

1. Agenda

Documents:

[2022.04.21\\_ARPA\\_AGENDA.PDF](#)

2. Meeting Materials

Documents:

[2022.04.21 COPY OF ARPA REQUEST TRACKER 21APR202227531 \(PDF\).PDF](#)  
[2022.04.21 ARPA COMMITTEE-REQUEST FOR MINUTES \(PDF\).PDF](#)

**Town of Southborough, MA  
Meeting of the ARPA Committee  
Thursday, April 21, 2022, 7:30 P.M.  
VIRTUAL ZOOM MEETING**

May be watched or may participate in the meeting remotely with the meeting link at  
<https://www.southboroughtown.com/remotemeetings>

*Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.*

- I. Review Fund Request Log**
- II. Review and discuss results from the survey**
- III. Proposal Discussion: review proposals, review answers to proposal questions and identify any remaining questions (vote may be taken)**
- IV. Evaluation approach discussion (vote may be taken)**
- V. Next Steps**
- VI. Administrative business**
  - a. Vote on Minutes of March 10, 2022
  - b. Vote on Minutes of April 7, 2022
  - c. Vote on Minutes of April 14, 2022
- VII. Unfinished Business**
- VIII. New Business**
  - a. Public Comment
  - b. Next meeting

Andrea Hamilton  
Chair

**Request**

Route 9 Public Sewer / small wastewater treatment plant support  
Economic Growth  
1 time abatement for taxes  
Resolve drainage for Main Street near Mauro's Marnie, and train tracks  
drainage issues in the downtown  
sidewalks, connection from Fayville / Central St.  
Continuing across causeway to corner of White  
Bagely Rd / Boston Rd.  
Redo Senior Center / space needs study? May  
change Sr. Center location  
Trash cans where public sidewalks are installed  
Dog Park  
Senior Center Renovations  
premium pay for public safety employees  
premium pay for public safety employees  
Part time mental health clinician  
Marketing and Outreach materials  
One year contract with interface referral service  
Support affordable housing opportunities  
Upgrade town's website to support more collaborative features  
Upgrade town's WiFi capabilities at specific town facilities  
Implement town-wide event scheduling and registration system  
Implement interactive conference room capabilities  
Fund sidewalk work from repairs to new installations. Prioritize sidewalk  
work (both repairs and new) based on connectivity and use/anticipated  
use. New sidewalk work based on DPW sidewalk report and complete  
streets.  
Premium pay for full and part time FD members

Purchase 600 voting devices/ 'clickers', including software and receivers,  
to enable voters at Town Meetings to vote electronically, in person  
Towards various ADA compliance issues throughout town buildings  
New front room on the Senior Center  
Lunblad Field Renovations  
ADA Upgrades to Facilities  
Feasibility study for Neary  
Greater Boroughs PH escalation

Per Diem Vaccination Staff

Digitalization of septic files

Septic Software

strongly support the requests by Youth and Family Services as well as any request by School district to support mental health initiatives. We also encourage town wide evaluation of our website and the ability to conduct business and make payments online, something that is even more urgent during the pandemic.

National Grid Property in Downtown Southboroug

Inlet/Outlet pipe for potential wastewater system underneath Main Street

Wastewater Infrastructure for Downtown

Improved connectivity through construction of sidewalks and connections to trails

Consideration for a modest, targeted tax relief program for residents funding for signage to mark the Southborough Center Historic District, newly recognized (in December of 2021) by the National Register of Historic Places

plan that considers how to help a wider group of residents; renters who are coping with increasing monthly rent payments, adult children living at home because of the inability to earn a living wage, and seniors who have found it necessary to reside with their adult children due to inflation

Audit support

<b>Submitted By (Organization)</b>	<b>Submitted By (Individual)</b>	<b>Date Received</b>
Planning Board	Colleen Stansfield	15-Feb-22
Planning Board	Colleen Stansfield	15-Feb-22
Planning Board	Colleen Stansfield	15-Feb-22
Planning Board	Colleen Stansfield	15-Feb-22
Planning Board	Colleen Stansfield	15-Feb-22
Planning Board	Colleen Stansfield	15-Feb-22
individual request	see email	10-Feb-22
individual request	see email	10-Feb-22
Council on Aging	Douglas Peck	12-Feb-22
Officer's Union Local 167	Thomas Rock	13-Feb-22
Officers Union Local 445	Kyle DeVincent	14-Feb-22
Youth and Family Services	Sarah Cassell	14-Feb-22
Youth and Family Services	Sarah Cassell	14-Feb-22
Youth and Family Services	Sarah Cassell	14-Feb-22
Youth and Family Services	Sarah Cassell	14-Feb-22
Municipal Technology Committee	Angela Varner	1/31/2022, 2/28/2022
Municipal Technology Committee	Angela Varner	1/31/2022, 2/28/2022
Municipal Technology Committee	Angela Varner	1/31/2022, 2/28/2022
Municipal Technology Committee	Angela Varner	1/31/2022, 2/28/2022
DPW	Karen Galligan	15-Feb-22
Fire Department	Steven Achilles	15-Feb-22
Town Clerk	Jim Hegarty	16Feb2022 and 21Feb2022
Facilities	John Parent	28-Feb-22
Facilities	John Parent	28-Feb-22
Recreation	Tim Davis	28-Feb-22
Recreation	Tim Davis	28-Feb-22
School Committee	Roger Challen	28-Feb-22
Board of Health	Heather Alker	28-Feb-22
Board of Health	Heather Alker	28-Feb-22

Board of Health	Heather Alker	28-Feb-22
Board of Health	Heather Alker	28-Feb-22
Board of Health	Heather Alker	28-Feb-22
Board of Health	Heather Alker	28-Feb-22
EDC	Marijke Munsiff	28-Feb-22
EDC	Marijke Munsiff	28-Feb-22
EDC	Marijke Munsiff	28-Feb-22
EDC	Marijke Munsiff	28-Feb-22
EDC	Marijke Munsiff	28-Feb-22
Historical Comission	Kevin Miller and Anr	28-Feb-22
individual request	see email	28-Feb-22

Estimated Cost	Notes
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\$370,000	
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\$5000/union member	Are the safety employee requests the same request? Total dollar value need
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\$5000/union member	Are the safety employee requests the same request? Total dollar value need
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\$25-\$30/hour	Need total expected cost
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\$5,000	
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\$20,000-\$25,000	
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	support expressed. Not a formal request
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\$50,000-\$80,000	Additional \$500/year needed for licenses
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\$250,000	
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\$70,000	\$20/month ongoing subscription. The project description looks wrong on the
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\$500,000	May be support costs?
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\$300,000-\$400,000	
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\$120,000	
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\$18,000	bids in process
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\$50,000	Is this the same \$50K in the warrant? Number ARPA meeting was \$150K-200K
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\$400,000	
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#### Study In Process to Determine Cost

\$20,000	I believe this would be separate from the facilities request
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	Costs pending Mass School Building Authority public meeting
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\$5,500.00	
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	already committed
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	by BoS for FY 23 and
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\$101,824.66	comes off our total
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\$6,500.00  
\$20,000  
\$12,500

\$26,532

\$5,000 ARPA triggers an audit, BoS will vote on allocating this money in March

e submitted form but I think it matches this request

Request	Amount
Tax Abatement/Relief 150000 this year	500000
<del>Wastewater Infrastructure</del>	
<del>Resolve drainage for Main Street</del>	
Trash cans where public sidewalks are installed	
Dog Park	
1 Senior Center Renovations	400000
2 premium pay for public safety employees (now representing all premium pay in this cell)	300000
premium pay for public safety employees	

3	Part time mental health clinician	46000
4	Marketing and Outreach materials	5000
5	One year contract with interface referral service	25000
	Affordable housing opportunities	
	Upgrade town's website to support more collaborative features	
	Upgrade town's WiFi capabilities at specific town facilities	

Implement town-wide event scheduling and registration system	
Implement interactive conference room capabilities	
Fund sidewalk work from repairs to new installations	1200000
Premium pay for full and part time FD members	
Purchase 600 voting devices/ 'clickers', including software and receivers, to enable voters at Town Meetings to vote electronically, in person	

Various ADA compliance issues throughout town buildings	
Lunblad Field Renovations	
ADA Upgrades to Facilities	20000
Greater Boroughs PH escalation	
Staff Funding-Health Director staffing	100000
Per Diem Vaccination Staff	6500
Digitalization of septic files	
Septic Software	

National Grid Property in Downtown Southborough	252000
funding for signage to mark the Southborough Center Historic District, newly recognized (in December of 2021) by the National Register of Historic Places	26532
Economic support for residents who are not property owners and won't benefit from property tax relief (ex. renters who are coping with increasing monthly rent payments, adult children living at home because of the inability to earn a living wage, and seniors who have found it necessary to reside with their adult children due to inflation)	
Audit support	5000
Mini grants in the areas of Education, Arts & Culture and Environment in the Southborough	
Feasibility study to identify any regulatory issues presented in the current Southborough zoning bylaws that negatively impact affordable housing development and the creation of accessory dwelling units (ADU) throughout the community. The study should include an analysis of town owned parcels available for potential buildout.	

This needs to become for all residents and needs based economic relief to residents (goal to alleviate resident	Funding to support homeowners impacted by the COVID-19 pandemic. Potential to supplement a one-time needs-based abatement of property taxes for residents who are able to prove hardship status.	70000
	Feasibility study to determine the potential buildout and redevelopment of the South Union School at 21 Highland Street.	
	Feasibility study to determine capacity for implementation of wastewater treatment along Route 9 to increase capacity for economic development and potential affordable housing development.	
	Peninsula Trail	194547
Needs a follow up	Shared Use Path and Boston Worcester Air Line Feasibility Study	
	Southborough Trail Enhancements	12500
	Consultant support for FY23 to provide technical assistance to the Committee for ongoing activities.	
	500K for affordable housing trust	
	Sum	3163079
	Available	3051241
	Remaining	-111838

Submitted By (Organization)	Alternative Source of Funding	Master Plan Goal?	Survey Ranking
See notes	No		Top 5
Need formal submission			
Council on Aging & Facilities			Top 5
Officer's Union Local 167	State ARPA (does not currently exist)		Top 5
Officers Union Local 445			

Youth and Family Services	Yes (Possible Metrowest Health Foundation Grant)		Top 5
Youth and Family Services	Yes (Past smaller budget and grant from Southborough community fund)		Top 5
Youth and Family Services	Yes (Only partial. Southborough schools Dec '22-Jun '23)		Top 5
Need formal submission			
Municipal Technology Committee	Yes		
Municipal Technology Committee	Yes		

Municipal Technology Committee		Yes	
Municipal Technology Committee		Yes	
DPW	Yes (current state grants)	Yes	Top 5
Fire Department			
Town Clerk	Yes (Reserve Fund Transfer by Advisory)		

Facilities	Yes (Taxpayer, grants)	Yes	
Recreation	Yes (CPA)	Yes (dog park only)	
Recreation		Yes	
Board of Health			
Board of Health	Yes (Expect other potential state and grant funding sources, and will pursue other avenues and grants before expending ARPA funding)		
Board of Health	Yes (state ARPA money)		
Board of Health			

Need formal submission	warrant	Yes	Top 5
Historical Comission		Yes	
Need formal submission		Yes	

Southborough Community Fund

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SHOPC			

SHOPC	No		
SHOPC	Yes (MAPC's DLTA funds for technical assistance)		
SHOPC	Yes (Community One-Stop for Growth, successful grant last year.)		
Trails	Yes (ARPA is Back up if MassTrails grant is unsuccessful)	Yes	
Trails	Yes (Future MassTrails or CPA)	Yes	
	Yes (Future MassTrails or CPA)	Yes	

SHOPC  
SHOPC

Yes (CPC)

% of town impacted	Estimated Cost	Survey	Supported By
	\$500,000 (now lower to get under 5%)	Property tax relief	Planning Board supports 1 time abatement; EDC supports modest targetted relief for residents
	??		Planning Board supports route 9 public sewer or small wastewater treatment plant to support economic growth; EDC supports wastewater infrastructure for downtown and Inlet/Outlet pipe for potential wastewater system underneath Main Street
	??		Planning Board supports resolving drainage for Main Street near Mauro's and train tracks drainage issues in the downtown
	??		Request from individual
	??		Request from individual
	\$370,000 (CoA), \$400,000 (Facilities)	Senior Center Expansion	Planning Board supports
	\$5000/union member 2140	Bonus pay for town employees who performed essential work during the COVID-19 health emergency	
	\$5000/union member		

	\$25-\$30/hour \$7800-\$31,200 depending on how many hours per week and one vs. 2 years <b>Updated request to \$46,000</b>	Youth and Family services outreach request to change to "increased mental health support services and outreach" 3/17 committee agrees to change to "Youth and Family Services increased mental health support services and outreach"	Board of health supports requests by Youth and Family Services as well as any request by School district to support mental health initiatives.
	\$5,000		
	\$20,000-\$25,000		Board of health supports requests by Youth and Family Services as well as any request by School district to support mental health initiatives.
	??		Youth and Family services sup
	\$50,000-\$80,000	Upgrade the town website including consolidated event scheduling and registration	Board of Health supports town wide evaluation of our website and the ability to conduct business and make payments online, something that is even more urgent during the pandemic.
	\$250,000	Improve municipal wi/fi, cybersecurity and conference rooms	Board of Health supports town wide evaluation of our website and the ability to conduct business and make payments online, something that is even more urgent during the pandemic.

