

SPECIAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS



**For the Special Town Meeting
on**

***Monday, October 27, 2025
6:30PM***

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

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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 none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:

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

Conservation Fund:

For land purchases and any other conservation use.

Rules of Town Meeting

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

AUTHORITY

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

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

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

THE WARRANT

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

PARTICIPATION

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

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

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

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

RULES RELATIVE TO MOTIONS

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

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

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

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

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

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

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

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt <u>a speaker</u>	Req. a <u>sec.</u>	<u>Debatable</u>	Vote <u>Required</u>	Motions that <u>may apply</u>
PRIVILEGED MOTIONS					
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
SUBSIDIARY MOTIONS					
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
MAIN MOTIONS					
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
INCIDENTAL MOTIONS					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider

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

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

FORM USED IN MAKING MOTIONS

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

INTERRUPTING A SPEAKER

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

POINT OF ORDER

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

PREVIOUS QUESTION

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

VOTING

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

ADJOURNMENT AND DISSOLUTION

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

**TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS**

SPECIAL TOWN MEETING

Worcester, ss.

October 7, 2025

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

Monday, October 27, 2025

at **6:30 p.m.**, then and there to take action on the following Articles:

ARTICLE 1: : To see if the Town will vote to amend the following sections of the Zoning Code of the Town of Southborough: (i) § 174-2.B titled: “Definitions” by adding “Highway Major Retail” as a new definition, as defined below, and (ii) § 174-8.6.C titled: “IP Industrial Park District”, to include Highway Major Retail as a use allowed by special permit in the IP Industrial Park District:

§ 174-2.B. Definitions:

HIGHWAY MAJOR RETAIL – A large format, single tenant (including affiliates of the principal tenant) retail sales and services facility satisfying the development criteria in subsection (a) – (g) below, containing no less than 50,000 gross square feet devoted to the retail sale to an end user of goods and services, including, but not limited to: traditional grocery store items (which may or may not be sold under its own brand) that contain a range of food products that are fresh, packaged or prepared (excluding storage), household goods, optical goods and services, pharmacy goods and services, liquor, automotive parts and repair, food service (such as fast food, counter service or kiosks) and automotive fueling stations. The Planning Board shall be the special permit granting authority subject to the procedural requirements and decision criteria of §174-9, Special permit requirements, and § 174-10, Site plan approval, of the Zoning Bylaw.

Highway Major Retail use shall be confined to Parcel ID: 25-0000-004-A on the Town’s Assessor’s Map as of October 27, 2025 and subject to the following development criteria:

- a) The Highway Major Retail use is located on a single Lot (which may be partially located in another jurisdiction) having a minimum Lot area of 20 acres; and
- b) The Lot has frontage on an existing public or private way which public or private way connects directly to the eastbound travel lanes of Route 9 – Turnpike Road; and
- c) The Lot does not abut any residential zoning district nor is it located within 500 feet of a residential district boundary as of October 27, 2025; and
- d) The Lot does not have ingress and egress on a scenic road designated by the Town as of October 27, 2025; and
- e) The principal structure devoted to Highway Major Retail use shall be set back a minimum of 500 feet from Route 9 – Turnpike Road; and
- f) The principal structure devoted to Highway Major Retail use shall contain a minimum of 125,000 gross square feet of floor area; and
- g) The Highway Major Retail use is part of, or adjacent to, an industrial/office park environment.

On a Lot or Lots directly abutting the above referenced Lot containing a Highway Major Retail use, a special permit from the special permit granting authority (which for Highway Major Retail use shall be the Planning Board), may be granted for, supporting and/or complementary retail uses such as food service, general retail and general and/or personal services provided that the said uses on all directly abutting Lots to the Lot containing the Highway Major Retail Use shall not exceed 50,000 gross square feet in the aggregate (or greater if allowed pursuant to § 174-8.6, IP Industrial Park District, of the Zoning Bylaw). For purposes of this definition, a Lot directly abutting a Highway Major Retail use shall be deemed to include a Lot or Lots that may be separated from the Lot containing the Highway Major Retail use by a public or private way. On such qualifying Lots, supporting and/or complementary uses may be in one or more structures.

§ 174-8.6.C. Uses requiring a special permit are as follows:

(16) Highway Major Retail (Note: Special permit from the Planning Board.)

