erosion and sedimentation resulting from site construction and development. This bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and pursuant to the bylaws of the federal Clean Water Act found at 40 CFR 122.34. Nothing in this bylaw is intended to replace the requirements of either the

Town of Southborough Wetlands Protection Bylaw, or any other bylaw that has been or may be adopted by the Town of Southborough. Any activity subject to the provisions of the above-cited bylaws must comply with the specifications of each applicable bylaw. The objectives of this bylaw are to:

- (1) Establish decision-making processes surrounding land development activities that protect the integrity of the watershed and preserve the health of wetland and water resources;
- (2) Require that new development, redevelopment and all land conversion activities maintain the after-development runoff characteristics as equal to or less than the pre-development runoff characteristics to provide recharge and to reduce flooding, stream bank erosion, siltation, nonpoint source pollution, property damage, and to maintain the integrity of stream channels and aquatic habitats;
- (3) Establish minimum construction/alteration and post-development stormwater management standards and design criteria for the regulation and control of stormwater runoff quantity and quality and for the protection of properties and aquatic resources downstream from land development and land conversion activities from damages due to increases in volume, velocity, frequency, duration, and peak flow rate of stormwater runoff;
- (4) Establish design criteria for measures to minimize nonpoint source pollution from stormwater runoff which would otherwise degrade water quality;
- (5) Establish design and application criteria for the construction and use of structural stormwater control facilities that can be used to meet the minimum construction/alteration and post-development stormwater management standards and to encourage the use of nonstructural stormwater management, stormwater site design practices or "low-impact development practices," such as reducing impervious cover and the preservation of open space and other natural areas, to the maximum extent practicable;
- (6) Establish provisions for the long-term responsibility for and maintenance of structural stormwater control facilities and nonstructural stormwater management practices to ensure that they continue to function as designed, are maintained, and pose no threat to public safety;
- (7) Establish provisions to ensure there is an adequate funding mechanism, including surety, for the proper review, inspection and long-term maintenance of stormwater facilities implemented as part of this bylaw; and
- (8) Establish administrative procedures and fees for the submission, review, approval, or disapproval of stormwater management plans, and for the inspection of approved active projects, and long-term follow up.

**B. Definitions.**

**AGRICULTURE** — The normal maintenance or improvement of land in agricultural or aquacultural use, as defined by the Massachusetts Wetlands Protection Act (MGL c. 131, § 40) and its implementing regulations (310 CMR 10.00).

**ALTER** — Any activity that changes the water quality, or the force, quantity, direction, timing or location of runoff flowing from the area and will measurably change the ability of a ground surface area to absorb water. Such changes include: change from distributed runoff to confined, discrete discharge; change in the volume of runoff from the area; change in the peak rate of runoff from the area; and change in the recharge to groundwater on the area. Alter may be similarly represented as "alteration of drainage characteristics," and "conducting land disturbance activities."

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<sup>1</sup> Editor's Note: See Chapter 170, Wetlands Protection

**APPLICANT** — Any "person" as defined below requesting a stormwater and erosion control permit for proposed land-disturbance activity.

**AUTHORIZED ENFORCEMENT AGENCY** — The Conservation Commission (hereinafter "the Commission") and its employees or agents or other employee of the Town of Southborough shall be in charge of enforcing the requirements of this bylaw.

**BEST MANAGEMENT PRACTICE (BMP)** — Structural, nonstructural, vegetative and managerial techniques that are recognized to be the most effective and practical means to reduce erosion and sediment, prevent or reduce increases in stormwater volumes and flows, reduce point source and nonpoint source pollution, and promote stormwater quality and protection of the environment. "Structural" BMPs are devices that are engineered and constructed to provide temporary storage and treatment of stormwater runoff. "Nonstructural" BMPs use natural measures to reduce pollution levels, do not require extensive construction efforts, and/or promote pollutant reduction by eliminating the pollutant source.

**BETTER SITE DESIGN** — Site design approaches and techniques that can reduce a site's impact on the watershed through the use of nonstructural stormwater management practices. Better site design includes conserving and protecting natural areas and green space, reducing impervious cover, and using natural features for stormwater management.

**CONSTRUCTION AND WASTE MATERIALS** — Excess or discarded building or construction site materials that may adversely impact water quality, including but not limited to concrete truck washout, chemicals, litter and sanitary waste.

**DISTURBED AREA** — An area, man-made or natural, where the existing condition has been or is proposed to be altered.

**ENVIRONMENTAL SITE MONITOR** — A professional engineer, or other trained professional selected by the Commission and retained by the holder of a stormwater and erosion control permit to periodically inspect the work and report to the Commission.

**EROSION** — A condition in which the earth's surface, including soil or rock fragment, is detached and moved away by the action of water, wind, ice, gravity or other natural means.

**GENERAL STORMWATER MANAGEMENT PERMIT (GSMP)** — A permit issued for an application that meets a set of predetermined standards outlined in the regulations to be adopted by the Commission under this bylaw. By meeting these predetermined standards, the proposed project will be presumed to meet the requirements and intent of this bylaw.

**HOTSPOT** — Land uses or activities with higher potential pollutant loadings, such as auto salvage yards, auto fueling facilities, fleet storage yards, commercial parking lots with high intensity use, road salt storage areas, commercial nurseries and landscaping, outdoor storage and loading areas of hazardous substances, or marinas.

**MASSACHUSETTS STORMWATER MANAGEMENT POLICY** — The policy issued by the Department of Environmental Protection, and as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act, MGL c. 131, § 40, and Massachusetts Clean Waters Act MGL c. 21, §§ 23 through 56.<sup>2</sup> The policy addresses stormwater impacts through implementation of performance standards to reduce or prevent pollutants from reaching water bodies and control the quantity of runoff from a site.

**NEW DEVELOPMENT** — Any construction or land disturbance of a parcel of land that is currently in a natural vegetated state and does not contain alteration by man-made activities.

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<sup>2</sup> Editor's Note: See the Clean Waters Act in MGL c. 21, §§ 26 through 53.

**PERSON** — Any individual, group of individuals, association, partnership, corporation, company, business organization, trust, estate, the commonwealth or political subdivision thereof to the extent subject to Town bylaws, administrative agency, public or quasi-public corporation or body, the Town of Southborough, and any other legal entity, its legal representatives, agents, or assigns.

**POST-DEVELOPMENT** — The conditions that reasonably may be expected or anticipated to exist after completion of the land development activity on a specific site or tract of land. Post-development refers to the phase of a new development or redevelopment project after completion and does not refer to the construction phase of a project.

**PRE-DEVELOPMENT** — The conditions that exist at the time that plans for the land development of a tract of land are submitted to the Conservation Commission. Where phased development or plan approval occurs (preliminary grading, roads and utilities, etc.), the existing conditions at the time prior to the first plan submission shall establish pre-development conditions.

**RECHARGE** — The replenishment of underground water reserves.

**REDEVELOPMENT** — Any construction, alteration, or improvement exceeding land disturbance of 5,000 square feet, where the existing land use is commercial, industrial, institutional, or multifamily residential.

**RUNOFF** — Rainfall, snowmelt, or irrigation water flowing over the ground surface.

**SEDIMENT** — Solid material, whether mineral or organic, that is in suspension, is transported or has been moved from its site of origin by erosion.

**SEDIMENTATION** — A process of depositing material that has been suspended and transported in water.

**SLOPE** — The vertical rise divided by the horizontal distance and expressed as a fraction or percentage.

**STABILIZED** — The elimination of any erosion.

**STORMWATER MANAGEMENT HANDBOOK** — Stormwater Management Handbook, Volume One and Volume Two, prepared by the Mass. Department of Environmental Protection and the Mass. Office of Coastal Zone Management dated March 1997, as the same may be from time to time revised.

**STORMWATER MANAGEMENT PERMIT (SMP)** — A permit issued by the Conservation Commission, after review of an application, plans, calculations, and other supporting documents, which is designed to protect the environment of the Town from the deleterious effects of uncontrolled and untreated stormwater runoff.

**C. Applicability.** This bylaw shall be applicable to all new development and redevelopment, including, but not limited to, site plan applications, subdivision applications, grading applications, land use conversion applications, any activity that will result in an increased amount of stormwater runoff or pollutants flowing from a parcel of land, or any activity that will alter the drainage characteristics of a parcel of land, unless exempt pursuant to Subsection D of this bylaw. After April 10, 2006, the Commission shall not approve any application for development or redevelopment if the land or parcels of land were held in common ownership (including ownership by related or jointly controlled persons or entities) and were subdivided or otherwise modified to avoid compliance. A development shall not be segmented or phased in a manner to avoid compliance with this bylaw. A stormwater and erosion control permit shall be required from the Commission for the following:

- (1) Any activity subject to major site plan review (§ 174-10) except when no land disturbance is commencing;
- (2) Any activity that will result in land disturbance of one (1) acre or more;
- (3) Any residential development or redevelopment proposed pursuant to the Subdivision Control Law, MGL c. 41, §§ 81K to 81GG, inclusive, or proposed under a special permit process pursuant to MGL c. 40A, § 9;
- (4) Any activity that will increase the amount of impervious surfaces more than 50% of the area of a parcel

or lot when the lot size is greater than one (1) acre; and

- (5) Any activity that will disturb land with 15% or greater slope and where the land disturbance is greater than or equal to 15,000 square feet within the sloped area.
- (6) Any residential development or redevelopment that is part of a common plan of development or sale which will disturb one (1) acre, 43,560 sf, or more of land. The Commission requires an application if the land, or parcels of land, were or are in common ownership and were subdivided or otherwise modified to avoid compliance.
- (7) The maintenance, reconstruction or resurfacing of any public way; and the installation of drainage structures or utilities within or associated with public ways when the width of the road is expanded three feet or greater for one hundred (100) feet or more.
- (8) Any land disturbance that will result in soil disturbance of one-half acre (1/2), 21,780 square feet up to, but not including, one (1) acre, 43,560 square feet, shall be required to follow the procedure outlined within the currently approved Stormwater Policy for Minor Projects enforced by the Conservation Agent and shall at a minimum require: Notify the Conservation Commission, in writing, of the date and nature (including a sketch) of the proposed project at least 7 calendar days prior to the commencement of land disturbing activities
  - (a) Implement measures such as erosion control barriers, to prevent the offsite discharge of sediment at the direction of the Conservation Commission or their agent
  - (b) Construction materials shall be managed to not pollute stormwater
  - (c) Containers and materials shall be stored and disposed of properly
  - (d) Sediment and stormwater shall not be allowed to be directed or impact abutting properties or roadways
  - (e) The Conservation Commission reserves the right to request additional measures at the discretion of the Commission if sedimentation and erosion controls become problematic at a site

D. Exemptions. The following activities are exempt from the requirements of this bylaw:

- (1) Normal maintenance of Town-owned public land, ways and appurtenances;
- (2) Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulation, 310 CMR 10.04 and MGL c. 40A,§ 3;
- (3) Repair or replacement of septic systems when approved by the Board of Health for the protection of public health;
- (4) Normal maintenance of existing landscaping, gardens or lawn areas associated with a single-family dwelling, provided such maintenance does not include the addition of more than 400 cubic yards of soil material, or alteration of drainage patterns;
- (5) The construction of fencing that will not alter existing terrain or drainage patterns;
- (6) Construction and associated grading of a way that has been approved by the Planning Board except those in conjunction with any residential development or redevelopment as described in Section 3.3;
- (7) The maintenance, reconstruction or resurfacing of any public way; and the installation of drainage structures or utilities within or associated with public ways that do not meet the applicability in Section 3.7 that have been approved by the appropriate authorities, provided that written notice be filed with the Conservation Commission 14 days prior to commencement of activity;
- (8) The removal of earth products undertaken in connection with an agricultural use if the removal is necessary for or directly related to planting, cultivating or harvesting or the raising or care of animals; or
- (9) Activity in accordance with the terms of an existing order of conditions or determination of applicability issued by the Commission pursuant to MGL c. 131, § 40, or the Southborough Wetlands Protection Bylaw, Chapter 170 of the Code of the Town of Southborough prior to the effective date of this Bylaw.

**E. Administration.**

- (1) The Conservation Commission shall be the permit granting authority for the issuance of a stormwater and erosion control permit and shall administer, implement and enforce this bylaw. Any powers granted to, or duties imposed upon the Commission may be delegated in writing by the Commission to its employees or agents or other municipal employees as appropriate. Such permit applications shall be submitted, considered, and issued only in accordance with the provisions of this bylaw and the regulations adopted pursuant to this bylaw.
- (2) Stormwater regulations. The Commission shall adopt, and periodically amend, rules and regulations relating to the terms, conditions, definitions, enforcement, fees, procedures and administration of this Stormwater and Erosion Control Bylaw. Failure by the Commission to promulgate such rules and regulations or a legal declaration of their invalidity by a court shall not act to suspend or invalidate the effect of this bylaw.
- (3) Right of entry. Filing an application for a stormwater and erosion control permit grants the Commission, or its agent, permission to enter the site to verify the information in the application and to inspect for compliance with permit conditions.
- (4) Stormwater management manual. The Commission will utilize the policy, criteria and information, including specifications and standards of the latest edition of the Massachusetts Stormwater Management Policy, for execution of the provisions of this bylaw. This policy includes a list of acceptable stormwater treatment practices, including the specific design criteria for each stormwater practice. The policy may be updated and expanded periodically, based on improvements in engineering, science, monitoring, and local maintenance experience. Unless specifically altered in the stormwater regulations, stormwater management practices that are designed, constructed, and maintained in accordance with these design and sizing criteria will be presumed to be protective of Massachusetts's water quality standards.
- (5) Application. To obtain approval for a project subject to the provisions of this bylaw, the applicant shall submit a stormwater management and erosion control plan and an operation and maintenance plan prepared, stamped and signed by a professional engineer registered in Massachusetts, a registered land surveyor, or a Massachusetts licensed soil evaluator, as appropriate, that complies with the requirements set forth herein and in the regulations adopted pursuant to this bylaw. The operation and maintenance plan (O&M plan) shall be designed to ensure compliance with the permit, this bylaw, and that the Massachusetts surface water quality standards, 314 CMR 4.00, are met in all seasons and throughout the life of the system. The O&M plan shall remain on file with the Commission, the Planning Board, the Department of Public Works and the Town Engineer and shall be an ongoing requirement. The O&M plan shall meet the criteria set forth in the regulations adopted pursuant to this bylaw. The plans shall fully describe the project in drawings, narrative, and calculations.
  - (a) At the time of application, the applicant shall provide in writing the name and the 24 hours a day and seven days a week contact information of the person who is responsible for erosion and sediment control for the site- disturbing activity which is the subject of the application. Said person shall ensure that the approved activity takes place in accordance with the application, plan and permit requirements.

**F. Fees.** The Commission shall establish fees to cover expenses incurred by the Town in reviewing the application and monitoring permit compliance. The Commission is authorized to retain and charge the applicant fees to cover the cost of hiring a registered professional engineer or other professional consultant to advise the Commission on any or all aspects of the project. The applicant for a stormwater and erosion control permit may be required to establish and maintain an escrow account to cover the costs of said consultants. Applicants shall pay review fees to the Commission before the review process may begin.

**G. Surety.** The Commission may require a cash performance guaranty to ensure compliance with these requirements and for the long-term operation and maintenance of all permanent erosion control and stormwater management measures. The form of the bond shall be approved by the Commission upon the recommendation of Town Counsel and the Town Treasurer, as appropriate. With the approval of the Commission upon the recommendation of Town Counsel and the Town Treasurer, as appropriate, the applicant may substitute an irrevocable letter of credit or performance bond in lieu of the cash performance guaranty. Any performance bond or letter of credit shall be executed and maintained by a financial institution, surety, or guaranty company qualified to do business in the Commonwealth of Massachusetts.