	\$70,000		
	\$500,000		Board of Health supports town wide evaluation of our website and the ability to conduct business and make payments online, something that is even more urgent during the pandemic.
	\$300,000-\$400,000	Fund sidewalk work from repairs to new installations	Planning board supports sidewalks, connection from Fayville / Central St. Continuing across causeway to corner of White Bagely Rd / Boston Rd. EDC supports Improved connectivity through construction of sidewalks and connections to trails
	\$120,000		
	18000; Increased to 18,600	Electronic clickers to enable anonymous in person electronic voting at town meeting	

	\$50,000	ADA compliance upgrades to town facilities	
	Study In Process to Determine Cost	Lunblad soccer Field Renovations request to change to indicate it will be a multiuse facility including dogpark "Lunblad field renovations to include multi-use sports fields, picnic area and dog park"	
	\$20,000		
	\$5,500.00		
	\$101,824.66		
	\$6,500.00	Board of health enhancements to address needs from the pandemic	
	\$20,000	Upgrades to the municipal tracking of septic plans	
	\$12,500		

		Purchase of 1.7 acre vacant National Grid Parcel in downtown for future town use \$252,000	EDC supports
		Signs to mark the Southborough Center Historic District \$26,532	
		Provide needs based economic relief \$5,000	Request from individual

Grants in the areas of  
Education, Arts &  
Culture and  
Environment  
\$50,000

		\$50,000	

	\$70,000		
	\$20,000		
	\$50,000		
	\$194,547	Improve town trail systems	
	\$75,000		

\$12,500

\$8,500  
\$500,000

**Notes**

On 24Feb2022 approved this motion "The ARPA committee recommends dedicating \$500,000 to tax relief with \$400,000 applied to the roads budget and \$100,000 applied to other projects with a target of limiting the tax rate increase to less than 5% for FY 2023." Per revised rate no longer need \$500,000 to get under 5%. Do we want to re-visit this?

Route 9 feasibility a ways off (at least 6 months). John Wood will follow up with EDC to request more info from DPW. These projects are either already funded or too early in feasibility to consider. Remove from consideration.

Plan exists. Meme has reached out to Karen for this and will share specifics. This is already funded through other money. Remove.

This is a long term project that is on master plans radar; part of Lunblad Field proposal

\$20,000 has already been allocated for architectural drawings

Are the safety employee requests the same request?  
Total dollar value needed.

Are the safety employee requests the same request?  
Total dollar value needed.

Need total expected cost

School has offered \$12500 for 6 month contract (through sports

Additional \$500/year needed for licenses

\$20/month ongoing subscription. The project description looks wrong on the submitted form but I think it matches this request

May be support costs?

bids in process

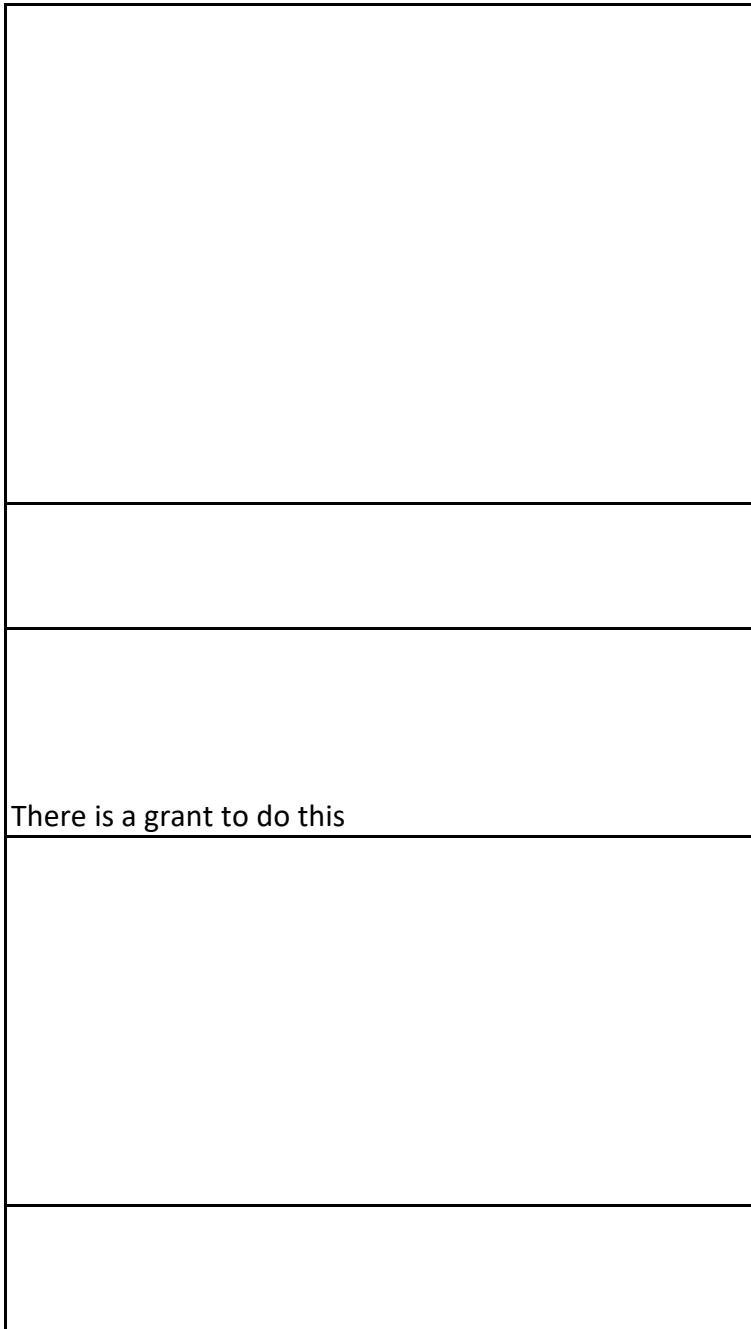
Is this the same \$50K in the warrant? Number ARPA mee

I believe this would be separate from the facilities request

\$50,000 of this is already committed by BoS for FY 23  
and comes off our total

EDC to flesh out cost/administration etc.

Beth Dill from Trusts and Bev from food pantry will reach  
ARPA triggers an audit, BoS will vote on allocating this mon



There is a grant to do this

## Questions

- 1) What is status of state premium pay? (to consultant) There is one program but it is for a very low income group and it is unlikely Southborough town employees would qualify. Ther is nothing else available or in the works from the state. There are 64 total employees in town who qualify (46 within FD and PD and an additional 18 across other groups)
- 2) Is there premium pay going to other groups from the state (teachers, other town employees?)? No

1) Can a single figure be provided? Should we assume there is \$31,200 of need? **Don't know final number because need has shifted due to covid. This should be considered a bridge as determining final headcount needed post covid**

1) Does the town pay for each referral (ie. The town pays \$250 for every use) or is it a flat contract fee and the cost per referral goes down as more people use it? **Flat rate paid based on previous year up to \$25K. Interface has freed up personnel to do more direct work with public and serve new covid needs**

2) Is YFS still looking for the full 20K-25K or just to cover the back 6 months of '23 with the school district covering the first 6 months? **Schools willing to help but has not been allotted yet**

1) Does this address any security concerns?

2) Can we get a little more details on additional functionality

1) More detail on where \$250K comes from how it will be spent?

2) Does this address cybersecurity concerns?

1) Will this save the town any money? Is this necessary or a nice to have?
2) Do departments have any feedback or concerns about being integrated into one system?
3) Is this adding any new functionality or just consolidating functionality that currently exists across multiple platforms? Will calendars all be consolidated and who can update them?
4) Does this connect to the new town website?
1) Select board has indicated we are renting an OWL to try mixed meeting. Price tag appears much lower than 500K. What is driving the high price tag?
2) How long term would this solution be? Would we need to update technology within the next few years?
3) How many people would this serve? Are there slightly less optimal but less expensive solutions?
1) What could be done with additional funds?
2) How hard would it be to connect causeways? Is there discussion between Trails and DPW around connectivity?
1) What is the timeframe for bringing to town meeting for a vote? <b>Will go to town meeting in '22, will lease in '23 if approved then will purchase (lease payment will be applied).</b> <b>Moderator must be in favor of clickers. ~1/3 of request for leasing (~6K)</b>

1) Is there a mandate/timeline that we must make these updates? **No deadline. No warrant article currently for ADA.** This is done.

1) Can we get a diagram? **Waiting for project manager to send**

2) How do we address parking? **At Neary and tennis courts. Can't have events before 4PM**

3) How does this potentially interact with the future Neary project? **Not impacted by school build except potential increase of use**

4) What is school property and what is not? Does this limit any use?

**ADA compliance part of this project**

5) Will the field also be fixed as part of this work?

1) Is there a mandate/timeline that we must make these updates? **No response but assume same as facilities**

1) Why would the FY24 funding not go to town meeting for approval? **Advisory has voted against 2nd year director position funding.**

1) Is this necessary? What are the advantages?

2) Does the software exist? If not what is the plan to develop? Is this being looked at in conjunction with IT?

- 1) Can the town purchase property without Town Meeting Approval (Select Board)? **Will likely need to go through town meeting.**
- 2) Can National Grid pitch a number? **Town has been in contact but no details available**
- 3) Would Select Board like to create a tangible for this **Lisa will get back**

out. Potentially can do stiped to equalize property tax  
money in March

- 1) There have already been studies looking this.  
What additional information would this provide? **No clear additional information on what would be learned.**

1) Is SHOPC looking to administrate these funds or just for the administration to happen by someone. Does SHOPC have a recommendation for who should administrate? **Would want someone else to administer. SHOPC doesn't have a recommendation but support Board of Trust Fund**

2) Can this serve other needs beyond property tax assistance. **Yes**

1) Is this already covered with a separate grant? **Have**

1) Will there be any use restrictions (bikes?) **No bikes (MWRA doesn't allow bikes)**

2) How functional is the path as is? What is the additional functionality we gain? **Gate move for parking and ADA certified trail (one of only in Southborough), will add bridge and boardwalk to avoid rt 30. Chances for grant but very unlikely**  
1) What is the chance that the feasibility study will yield a doable project. **Feasibility combined to one proposal**

**May need to add shed which would increase number**

## **Follow Up Qs**

## **Follow Up 2**

Need full time vs. part time

Andrea- email consultant and Mark purp

64 employees are eligible for

Joe

Of 4 projects website is most straightforward, WiFi has a number of gaps for employees (second most tangible project). Event scheduling and interactive conference rooms in 'concept phase' but not ready to go.

Tony

Is there a figure for how much sidewalk/\$\$ (and does cost change per location). Any projects with \$\$ attached \$175/sq yd (\$25/sqft)- \$308K/mile. How do we guarantee money gets used for sidewalks? Can DPW provide a plan for the money? How much money is needed to start a sidewalk project? What confidence should we have that if we allocate this money it will go to new sidewalks in the next year?

Andrea  
invite Karen  
to meeting

Meme

Anne

Do we know the field is done settling? Why is this not coming from CPA? Is there a date for when project proposal will be in hand?

John

Anne

Andrea

John

ix relief.

e a grant for \$45K but think will cost more. Need      John

Joe

Joe

What is current \$\$ in affordable housing fund?

ile for who available in town

Southborough Town Code § 9-25 requires that minutes of each public meeting and the documents used at the meeting be submitted to the Town Clerk within 45 days of the meeting and that the Town Clerk notify the board or committee chair when that reporting requirement is not met.

I'm writing to advise you that as of today, the Town Clerk's Office has not received the minutes and documents used at the **4/21/22** meeting of the **ARPA Committee**.

The Attorney General has determined that a document is considered to be "**used at a meeting**" when the document is:

- Physically present, and
- Identified by name, and
- Its contents are discussed at the meeting.

As a reminder, please submit the documents as individual files and ensure the name of **each separate file** matches how it is identified in the **Documents Used at This Meeting** section of the minutes.

**Please reply to this email with your response which will be posted on the town website until the minutes and documents are received.**

Please advise if you are unable to provide minutes for one of the following reasons:

1. The meeting was cancelled.
2. No meeting was held due to the lack of a quorum.

The meeting involved executive session(s) and the minutes for the executive session portion(s) cannot be released at this time. Note that minutes for the open session portion of a meeting must be released. Also, the board or committee must review any withheld executive session minutes regularly to ensure there is still a valid reason to withhold minutes from the public. We suggest you consult with Town Counsel on any matters concerning the release of executive session minutes.

Thank you,

Kate Battles  
Town of Southborough  
17 Commons Street  
Southborough, MA 01772  
Phone: 508-485-0710 ext. 3006  
Fax: 508-480-0161