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article proposes to amend the Town Code §174-2.B Definitions, with a new use defined as Highway Major Retail, and to consider amending §174-8.6 Industrial Park District to allow the use by special permit.*

ARTICLE 2: To see if the Town will vote to amend Article IV Department Revolving Funds, Section 16-9 Authorized revolving funds, as follows [proposed changes in italics]:

A	B	C	D	E	F	G
Revolving Fund	Department, Board, Committee, Agency, or Officer Authorized to Spend from Fund	Fees, Charges or Other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Other Requirements/Reports	Fiscal Years
Golf course	Select Board	Golf course user Fees	Expenses for repairs and maintenance to golf course; management contract for golf course	Salaries and wages of full-time, part-time employees shall be paid by the management company per the contract with the Select Board	<i>Any unencumbered balance of golf course user fees over \$75,000 as of December 31st annually shall be deposited in the General Fund.</i>	Fiscal year 2020 and subsequent years

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This will allow unencumbered funds from the revolving fund in excess of \$75,000 annually to be used for miscellaneous General Fund operational expenses. For calendar year 2024, the fund accumulated \$112,400 from revenue generated by the Southborough Golf Club operations. Currently, the fund is limited to be used for operations and improvements to the Golf Club.*

ARTICLE 3: To see if the Town will vote to appropriate from Free Cash the sum of \$100,000 for the engineering, design and bidding of the remediation work for the contamination at the former Atwood water tank site; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article will allow the Town to begin to address the remediation efforts as recommended by Pare Engineering as a result of contamination from operations of the old Town water tank on the property. The funds will*

be used for securing the affected area, engineering and design, and procurement for the actual remediation. Funds for the remediation will be sought at the 2026 Annual Town Meeting.

ARTICLE 4: To see if the Town will vote to amend Section 19, Schedule A: Classification Schedule of the Salary and Pay Classification Bylaw to consolidate classifications for “Business Administrator I” and “Business Administrator II” into one “Business Administrator” classification under Grade 5, and to appropriate from Free Cash the sum of \$7,412 to fund said classification consolidation;

SECTION 19: CLASSIFICATION SCHEDULE

SCHEDULE A: GRADED POSITIONS

Title	Grade
DPW Laborer	1
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Assistant Town Clerk	3
Library Associate	3
Business Administrator†	4
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher	4
Assistant Town Accountant	5
Business Administrator †	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Health Agent*	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6
Civil Engineer	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6

Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7
Assistant Town Administrator	8
Building Commissioner	8
Council on Aging Director	8
Director of Facilities	8
Health Director*	8
Director of Information Technology	8
Library Director*	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant*	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

; or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article would delete a redundancy from the non-union personnel pay plan and combine into one position classification the functions of Business Administrator's in many of our town departments. Aligning these business titles within the pay plan would simplify the compensation structure, align similar roles across departments and ensure pay equity in the organization. It would require a slight salary adjustment which would be effective July 1, 2025.*

ARTICLE 5: To see if the Town will vote to amend Section 11(b) of the Salary and Pay Classification Bylaw to amend the vacation accrual schedule for employees with 0-2 years of employment with the Town to three (3) weeks, or do or act anything in relation thereto.

SECTION 11. EMPLOYEE BENEFITS

a. 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+0 - 7	10.0	Three weeks
7+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

Proposed by: PERSONNEL BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This adjustment to the Salary Administration Plan would re-set the monthly vacation accrual schedule for non-union employees. It has been apparent that current recruiting methods require offering three weeks annually to stay competitive, which is a pivotal component in attracting and retaining top talent and modernizes the Town's benefit package.*

ARTICLE 6: To see if the Town will vote to appropriate from Free Cash the sum of \$78,783 to fund a market adjustment for non-union, Schedule A, employees who have seven or more years of service with the Town in their current positions to place them at the midpoint [Step 8 of Schedule A] of their respective salary scales, effective July 1, 2025, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The Personnel Board and the Select Board unanimously approve of moving tenured employees under the Salary & Administration Plan of seven or more years employment to the midpoint if they are below step 8 in the FY26 pay grid. This adjustment would better manage retention of valued employees who may have fallen below the market rate for their job title in our comparable region and would additionally incentivize tenure and career advancement as well as development.*

ARTICLE 7: To see if the Town will vote to appropriate from Cable Funds a sum of money to update the audiovisual equipment in the McAuliffe Hearing Room necessary for producing and recording in-person and hybrid public meetings; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article will allow cable funds, which are received through the agreements that the Town has with Verizon, Comcast and Charter, to be used for the procurement and installation of a new hybrid audio/visual meeting system to be installed in the McAuliffe Hearing Room.*

ARTICLE 8: To see if the Town will vote to appropriate from Cable Funds a sum of money to fund the Southborough Access Media (SAM) operating budget; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will allow cable funds, which are received through the agreements that the Town has with Verizon, Comcast and Charter, to be used to help fund the PEG (Public/Educational/Government) operations for Southborough Media Access (SAM), which is a contractual obligation per the agreement between SAM and the Town.*

ARTICLE 9: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, §174-2.B entitled: "Definitions" by adding the following new definition for Accessory Dwelling Unit and to amend language within the Zoning Code as defined as follows:

ACCESSORY DWELLING UNIT

A self-contained housing unit, inclusive of sleeping, cooking, and sanitary facilities on the same lot as a Principal Dwelling. An Accessory dwelling unit shall maintain a separate entrance, either directly from the outside or through an entry hall or corridor shared with the Principal Dwelling sufficient to meet the requirements of the state Building Code for safe egress. Accessory dwelling units shall not be located in a travel trailer or mobile home.