**H. Waivers.**

- (1) The Commission may waive strict compliance with some of the requirements of this bylaw or the rules

and regulations promulgated hereunder, if it determines that some of the application requirements are unnecessary because of the size or character of the development project or because of the natural conditions at the site and where such action:

- (a) Is allowed by federal, state and local statutes and/or regulations;
- (b) Is in the public interest; and
- (c) Is not inconsistent with the purpose and intent of this bylaw.

(2) Any request from an applicant for a waiver of these rules shall be submitted, in writing, to the Commission at the time of submission of the application. Such requests shall clearly identify the provisions of the rule from which relief is sought and be accompanied by a statement setting forth the reasons why, in the applicant's opinion, the granting of such a waiver would be in the public interest or the specific information required to show strict compliance is irrelevant to the project, and why a waiver would be consistent with the intent and purpose of this bylaw and the rules and regulations promulgated hereunder.

I. Findings and conditions of approval.

- (1) The Commission shall not approve any application for a stormwater and erosion control permit unless it finds that BMPs will be employed to meet the following requirements:
  - (a) Compliance with all applicable federal, state and local regulations and guidelines, including but not limited to the Stormwater Management Handbook as it may be amended, has been demonstrated;
  - (b) Measures shall be employed to minimize adverse impacts on wildlife habitats and corridors, natural or historic landscape features, and scenic vistas and views;
  - (c) The duration of exposure of disturbed areas due to removal of vegetation, soil removal, and/or regrading shall be set forth in a written time table and approved by the Commission;
  - (d) There shall be no net increase in the rate of stormwater runoff from the site;
  - (e) There shall be no net increase in the volume of stormwater runoff across the boundaries of the site unless provisions have been made to tie into the public storm drains, where available, with the approval of the appropriate parties or authorities or, the Commission has determined that all reasonable provisions have been made to minimize any changes in stormwater runoff at the site;
  - (f) There shall be no adverse impacts to abutting properties from any increase in volume of stormwater runoff, including erosion, silting, flooding, sedimentation or impacts to wetlands, groundwater levels or wells;
  - (g) Where the site is not proposed to be covered with gravel, hardscape, or a building or structure, a planting plan to ensure permanent revegetation of the site has been approved;
  - (h) Areas to be planted shall be loamed with not less than six inches compacted depth of good quality loam and seeded with turf grass seed or other appropriate ground cover in accordance with good planting practice;
  - (i) Dust control shall be used during grading operations if the grading is to occur within 500 feet of an occupied residence or place of business, school, playground, park, cemetery, or place of worship;
  - (j) During construction, temporary erosion and sedimentation control measures will be employed in accordance with the approved plan;
  - (k) During construction, any site access from a paved public way shall be improved with a gravel apron of 15 feet wide and at least 24 feet long to prevent unstable material from being transported onto the street by vehicle tires or by runoff;
  - (l) Until a disturbed area is permanently stabilized, sediment in runoff water shall be trapped by using a siltation barrier, siltation fences, and/or sedimentation traps;
  - (m) Dust control shall be used during grading operations if the grading is to occur within 500 feet of the property line of an occupied residence or place of business. Dust control methods may consist of grading fine soils on calm days only or dampening the ground with water;
  - (n) Permanent erosion control and vegetative measures shall be in accordance with the approved plan; and
  - (o) Where applicable, homeowner's, facility or condominium documents shall provide for the long-term operation and maintenance of all permanent erosion control and stormwater management measures, including surety.
- (2) Based upon the nature of the application the Commission may impose reasonable requirements or limitations to minimize the impacts, if any, on abutting properties or uses.

(3) Prior to commencement of any land disturbing activity, the applicant shall record the permit with the Registry of Deeds or Registry District of the Land Court, and shall submit to the Commission written proof of such recording.

(4) At completion of the project, the owner shall submit as-built record drawings of all structural stormwater controls and treatment best management practices required for the site. The as-built drawing shall show deviations from the approved plans, if any, and shall be certified by a professional engineer registered in Massachusetts.

J. Actions by the Commission.

(1) The Commission shall act on each application for a permit within 90 days of the date of filing with the Commission and the Town Clerk, unless such application has been withdrawn from consideration.

(2) The Commission may take any of the following actions as a result of an application for a stormwater management and erosion control permit as more specifically defined as part of stormwater regulations promulgated as a result of this bylaw: approval, approval with conditions, disapproval, or disapproval without prejudice.

(3) A stormwater and erosion control permit may be disapproved if the Commission determines:

(a) The requirements of this Bylaw are not met; or

(b) The intent of the application is to circumvent other provisions of the Town's Zoning Code and regulations.

(4) Appeals of action by the Commission. A decision of the Commission shall be final. Relief of a decision by the Commission made under this bylaw shall be reviewable in the Superior Court in an action filed within 60 days thereof, in accordance with M.G.L. Ch 249, § 4. Such an appeal shall result in revocation of the written approval, until such time as the appeal process has been resolved. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

K. Enforcement. The Commission or its authorized agent and the Town of Southborough shall have the power and duty to enforce this bylaw, its regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

(1) Penalties. Any person who violates any provision of this bylaw, regulation, or permit issued hereunder, shall be subject to fines, civil action, criminal prosecution, and tax liens, as appropriate and as lawfully established by the Town of Southborough.

(2) Tax liens. The Town of Southborough shall require the repayment of services provided to the responsible party that the responsible party was obligated to perform as set forth in the operation and maintenance plan. If repayment is not made within 30 days, the Town may impose a tax lien on the property of the responsible party or parties.

(3) Noncriminal disposition. As an alternative to criminal prosecution or civil action, the Town may utilize the noncriminal disposition procedure set forth in MGL c. 40, § 21D, in which case the Conservation Administrator, Conservation Agent or other authorized agent of the Town shall be the enforcing person.

L. Severability. Any determination that a particular provision or set of provisions in this bylaw is invalid or unenforceable shall not render ineffective, unenforceable, or inapplicable the remainder of this bylaw.

; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD; CONSERVATION COMMISSION

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** *To insert a new bylaw based upon the amendment of the existing bylaw. The amendments include, but are not limited to, updating applicability thresholds to be equitable and not unfairly burden homeowners with smaller lot sizes, no longer allow segmentation of projects to stem resident concerns, allow administrative oversight on smaller residential projects to better protect abutting residents from impacts, changing appeals to be handled by Superior Court instead of Zoning Board of Appeals, inclusion of current industry standard data, and update of definitions. If this article does not pass, then the existing (no amendments) bylaw shall remain in effect and unchanged and the previous vote shall be nullified.*

**ARTICLE 31:** To see if the Town will vote to amend § 174-8.9, WFP Wetland and Floodplain District, of the Town's Zoning Bylaws by replacing the existing bylaw with the following:

**§ 174-8.9. WFP Wetland and Floodplain District. [Added 4-12-1993 ATM by Art. 43; amended 4-12-2011 ATM by Art. 32; 4-16-2014 ATM by Art. 19]**

**A. Statement of Purpose for Flood Resistant Standards**

- (1) Ensure public safety through reducing the threats to life and personal injury
- (2) Eliminate new hazards to emergency response officials
- (3) Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding
- (4) Avoid loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding
- (5) Eliminate costs associated with the response and cleanup of flooding conditions
- (6) Reduce damage to public and private property resulting from flooding waters.

B. The Wetland and Floodplain District is considered to be an overlay district. The District includes all special flood hazard areas within the Town of Southborough designated as Zone A, AE, AH, AO, or A99, on the Worcester County Flood Insurance Rate Map (FIRM) dated July 16, 2014 issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The exact boundaries of the District may be defined by the one-hundred-year base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 16, 2014. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official, Conservation Commission and Department of Public Works.

**C. Designation of Community Floodplain Administrator**

- (1) The Town of Southborough hereby designates the position of Conservation Agent to be the official floodplain administrator.

**D. Permits**

- (1) A permit is required for all proposed construction or other development in the floodplain overlay district, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving, and any other development that might increase flooding or adversely impact flood risks to other properties.
- (2) The town's permit review process includes the requirement that the proponent obtain all local, state, and federal permits that will be necessary in order to carry out the proposed development in the floodplain overlap district. The proponent must acquire all necessary permits, and must demonstrate that all necessary permits have been acquired.

**E. Floodway Encroachment**

- (1) Floodway data. In Zones A, A1-30, and AE, along watercourses that have not had a regulatory floodway designated, the best available federal, state, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- (2) In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Town's FIRM encroachments are prohibited, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.

**F. Unnumbered A Zones**

- (1) In A Zones, in the absence of FEMA BFE data and floodway data, the building department will obtain, review, and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.

**G. Subdivision Proposals**

- (1) All subdivision proposals and development proposals in the floodplain overlap district shall be reviewed to assure that:
  - (a) Such proposals minimize flood damage
  - (b) Public utilities and facilities are located and constructed so as to minimize flood damage
  - (c) Adequate drainage is provided

**(2) Base Flood Elevation Data for Subdivision Proposals**

- (a) When proposing subdivisions or other developments greater than 50 lots or 5 acres (whichever is less), the proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.

**H. Recreational Vehicles**

- (1) In A1-30, AH, AE Zones, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulation for foundation and elevation requirements or be on site for less than 180 consecutive days or be fully licensed and highway ready.

**I. Watercourse Alterations or Relocations in Riverine Areas**

- (1) In a riverine situation, the Conservation Commission shall notify the following of any alteration or relocation of a watercourse:
  - (a) Adjacent communities, especially upstream and downstream
  - (b) Bordering States, if affected
  - (c) NFIP State Coordinator:
  - (d) Massachusetts Department of Conservation and RecreationNFIP Program Specialist:  
Federal Emergency Management Agency, Region I

**J. Requirement to Submit New Technical Data**

- (1) If the Town acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s). Notification shall be submitted to:
  - (a) NFIP State Coordinator:  
Massachusetts Department of Conservation and Recreation
  - (b) NFIP Program Specialist:  
Federal Emergency Management Agency, Region I

**K. Variances to Building Code Floodplain Standards**

- (1) The Town will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance and will maintain this record in the community's files.
- (2) The town shall also issue a letter to the property owner regarding potential impacts to the annual premiums for flood insurance policy covering that property, in writing over the signature of a community official that:
  - (a) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 to \$100 of insurance coverage and;
  - (b) Such construction below the base flood level increases risks to life and property
- (3) Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain overlap district.

**L. Variances to local Zoning Bylaws related to community compliance with the National Flood Insurance Program (NFIP)**

- (1) A variance from these floodplain bylaws must meet the requirements set out by the State law, and may only be granted if:
  - (a) Good and sufficient cause and exceptional non-financial hardship exist;
  - (b) The variance will not result in additional threats to public safety, extraordinary public expense, or fraud and/or victimization of the public and;
  - (c) The variance is the minimum action necessary to afford relief

**M. Reference to existing regulations**

- (1) The Floodplain District is established as an overlay district to all other districts. All development in the District, including structural and nonstructural activities, whether permitted by right or by special permit, must be in compliance with Chapter 131, Section 40, of the Massachusetts General Laws and with the following:
  - (a) Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas (currently 780 CMR).
  - (b) Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00)
  - (c) Inland Wetlands Restriction, DEP (currently 310 CMR 13.00).

- (d) Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5).
- (e) Southborough Wetlands Bylaw & Regulations
- (2) Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

#### N. Abrogation and Greater Restriction Section

- (1) The floodplain management regulations found in this Floodplain Overlay District section shall take precedence over any less restrictive conflicting local laws, ordinances, or codes.

#### O. Disclaimer of Liability

- (1) The degree of flood protection required by this bylaw is considered reasonable but does not imply total flood protection.

#### P. Severability Section

- (1) If any section, provision, or portion of this bylaw is deemed to be unconstitutional or invalid by a court, the remainder of the ordinance shall be effective.

Q. The operation of any marijuana establishment as defined in MGL c. 94C, §1, including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retainer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Actions of 2012 and currently permitted in the Town of Southborough. [Added 4-25-2017 ATM by Art.32]

#### R. Definitions

**DEVELOPMENT** Any man-made change to improved or unimproved real estate, including but not limited to building or structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials [US Code of Federal Regulations, Title 44, Part 59]

**FLOODWAY** The channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [Base Code, Chapter 2, Section 202]

**FUNCTIONALLY DEPENDENT USE** A use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities. [US Code of Federal Regulations, Title 44, Part 59] Also [Referenced Standard ASCE 24-14]

**HIGHEST ADJACENT GRADE** The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. [US Code of Federal Regulations, Title 44, Part 59]

**HISTORIC STRUCTURE** Any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
  - (1) By an approved state program as determined by the Secretary of the Interior or;
  - (2) Directly by the Secretary of the Interior in states without approved programs.

[US Code of Federal Regulations, Title 44, Part 59]

**NEW CONSTRUCTION** Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. New construction includes work determined to be substantial improvement. [Referenced Standard ASCE 24-14]

**RECREATIONAL VEHICLE** Means a vehicle which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck; and
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. [US Code of Federal Regulations, Title 44, Part 59]

**REGULATORY FLOODWAY** See FLOODWAY SPECIAL FLOOD HAZARD AREA The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH, V, VO, VE or V1-30. [Base Code, Chapter 2, Section 202]

**START OF CONSTRUCTION** The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns.

Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Base Code, Chapter 2, Section 202]

**STRUCTURE** For floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. [US Code of Federal Regulations, Title 44, Part 59]

**SUBSTANTIAL REPAIR OF A FOUNDATION** When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR. [As amended by MA in 9th Edition BC]

**VARIANCE** For floodplain management purposes, a grant of relief by a community from the terms of a flood plain management regulation. [US Code of Federal Regulations, Title 44, Part 59]

**VIOLATION** The failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §60.3 is presumed to be in violation until such time as that documentation is provided. [US Code of Federal Regulations, Title 44, Part 59]

; or do or act anything in relation thereto.

**Proposed by:** SELECT BOARD; CONSERVATION COMMISSION

**Select Board Recommendation:** Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** *To amend the existing bylaw to conform with current FEMA requirements for every inland town or city under the National Flood Insurance Program (NFIP) with the assistance of DCR as the State Coordinating Office of the NFIP. The amendments include, but are not limited to, adding the purpose of the bylaw, clarifying who shall retain records, utilizing best known data, definitions, and keeping record of any structure built within a floodplain (which is currently and will continue to be done through an Order of Conditions issued by the Conservation Commission and requires no change of process).*

**ARTICLE 32:** To see if the Town will vote to adopt as Article V §27-28 of the Town Code the following:

**§27-28 Correction of Non-Substantive Scrivener and Formatting Errors**

The Town Clerk is authorized to correct typographical, grammatical, numbering and punctuation errors, as necessary, in the Town Code; and the Town Clerk is authorized to make formatting changes as needed for purposes of clarity, form, and consistency. These changes shall not in any way alter the language/intent of the bylaw; or do or act anything in relation thereto.

**Proposed by: TOWN CLERK**

**Select Board Recommendation: Support (Unanimous)**

**Advisory Committee Recommendation: Support (Unanimous)**

**Summary:** *This article authorizes the Town Clerk to make non-substantive corrections to the Town Code as needed for purposes of clarity, form, and consistency. These changes shall not in any way alter the language/intent of the bylaw.*

**ARTICLE 33:** To see if the Town of Southborough will vote to authorize the Select Board to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, substantially in the following form:

**AN ACT GRANTING THE TOWN OF SOUTHBOROUGH THE AUTHORITY TO PROVIDE LEGAL VOTING RIGHTS IN MUNICIPAL ELECTIONS FOR TOWN OF SOUTHBOROUGH RESIDENTS AGED 17 YEARS OLD**

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by the authority of the same as follows:

Notwithstanding the provisions of section 1 of chapter 51 of the General Laws or any other general or special law, rule or regulation to the contrary, any individual aged 17 years old residing in the Town of Southborough, who is ineligible to vote due to age under state law, but who is otherwise eligible to vote under state law, may upon application have their names entered on a list of voters. Such individuals on the list of voters may vote in any election for local offices and local ballot questions in accordance with this Act.

The Town of Southborough is hereby authorized to pass ordinances to implement the purpose of this act subject to all the provisions of the Southborough city charter.

Nothing in this act shall be construed to confer upon local voters the right to vote for any state or federal office or any state or federal ballot questions.

; or do or act anything in relation thereto.

**Proposed by: OWEN JAMES NICHOLS-WORLEY, ET AL.**

**Select Board Recommendation: Support (4-1-0)**

**Advisory Committee Recommendation: Not Support (2-3-0)**

**Summary:** *This is a Citizen's Petition.*

**ARTICLE 34:** To see if the Town will vote to amend the Zoning Map, for the properties listed below, by changing the Zoning District and Map boundary from Business Village BV having an existing boundary line 400 feet from Turnpike Rd. to Business Highway BH having boundary line 800 feet from Turnpike Rd. for the following three parcels all of which have frontage on Turnpike Rd.: 84 Turnpike Rd. (Assessor Map 38-10), 88 Turnpike Rd. (Assessor Map 38-11), and 2 Woodland Rd. (Assessor Map 38-12).

Old Farm Buildings Will Be Kept.

(Purpose: These three parcels are not properly zoned, for unknown reasons, probably a historical anomaly. They have a total acreage of about 14 acres, which is far greater than other typical parcels in the adjacent Business Village BV district, where the typical lot size is only a quarter to a half acre per lot. In Fact, the total acreage of these three parcels is greater than the combined acreage of ALL the other parcels in the entire BV district. The most appropriate zoning district for these Parcels is Business Highway BH, which has similar uses to BV but allows larger building sizes. Most other properties which have frontage on Turnpike Rd. are now zoned Business Highway BH, which is the same district intended for these three parcels, so they will fit into the appropriate pattern. The final reason is this: the applicant intends to collaborate with the Conservation Commission and Open Space Preservation Committee, to create a new and continuous public pathway network, which could link the Breakneck Hill open space, passing across

Woodland Rd. to the Sudbury Valley Trustees (SVT) open parcels, and then the Town Forest off Oak Hill Rd. Also, in the other direction, potentially all the way to the Sudbury Reservoir.)

; or do or act anything in relation thereto.

**Proposed by:** DAVID PARRY, ET AL.

**Select Board Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This is a Citizen's Petition.*

**ARTICLE 35:** We, the undersigned residents of Southborough, direct the Southborough Select Board to install three (3) driver feedback 25 MPH speed limit signs on Parkerville Road north.

**Proposed by:** PETER LAPINE, ET AL.

**Select Board Recommendation:** Not Support (Unanimous)

**Advisory Committee Recommendation:** Not Support (0-4-1)

**Summary:** *The proposal to improve public safety for Parkerville Road (north) submitted to the Southborough select board, made in March 2022, clearly and unambiguously specified two (2) important elements: 1. Lower the speed limit from 30 MPH to 25 MPH for the entirety of the street from Turnpike Road (route 9) to Main Street (route 30) 2. Erect three (3) driver feedback signs: two (2) on the east side of the street and one (1) on the west side of the street - their detailed locations described in the documentation. MA DOT gave its permission to allow for the specified changes in November 2022. This article provides for the completion of item 2 described above.*

**ARTICLE 36:** We, the undersigned residents of Southborough, petition the Southborough Advisory Board and the Southborough Select Board to add the following item to their respective agendas:

Add eighteen thousand (18,000) dollars to the Southborough Select Board budget in order to cover the costs associated with installing three (3) driver feedback speed limit signs for Parkerville Road north.

**Proposed by:** PETER LAPINE, ET AL.

**Select Board Recommendation:** Not Support (Unanimous)

**Advisory Committee Recommendation:** Not Support (0-4-1)

**Summary:** *This is a Citizen's Petition.*

**ARTICLE 37:** To see if the Town of Southborough will vote to request that the Select Board exercise the Town's option to withdraw without penalty from the Inter-municipal Agreement a draft of which is entitled "Agreement for a Metro West Regional Emergency Communications Center District" per the terms of Section 4 Paragraph A of that agreement, 'Any Town shall have the right to withdraw from this Agreement, by giving written notice in accordance with Section 23 no later than June 1, 2023, and, upon such termination, the terminating Town shall have no further responsibility hereunder.' and to request that the Board not enter into any IMA for similar purpose without first presenting the principal terms to Town Meeting for its recommendation thereupon; or do or act anything in relation thereto.

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

**Select Board Recommendation:** Not Support (Unanimous)

**Advisory Committee Recommendation:** Support (Unanimous)

**Summary:** *There are substantive changes and omissions to the (IMA) Regional Emergency Communications Center District Agreement, which the Southborough community should be made aware of.*

**ARTICLE 38:** To see if the Town of Southborough will vote to direct the Select Board to require Emergency Dispatch Services to be in and under the sole control of the Town of Southborough. And further to direct the Select Board to cease and desist any regionalization efforts, unless moving said services out of the Town of Southborough is agreed to by a majority of voters present at a Town Meeting. In addition, no money or incentives from state grants or state

agencies as part of a regionalization process shall be utilized or taken advantage of until Town Meeting voters have approved such usage; or do or act anything in relation thereto.

**Proposed by:** KYLE DEVINCENT & HEATH WIDDISS, ET AL.

**Select Board Recommendation:** Not Support (Unanimous)

**Advisory Committee Recommendation:** Not Support (Unanimous)

**Summary:** *This article would serve to keep Emergency Dispatch Services in and under the sole control of the Town of Southborough and not as part of any regionalization program.*

**ARTICLE 39:** To see if the Town of Southborough will vote to authorize the Select board to petition the General Court for a special act amending Chapter 447, Acts of 1991 AN ACT ESTABLISHING A DEPARTMENT OF PUBLIC WORKS IN THE TOWN OF SOUTHBOROUGH.

Section 5 of chapter 447, Acts of 1991 established a Public Works Planning Board and included the following language conferring authority to appoint the members: "Said board shall consist of five members, three of whom shall be appointed by the moderator or said town and two of whom shall be appointed by the planning board of said town.

The Select Board is authorized and requested to petition the General Court for a special act to change the Section 5, Chapter 447, Acts of 1991 identified above to "Said board shall consist of five members, four of whom shall be appointed by the planning board of said town and one whom shall be appointed by the health department of said town."

; or do or act anything in relation thereto.

**Proposed by:** PATRICIA BURNS-FIORE, ET AL.

**Select Board Recommendation:** Not Support (1-4-0)

**Advisory Committee Recommendation:** Not Support (Unanimous)

**Summary:** *This adjustment to Chapter 447 will change the appointing authority of the Public Works Planning Board to the Planning Board and (to be amended) Board of Health. Appointments to this board should be under the auspices of multi-person boards who are stakeholders in the types of projects under the jurisdiction of the DPW.*

**ARTICLE 40:** We recognize and appreciate that on March 10, 2020 The Town of Southborough Selectboard approved a Small Cell (5G) Equipment policy in an effort to maintain local zoning authority. Though the town has instituted said policy, the policy must now be updated to provide science based setbacks from residential homes and schools and include other real property value safeguards for residents. We hereby request The Selectboard take immediate action to minimize future economic, environmental, safety and social risks by addressing gaps in the Small Cell Policy and updating said policy to add science based setbacks. Setbacks at 1640 feet have been demonstrated to be protective of the biological effects of wireless radiation per New Hampshire Commission's official review of peer reviewed scientific studies. Setbacks are the first step in ensuring everyone is protected from Radio Frequency Radiation (RFR),

or do or act anything in relation thereto.

**Proposed by:** HEIDI DAVIS, ET AL

**Select Board Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This is a Citizen's Petition.*

**ARTICLE 41:** We hereby request that the Town of Southborough send a letter of concern on behalf of residents requesting that the FCC address the 2021 Court's ruling that the FCC must justify its decision-making process regarding its decision not to update its 1996 exposure guidelines. We request that efforts be pursued to address the federal regulatory gap, so that the town and Commonwealth are not misinformed in approving infrastructure on the basis of 1996 guidelines, thereby potentially endangering both the public and the natural environment.

We also ask that the town officials write to Massachusetts' elected state and federal officials and agencies to request that the elected officials and agencies take action to minimize future economic, environmental, safety, and social risks by addressing the Federal regulatory gap regarding wireless infrastructure, including any radio frequency radiation (RFR) emitting infrastructure being installed proximal to homes, schools, and sensitive environments.

,or do or act anything in relation thereto.

**Proposed by:** HEIDI DAVIS, ET AL

**Select Board Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This is a Citizen's Petition.*

**ARTICLE 42:** To see if the Town will vote to cease all work by the Town on the St Marks Road Project.

#### EXPLANATION

The project needs to be terminated because it lacks legitimate public purpose. There are three issues.

(1) INTERSECTION. The original justification put forward (by the former Town DPW Superintendent) was that the existing St Marks road intersection was flooding. But this flooding was merely short-lived, shallow ponding, during heavy rain storms. It was caused by St Marks School, quite recently, when they built a stone wall (without permits) within the right-of-way, which blocked the natural flow of water away from the road. This flooding could easily have been solved by St Marks, by simply removing a section of their wall. However, instead the Town DPW installed an expensive underground piped drainage system, under Marlborough Rd.

(2) TRAFFIC. The intersection works fine and has an excellent safety record. It has good sight distance, and no history of serious accidents. It was completely rebuilt in 2005 to allow for larger vehicles. The conclusion is that it does not need to be replaced. (which Project seeks to do).

(3) PARKING LOT. The Town should not be using public funds to build a private parking lot for St. Marks School. They can easily build their own parking lot on their own land, just as existed before this Project began. One question is – Will all the funds spent by the Town so far be wasted if we stop now? The answer is NO, because the drainage system has solved the intersection problem, and the gravel can be re-used by St Marks for its own parking lot. Therefore, St Marks has already benefitted substantially from what has been done so far. Now is the time for the Town to STOP. Enough is enough.

,or do or act anything in relation thereto.

**Proposed by:** DAVID PARRY, ET AL

**Select Board Recommendation:** Not Support (Unanimous)

**Advisory Committee Recommendation:** Not Support (Unanimous)

**Summary:** *This is a Citizen's Petition.*

**ARTICLE 43:** To see if the Town of Southborough will vote to request the Select Board and/or Advisory Committee to write to the State Inspector General (IG), informing the IG that Southborough Town Meeting voted to request a forensic investigation of the two Town Departments which managed the St Marks Road Project. These two Departments are the Department of the Town Administrator (DTA), and the Department of Public Works (DPW). Together they were responsible for the Project's planning, financing and management. Town Meeting has voted to reject the Project and believes that a thorough investigation of the Project is needed, to clarify how it was managed and who was responsible. Since the State inspector General does not usually reveal the results of their investigations, and since Town Meeting believes it would benefit from receiving a report of the investigation, THEREFORE Town Meeting requests the Town Advisory Committee to conduct its own investigation, and to report back to Town Meeting.

#### EXPLANATION

A forensic investigation is the ONLY way to get to the bottom of what went wrong and why. The IG is the appropriate State Agency. The Town Advisory Committee has the following in the Town Bylaw: "The Advisory Committee shall have authority at any time to investigate the books, accounts and management of any department of the town...". The major concerns about management are these: (1) The attempt to spend over \$1million in town funds, to build an entirely new road which is not needed, because the new road will replace an existing road which

has worked fine for decades. (2) The attempt to swap a land parcel now used as a public road and therefore has substantial value, for a privately-owned land parcel now used as lawn grass and therefore has less value than a road. (3) The attempt to build a private parking lot for St Marks School, and have it paid for by the Town. (4) The mis-use of State DOT grant funds in two ways, namely: (A) Spending State funds on non-eligible items. And (B) Spending State funds on private property. In addition, there are many other problems to numerous to mention here.

,or do or act anything in relation thereto.

**Proposed by:** DAVID PARRY, ET AL

**Select Board Recommendation:** Not Support (Unanimous)

**Advisory Committee Recommendation:** Not Support (Unanimous)

**Summary:** *This is Citizen's Petition.*

And to notify the inhabitants of all Precincts of said Town of Southborough qualified to vote in elections to meet in the gymnasium of the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough on **Tuesday, May 9, 2023**, then and there to bring in their votes to the Election Officers:

Seats available	ELECTED POSITION	Term
1	Board of Assessors	3 years
1	Board of Commissioners of Trust Funds	3 years
1	Board of Health	3 years
2	Board of Trustees Southborough Library	3 years
1	Moderator	1 Year
2	Northborough-Southborough Regional School District Committee <i>NORTHBOROUGH CANDIDATE</i>	3 years
2	Northborough-Southborough Regional School District Committee <i>SOUTHBOROUGH CANDIDATE</i>	3 years
1	Planning Board	5 years
1	Assabet Valley Regional School Committee	1 years
2	Select Board	3 years
2	Southborough School Committee	3 years
1	Southborough School Committee	1 year
1	Town Clerk	3 years

The Polls in each Precinct will be open at 6:30 a.m. and will be closed at 8:00 p.m. of said day.

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 7th day of March, 2023.

Kathryn M. Cook

Kathryn M. Cook, Chair

Chelsea M. Malinowski

Chelsea M. Malinowski, Vice-Chair

Lisa M. Braccio

Lisa M. Braccio

Sam Stivers

Sam Stivers

Andrew R. Dennington II

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

FY2024 ATM March 2023	FY 22 APPROVED	FY 23 APPROVED	FY 24 REQUEST	% Chg From FY23
<b>100-199 GENERAL GOVERNMENT</b>				
114 MODERATOR	100	100	100	0.00%
121-129 Executive				
121 ELECTED SELECTBOARD	4,000	4,000	4,000	0.00%
122 SELECTBOARD	459,930	459,307	482,263	5.00%
131-149 Financial Administration				
131 ADVISORY COMMITTEE	3,500	3,500	5,250	50.00%
132 RESERVE FUND	190,000	180,000	180,000	0.00%
135 TOWN ACCOUNTANT	160,786	165,269	172,164	4.17%
136 AUDIT	52,515	27,000	46,000	70.37%
140 ELECTED ASSESSORS	2,250	2,250	2,250	0.00%
141 ASSESSORS	242,248	249,196	259,861	4.28%
145 TREASURER/COLLECTOR	235,336	242,223	259,534	7.15%
151-159 Operation Support				
151 TOWN COUNSEL/153 SP LEGAL	145,000	140,000	135,000	-3.57%
152 PERSONNEL BOARD	13,350	17,350	14,875	-14.27%
154 MUNICIPAL TECH COMMITTEE	1,000	1,500	1,500	0.00%
155 INFORMATION TECHNOLOGY	469,285	505,130	569,009	12.65%
159 OTHER OPERATION SUPP.	416,690	452,182	541,531	19.76%
161-169 Licensing & Registration				
160 ELECTED CLERK	90,151	92,856	96,570	4.00%
161 TOWN CLERK	155,475	209,579	224,297	7.02%
171-179 Land Use				
171 CONSERVATION COMMISSION	108,548	125,399	138,827	10.71%
175 PLANNING BOARD	175,864	182,630	187,911	2.89%
176 ZONING BOARD OF APPEALS	26,706	13,275	12,896	-2.85%
177 OPEN SPACE	2,000	2,000	5,000	150.00%
191-199 Other				
182 ECONOMIC DEVELOPMENT	42,316	42,938	41,581	-3.16%
192 FACILITIES DEPARTMENT	583,436	601,209	660,108	9.80%
193 ADA COMMITTEE	2,500	2,500	2,500	0.00%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>3,582,986</b>	<b>3,721,393</b>	<b>4,043,027</b>	<b>8.64%</b>
200-299 Public Safety				
210 POLICE DEPARTMENT	2,486,596	2,551,068	2,818,137	10.47%
220 FIRE DEPARTMENT	2,378,023	2,409,695	2,538,740	5.36%
241 BUILDING DEPARTMENT	164,471	170,259	179,073	5.18%
291 CIVIL DEFENSE	10,151	11,225	14,560	29.71%
292 ANIMAL CONTROL OFFICER	28,490	29,052	30,359	4.50%
<b>TOTAL PUBLIC SAFETY</b>	<b>5,067,731</b>	<b>5,171,299</b>	<b>5,580,869</b>	<b>7.92%</b>
400-499 Public Works				
420,430,490 DPW	2,492,467	2,540,902	2,706,191	6.51%
<b>TOTAL PUBLIC WORKS</b>	<b>2,492,467</b>	<b>2,540,902</b>	<b>2,706,191</b>	<b>6.51%</b>
500-599 Human Services				
510 ELECTED BOH SALARIES	450	450	450	0.00%
512 BOARD OF HEALTH	202,692	260,652	275,224	5.59%
541 COUNCIL ON AGING	347,842	355,425	388,491	9.30%
542 YOUTH COMMISSION	249,998	262,063	283,486	8.17%
543 VETERANS SERVICES	35,845	35,735	35,600	-0.38%
<b>TOTAL HUMAN SERVICES</b>	<b>836,827</b>	<b>914,326</b>	<b>983,261</b>	<b>7.54%</b>
600-699 Culture and Recreation				
610 LIBRARY	573,329	587,688	624,447	6.25%
630 RECREATION	153,538	159,328	166,268	4.36%
691 HISTORICAL COMMISSION	3,362	1,000	1,000	0.00%
692 MEMORIAL DAY	3,150	3,350	3,350	0.00%
<b>TOTAL CULTURE &amp; RECREATION</b>	<b>733,379</b>	<b>781,366</b>	<b>798,065</b>	<b>5.82%</b>
<b>TOTAL TOWN</b>	<b>12,713,390</b>	<b>13,099,285</b>	<b>14,108,403</b>	<b>7.70%</b>
300-399 Education				
300 ELECTED SCHOOL COMM	500	500	500	0.00%
301 SOUTHBOROUGH SCHOOLS	21,734,434	22,283,443	23,063,364	3.50%
302 ALGONQUIN	7,541,363	8,220,295	8,508,457	3.51%
ALGONQUIN EXEMPT DEBT	397,404	393,181	393,796	0.16%
304 ASSABET	436,350	420,998	473,082	12.37%
305 NORFOLK COUNTY AGRIC.	44,634	44,875	44,875	0.00%
<b>TOTAL EDUCATION</b>	<b>30,154,685</b>	<b>31,363,292</b>	<b>32,484,073</b>	<b>3.57%</b>
TOWN 900-999 Unclassified				
910 EMPLOYEE BENEFITS-Town	3,814,843	3,986,827	4,275,591	7.24%
910 EMPLOYEE BENEFITS-School	4,727,014	4,882,658	5,158,458	5.65%
<b>TOTAL UNCLASSIFIED BENEFITS</b>	<b>8,541,857</b>	<b>8,869,485</b>	<b>9,434,049</b>	<b>6.37%</b>
941 LEGAL SETTLEMENT REGIONAL	229,900	232,500	0	-100.00%
945 GENERAL LIABILITY INS-Town	118,961	133,894	153,770	14.84%
945 GENERAL LIABILITY INS-School	178,441	200,840	230,656	14.85%
<b>TOTAL LIABILITY INSURANCE</b>	<b>527,302</b>	<b>567,234</b>	<b>384,426</b>	<b>-32.23%</b>
710 RETIREMENT OF DEBT-Town	1,292,478	1,145,097	965,116	-15.72%
710 RETIREMENT OF DEBT-School	1,098,992	1,085,000	50,000	-95.39%
751 INTEREST ON DEBT-Town	855,426	809,751	857,579	5.91%
751 INTEREST ON DEBT-School	78,226	44,125	9,350	-78.81%
700 CONTINUING DISCLOSURE	0	0	2,550	100.00%
<b>TOTAL DEBT SERVICE GEN FUND</b>	<b>3,325,122</b>	<b>3,083,973</b>	<b>1,864,595</b>	<b>-38.89%</b>
<b>GRAND TOTAL</b>	<b>55,262,356</b>	<b>58,983,289</b>	<b>58,296,547</b>	<b>2.30%</b>

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<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
<b>121 Elected Select Board</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
51110 Salaries, Part-Time	3,200	3,200	3,200	4,000	4,000	0.0%
<b>51000-51990 Salaries and Wages</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>	<b>4,000</b>	<b>4,000</b>	<b>0.0%</b>
<b>TOTAL ELECTED SELECT BOARD</b>	<b>3,200</b>	<b>3,200</b>	<b>3,200</b>	<b>4,000</b>	<b>4,000</b>	<b>0.0%</b>

<b>FISCAL YEAR 2024</b> <b>122 Select Board</b>	<b>FY 2020</b> <b>ACTUAL</b>	<b>FY 2021</b> <b>ACTUAL</b>	<b>FY 2022</b> <b>ACTUAL</b>	<b>FY 2023</b> <b>BUDGET</b>	<b>FY 2024</b> <b>REQUEST</b>	<b>PERCENT</b> <b>(+) or (-)</b>
51100 Salaries Permanent	382,795	358,422	371,968	387,622	403,648	4.1%
51110 Salaries Part Time	0	9,476	0	0	0	0.0%
51300 Salaries Overtime	0	365	0	0	0	0.0%
51450 Longevity	1,800	2,350	1,650	1,250	850	-32.0%
51460 Deferred Comp/Insurance	11,230	11,536	10,857	10,825	11,258	4.0%
51505 Vacation Buyout	0	0	3,368	3,463	3,608	4.2%
51745 Long Term Disability	0	0	1,026	1,200	1,200	0.0%
51940 Mileage Stipend	4,000	4,000	3,049	4,000	4,000	0.0%
51950 Meeting Stipend	0	1,800	750	4,000	0	-100.0%
<b>51000-51990 Salaries and Wages</b>	<b>399,825</b>	<b>387,949</b>	<b>392,668</b>	<b>412,360</b>	<b>424,565</b>	<b>3.0%</b>
52300 Water-Domestic	874	363	0	0	0	0.0%
52460 Repairs & Maint. Office Equip.	1,540	2,672	2,567	1,864	1,865	0.1%
53000 Medical	0	0	0	600	600	0.0%
53020 Management Consulting-EAP	3,200	0	0	0	0	0.0%
53070 Employee Training Seminars	3,236	2,578	2,943	4,465	7,135	59.8%
53100 Advertising	543	1,223	826	700	700	0.0%
53420 Postage	23,728	26,803	22,417	22,550	25,500	13.1%
53440 Printing	1,985	1,520	2,240	2,000	2,000	0.0%
53880 Misc. Contracted Services	1,439	0	3,525	4,800	6,000	25.0%
54210 Photocopying Supplies	-67	1,634	1,634	2,800	1,700	-39.3%
54220 Other Office Supplies	798	2,654	1,191	1,200	1,200	0.0%
54900 Food/Employee Recognition	566	1,318	576	1,200	2,000	66.7%
55470 Miscellaneous-Other Charges	509	131	219	150	150	0.0%
In State	1,968	0	0	3,700	3,700	0.0%
57200 Out-of-state Travel	1,377	0	0	750	950	26.7%
57300 Dues & Memberships	4,019	5,235	4,024	4,168	4,198	0.7%
<b>52000-58990 Other Charges and Expenses</b>	<b>45,715</b>	<b>46,131</b>	<b>42,162</b>	<b>50,947</b>	<b>57,698</b>	<b>13.3%</b>
<b>TOTAL SELECT BOARD</b>	<b>445,540</b>	<b>434,080</b>	<b>434,830</b>	<b>463,307</b>	<b>482,263</b>	<b>4.1%</b>

<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>	
<b>131 Advisory Committee</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>	
53880 Misc Contracted Services	550	4,050	4,075	2,450	5,000	104.1%	Recording clerk.
54210 Photocopying Office Supplies	0	0	0	50	50	0.0%	
57300 Dues & Memberships	180	180	0	1,000	200	-80.0%	
<b>52000-58990 Other Charges and Exp.</b>	<b>730</b>	<b>4,230</b>	<b>4,075</b>	<b>3,500</b>	<b>5,250</b>	<b>50.0%</b>	
<b>TOTAL ADVISORY COMMITTEE</b>	<b>730</b>	<b>4,230</b>	<b>4,075</b>	<b>3,500</b>	<b>5,250</b>	<b>50.0%</b>	

<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
<b>135 Town Accountant</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
51100 Salaries Full-time	147,487	162,470	157,285	161,654	167,799	3.8%
51450 Longevity	1,100	850	700	700	850	21.4%
<b>51000-51990 Salaries and Wages</b>	<b>148,587</b>	<b>163,320</b>	<b>157,985</b>	<b>162,354</b>	<b>168,649</b>	<b>3.9%</b>
53070 Employee Training Seminars	180	875	675	875	1,475	68.6%
53880 Contracted Services Other	135	66	0	0	0	0.0%
54220 Other Office Supplies	463	393	741	850	850	0.0%
57100 In-State Travel	0	0	873	1,050	1,050	0.0%
57300 Dues & Memberships	0	140	140	140	140	0.0%
<b>52000-58990 Other Charges and Expenses</b>	<b>778</b>	<b>1,474</b>	<b>2,429</b>	<b>2,915</b>	<b>3,515</b>	<b>20.6%</b>
<b>TOTAL TOWN ACCOUNTANT</b>	<b>149,365</b>	<b>164,794</b>	<b>160,414</b>	<b>165,269</b>	<b>172,164</b>	<b>4.2%</b>

Training 53070:

1/3 of the UMAS Training - Fall 24	500
MMAAA-Nov	90
MMAAA-Mar	415
DLS - Whats New/Law	75
MMAAA-June	395
	<u><u>1,475</u></u>

<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>PERCENT</b>
<b>136 Audit</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
53080 Auditing, Prof & Technical	27,000	28,010	30,000	27,000	35,500	31.5%
53081 GASB Required Prof. Tech.	3,675	0	7,500	0	10,500	100.0%
<b>52000-58990 Other Charges and Expenses</b>	<b>30,675</b>	<b>28,010</b>	<b>37,500</b>	<b>27,000</b>	<b>46,000</b>	<b>70.4%</b>
<b>TOTAL AUDIT</b>	<b>30,675</b>	<b>28,010</b>	<b>37,500</b>	<b>27,000</b>	<b>46,000</b>	<b>70.4%</b>
			OPEB AUDIT	10,500	<i>FY24 Next Report</i>	
			Single Audit	8,500	2 programs	

<b>FISCAL YEAR 2024</b> <b>140 Elected Board of Assessors</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
51110 Salaries Part-time	2,250	1,975	2,250	2,250	2,250	0.0%
<b>51000-51990 Salaries and Wages</b>	<b>2,250</b>	<b>1,975</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>	<b>0.0%</b>
<b>TOTAL ELECTED BD OF ASSESSORS</b>	<b>2,250</b>	<b>1,975</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>	<b>0.0%</b>

<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
<b>141 Assessors</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
<b>11/21/2022</b>						
51100 Salaries & Wages Permanent	175,993	179,644	186,192	196,231	203,676	3.79%
51110 Salaries Part-time	0	0	0	0	0	0.00%
51300 Overtime	0	0	0	0	0	0.00%
51450 Longevity	1,250	1,090	1,090	1,490	1,490	0.00%
<b>51000-51990 Salaries and Wages</b>	<b>177,243</b>	<b>180,734</b>	<b>187,282</b>	<b>197,721</b>	<b>205,166</b>	<b>3.77%</b>
52540 Computer Software Service & Sup.	7,125	6,900	7,100	7,200	8,000	11.11%
53020 Management Consulting	17,000	39,860	36,948	33,225	35,150	5.79%
53070 Employee Training Seminars	1,100	2,234	2,235	1,900	1,900	0.00%
53100 Advertising Prof Tech	0	0	225	0	0	0.00%
53860 Deeds & Plans	150	94	32	125	125	0.00%
54220 Other Office Supplies	1,000	428	869	1,000	1,000	0.00%
55930 Other Supplies-Assessors	3,630	3,632	3,726	3,825	4,125	7.84%
57100 In-State Travel	3,300	934	2,925	3,400	3,400	0.00%
57300 Dues & Memberships	740	490	841	800	995	24.38%
58500 Additional Equipment	0	0	0	0	0	0.00%
<b>52000-58990 Other Charges and Exp.</b>	<b>34,045</b>	<b>54,572</b>	<b>54,901</b>	<b>51,475</b>	<b>54,695</b>	<b>6.26%</b>
<b>TOTAL ASSESSORS</b>	<b>211,288</b>	<b>235,306</b>	<b>242,183</b>	<b>249,196</b>	<b>259,861</b>	<b>4.28%</b>

<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
<b>145 Treasurer/Collector</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
51100 Salaries & Wages Permanent	212,307	212,226	221,694	227,844	242,571	6.5%
51450 Longevity	700	1,100	1,500	1,600	1,650	3.1%
51460 Deferred Comp/Insurance	0	3,094	3,172	3,259	3,383	3.8%
51520 FMLA Leave	0	4,164	0	0	0	0.0%
<b>51000-51990 Salaries and Wages</b>	<b>213,007</b>	<b>220,584</b>	<b>226,366</b>	<b>232,703</b>	<b>247,604</b>	<b>6.4%</b>
53070 Employee Training Seminars	1,247	120	1,883	1,550	2,584	66.7%
53100 Advertising	0	0	0	0	500	100.0%
53420 Postage	0	0	27	0	0	0.0%
53880 Misc Contracted Services	5,555	4,857	5,397	5,170	5,946	15.0%
54220 Other Office Supplies	1,059	700	460	800	850	6.3%
57100 In-State Travel	342	0	242	450	450	0.0%
57300 Dues & Memberships	310	310	310	350	350	0.0%
57800 Bonds	517	1,362	886	1,200	1,250	4.2%
<b>52000-58990 Other Charges and Expenses</b>	<b>9,030</b>	<b>7,349</b>	<b>9,205</b>	<b>9,520</b>	<b>11,930</b>	<b>25.3%</b>
<b>TOTAL TREASURER/COLLECTOR</b>	<b>222,037</b>	<b>227,933</b>	<b>235,571</b>	<b>242,223</b>	<b>259,534</b>	<b>7.1%</b>

<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
<b>151 - 153 Legal</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
151-153 53090 Legal Services Professional	158,401	134,291	129,445	140,000	108,000	-22.86%
53097 Legal Other	0	0	0	0	12,000	100.00%
53095 Tax Title Legal Services	0	0	0	0	15,000	100.00%
<b>52000-58990 Other Charges and Exp.</b>	<b>158,401</b>	<b>134,291</b>	<b>129,445</b>	<b>140,000</b>	<b>135,000</b>	<b>-3.57%</b>
<b>TOTAL LEGAL</b>	<b>158,401</b>	<b>134,291</b>	<b>129,445</b>	<b>140,000</b>	<b>135,000</b>	<b>-3.57%</b>

**FISCAL YEAR 2024****152 Personnel Board**

	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY2024</b>	<b>%INCR.</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	
51900 Tuition Reimbursement - SAP	3,000	0	2,549	5,000	5,000	0%
53020 Consulting & Professional Services	3,599	6,369	7,000	5,000	2,500	-50%
53070 Employee Development	700	1,885	3,000	7,000	7,000	0%
54220 Other Office Supplies	89	925	0	150	150	0%
57300 Dues & Memberships	0	0	0	200	225	13%
52000-58990 Other Charges and Exp.	4,388	9,179	10,000	12,350	9,875	-20%
<b>TOTAL PERSONNEL BOARD</b>	<b>7,388</b>	<b>9,179</b>	<b>12,549</b>	<b>17,350</b>	<b>14,875</b>	<b>-14%</b>

*Approved 5-0 by Personnel Board on 11/17/22*

FISCAL YEAR 2024	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Percent
154 Muni. Tech. Committee	ACTUAL	ACTUAL	ACTUAL	BUDGET	REQUEST	Inc./Decr.
53880 Contracted Services	0	384	384	1,500	1,500	0.0%
54220 Other Office Supplies	0	0	0	0		0.0%
<b>52000-58990 Other Charges and Exp.</b>	<b>0</b>	<b>384</b>	<b>384</b>	<b>1,500</b>	<b>1,500</b>	<b>0.0%</b>
<b>TOTAL MUNI TECH COMM.</b>	<b>0</b>	<b>384</b>	<b>384</b>	<b>1,500</b>	<b>1,500</b>	<b>0.0%</b>
<i>*FY20 1st Budget</i>						
BOS Voted 4/5/22						

<b>FISCAL YEAR 2024</b> <b>155 Technology</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024 REQUESTED</b>	<b>PERCENT</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>		<b>(+) or (-)</b>
<b>20 GEOGRAPHIC INFORMATION SYSTEMS</b>						
52540 Computer Services	7,900	8,913	7,500	7,900	0	-100.00%
52545 Software					17,900	100.00%
53070 Employee Training Seminars	0	0	0	1,000	1,000	0.00%
53880 Contracted Services	0	7,715	400	0	0	0.00%
55840 Computer Supplies	0	0	0	0	0	0.00%
58500 New Equipment	0	0	0	0	0	0.00%
<b>52000-58990 Other Charges and Exp.</b>	<b>7,900</b>	<b>16,628</b>	<b>7,900</b>	<b>8,900</b>	<b>18,900</b>	<b>112.36%</b>
<b>Total GIS Budget</b>	<b>7,900</b>	<b>16,628</b>	<b>7,900</b>	<b>8,900</b>	<b>18,900</b>	<b>112.36%</b>
<b>21 MANAGEMENT INFORMATION SYSTEMS</b>						
51100 Salaries Full-time	99,615	69,752	101,000	187,884	189,181	0.69%
51110 Salaries & Wages Part-Time	0	9,808	10,502	0	0	100.00%
<b>51000-51990 Salaries and Wages</b>	<b>99,615</b>	<b>79,560</b>	<b>111,502</b>	<b>187,884</b>	<b>189,181</b>	<b>0.69%</b>
52540 Computer Services	113,945	122,753	20,358	0	0	0.00%
52545 Software				110,768	112,500	100.00%
53880 Contracted Services	120,626	35,771	203,665	113,750	176,900	55.52%
53070 Employee Training Seminars	0	2,000	599	3,000	3,000	0.00%
57100 In-State Travel	469	61	639	1,200	1,200	0.00%
53430 Data Communications	4,957	3,875	5,880	11,400	11,400	0.00%
55840 Computer Supplies	10,500	8,527	9,960	9,300	12,000	29.03%
58700 Replacement Equipment	28,026	39,071	27,681	58,928	43,928	-25.45%
<b>52000-58990 Other Charges and Exp.</b>	<b>278,522</b>	<b>212,058</b>	<b>268,782</b>	<b>308,346</b>	<b>360,928</b>	<b>17.05%</b>
<b>Total MIS Budget</b>	<b>378,137</b>	<b>291,618</b>	<b>380,284</b>	<b>496,230</b>	<b>550,109</b>	<b>10.86%</b>
<b>TOTAL TECHNOLOGY</b>	<b>386,037</b>	<b>308,246</b>	<b>388,184</b>	<b>505,130</b>	<b>569,009</b>	<b>12.65%</b>

<b>FISCAL YEAR 2024</b> <b>159 Other Operation Support</b>	<b>FY 2020</b> <b>ACTUAL</b>	<b>FY 2021</b> <b>ACTUAL</b>	<b>FY 2022</b> <b>ACTUAL</b>	<b>FY 2023</b> <b>BUDGET</b>	<b>FY 2024</b> <b>REQUEST</b>	<b>PERCENT</b> <b>(+) or (-)</b>
52100 Electricity	282,415	316,157	310,913	333,577	404,914	21.4%
52110 Heat	54,997	52,782	61,611	71,322	89,333	25.3%
52300 Water	0	0	5,783	5,783	5,783	0.0%
53410 Telephone-Communication	23,167	16,967	17,304	17,500	17,500	0.0%
53430 Wireless Phones	20,385	21,854	24,344	24,000	24,000	0.0%
<b>52000-58990 Other Charges and Expenses</b>	<b>380,964</b>	<b>407,760</b>	<b>419,955</b>	<b>452,182</b>	<b>541,531</b>	<b>19.8%</b>
<b>TOTAL OTHER OPERATION SUPPORT:</b>	<b>380,964</b>	<b>407,760</b>	<b>419,955</b>	<b>452,182</b>	<b>541,531</b>	<b>19.8%</b>

## Town Clerk - FY24 Budget

2/24/2023 9:51 AM

<b>Town Clerk - Dept 161</b>	<b>FY23</b>	<b>FY24</b>	<b>+ or (-)</b>	<b>PERCENT</b>
	<b>Budget</b>	<b>Budget</b>	<b>FY24 vs FY23</b>	<b>+ or (-)</b>
51000 Salaries Full-time	\$ 65,645	\$ 68,266	\$ 2,621	4.0%
51100 Salaries part-time	29,158	30,322	1,164	4.0%
51200 Temporary Positions	45,659	31,663	(13,996)	-30.7%
51300 Overtime	9,091	8,714	(377)	-4.1%
51450 Longevity	-	400	400	0.0%
<b>51000-51990 Salaries and Wages</b>	<b>\$ 149,553</b>	<b>\$ 139,365</b>	<b>\$ (10,188)</b>	<b>-6.8%</b>
52460 Repairs & Maint. Office Equip.	250	\$ 500	\$ 250	100.0%
53070 Employee Training Seminars	2,715	3,805	1,090	40.1%
53440 Printing Street Listing/Census	7,020	7,550	530	7.5%
53880 Misc. Contracted Services	27,656	50,756	23,100	83.5%
54220 Other Office Supplies	17,400	16,800	(600)	-3.4%
54900 Food Service	2,775	2,080	(695)	-25.0%
55880 Animal Control Other Supplies	-	-	-	0.0%
57100 In State Travel	1,430	2,631	1,201	84.0%
57300 Dues & Memberships	180	210	30	16.7%
57400 Bonds	600	600	-	0.0%
<b>52000-58990 Other Charges and Expenses</b>	<b>\$ 60,026</b>	<b>\$ 84,932</b>	<b>\$ 24,906</b>	<b>41.5%</b>
<b>TOTAL Dept 161</b>	<b>\$ 209,579</b>	<b>\$ 224,297</b>	<b>\$ 14,718</b>	<b>7.0%</b>
<b>Elected Town Clerk Salary - Dept 160</b>	<b>FY23</b>	<b>FY24</b>	<b>+ or (-)</b>	<b>PERCENT</b>
	<b>Budget</b>	<b>Budget</b>	<b>FY24 vs FY23</b>	<b>+ or (-)</b>
51000 Salaries Full-time	\$ 92,856	\$ 96,570	\$ 3,714	4.0%

<b>FISCAL YEAR 2024</b>		<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
<b>171 Conservation Commission</b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
51100 Salaries Full-time		68,891	70,320	72,283	74,295	81,432	9.6%
51110 Salaries Part Time		0	0	0	14,839	15,575	5.0%
51300 Overtime		0	0	0	0	0	0.0%
51450 Longevity		0	0	0	0	400	100.0%
<b>51000-51990 Salaries and Wages</b>		<b>68,891</b>	<b>70,320</b>	<b>72,283</b>	<b>89,134</b>	<b>97,407</b>	<b>9.3%</b>
53070 Employee Training Seminars		1,500	423	800	800	800	0.0%
53100 Advertising		0	0	150	150	200	33.3%
53840 Cons Props, Access., Maint, & Steward.		18,444	24,435	31,000	30,000	35,000	16.7%
53880 Contracted Services - Recording Secretary		600	2,254	3,210	3,110	3,110	0.0%
54220 Other Office Supplies		131	352	700	700	700	0.0%
57100 In State Travel		0	0	500	500	500	0.0%
57300 Dues & Memberships		762	777	900	900	900	0.0%
57850 Recording Instruments		0	105	105	105	210	100.0%
<b>52000-58990 Other Charges and Expenses</b>		<b>21,437</b>	<b>28,346</b>	<b>37,365</b>	<b>36,265</b>	<b>41,420</b>	<b>14.2%</b>
<b>TOTAL CONSERVATION COMMISSION</b>		<b>90,328</b>	<b>98,666</b>	<b>109,648</b>	<b>125,399</b>	<b>138,827</b>	<b>10.7%</b>

<b>FISCAL YEAR 2024</b> <b>175 Planning Board</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
	ACTUAL	ACTUAL	ACTUAL	BUDGET	REQUEST	(+) or (-)
51100 Salaries Full-time	137,001	143,334	143,937	154,570	160,451	3.8%
51300 Overtime	0	0	0	0	0	0.0%
51450 Longevity	0	0	400	400	400	0.0%
<b>51000-51990 Salaries and Wages</b>	<b>137,001</b>	<b>143,334</b>	<b>144,337</b>	<b>154,970</b>	<b>160,851</b>	<b>3.8%</b>
53000 Medical	0	0	135	0	0	0.0%
53070 Employee Training Seminars	334	498	607	3,600	3,600	0.0%
53100 Advertising	316	333	619	1,000	1,000	0.0%
53880 Misc. Contracted Services	15,450	23,200	20,550	17,000	16,400	-3.5%
54200 Stationery paper, forms	50	0	0	200	200	0.0%
54220 Other Office Supplies	1,497	596	3,879	1,600	1,600	0.0%
55830 Other Supplies	129	0	98	0	0	0.0%
57100 In-State Travel	0	68	0	200	200	0.0%
57200 Out-of-State Travel	0	0	0	50	50	0.0%
57300 Dues & Memberships	3,485	3,325	3,436	4,010	4,010	0.0%
<b>52000-58990 Other Charges and Exp.</b>	<b>21,261</b>	<b>28,020</b>	<b>29,324</b>	<b>27,660</b>	<b>27,060</b>	<b>-2.2%</b>
<b>TOTAL PLANNING BOARD</b>	<b>158,262</b>	<b>171,354</b>	<b>173,661</b>	<b>182,630</b>	<b>187,911</b>	<b>2.9%</b>

<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
<b>176 Zoning Board Of Appeals</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
51110 Salaries & Wages Permanent	20,510	10,410	12,328	9,275	11,146	20.2%
51450 Longevity	0	0	0	0	0	0.0%
<b>51000-51990 Salaries and Wages</b>	<b>20,510</b>	<b>10,410</b>	<b>12,328</b>	<b>9,275</b>	<b>11,146</b>	<b>20.2%</b>
53070 Employee Training	15	0	0	500	500	0.0%
53100 Advertising	0	0	211	150	500	233.3%
53880 Contracted Services	190	0	135	2,600	0	-100.0%
54200 Stationary	0	0	0	0	0	0.0%
54220 Other Office Supplies	244	70	203	750	750	0.0%
<b>52000-58990 Other Charges and Exp.</b>	<b>449</b>	<b>70</b>	<b>549</b>	<b>4,000</b>	<b>1,750</b>	<b>-56.3%</b>
<b>TOTAL ZONING BOARD OF APPEALS</b>	<b>20,959</b>	<b>10,480</b>	<b>12,877</b>	<b>13,275</b>	<b>12,896</b>	<b>-2.9%</b>

<b>FISCAL YEAR 2024</b> <b>177 Open Space</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
53070 Employee Training Prof. & Tech.	1,292	750	211	750	1,000	33.3%
53080 Contracted Services					2,500	100.0%
54220 Other Office Supplies	0	444	135	500	600	20.0%
55100 Education Supplies	636	750	203	750	900	20.0%
<b>52000-58990 Other Charges and Exp.</b>	<b>1,928</b>	<b>1,944</b>	<b>549</b>	<b>2,000</b>	<b>5,000</b>	<b>150.0%</b>
<b>TOTAL OPEN SPACE</b>	<b>1,928</b>	<b>1,944</b>	<b>549</b>	<b>2,000</b>	<b>5,000</b>	<b>150.0%</b>

FISCAL YEAR 2024	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	PERCENT
182 Economic Development Comm	ACTUAL	ACTUAL	ACTUAL	BUDGET	REQUEST	(+) or (-)
51110 Salaries - Part Time	25,100	26,776	24,856	28,238	28,240	0.0%
<b>51000-51990 Salaries and Wages (Part Time; see next sheet)</b>	<b>25,100</b>	<b>26,776</b>	<b>24,856</b>	<b>28,238</b>	<b>28,240</b>	<b>0.0%</b>
53440 Printing Services	505	2,125	180	3,500	500	-85.7%
53800 Other Contracted Services	1,723	9,005	3,875	9,000	9,950	10.6%
54210 Other Office Supplies	119	0	0	400	400	0.0%
54600 Downtown Beautification				600	600	0.0%
57100 In-State Travel	64	0	0	100	500	400.0%
57300 Dues & Memberships	691	125	1,067	1,100	1,392	26.5%
<b>52000-58990 Other Charges and Expenses</b>	<b>3,102</b>	<b>11,255</b>	<b>5,122</b>	<b>14,700</b>	<b>13,342</b>	<b>-9.2%</b>
<b>TOTAL ECONOMIC DEV COMM.</b>	<b>28,202</b>	<b>38,031</b>	<b>29,978</b>	<b>42,938</b>	<b>41,581</b>	<b>-3.2%</b>

<b>FISCAL YEAR 2024 192 Facilities</b>	<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 BUDGET</b>	<b>FY 2024 REQUEST</b>	<b>PERCENT (+) or (-)</b>
51100 Salaries - Full Time	273,394	312,803	324,283	337,379	350,397	3.9%
51110 Salaries - Part Time	41,089	23,113	34,021	34,211	35,576	4.0%
51200 Salaries - Temporary	0	0	0	0	0	
51300 Overtime	3,284	2,411	6,334	2,750	4,000	45.5%
51450 Longevity	1,200	1,200	1,200	1,200	1,300	8.3%
51700 Workers Comp	14,058	0	0	0	0	
51950 Stipends	0	13,852	13,852	13,829	21,600	56.2%
<b>51000-51990 Salaries and Wages</b>	<b>333,025</b>	<b>353,379</b>	<b>379,690</b>	<b>389,369</b>	<b>412,873</b>	<b>6.0%</b>
52300 Water	398	282	0	0	0	0.0%
52400 Building Maintenance & Repairs	9,825	10,469	8,881	18,025	12,800	-29.0%
001-52400 - Town House			955	4,250	1,500	-64.7%
002-52400 - Historical Museum			33	325	250	-23.1%
003-52400 - Library			182	2,500	1,250	-50.0%
006-52400 - D.P.W.			992	2,500	1,250	-50.0%
007-52400 - Transfer Station			0	150	150	0.0%
008-52400 - Fire Station II			0	150	150	0.0%
011-52400 - Cordaville Hall			2,510	3,000	2,250	-25.0%
012-52400 - South Union			795	1,000	1,000	0.0%
014-52400 - Golf Course			368	150	500	233.3%
015-52400 - Public Safety Complex			3,046	4,000	4,500	12.5%
52420 Vehicle Maintenance	362	1,414	3,354	500	1,300	160.0%
52540 Software & Licenses	2,570	2,675	2,675	2,600	2,775	6.7%
52840 Equipment Rentals	1,896	2,054	2,114	3,000	3,000	0.0%
52930 Refuse Disposal	9,211	8,714	9,524	9,500	11,260	18.5%
52940 Septic System Pumping	4,781	6,275	6,153	7,600	9,275	22.0%
53070 Employee Training	2,821	498	369	500	500	0.0%
53100 Advertising	351	121	0	175	175	0.0%
53400 Telephone Communications	217	0	0	0	0	0.0%
53880 Contracted Services	103,844	119,798	144,726	144,790	178,000	22.9%
000-53880 - Contracted Cleaning Services			77,900	81,540	85,650	5.0%
001-53880 - Town House			13,254	13,000	11,890	-8.5%
002-53880 - Historical Museum			912	150	2,650	1666.7%
003-53880 - Library			9,801	7,500	9,955	32.7%
006-53880 - D.P.W.			11,495	8,500	18,425	116.8%
007-53880 - Transfer Station			1,207	750	1,630	117.3%
008-53880 - Fire Station II			2,321	700	2,425	246.4%
011-53880 - Cordaville Hall			8,301	8,000	7,500	-6.3%
012-53880 - South Union			3,287	3,000	7,175	139.2%
014-53880 - Golf Course			483	150	250	66.7%
015-53880 - Public Safety Complex			15,765	21,500	30,450	41.6%
54220 Office Supplies	-693	821	549	750	750	0.0%
54500 Custodial Supplies	10,153	7,052	10,731	9,500	11,800	24.2%
54900 Food and Food Supplies	151	0	0	0	0	0.0%
55410 Small Tools	5,307	4,918	3,084	3,500	3,500	0.0%
55420 Service Supplies	8,905	5,591	6,867	6,500	6,500	0.0%
55850 Uniforms	1,877	1,917	2,284	1,750	2,000	14.3%
57100 In-State Travel	1,037	526	1,177	750	1,200	60.0%
57300 Dues & Memberships	375	400	400	400	400	0.0%
58500 Additional Equipment	459	4,059	858	2,000	2,000	0.0%
<b>52000-58990 Other Charges and Expenses</b>	<b>163,847</b>	<b>177,584</b>	<b>203,746</b>	<b>211,840</b>	<b>247,235</b>	<b>16.7%</b>
<b>TOTAL FACILITIES:</b>	<b>496,872</b>	<b>530,963</b>	<b>583,436</b>	<b>601,209</b>	<b>660,108</b>	<b>9.8%</b>

<b>FISCAL YEAR 2024</b> <b>193 ADA</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b> <b>REQUEST</b>	<b>PERCENT</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>		<b>(+) or (-)</b>
53880 Contracted Services	0	1,000	2,500	2,500	0.0%
54220 Other Office Supplies	0	0	0	0	0.0%
<b>52000-58990 Other Charges and Expenses</b>	<b>0</b>	<b>1,000</b>	<b>2,500</b>	<b>2,500</b>	<b>0.0%</b>
<b>TOTAL ADA</b>	<b>0</b>	<b>1,000</b>	<b>2,500</b>	<b>2,500</b>	<b>0.0%</b>

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FISCAL YEAR 2024	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	PERCENT
	ACTUAL	ACTUAL	ACTUAL	BUDGET	REQUEST	(+) or (-)
<b>210 Police Department</b>						
51100 Salaries & Wages Permanent	1,576,673	1,678,381	1,598,899	1,646,671	1,648,563	0.1%
<b>222-51100 Disp. Salaries FT</b>			199,782	280,001	301,007	7.5%
51110 Part-time Dispatchers	32,384	19,805	20,471	12,997	29,002	123.1%
51110 Reserve Off. Salaries	252	0	0	0	0	
51300 Overtime Permanent	134,113	176,369	182,260	146,875	211,898	44.3%
<b>222-51300 Disp. Salaries Overtime</b>			32,907	10,991	23,541	114.2%
51410 Holiday Pay	53,609	58,143	65,667	75,653	77,096	1.9%
<b>222-51410 Disp. Holiday Pay</b>			11,097	16,032	17,169	7.1%
51430 Shift Differential Permanent	27,723	31,144	25,470	31,202	31,202	0.0%
<b>222-51430 Disp. Shift Differential</b>			5,901	7,610	7,610	0.0%
51440 Education Incentive	43,829	56,754	60,646	67,000	246,198	267.5%
<b>222-51440 Disp. Education Incentive</b>			1,085	2,000	2,000	0.0%
51450 Longevity	10,700	9,800	9,900	10,800	9,300	-13.9%
<b>222-51450 Disp. Longevity</b>			1,250	1,450	1,450	0.0%
<b>51505 Vacation Buyback</b>			0	3,216	3,160	-1.7%
51520 FMLA Leave	0	0	0	0	0	
51540 Court Duty	5,357	2,362	4,503	8,793	9,028	2.7%
51900 Tuition Reimbursement	7,803	15,456	4,493	15,000	15,000	0.0%
51910 Career Incentive-Quinn Bill	79,701	81,870	84,793	89,267	0	-100.0%
51950 Stipends-Specialty Pay	2,256	10,705	10,303	12,198	6,288	-48.5%
51950 Stipends-Defibrillator	11,467	9,375	9,828	10,000	10,000	0.0%
<b>222-51951 Lead Dispatcher</b>	0	0	0	30	3,900	12900.0%
51951 Officer In Charge	2,021	2,034	1,942	1,984	1,987	0.1%
51953 Acting Chief	0	0	3,507	0	0	#DIV/0!
<b>Salaries and Wages Totals</b>	<b>1,987,888</b>	<b>2,152,198</b>	<b>2,334,704</b>	<b>2,449,770</b>	<b>2,655,397</b>	<b>8.4%</b>
52300 Non-Energy Utilities - Water	381	0	0	0	0	0.0%
52540 Computer Software Service	18,161	25,128	19,825	20,531	22,372	9.0%
52560 Radio Repair & Maintenance	4,701	3,140	1,404	2,980	2,980	0.0%
52730 Taser Rental Leases			10,603	0	0	#DIV/0!
53000 Medical, Prof & Technical	2,587	5,060	5,084	3,213	4,452	38.6%
53070 Employee Training, Meetings	9,360	8,510	12,662	15,000	15,000	0.0%
53100 Advertising	150	0	0	0	0	0.0%
53410 Data Process lines	3,350	3,360	3,365	3,480	3,480	0.0%
53420 Postage	1,387	589	619	610	610	0.0%
53880 Misc Contracted Services	15,453	21,177	21,109	22,945	27,565	20.1%
54200 Stationery paper,forms	4,698	3,646	4,810	4,000	4,000	0.0%
54220 Other Supplies	2,882	1,553	2,115	2,000	2,000	0.0%
54820 Vehicle Supplies,parts	5,545	6,625	6,425	5,903	6,318	7.0%
54850 Vehicle Maintenance,repairs	11,465	12,727	9,424	11,064	15,000	35.6%
54900 Food Service & Supplies	1,087	1,391	733	1,000	1,041	4.1%
55000 Medical Supplies	1,372	1,409	2,099	1,600	1,703	6.4%
55820 Ammunition	11,248	12,247	11,739	12,000	12,000	0.0%
55830 Subscriptions	924	913	914	920	2,420	163.0%
55850 Uniforms	25,638	29,664	25,664	27,842	27,892	0.2%
57100 In State Travel	620	218	1,348	1,200	1,200	0.0%
57200 Out-of-State Travel	0	0	0	1,543	1,543	0.0%
57300 Dues & Memberships,other	2,845	2,770	2,389	2,610	2,610	0.0%
<b>Operating Expense Totals</b>	<b>123,854</b>	<b>140,127</b>	<b>142,331</b>	<b>140,441</b>	<b>154,186</b>	<b>9.8%</b>
58500 New Equipment	5,243	4,040	4,296	4,000	4,112	2.8%
58700 Replacement Equipment	3,938	5,126	4,100	4,100	4,442	8.3%
<b>Equipment Totals</b>	<b>9,181</b>	<b>9,166</b>	<b>8,396</b>	<b>8,100</b>	<b>8,554</b>	<b>5.6%</b>
<b>TOTAL POLICE DEPARTMENT</b>	<b>2,120,923</b>	<b>2,301,491</b>	<b>2,485,431</b>	<b>2,598,311</b>	<b>2,818,137</b>	<b>8.5%</b>

<b>Fiscal Year 2024 Dept. 220 Fire/EMS/Rescue</b>	<b>FY 2023</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>Diff \$</b>	<b>Inc %</b>	<b>% of Budget</b>
	<b>PROPOSED</b>		<b>PROPOSED</b>			
51100 Salaries & Wages Permanent	\$1,665,745	\$1,665,745	\$1,759,880	\$94,134	5.7%	69.3%
51110 Salaries Part-Time	\$15,000	\$15,000	\$15,600	\$600	4.0%	0.6%
51300 Overtime	\$273,500	\$273,500	\$281,705	\$8,205	3.0%	11.1%
51310 Overtime to Cover Training	\$10,000	\$10,000	\$10,000	\$0	0.0%	0.4%
51410 Holiday Pay	\$22,000	\$24,000	\$24,000	\$0	0.0%	0.9%
51440 Education Incentive	\$6,700	\$6,700	\$6,600	(\$100)	-1.5%	0.3%
51450 Longevity	\$11,000	\$11,000	\$10,400	(\$600)	-5.5%	0.4%
51530 Standard Holidays	\$0	\$0	\$0	\$0		0.0%
51900 Tuition Reimbursement	\$10,000	\$10,000	\$16,000	\$6,000	60.0%	0.6%
51950 Stipends	\$129,750	\$132,000	\$116,250	(\$15,750)	-12.1%	4.6%
51960 EMT Recertification Fees	\$2,500	\$2,500	\$3,000	\$500	20.0%	0.1%
<b>51000-51990 Salaries and Wages</b>	<b>\$2,146,195</b>	<b>\$2,150,445</b>	<b>\$2,243,435</b>	<b>\$92,989</b>	<b>4.3%</b>	<b>88.4%</b>
52300 Non-Energy Utilities - Water	\$0	\$0	\$0	\$0		0.0%
52420 Vehicle Maintenance & Repair	\$47,000	\$47,000	\$50,000	\$3,000	6.4%	2.0%
52470 Medical Equip. Repair Maint.	\$7,000	\$7,000	\$7,000	\$0	0.0%	0.3%
52540 Computer Repairs & Maintenance	\$0	\$0	\$0	\$0		0.0%
52545 Comp Software and Support	\$10,000	\$10,000	\$11,800	\$1,800	18.0%	0.5%
52560 Radio repair Maintenance	\$22,000	\$22,000	\$22,000	\$0	0.0%	0.9%
52590 Fire Rescue Repair Maintenance	\$15,000	\$15,000	\$17,000	\$2,000	13.3%	0.7%
53000 Medical, Professional & Technical	\$1,500	\$1,500	\$1,500	\$0	0.0%	0.1%
53070 Employee Training Seminars	\$9,000	\$9,000	\$9,000	\$0	0.0%	0.4%
53100 Advertising	\$500	\$500	\$500	\$0	0.0%	0.0%
53120 Public Safety Prof. & Technical	\$1,700	\$1,700	\$1,700	\$0	0.0%	0.1%
<b>53410 Data Process line, Communications</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>0.0%</b>
53430 Wireless Phones	\$4,500	\$4,500	\$4,635	\$135	3.0%	0.2%
53440 Printing	\$0	\$0	\$0	\$0		0.0%
53805 Amb Billing Service Fee	\$30,000	\$30,000	\$30,000	\$0	0.0%	1.2%
53875 Accred & Credentialing	\$1,000	\$1,000	\$1,000	\$0	0.0%	0.0%
53880 Contracted Services	\$21,000	\$21,000	\$27,700	\$6,700	31.9%	1.1%
54220 Other Office Supplies	\$3,000	\$3,000	\$3,000	\$0	0.0%	0.1%
54225 Other Facility Supplies	\$1,000	\$1,000	\$1,000	\$0	0.0%	0.0%
54228 Other Training Supplies	\$1,000	\$1,000	\$1,000	\$0	0.0%	0.0%
54510 Bedding & Linen Custodial Supplies	\$750	\$750	\$3,450	\$2,700	360.0%	0.1%
54820 Batteries, Vehicular Supplies	\$0	\$0	\$0	\$0		-
54830 Tires, Vehicular Supplies	\$0	\$0	\$0	\$0		-
<b>52840 Motor Oil Lube, Vehicle Supplies</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>-</b>
54850 Parts, Accessories, Vehicle Supplies	\$7,000	\$7,000	\$7,210	\$210	3.0%	0.3%
54900 Food & Food Service Supplies	\$750	\$750	\$750	\$0	0.0%	0.0%
55000 Medical & Surgical Supplies	\$26,000	\$26,000	\$26,780	\$780	3.0%	1.1%
55800 Firefighting Other Supplies	\$6,000	\$6,000	\$6,180	\$180	3.0%	0.2%
55830 Magazines, Other Supplies	\$500	\$500	\$500	\$0	0.0%	0.0%
55850 Uniforms, Other Supplies	\$10,000	\$17,659	\$17,000	(\$659)	-6.6%	0.7%
55855 Uniform Allowance Reimb.	\$25,200	\$27,500	\$27,500	\$0	0.0%	1.1%
57100 In-State Travel	\$100	\$100	\$100	\$0	0.0%	0.0%
57200 Out of State Travel	\$0	\$0	\$5,000	\$5,000		0.2%
57300 Dues & Memberships	\$6,000	\$6,000	\$6,000	\$0	0.0%	0.2%
58700 Replacement Equipment	\$6,000	\$6,000	\$6,000	\$0	0.0%	0.2%
<b>52000-58990 Other Charges and Expenses</b>	<b>\$263,500</b>	<b>\$273,459</b>	<b>\$295,305</b>	<b>\$21,846</b>	<b>8.3%</b>	<b>11.6%</b>
				\$0		0.0%
<b>TOTAL FIRE/EMS/RESCUE</b>	<b>\$2,409,695</b>	<b>\$2,423,904</b>	<b>\$2,538,740</b>	<b>\$114,835</b>	<b>4.8%</b>	<b>100.0%</b>

<b>FISCAL YEAR 2024</b> <b>241 Building Department</b>	<b>FY 2020</b> <b>ACTUAL</b>	<b>FY 2021</b> <b>ACTUAL</b>	<b>FY 2022</b> <b>ACTUAL</b>	<b>FY 2023</b> <b>BUDGET</b>	<b>FY 2024</b> <b>REQUEST</b>	<b>PERCENT</b> <b>(+) or (-)</b>
51100 Salaries & Wages Permanent	145,929	149,364	153,542	157,759	164,073	4.0%
51110 Salaries & Wages Part-Time	0	0	0	0	0	0.0%
51450 Longevity	0	0	0	0	800	100.0%
<b>51000-51990 Salaries and Wages</b>	<b>145,929</b>	<b>149,364</b>	<b>153,542</b>	<b>157,759</b>	<b>164,873</b>	<b>4.5%</b>
53000 Medical	0	0	0	0	0	0.0%
53070 Employee Training Seminars	120	0	1,013	2,500	3,000	20.0%
53100 Advertising	0	0	0	0	500	0.0%
53880 Contracted Services	920	3,300	5,920	5,500	5,500	0.0%
54220 Other Office Supplies	1,208	83	345	1,000	1,000	0.0%
54850 Parts Vehicular Supplies	675	240	0	500	500	0.0%
55100 Educational Supplies	424	175	100	600	1,200	100.0%
55910 Building Other Supplies	0	0	1,880	1,500	1,500	0.0%
57100 In-State Travel	5	21	43	500	500	0.0%
57300 Dues & Memberships	0	0	75	400	500	25.0%
<b>52000-58990 Other Charges and Expenses</b>	<b>3,352</b>	<b>3,819</b>	<b>9,376</b>	<b>12,500</b>	<b>14,200</b>	<b>13.6%</b>
<b>TOTAL BUILDING DEPARTMENT</b>	<b>149,281</b>	<b>153,183</b>	<b>162,918</b>	<b>170,259</b>	<b>179,073</b>	<b>5.2%</b>

<b>FISCAL YEAR 2024</b> <b>291 Civil Defense</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
51110 Part-time salaries	926	453	926	2,000	5,000	150.0%
51950 Stipends	2,000	2,000	2,000	2,000	2,000	0.0%
<b>51000-51990 Salaries and Wages</b>	<b>2,926</b>	<b>2,453</b>	<b>2,926</b>	<b>4,000</b>	<b>7,000</b>	<b>75.0%</b>
53880 Misc. Contracted Services	5,270	5,270	5,270	5,665	6,000	5.9%
54220 Other Office Supplies	2,394	337	462	500	500	0.0%
54800 Gasoline Vehicular Supplies	428	1,402	1,000	1,000	1,000	0.0%
54900 Food Service Supplies	0	0	115	0	0	#DIV/0!
57300 Dues & Memberships	60	55	55	60	60	0.0%
<b>52000-58990 Other Charges and Exp.</b>	<b>8,152</b>	<b>7,064</b>	<b>6,902</b>	<b>7,225</b>	<b>7,560</b>	<b>4.6%</b>
<b>TOTAL CIVIL DEFENSE</b>	<b>11,078</b>	<b>9,517</b>	<b>9,828</b>	<b>11,225</b>	<b>14,560</b>	<b>29.7%</b>

<b>FISCAL YEAR 2024 292 Animal Control</b>	<b>FY 2020 ACTUAL</b>	<b>FY 2021 ACTUAL</b>	<b>FY 2022 ACTUAL</b>	<b>FY 2023 BUDGET</b>	<b>FY 2024 REQUEST</b>	<b>PERCENT (+) or (-)</b>
53830 Animal Control, other services	196	38	42	180	180	0.0%
53880 Contracted Services	27,556	27,556	27,556	28,672	29,979	4.6%
54220 Other Office Supplies	0	0	0	200	200	0.0%
<b>52000-58990 Other Charges and Exp.</b>	<b>27,752</b>	<b>27,594</b>	<b>27,598</b>	<b>29,052</b>	<b>30,359</b>	<b>4.5%</b>
<b>TOTAL ANIMAL CONTROL</b>	<b>27,752</b>	<b>27,594</b>	<b>27,598</b>	<b>29,052</b>	<b>30,359</b>	<b>4.5%</b>

*Contract period:*

*July 1, 2023 - June 30, 2026*

<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
<b>305 Norfolk County Agr.</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
<b>56720-56720 Norfolk Assessment</b>	0	34,297	37,960	44,875	44,875	0.0%
<b>Total NORFOLK ASSMT Budget</b>	0	34,297	37,960	44,875	44,875	0.0%
NOTE: Student attending FY23 w/ intention of FY24						
135/day	18,520.00	Transportation				
Tuition	26,355.00	Tuition per 2/10/23 memo				
	44,875.00					

BUDGET NUMBER AND NAME <b>400 - PUBLIC WORKS (NON-WATER)</b>		TOWN OF SOUTHBOROUGH BUDGET REQUEST FY 24 (No Water) <b>TAX BASE DPW BUDGET</b>					
		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 REQUEST	PERCENT (+) or (-)
<b>51000-51990 Personal Services</b>							
51100 Salaries & Wages Permanent		770,461	746,765	801,430	821,275	854,595	4%
51200 Salaries & Wages Temporary			4,741	5,367	22,500	22,500	0%
51300 Overtime		89,910	111,036	44,208	150,119	58,440	-61%
51300 Overtime Snow & Ice		0	0	64,722	0	94,027	
51450 Longevity		7,150	6,950	8,200	8,979	9,400	5%
51460 Deferred Comp/INS				0	2,183	2,530	
51470 Stand By		20,800	21,200	20,800	20,800	20,800	0%
51520 FMLA		0	359	682	0		
51590 Bereavement Leave		0	0	727	0		
51950 Stipends		25,350	25,550	25,192	22,350	25,950	16%
<b>51000-51990 Total Personal Services</b>		<b>913,672</b>	<b>916,601</b>	<b>971,328</b>	<b>1,048,206</b>	<b>1,088,241</b>	<b>3.82%</b>
<b>52000-53990 Purchase of Services</b>							
52300 Water		3,275	1,579	0	3,000	3,000	0%
52320 Water Irrigation		4,565	33,270	20,743	18,500	32,000	73%
52400 Building Maintenance		5,334	3,969	2,680	5,000	5,000	0%
52420 Equipment Repair Vehicle		9,933	9,416	14,578	10,000	10,000	0%
52430 Traffic Signal Maintenance		17,159	21,449	23,016	20,000	20,000	0%
52460 Equipment Repair Office		318	1,216	314	1,000	1,000	0%
52500 Equipment Repairs Construction		41,599	35,916	28,609	35,000	37,000	6%
52530 Pavement Markings (Contract)		26,179	18,493	22,606	25,000	25,000	0%
52540 Software & Licenses		4,488	6,783	6,682	4,200	5,700	36%
52560 Radio Repairs		145		0	500	500	0%
52580 Grounds Maintenance Contract		170,309	181,316	184,555	178,000	178,000	0%
52830 PORT-O-LETS		6,014	4,459	7,526	7,100	7,500	6%
52840 Equipment Rental		1,113	483	483	2,500	2,500	0%
52910 Snow Removal - Contract		68,219	108,428	106,876	116,000	125,000	8%
52930 Refuse Disposal		254,734	286,064	264,792	290,000	300,000	3%
53000 Medical and Dental		2,038	2,304	1,233	1,500	1,500	0%
53050 Engineering Services		96,748	87,487	105,750	55,000	55,000	0%
53070 Employee Training		4,795	1,985	2,802	6,400	22,400	250%
53100 Legal Notices		95	2,210	1,312	1,000	1,000	0%
53160 Tree Experts		73,517	76,903	36,458	85,000	85,000	0%
53420 Postage		88	2,295	1,563	3,000	3,000	0%
53880 Other Purchased Services		177,780	148,599	133,189	134,000	134,000	0%
54220 Office Supplies Stationary		1,201	2,142	2,310	2,600	2,600	0%
54600 Groundskeeping Supplies		40,485	29,403	40,970	40,000	40,000	0%
54800 Gasoline		75,876	63,377	144,628	133,000	135,000	2%
54810 Anti-Freeze		0		102	150	150	0%
54820 Batteries		1,425	1,452	1,096	1,000	2,000	100%
54830 Tires		17,776	24,696	4,022	5,000	6,000	20%
54840 Oil & Lube		5,915	4,084	4,381	5,000	6,000	20%
54850 Parts		38,276	38,737	42,200	38,000	45,000	18%
54900 Meals		799	1,476	1,962	1,750	1,750	0%
55310 Highway Paint		1,723	2,814	207	1,500	1,500	0%
55340 Gravel, Stone & Fill		20,559	10,864	5,003	10,000	12,000	20%
55350 Salt and Sand		140,024	196,142	183,206	190,000	225,000	18%
55370 Bituminous Concrete		13,732	11,769	16,009	15,000	15,000	0%
55380 Signs		12,426	3,166	21,577	6,500	6,500	0%
55390 Drainage Materials		3,662	137	1,046	5,000	5,000	0%
55410 Small Tools		4,197	4,999	3,421	7,500	7,500	0%
55420 Service Supplies		20,648	16,938	24,326	18,000	20,000	11%
55850 Personal Protective Equipment		12,127	10,334	8,374	12,500	12,500	0%
56500 Intermunicipal - stormwater		4,000	1,000	4,000	4,000	4,000	0%
57100 In-State Travel		23	10	9	200	200	0%
57300 Dues		1,140	1,153	834	1,150	1,150	0%
58500 New Equipment		8,156	10,475	2,813	0	0	0%
58700 Replacement Equipment		1,500	2,187	12,965	15,000	15,000	0%
<b>52000-58990 Other Charges and Expenses</b>		<b>1,394,115</b>	<b>1,471,979</b>	<b>1,491,228</b>	<b>1,514,550</b>	<b>1,617,950</b>	<b>6.83%</b>
<b>Total DPW NON-WATER</b>		<b>2,307,787</b>	<b>2,388,580</b>	<b>2,462,556</b>	<b>2,562,756</b>	<b>2,706,191</b>	<b>5.60%</b>
OT Snow		\$ 94,026.96					
Salt and Sand		\$ 225,000.00					
Snow Contractors		\$ 125,000.00					
<b>Total Snow and Ice</b>		<b>\$ 444,026.96</b>					

3/1/23 3:43 PM FUND 6161		TOWN OF SOUTHBOROUGH BUDGET REQUEST FY 24 (Water) LEVEL SERVICE WATER BUDGET					
BUDGET NUMBER AND NAME 400 - 450 WATER - PUBLIC WORKS		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 REQUEST	PERCENT (+) or (-)
<b>51000-51990 Personal Services</b>							
51100 Salaries & Wages Permanent	294,149	192,449	271,346	321,260	334,449		3%
51300 Overtime	12,696	23,644	12,340	27,848	28,310		1%
51450 Longevity	2,150	3,100	2,400	2,903	3,000		3%
51460 Deferred Comp./INS.	0	0	0	1,455	1,687		16%
51470 Stand By	28,600	29,150	28,600	29,120	29,170		0%
51950 Suspend	4,720	4,970	5,068	2,550	2,550		0%
<b>51000-51990 Total Personal Services</b>	<b>352,225</b>	<b>353,353</b>	<b>319,954</b>	<b>387,136</b>	<b>399,116</b>		<b>3%</b>
<b>52000-58990 Other Charges &amp; Expenses</b>							
52100 Electricity	101,019	101,829	106,240	108,000	108,000		0%
52110 Heat	3,165	7,991	6,328	6,000	6,000		0%
52400 Building Maintenance	471	2,603	3,108	5,500	5,300		0%
52420 Equipment Repair Vehicle	978	2,110	135	1,000	1,000		0%
52440 Meter Repair	508	190	0	100	100		0%
52480 Pumping Station Repairs	3,157	4,774	4,038	4,500	4,500		0%
52500 Equipment Repair Construction	0	459	0	300	300		0%
52340 Software & Licenses	14,180	6,475	3,851	4,500	4,500		0%
52840 Equipment Rental	380	147	123	1,500	1,500		0%
53000 Medical and Dental	170	214	224	100	100		0%
53050 Engineering Services	35,196	1,283	106,423	100,000	100,000		0%
53070 Employee Training	2,155	1,009	1,816	1,200	10,200		364%
53100 Legal Notices	0	128	1,457	500	500		0%
53400 Telephone	130	72	61	200	200		0%
53410 Data Processing Lines	2,569	3,398	3,219	3,300	3,300		0%
53420 Postage	5,928	4,436	6,418	6,000	6,500		8%
53430 Wireless Communications	1,136	1,095	914	1,200	1,200		0%
53880 Other Purchased Services	83,859	79,539	102,759	75,000	75,000		0%
54220 Office Supplies Stationary	477	359	213	500	500		0%
54800 Gasoline	0	9,000	9,099	10,000	10,000		0%
54870 Batteries	0	97	578	250	250		0%
54830 Tires	0	519	0	250	250		0%
54850 Parts	2,042	5,109	1,014	2,000	2,000		0%
55340 Gravel, Stone & Fill	2,558	4,152	2,345	3,000	3,000		0%
55370 Bituminous Concrete	3,372	371	815	3,000	3,000		0%
55410 Small Tools	2,620	2,918	4,046	5,500	5,500		0%
55420 Service Supplies	7,267	6,127	6,469	7,500	7,500		0%
55430 Water Main & Fittings	5,152	9,981	6,398	5,000	5,000		0%
55440 Motors	18,928	19,645	19,652	20,000	20,000		0%
55450 Service Connections	64,200	4,711	2,159	20,000	20,000		0%
55460 Hydrant Repair	1,006	227	25,348	12,000	12,000		0%
55850 Personal Protective Equipment	3,342	2,481	2,791	3,500	3,500		0%
55870 Subscriptions News	0	0	0	150	150		0%
56940 Purchase Water	930,238	1,006,318	1,236,176	984,014	1,200,000		22%
57300 Dues	618	684	713	700	700		0%
57840 Water Reserves		14,015	0	25,000	35,000		40%
58500 New Equipment	0	5,118	2,999	2,000	2,000		0%
58700 Replacement Equipment	744	0	15,442	1,000	1,000		0%
<b>52000-58990 Other Charge &amp; Expense</b>	<b>1,307,495</b>	<b>1,308,524</b>	<b>1,696,771</b>	<b>1,425,664</b>	<b>1,660,150</b>		<b>16%</b>
<b>Total Water Budget</b>	<b>1,659,720</b>	<b>1,661,877</b>	<b>2,016,725</b>	<b>1,812,800</b>	<b>2,059,266</b>		<b>14%</b>
<b>DPW Water Debt Service</b>							
6161-710 Retirement of Debt-Water Fund		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 REQUEST	PERCENT (+) or (-)
<b>59000-59490 Debt Service</b>							
59100 Principal Long Term Debt Water	410,000	340,000	344,408	345,000	342,000		-0.9%
<b>Total Debt Service Water Principal</b>	<b>410,000</b>	<b>340,000</b>	<b>344,408</b>	<b>345,000</b>	<b>342,000</b>		<b>-0.9%</b>
6161-751 Interest on Debt-Water Fund		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 REQUEST	PERCENT (+) or (-)
<b>59000-59490 Debt Service</b>							
59150 Interest Long Term Debt Water	135,978	117,490	111,526	97,890	82,515		-15.7%
59250 Interest on Notes	0	25,000	0	10,027	35,819		257.2%
57880 Bond Issue Expense	0	0	0	0	0		0.0%
<b>Total Debt Service Water Interest</b>	<b>135,978</b>	<b>142,490</b>	<b>111,526</b>	<b>107,917</b>	<b>118,334</b>		<b>9.7%</b>
<b>TOTAL DEBT &amp; INTEREST</b>	<b>545,978</b>	<b>482,490</b>	<b>455,934</b>	<b>452,917</b>	<b>460,334</b>		<b>1.6%</b>
<b>DPW Water Enterprise Lease Payments</b>							
6161 Lease Debt-Water Fund		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 REQUEST	PERCENT (+) or (-)
<b>59000-59490 Debt Service</b>							
LEASE- DPW DIESEL YEAR 3 OF 7	-	-	10,622	10,708	10,622		0.0%
LEASE- DPW HOOK TRUCK YEAR 3 OF 7	0	0	9,104	9,178	9,105		0.0%
<b>TOTAL LEASE</b>	<b>-</b>	<b>-</b>	<b>19,726</b>	<b>19,886</b>	<b>19,727</b>		<b>-0.8%</b>
<b>Water Capital</b>							
		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2024 REQUEST	PERCENT (+) or (-)
<b>MINI EXCAVATOR</b>							
PICKUP TRUCK WITH PLOW	-	-	-	20,000	-		-100.0%
<b>Total Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>	<b>15,000</b>		<b>-25.00%</b>
							2,554,327 Net indirects
							249,770 indirects
							2,804,097 Warrant Total

<b>FISCAL YEAR 2024</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024 REQUEST</b>	<b>PERCENT (+) or (-)</b>
<b>510 Elected Board of Health</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>		
51110 Salaries & Wages Permanent	0	0	0	450	450	0.0%
<b>51000-51990 Salaries and Wages</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>450</b>	<b>450</b>	<b>0.0%</b>
<b>TOTAL ELECTED BD. OF HEALTH</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>450</b>	<b>450</b>	<b>0.0%</b>

<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
<b>512 Board of Health</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
51100 Salaries & Wages Permanent	30,388	31,149	31,926	32,879	34,188	4.0%
51110 Part-time Salaries (Less than 20 hrs/wk)	80,362	87,240	87,221	63,731	73,289	15.0%
51111 Overtime	1,090	1,118	0	0	0	0.0%
51115 Nurse	0	0	69,018	93,058	96,763	4.0%
51200 Temp Salaries	0	1,528	104	0	0	0.0%
51450 Longevity	540	360	360	360	360	0.0%
<b>51000-51990 Salaries and Wages</b>	<b>112,380</b>	<b>121,395</b>	<b>188,629</b>	<b>190,028</b>	<b>204,600</b>	<b>7.7%</b>
52460 Office Equipment and Repair	0	135	0	0	0	0.0%
53070 Employee Training Seminars	360	0	1,913	2,000	2,000	0.0%
53100 Advertising	376	525	0	300	300	0.0%
53430 Wireless Phones	1,531	1,550	0	0	0	0.0%
53440 Printing Services	0	140	305	500	500	0.0%
53880 Contracted Services	45,412	52,070	52,768	64,224	64,224	0.0%
54220 Other Office Supplies	932	1,443	2,054	800	800	0.0%
57100 In-State Travel	1,036	335	0	2,000	2,000	0.0%
57300 Dues & Memberships	350	410	60	800	800	0.0%
57820 Miscellaneous	0	0	12,709	0	0	0.0%
<b>52000-58990 Other Charges and Exp.</b>	<b>49,997</b>	<b>56,608</b>	<b>69,809</b>	<b>70,624</b>	<b>70,624</b>	<b>0.0%</b>
<b>TOTAL BOARD OF HEALTH</b>	<b>162,377</b>	<b>178,003</b>	<b>258,438</b>	<b>260,652</b>	<b>275,224</b>	<b>5.6%</b>

<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
<b>541 Council on Aging</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
51100 Salaries & Wages Permanent	258,778	212,315	218,279	224,740	251,077	11.7%
51110 Part-time Salaries	0	49,340	55,048	68,060	70,509	3.6%
51200 Salaries Temp	0	0	1,939	0	0	0.0%
51450 Longevity	2,300	1,450	2,150	2,150	2,250	4.7%
<b>51000-51990 Salaries and Wages</b>	<b>261,078</b>	<b>263,105</b>	<b>277,416</b>	<b>294,950</b>	<b>323,836</b>	<b>9.8%</b>
52540 Computer Repairs & Maintenance	790	861	1,580	1,700	1,700	0.0%
53070 Employee Training Seminars	500	0	68	600	2,400	300.0%
53420 Postage	500	1,000	2,403	3,100	3,400	9.7%
53440 Printing	1,107	675	1,194	900	1,000	11.1%
53500 Recreational Activities	21,278	42,327	45,972	42,905	43,285	0.9%
53880 Contracted Services,other services	2,384	2,138	2,259	3,220	3,220	0.0%
54220 Other Office Supplies	315	576	476	650	700	7.7%
54900 Food and Food Service Supplies	192	32	106	250	250	0.0%
55000 Medical & Surgical Supplies	0	285	599	950	1,000	5.3%
55840 Recreational Supplies	2,124	4,444	4,547	4,500	5,000	11.1%
57100 In State Travel	2,203	134	129	1,300	2,300	76.9%
57300 Dues & Memberships	386	0	386	400	400	0.0%
58500 Additional Equipment	0	275	0	0	0	0.0%
<b>52000-58990 Other Charges and Exp.</b>	<b>31,779</b>	<b>52,747</b>	<b>59,719</b>	<b>60,475</b>	<b>64,655</b>	<b>6.9%</b>
<b>TOTAL COUNCIL ON AGING</b>	<b>292,857</b>	<b>315,852</b>	<b>337,135</b>	<b>355,425</b>	<b>388,491</b>	<b>9.3%</b>

<b>FISCAL YEAR 2024</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>PERCENT</b>
<b>542 Youth Commission</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
51100 Salaries & Wages Permanent	126,658	179,050	207,506	236,498	242,612	258,890	6.7%
51110 Salaries & Wages Part-Time	13,812	275	0	0	0	0	0.0%
51200 Salaries and Wages Temporary	0	0	0	0	0	0	0.0%
51450 Longevity	600	600	1,000	1,000	1,000	1,000	0.0%
51590 Bereavement	0	0	444	0	0	0	0.0%
<b>51000-51990 Salaries and Wages</b>	<b>141,070</b>	<b>179,925</b>	<b>208,950</b>	<b>237,498</b>	<b>243,612</b>	<b>259,890</b>	<b>6.7%</b>
53070 Employee Training Seminars	1,024	593	1,505	1,500	1,500	1,500	0.0%
52540 Software	0	0	0	0	1,700	5,236	208.0%
53440 Printing	743	185	1,021	1,000	1,500	2,000	33.3%
53880 Misc. Contracted Services	2,509	2,075	4,926	5,000	7,800	9,360	20.0%
54220 Office Supplies	1,899	1,597	1,427	1,500	1,500	1,500	0.0%
55840 Program Supplies	942	2,289	1,643	1,500	2,000	2,500	25.0%
57100 In State Travel	1,955	833	396	2,000	2,000	1,500	-25.0%
<b>52000-58990 Other Charges and Exp.</b>	<b>9,072</b>	<b>7,572</b>	<b>10,918</b>	<b>12,500</b>	<b>18,000</b>	<b>23,596</b>	<b>31.1%</b>
<b>TOTAL YOUTH COMMISSION</b>	<b>150,142</b>	<b>187,497</b>	<b>219,868</b>	<b>249,998</b>	<b>261,612</b>	<b>283,486</b>	<b>8.4%</b>

<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
<b>543 Veterans Services</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>REQUEST</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
51110 Part-time Salaries	15,000	15,000	15,000	15,000	15,000	0.0%
<b>51000-51990 Salaries and Wages</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>0.0%</b>
54220 Other Office Supplies	155	189	0	250	150	-40.0%
55830 Magazines, Other Supplies	0	0	0	100	0	-100.0%
57100 In-State Travel	0	0	143	300	400	33.3%
57300 Dues & Memberships	0	0	0	85	50	-41.2%
57700 Veterans Benefits	17,300	11,715	9,378	20,000	20,000	0.0%
<b>52000-58990 Other Charges and Exp.</b>	<b>17,455</b>	<b>11,904</b>	<b>9,521</b>	<b>20,735</b>	<b>20,600</b>	<b>-0.7%</b>
<b>TOTAL VETERANS SERVICES</b>	<b>32,455</b>	<b>26,904</b>	<b>24,521</b>	<b>35,735</b>	<b>35,600</b>	<b>-0.4%</b>
FY24 Vet Benefit Recipient # Estimate:	2					
NOTE: 75% of Vets Benefits Reimbursed by the State.						
55830: These are now purchased and furnished by the State						
57100: 1 veteran in need of regular transportation						
57700: While previous years have shown a decrease in spending I am anticipating that Veteran Benefits will be utilized nearly completely this year due to new names being added to the monument and cemetery flag costs						
Note: Cemetery grave flags for Memorial Day purchased by Town of Southborough will be re-imbursed at 100% by Commonwealth of MA (DVS)						

<b>FISCAL YEAR 2024</b> <b>610 Library</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
51100 Salaries & Wages Permanent	351,698	341,155	352,732	368,229	393,958	7.0%
51110 Part-time Salaries	58,168	51,645	58,149	74,614	81,083	8.7%
51450 Longevity	2,500	2,900	2,900	2,200	2,500	13.6%
<b>51000-51990 Salaries and Wages</b>	<b>412,366</b>	<b>395,700</b>	<b>413,781</b>	<b>445,043</b>	<b>477,540</b>	<b>7.3%</b>
52300 Water	550	183	0	0	0	
52540 Computer Equip. Repair Maint.	2,428	2,428	2,426	0	0	
53070 Professional Development	500	543	1,625	1,075	1,075	0.0%
53500 Programming	800	800	1,000	5,000	5,200	4.0%
54220 Office Supplies	4,000	4,158	3,998	4,158	4,324	4.0%
55100 Books & Materials Educ. Supp.	92,083	84,437	80,621	82,076	86,464	5.3%
55830 Print & Electronic Subscriptions	0	10,194	18,932	21,437	20,442	-4.6%
55860 Library Supplies	0	0	0	0	0	
57100 In-State Travel	450	0	220	450	450	0.0%
57300 Dues & Memberships	26,988	28,541	28,297	28,449	28,952	1.8%
58700 Replacement Equipment	0	0				
<b>52000-58990 Total</b>	<b>127,799</b>	<b>131,284</b>	<b>137,119</b>	<b>142,645</b>	<b>146,907</b>	<b>3.0%</b>
<b>TOTAL LIBRARY</b>	<b>540,165</b>	<b>526,984</b>	<b>550,900</b>	<b>587,688</b>	<b>624,447</b>	<b>6.25%</b>

<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>	
<b>630 Recreation Commission</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>	
51100 Salaries & Wages Permanent	127,881	133,048	130,261	145,259	152,199	4.8%	
51450 Longevity	0	0	0	0	0	0.0%	
<b>51000-51990 Salaries and Wages</b>	<b>127,881</b>	<b>133,048</b>	<b>130,261</b>	<b>145,259</b>	<b>152,199</b>	<b>4.8%</b>	
57300 Pilot Payment (911 Memorial Field)	10,106	9,900	10,258	10,794	10,794	0.0%	
<b>53800 Contracted Services</b>				<b>3,275</b>	<b>3,275</b>	<b>0.0%</b>	
Playground Inspection Services				1,525	1,525		
Southborough Trails Committee				1,750	1,750		
<b>TOTAL RECREATION COMMISSION</b>	<b>137,987</b>	<b>142,948</b>	<b>140,519</b>	<b>159,328</b>	<b>166,268</b>	<b>4.4%</b>	

<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>Percent</b>
<b>691 Historical Commission</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
53880 Contracted Services	2,460	2,467	1,900	1,000	1,000	0.0%
54220 Other Office Supplies	0	0	0	0	0	0.0%
<b>52000-58990 Other Charges and Exp.</b>	<b>2,460</b>	<b>2,467</b>	<b>1,900</b>	<b>1,000</b>	<b>1,000</b>	<b>0.0%</b>
<b>TOTAL HISTORICAL COMM.</b>	<b>2,460</b>	<b>2,467</b>	<b>1,900</b>	<b>1,000</b>	<b>1,000</b>	<b>0.0%</b>

<b>FISCAL YEAR 2024</b> <b>692 Memorial Day</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b> <b>REQUEST</b>	<b>Percent</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>		<b>Inc./Decr.</b>
53500 Recreational Activities	0	0	0	0	0	0.00%
55890 Flags Other Supplies	3,147	2,998	3,098	3,350	3,350	0.00%
<b>52000-58990 Other Charges and Exp.</b>	<b>3,147</b>	<b>2,998</b>	<b>3,098</b>	<b>3,350</b>	<b>3,350</b>	<b>0.00%</b>
<b>TOTAL MEMORIAL DAY</b>	<b>3,147</b>	<b>2,998</b>	<b>3,098</b>	<b>3,350</b>	<b>3,350</b>	<b>0.00%</b>
  <b>Increase in budget FY23 due to increase in shipping costs.</b>						

<b>FISCAL YEAR 2024</b> <b>Debt Service General Fund</b>							
		<b>FY 2020</b> <b>ACTUAL</b>	<b>FY21</b> <b>ACTUAL</b>	<b>FY22</b> <b>ACTUAL</b>	<b>FY23</b> <b>BUDGET</b>	<b>FY24</b> <b>REQUEST</b>	<b>PERCENT</b> <b>(+) or (-)</b>
<b>710 Retirement of Debt-General Fund</b>							
<b>59000-59490 Debt Service</b>							
59100 Principal Long Term Debt		2,397,979	2,324,507	2,391,470	2,230,097	1,015,116	-54.5%
59350 Principal Short Term Debt		-	-	-	-	-	0.0%
<b>Total Debt Service General Fund</b>		<b>2,397,979</b>	<b>2,324,507</b>	<b>2,391,470</b>	<b>2,230,097</b>	<b>1,015,116</b>	<b>-54.5%</b>
		<b>FY 2020</b> <b>BUDGET</b>	<b>FY21</b> <b>REQUEST</b>	<b>FY22</b> <b>REQUEST</b>	<b>FY23</b> <b>REQUEST</b>	<b>FY24</b> <b>REQUEST</b>	<b>PERCENT</b> <b>(+) or (-)</b>
<b>751 Interest on Debt-General Fund</b>							
<b>59000-59490 Debt Service</b>							
59150 Interest Long Term Debt		857,883	979,495	923,659	826,376	735,101	-11.0%
59250 Interest on Notes		58,087	52,363	2,000	25,000	131,828	427.3%
<b>Total Debt Service General Fund</b>		<b>915,970</b>	<b>1,031,858</b>	<b>925,659</b>	<b>851,376</b>	<b>866,929</b>	<b>1.8%</b>
<b>57880 Bond Costs - Cont. Disclosure</b>		-	2,500	-	2,500	2,550	2.0%
		<b>FY 2020</b> <b>BUDGET</b>	<b>FY21</b> <b>REQUEST</b>	<b>FY22</b> <b>REQUEST</b>	<b>FY23</b> <b>REQUEST</b>	<b>FY24</b> <b>REQUEST</b>	<b>PERCENT</b> <b>(+) or (-)</b>
<b>TOTAL DEBT &amp; INTEREST</b>		<b>3,313,949</b>	<b>3,358,865</b>	<b>3,317,129</b>	<b>3,083,973</b>	<b>1,884,595</b>	<b>-38.9%</b>

**\*FY24 subject to change - may have permanent financing - depends on projects and timelines**

FISCAL YEAR 2024		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	PERCENT
910 Employee Benefits		ACTUAL	ACTUAL	ACTUAL	BUDGET	REQUEST	(+) or (-)
51700 Worker's Compensation/Accident		236,745	237,493	286,440	302,585	326,783	8.0%
51710 Unemployment Payments		8,743	27,899	19,301	30,000	30,000	0.0%
51720 Health Insurance**		4,962,465	5,118,668	5,283,905	5,306,355	5,570,300	5.0%
	ACTIVE	4,023,175	4,180,725	4,229,417	4,230,174	4,474,972	
	RETIREE	939,290	937,943	1,054,488	1,076,181	1,095,328	
51730 Retirement Fund		1,958,833	2,170,625	2,321,536	2,558,310	2,808,872	9.8%
51740 Life Insurance		5,124	5,114	5,183	5,220	5,311	1.7%
51770 Medicare		357,372	389,069	358,893	396,962	406,620	2.4%
51780 Dental Insurance		217,860	249,509	248,964	246,302	261,662	6.2%
	ACTIVE	138,995	163,286	160,451	156,725	165,940	
	RETIREE	78,865	86,223	88,513	89,577	95,722	
51785 Medicare B Penalty		17,985	16,533	17,206	16,500	17,250	4.5%
51750 FSA Fees		6,757	6,609	6,845	7,250	7,250	0.0%
517XX Transfer to OPEB Trust		250,000	0	0	0	0	0.0%
51000-51990 Total Personal Services		8,021,884	8,221,519	8,548,273	8,869,485	9,434,049	6.4%
<b>TOTAL EMPLOYEE BENEFITS</b>		<b>8,021,884</b>	<b>8,221,519</b>	<b>8,548,273</b>	<b>8,869,485</b>	<b>9,434,049</b>	<b>6.4%</b>
<b>HEALTH DETAIL</b>							
Work Compensation & Accidental		212,263.52	12.0%	5.0% HPHC HMO	\$ 4,686,085.66		
		114,519.90	10%	5.5% Fallon Sr	\$ 27,205.63		
		326,783.42		5.0% HPHC Focus	\$ 231,911.79		
				5.0% HPHC PPO	\$ 25,889.98		
				5.5% Tufts PFFS	\$ 184,617.09		
				5.5% Tufts Medicare	\$ 241,193.30		
				5.5% BXBS Managed	\$ 77,785.81		
				5.5% Medex	\$ 58,860.95		
				OPT OUT	\$ 36,750.00		
					\$ 5,570,300.20		
				<b>SCHOOL</b>	<b>\$ 5,158,458.19</b>		<b>54.7%</b>
				<b>TOWN</b>	<b>\$ 4,275,590.69</b>		<b>45.3%</b>
							<b>\$ 9,434,048.88</b>

<b>FISCAL YEAR 2024</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>PERCENT</b>
<b>945 Liability Insurance</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>(+) or (-)</b>
53020 Notary Liability	0	0	1,767	950	951	0.11%
57400 Insurance Premiums	273,630	279,974	302,027	333,784	383,475	14.89%
<b>52000-58990 Other Charges and Exp.</b>	<b>273,630</b>	<b>279,974</b>	<b>303,794</b>	<b>334,734</b>	<b>384,426</b>	
<b>TOTAL LIABILITY INSURANCE</b>	<b>273,630</b>	<b>279,974</b>	<b>303,794</b>	<b>334,734</b>	<b>384,426</b>	<b>14.85%</b>