ADD 174-8.2 (Residence A District) A (11)

(11) Accessory dwelling unit that is not larger in gross floor area than $\frac{1}{2}$ the Gross Floor Area of the Principal Dwelling or 900 Sq. ft., whichever is smaller.

UPDATE 174-8.2 (Residence A District) B (1)

(1) Accessory dwelling unit whose gross floor area is greater than 900 sq. ft

UPDATE 174-8.4 BV (Business Village District) D. (1)

(1) Accessory dwelling unit whose gross floor area is greater than 900 sq. ft

UPDATE 174-8.5 BH (Highway Business District) C. (2)

(2) Accessory dwelling unit whose gross floor area is greater than 900 sq. ft

REMOVE 174-8.6 IP (Industrial Park District) C. (2) and align numbers accordingly

(Administrative note: Remove (2) accessory apartment and shift the numbers currently labeled (3)- (15) to number (2) through (14))

UPDATE 174-8.7 ID (Industrial District) C. (2)

(2) Accessory dwelling unit whose gross floor area is greater than 900 sq. ft

UPDATE 174-8.8 SP (Research, Scientific and Professional District) B. (1)

(1) Accessory dwelling unit whose gross floor area is greater than 900 sq. ft.

UPDATE 174-8.12 (Downtown District) D (1) to the following:

(1) Accessory dwelling unit whose gross floor area is greater than 900 sq. ft

UPDATE 174-9 Special permit requirements (B) to:

B. Accessory dwelling units. Special permits for accessory dwelling units exceeding state law dimensional standards (MGL c. 40A, §1A) may be issued upon referral of the application and receipt and consideration of a report, or after 35 days elapse without such report, from the Board of Health, certifying that adequate provisions have been made in accordance with the requirements of the Board of Health for drainage and for the disposal of sewage and waste generated by the occupancy of the apartment, and from the Planning Board, describing the lot on which the dwelling is located, the neighborhood where it is located and the effect of the proposed apartment thereon, the adequacy of ingress and egress provisions, the recommendations of the Planning Board as to the advisability of granting the special permit and any restrictions that should be imposed as a condition thereof and the provisions for off-street parking in a manner consistent with the character of the premises. If the decision of the Board of Appeals differs from the recommendations of the Planning Board, the reasons therefor shall be stated in the decision. The accessory dwelling unit shall comply with the following conditions and requirements:

(1) The habitable floor area of the accessory unit shall not exceed 25% of the habitable floor area of the entire dwelling plus that of any accessory building used for the accessory dwelling

(2) There is no other accessory dwelling unit on the lot on which the accessory dwelling unit is proposed.

(3) Not more than the required minimum exterior alterations have been or will be made to the one-family house and to any accessory buildings, and the site plan of the lot and floor plans of the dwelling thereon have been filed with the Building Inspector prior to the application to the Board of Appeals.

UPDATE 174-13.8 Adaptive reuse of historic buildings (B) (1) (a) [1-4] to:

(a) Accessory dwelling units. The accessory dwelling unit shall be subject to site plan review and shall also comply with the following conditions and requirements:

[1] The habitable floor area of the accessory dwelling unit shall not exceed 35% of the habitable floor area of the entire dwelling, plus that of any accessory building used for the accessory dwelling unit.

[2] There is no other accessory dwelling unit on the lot on which the accessory dwelling unit is proposed.

[3] Not more than the required minimum exterior alterations will be made to the single-family house and to any accessory buildings as determined by the SPGA upon written recommendation of the Historical Commission.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *Warrant Article 9 updates the Accessory Dwelling Unit (ADU) bylaw to ensure compliance with Massachusetts General Law, while preserving the special permit process for ADUs that exceed the state's by-right thresholds.*

ARTICLE 10: To see if the Town will vote to authorize the establishment of a Town Government Structure Committee (the "Committee"). The Committee shall be composed of seven (7) registered voters, none of who shall be currently

elected officials, appointed by the Moderator. The Committee's charge shall expire on June 30, 2027. The Committee shall review the current structure of Southborough's Town government and propose such by-laws or other legislation as it deems appropriate to modernize its structure and improve its efficiency and effectiveness. The Committee may, for example, examine and make appropriate recommendations concerning: (a) expansion or reduction in the number of elected positions; (b) transitioning to a Town Manager form of government; (c) moving from open Town Meeting to representative Town Meeting; and (d) allowing remote participation and voting at Town Meeting, The Committee shall hold at least three public forums concerning its analysis and proposed recommendations.

Proposed by: SELECT BOARD

Select Board Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The Town Government Structure Committee will research, review and propose changes to Southborough's government to improve efficiency and effectiveness. It will consider options such as adjusting elected positions, transitioning to a Town Manager system, and allowing remote participation at Town Meetings. The Committee will also hold at least three public forums to engage the community and gather input, with its work concluding by June 30, 2027.*

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

Given under our hand this 7th day of October 2025.

Andrew R. Dennington, Chair

Marguerite Landry, Vice-Chair

Kathryn M. Cook

Alfred Hamilton

Tim Fling

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH