

Town of Northborough



Annual Town Meeting Warrant 2017

2017 ANNUAL TOWN MEETING WARRANT

On the following pages you will find the Warrant for the 2017 Annual Town Meeting.

The Warrant sets the format for Annual Town Meeting which commences on the fourth Monday in April (April 24, 2017, at 7:30 p.m. at the Algonquin Regional High School). This year's Warrant is composed of 56 Articles. An Article is the mechanism by which residents are asked to consider some form of action during Town Meeting. For example, Article 6 asks residents to consider acceptance of the Northborough School K-8 operational budget. Following some Articles, you will find a brief explanation (unless it is self-explanatory). Motions will be made at Town Meeting to move each Article to initiate discussion and voting on each Article.

As this document is sent to be printed each year in excess of a month before Town Meeting, it is possible that certain figures (and therefore certain motions) may change.

Included with this year's Warrant is a summary of the Town's operational budget, a summary of revenues and expenditures for the Town and Schools and the Financial Planning Committee's report. Details of the Town Budget are available in the Selectmen's Office as well as the Library and available on the Town's website. The Budgets of the Northborough Public Schools and Northborough-Southborough Regional School District are available at the Superintendent's Office at the Neary School, 53 Parkerville Road in Southborough. The Budget of the Assabet Valley Regional Vocational High School is available from the District Offices located at 215 Fitchburg Street in Marlborough.

I wish to recognize the efforts of the Town's Boards, Committees, Commissions and Town Departments in contributing to the preparation of the FY2018 Budget and the drafting of the Warrant.

Respectfully submitted,

John W. Coderre
Town Administrator

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TOWN OF NORTHBOROUGH
ANNUAL TOWN MEETING WARRANT
APRIL 24, 2017

WORCESTER, SS

GREETINGS:

To any Constable in the Town of Northborough, County of Worcester:

In the name of the Commonwealth of Massachusetts, you are hereby commanded to warn and notify the legal voters of the Town of Northborough to meet at THE ALGONQUIN REGIONAL HIGH SCHOOL on MONDAY, the TWENTY-FOURTH day of April 2017 at 7:30 p.m. to act on the following warrant articles:

ARTICLE 1: Appointing Deputy Moderator

To see if the Town will vote to ratify the appointment by the Moderator of Gerald Hickman as Deputy Moderator, as provided by Article II, Section 2-2 of the Northborough Home Rule Charter.

ARTICLE 2: Compensating Balance Agreement

To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to enter into a Compensating Balance Agreement or Agreements pursuant to Massachusetts General Laws, Chapter 44, Section 53F, if necessary.

- This Article provides authorization for the Town to enter into a compensating balance agreement in order to obtain banking services. A compensating balance is an arrangement by which a town maintains municipal funds on deposit in return for banking services. Under such an arrangement, the earnings retained by the bank on the account balances “compensate” the bank for the services provided.

ARTICLE 3: Prior Years Bills

To see if the Town will vote to raise and appropriate or transfer from unappropriated available funds in the Treasury, or other available funds, a sum of money to pay bills incurred in prior years, or take any action relative thereto.

- Town Meeting action is required to pay bills incurred in prior fiscal years. This Article will be passed over if no bills for goods and services incurred in prior fiscal years are presented to the Town.

ARTICLE 4: Town Budget

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Twenty Two Million Eighteen Thousand One Hundred Forty Three Dollars (\$22,018,143) for Town Government as displayed below, and to meet said appropriation, the following sums available for appropriation to be transferred:

From:

Transfer from Cemetery Trust Fund Income	\$5,398
Transfer from Cemetery Sale of Lots	\$17,000
Transfer from Debt Exclusion Premium Reserve	\$15,707
Transfer from Title V Reserve	\$4,532
Transfer from Conservation Commission Fees	\$5,770
Transfer from Fire Emergency Medical Services Revolving Fund	\$308,742
Transfer from Recreation Revolving Fund	\$161,259
Transfer from Animal Control Revolving Fund	\$27,000
Transfer from Medicare Part D Subsidy	\$9,659
Transfer from PEG Access Cable Related Fund	\$325,300
Free Cash	\$500,000

for a total of One Million Three Hundred Eighty Thousand Three Hundred Sixty Seven Dollars (\$1,380,367) and that the sum of Twenty Million Six Hundred Thirty Seven Thousand Seven Hundred Seventy Six Dollars (\$20,637,776) be raised by taxation.

ARTICLE 5: Water, Sewer and Solid Waste Enterprise Funds

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Five Million Two Hundred Eighty Thousand Two Hundred Thirty Nine Dollars (\$5,280,239) for Water, Sewer and Solid Waste Funds as displayed below for the operation of the Water, Sewer and Solid Waste Utilities, and to meet said appropriation, the following sums available for appropriation be transferred:

From:

Water Fund Free Cash	\$ 52,602
Solid Waste Fund Free Cash	\$ 87,670

Raise and Appropriate by Taxation:

Solid Waste General Fund Subsidy	\$ 217,160
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for a total of Three Hundred Fifty Seven Thousand Four Hundred Thirty Two Dollars (\$357,432) and that the sum of Four Million Nine Hundred Twenty Two Thousand Eight Hundred Seven Dollars (\$4,922,807) be financed from Water, Sewer and Solid Waste Revenues.

Water Fund	\$2,436,381
Sewer Fund	\$2,051,028
Solid Waste	<u>\$ 792,830</u>
Total	\$5,280,239

ARTICLE 6: Northborough K-8 Schools Budget

To see if the Town will vote to raise and appropriate by taxation the sum of Twenty Three Million Four Hundred Forty Five Thousand Seventeen Dollars (\$23,445,017) for the operation of the Northborough Public Schools, or take any action relative thereto.

ARTICLE 7: Algonquin Regional High School Budget

To see if the Town will vote to raise and appropriate by taxation Northborough's share of the assessment for the operation of the Northborough-Southborough Regional School District, the sum of Eleven Million Seventy Five Thousand Four Hundred Forty Three Dollars (\$11,075,443), or take any action relative thereto.

ARTICLE 8: Assabet Valley Regional Vocational School District Budget

To see if the Town will vote to raise and appropriate by taxation Northborough's share of the assessment for the operation and debt service of the Assabet Valley Regional Vocational School District, the sum of Eight Hundred Ninety Two Thousand Eight Hundred Ninety Three Dollars (\$892,893), or take any action relative thereto.

ARTICLE 9: Library Grants

To see if the Town will vote to authorize the Library Trustees to accept and spend a sum of money received under the Library Incentive and Municipal Equalization Grants, and the Nonresident Circulation Offset program, under the provisions of M.G.L. Chapter 78, Sections 19A and 19B, and 605 CMR 4.00, and as supplemented or amended by current state budget language, to be used by the Library Trustees for books, automation costs, or in any way that may benefit the library, and to apply for State aid for the coming fiscal year.

ARTICLE 10: Authorization for Grant Applications

To see if the Town will vote to authorize the Board of Selectmen to make such application as may be necessary for Federal and/or State funds or grants, to accept such funds or grants and to expend those funds as required by the various acts, if and when such funds are received.

- Allows the Town to apply for grant funds through Federal and/or State agencies.

ARTICLE 11: Revolving Funds - Combine Articles 12-17

To see if the Town will vote to combine Articles 12 through 17 as follows:

- Article 12 Reauthorizes the Fire Department Revolving Fund;
- Article 13 Reauthorizes the Animal Control Revolving Fund;
- Article 14 Reauthorizes the Family and Youth Services Department Revolving Fund;
- Article 15 Reauthorizes the Council on Aging Revolving Fund;
- Article 16 Reauthorizes the Community Affairs Committee Revolving Fund;
- Article 17 Authorizes the Library Revolving Fund

And in so voting that the Town vote to establish and/or reauthorize revolving fund as stated in Articles 12 through 17 of the Warrant, said revolving funds being authorized to and for the use of the Fire Department, Animal Control, Family and Youth Services Department, Council on Aging and Community Affairs Committee pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E½.

- Pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 53E½, it is required that revolving fund use be reauthorized annually.

ARTICLE 12: Reauthorize the Fire Department Revolving Fund

To see if the Town will vote to reauthorize the revolving fund authorized to and for the use of the Northborough Fire Department for the receipt of site assessment fees, hazardous materials charges, SARA compliance, training/education programs, alarm fees, Local Emergency Planning, replacement of lost and/or damaged equipment, water supply maintenance and development, and Advanced Life Support/Emergency Medical Service and rescue maintenance; with annual expenditures for FY2018 not to exceed Four Hundred Seventy Thousand Dollars (\$470,000), pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 53E½.

- Chapter 44, Section 53E½ of the Massachusetts General Laws authorizes the Northborough Fire Department to maintain the revolving fund for the purpose enumerated in this Article. Under this statute, revolving fund expenditures must be reauthorized annually.

ARTICLE 13: Reauthorize the Animal Control Revolving Fund

To see if the Town will vote to reauthorize the revolving fund authorized to and for the use of the Department of the Northborough Animal Control Officer for the receipt of dog license fees and related fines, which sums shall be utilized to support the Animal Control Officer’s expenditures; with annual expenditures for FY2018 not to exceed Fifty Thousand Dollars (\$50,000), pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E½.

- Chapter 44, Section 53E½ of the Massachusetts General Laws authorizes the Department of the Northborough Animal Control Officer to maintain the revolving

fund for the purpose enumerated in this Article. Under this statute, revolving fund expenditures must be reauthorized annually.

ARTICLE 14: Reauthorize the Family & Youth Services Department Revolving Fund

To see if the Town will vote to reauthorize the revolving fund authorized to and for the use of the Family and Youth Services Department for the receipt of income, gifts and donations and any other monies and for expenditure in connection with its related expenses; with annual expenditures for FY2018 not to exceed Twenty Thousand Dollars (\$20,000), pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E½.

- Chapter 44, Section 53E½ of the Massachusetts General Laws authorizes the Northborough Family and Youth Services Department to maintain the revolving fund for the purpose enumerated in this Article. Under this statute, revolving fund expenditures must be reauthorized annually.

ARTICLE 15: Reauthorize the Council on Aging Revolving Fund

To see if the Town will vote to reauthorize the revolving fund authorized to and for the use of the Council on Aging for the receipt of income, gifts and donations and any other monies and for expenditure in connection with its related expenses; with annual expenditures for FY2018 not to exceed Two Hundred Thousand Dollars (\$200,000), pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E½.

- Chapter 44, Section 53E½ of the Massachusetts General Laws authorizes the Council on Aging to maintain the revolving fund for the purpose enumerated in this Article. Under this statute, revolving fund expenditures must be reauthorized annually.

ARTICLE 16: Reauthorize the Community Affairs Committee Revolving Fund

To see if the Town will vote to reauthorize the revolving fund authorized to and for the Community Affairs Committee for the receipt of income, gifts and donations and any other monies and for expenditure in connection with its related expenses; with annual expenditures for FY2018 not to exceed Twenty Thousand Dollars (\$20,000), pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E½.

- Chapter 44, Section 53E½ of the Massachusetts General Laws authorizes the Northborough Community Affairs Committee to maintain the revolving fund for the purpose enumerated in this Article. Under this statute, revolving fund expenditures must be reauthorized annually.

ARTICLE 17: Authorization for Library Revolving Fund

To see if the Town will vote to authorize a revolving fund authorized to and for the Library for the receipt of program revenues and for expenditure in connection with its related expenses; with annual expenditures for FY2018 not to exceed Twenty Thousand Dollars (\$20,000), pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E½.

ARTICLE 18: Appropriations Committee Reserve Fund

To see if the Town will vote to appropriate the sum of One Hundred Seventy Five Thousand Dollars (\$175,000) for a Reserve Fund to provide for extraordinary or unforeseen expenditures in accordance with Massachusetts General Laws Chapter 40, Section 6, and to meet said appropriation, One Hundred Seventy Five Thousand Dollars (\$175,000) be transferred from Free Cash, or take any action relative thereto.

- This Article provides the Town operations with an option for the funding of extraordinary or unforeseen expenditures during the year.

ARTICLE 19: Stabilization Fund Contribution

To see if the Town will vote to appropriate the sum of Two Hundred Thousand Dollars (\$200,000) for transfer to the Stabilization Fund, and to meet said appropriation, the sum of Two Hundred Thousand Dollars (\$200,000) be transferred from Free Cash, or take any action relative thereto.

- This Article provides for a contribution to the Stabilization or general savings account for the Town.

ARTICLE 20: Application of Bond Premium

To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, or take any action relative thereto.

- This Article provides for the flexibility to apply bond premiums to project costs at the time of issue of any bonds or notes (simultaneously reducing the par amount of bonds or notes being issued) for borrowing authorizations that have already been approved, but not yet permanently financed.

ARTICLE 21 (CIP): Fire – Forestry Truck

To see if the Town will vote to appropriate the sum of Sixty Five Thousand Dollars (\$65,000) for the use of the Fire Department for the purchase of one new forestry truck, and to meet said appropriation, the sum of Sixty Five Thousand Dollars (\$65,000) be transferred from Free Cash.

- This Article provides funds for the purchase of one new forestry truck to replace two existing 2005 forestry trucks. This acquisition will permanently reduce the Fire Department’s fleet list by one vehicle.

ARTICLE 22 (CIP): Police – Police Cruiser Replacement

To see if the Town will vote to appropriate the sum of Eighty Seven Thousand Dollars (\$87,000) for the use of the Police Department for the purchase of two new patrol vehicles, and to meet

said appropriation the sum of Eighty Seven Thousand Dollars (\$87,000) be transferred from Free Cash.

- This Article provides funds for the purchase of two new patrol vehicles. Included in the funding request is the cost of outfitting the vehicles with ancillary equipment and mobile data terminals.

ARTICLE 23 (CIP): DPW – Six-Wheel Dump Truck with Spreader and Plow

To see if the Town will vote to appropriate the sum of Two Hundred Forty Thousand Dollars (\$240,000) for the use of the DPW Department for the purchase of a six-wheel dump truck with a spreader and plow, and to meet said appropriation the sum of Two Hundred Forty Thousand Dollars (\$240,000) be transferred from Free Cash.

- This Article provides funds for the purchase of one new six-wheel dump truck with a spreader and plow to replace a 1995 International truck. The 1995 International truck has surpassed its useful life expectancy of about 15 to 20 years.

ARTICLE 24 (CIP): DPW – One-Ton Dump Truck with Plow

To see if the Town will vote to appropriate the sum of Ninety Five Thousand Dollars (\$95,000) for the use of the DPW Department for the purchase of a one-ton dump truck with plow, and to meet said appropriation, the sum of Ninety Five Thousand Dollars (\$95,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a one-ton dump truck with plow to replace a 2006 dump truck. The 2006 dump truck has surpassed its useful life expectancy of about 10 to 12 years. The one-ton dump trucks are the most heavily used equipment in the fleet.

ARTICLE 25 (CIP): DPW – One-Ton Dump Truck with Chip Body and Plow

To see if the Town will vote to appropriate the sum of Ninety Five Thousand Dollars (\$95,000) for the use of the DPW Department for the purchase of a one-ton dump truck with chip body and plow for the ; and to meet said appropriation, the sum of Ninety Five Thousand Dollars (\$95,000) be transferred from Free Cash.

- This Article provides funds for the purchase of one new one-ton dump truck with chip body and plow to replace a 2000 one-ton cab and chassis truck with a chip body. The 2000 one-ton cab and chassis truck has surpassed its useful life expectancy of about 15 to 20 years.

ARTICLE 26 (CIP): DPW – Chipper

To see if the Town will vote to appropriate the sum of Sixty Five Thousand Dollars (\$65,000) for the use of the DPW Department for the purchase of a chipper, and to meet said appropriation, the sum of Sixty Five Thousand Dollars (\$65,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a chipper to replace a 2009 Brush Bandit Chipper.

ARTICLE 27 (CIP): DPW – Fisher Street Culvert Replacement Design

To see if the Town will vote to appropriate the sum of Fifty Thousand Dollars (\$50,000) for the use of the DPW Department to fund the design and construction bid documents for replacement of the Fisher Street culvert over Cold Harbor Brook, and to meet said appropriation, the sum of Fifty Thousand Dollars (\$50,000) be transferred from Free Cash.

- This Article provides funds for the design and construction bid documents for replacement of the Fisher Street culvert over Cold Harbor Brook. The current superstructure (structural support and decking) is in poor condition and needs to be replaced. Once the design and construction bid documents are complete, the second phase is to seek funding in FY2019 to construct the new culvert. Replacement of the culvert is part of a comprehensive roadway improvement plan.

ARTICLE 28 (CIP): DPW – Crawford Street Slope Easements & Retaining Wall

To see if the Town will vote to acquire, by gift, purchase, eminent domain, or otherwise, two easements for slope and related purposes, including, but not limited to, for access and installation, construction, maintenance, repair and replacement, on such terms and conditions as the Board of Selectmen deems to be in the best interests of the Town, on, upon, under and over property identified as 298 Crawford Street (Assessors’ Map 57, Lot 20), described in a deed recorded with the Worcester South District Registry of Deeds in Book 22916, Page 331 and 300 Crawford Street (Assessors’ Map 57, Lot 19), described in a deed recorded with the Worcester South District Registry of Deeds in Book 32742, Page 239, said easements shown on sketch plans, on file with the Town Clerk, and further authorize the Board of Selectmen to execute all documents and take all actions necessary in connection therewith;

and, further to appropriate the sum of Two Hundred Thousand Dollars (\$200,000) for the use of the DPW Department to fund the design and construction bid documents for the replacement of a retaining wall on Crawford Street, and to meet said appropriation, the sum of Two Hundred Thousand Dollars (\$200,000) be transferred from Free Cash.

- This Article provides for the acceptance of two easements along Crawford Street which will allow the Public Works Department to repair an existing stone retaining wall and to slope the land within the easements in a reasonable manner thereby reducing the height of the retaining wall; and
- also provides funds for the design and construction of a 200 linear foot replacement retaining wall on Crawford Street.

ARTICLE 29 (CIP): DPW – Road Improvements and Maintenance

To see if the Town will vote to appropriate the sum of Three Hundred Thousand Dollars (\$300,000) for Road Improvements and Maintenance, and to meet said appropriation, the sum of Three Hundred Thousand Dollars (\$300,000) be transferred from Free Cash.

- This Article provides funds in addition to the FY2018 Chapter 90 allocation in order to maintain current road conditions in accordance with the Pavement Management Plan.

ARTICLE 30 (CIP): Sewer – Sewer Inspection Camera System

To see if the Town will vote to appropriate the sum of One Hundred Ten Thousand Dollars (\$110,000) for the use of the DPW Department for the purchase of a Sewer Inspection Camera System, and to meet said appropriation, the sum of One Hundred Ten Thousand Dollars (\$110,000) be transferred from Sewer Enterprise Free Cash.

- This Article provides funds to purchase a skid-mounted sewer camera and recorder system that can fit into the back of a pickup truck. The camera is used to inspect sewer mains and laterals before and after cleaning, locate breaks/roots or cracks in pipes, measure the defects of the pipe on screen and aid in determining causes for sinkholes in the roadway without having to excavate – saving time, materials and disruption of services.

ARTICLE 31 (CIP): Sewer – West Main Street Sewer Pump Station Improvements

To see if the Town will vote to appropriate the sum of Four Hundred Thousand Dollars (\$400,000) for the use of the DPW Department to fund the design and construction of improvements to the West Main Street Sewer Pump Station, and to meet said appropriation, the sum of Four Hundred Thousand Dollars (\$400,000) be raised by borrowing, in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 8 (14) or any other enabling authority, and the Treasurer, with the approval of the Board of Selectmen, be authorized to issue bonds or notes therefor.

- This Article provides funds for the design and construction improvements to the West Main Street Sewer Pump Station located adjacent to the Post Office on West Main Street. The station was built in 1996. In addition to the original design flows, it now receives sewage from all the restaurants in and around West Main Street as well as the assisted living facility and the Lincoln Street Sewer Pump Station. The station is significantly undersized because of the increased flows, therefore the alarm/notification system and pumps are in need of upgrading to more efficient and effective systems.

ARTICLE 32 (CIP): Water & Sewer – One-Ton Service Truck with Plow

To see if the Town will vote to appropriate the sum of One Hundred Thousand Dollars (\$100,000), for the use of the DPW Department for the purchase of a one-ton service truck with plow for the Water and Sewer Enterprise Divisions of the Department of Public Works, and to meet said appropriation, the sum of Sixty Thousand Dollars (\$60,000) be transferred from Water Enterprise Free Cash and the sum of Forty Thousand Dollars (\$40,000) be transferred from Sewer Enterprise Free Cash, for a total of One Hundred Thousand Dollars (\$100,000).

- This Article provides funds for the purchase of a one-ton service truck with plow to replace a 2008 utility body truck with on-board fuel tank and crane. This vehicle is

used daily to perform the regular inspections and general maintenance of the Town's water and sewer system.

ARTICLE 33 (CIP): School Department – Proctor School Roof Repairs

To see if the Town will vote to appropriate the sum of Three Hundred Thousand Dollars (\$300,000), for the use of the School Department for roof repairs to the Proctor School, and to meet said appropriation, the sum of Three Hundred Thousand Dollars (\$300,000) be transferred from Free Cash.

- This Article provides funds for roof repairs to the Proctor School. This is the second phase of the roof project and involves replacement of the 13,000 square feet of shingled pitched roof with a metal roofing system carrying a warranty of 30 years and a projected life span of 50 years.

ARTICLE 34: FY2017 Water Meter Replacement & Billing System Debt Service

To see if the Town will vote to appropriate the sum of Five Hundred Thousand Dollars (\$500,000) in FY2017 to pay down costs approved under Article 31 of the April 2014 Annual Town Meeting, and to meet said appropriation, the sum of Five Hundred Thousand Dollars (\$500,000) be transferred from Water Enterprise Free Cash.

- This article seeks to transfer funds to pay down costs of the \$1,500,000 water meter replacement & billing system from current Water Enterprise Fund resources rather than issuing permanent bonds for the full amount of the project. The Town will issue debt for the balance authorized by the 2014 article that are not covered by this transfer. This article does not authorize additional spending, but only reduces what will be permanently borrowed which will reduce debt service costs and help stabilize future rates.

ARTICLE 35: Allen Street Sidewalk Easements

To see if the Town will vote to acquire, by gift, purchase, eminent domain or otherwise, two easements for sidewalk and related purposes, including, but not limited to, for access and installation, construction, maintenance, repair and replacement, on such terms and conditions as the Board of Selectmen deems to be in the best interests of the Town, on, upon, under and over property identified as 15 Allen Street (Assessors' Map 46, Lot 136), described in a deed recorded with the Worcester South District Registry of Deeds in Book 17286, Page 333 and 21 Allen Street (Assessors' Map 46, Lot 139), described in a deed recorded with the Worcester South District Registry of Deeds in Book 42942, Page 288, said easements shown on sketch plans, on file with the Town Clerk, and further authorize the Board of Selectmen to execute all documents and take all actions necessary in connection therewith, or take any action relative thereto.

- This Warrant Article provides for the acceptance of two sidewalk easements along Allen Street which will allow the Public Works Department to extend the existing sidewalk on Allen Street to East Main Street.

ARTICLE 36: Consolidated Personnel Bylaw

To see if the Town will vote to amend the Consolidated Personnel Bylaw as shown in the handout (copies of which were available in the Town Clerk’s Office continuously prior to the posting of the Warrant until the time of Town Meeting) entitled “Article 36 – Consolidated Personnel Bylaw Amendments – 2017 Annual Town Meeting.”

ARTICLE 37: Open Space – Transfer of Town Owned Land to Conservation Commission

To see if the Town will vote to transfer the care, custody and control of the following described land: Assessors’ Map 43 Parcel 13, 20.95 acres, 0 Church Street; Assessors’ Map 43 Parcel 7, 1.64 acres, 0 West Street; Assessors’ Map 56 Parcel 52, 0.92 acres, 0 West Street; Assessors’ Map 56 Parcel 54, 0.92 acres, 0 West Street; Assessors’ Map 56 Parcel 55, 1.19 acres, 0 West Street; Assessors’ Map 56 Parcel 56, 1.05 acres, 0 West Street; and Assessors’ Map 56 Parcel 57, 1.11 acres, 0 West Street to the Conservation Commission for open space and passive recreation purposes pursuant to General Laws Chapter 40 Section 8C, or take any other action relative thereto.

- The transfer of these seven parcels to the Conservation Commission permanently protects these parcels from development and will also add to the acreage of the existing open space and trail network.

ARTICLE 38: Open Space – Transfer of Town Owned Land to Conservation Commission

To see if the Town will vote to transfer the care, custody and control of the following described land: Assessors’ Map 101 Parcel 139, 31.88 acres, 374 Davis Street to the Conservation Commission for open space and passive recreation purposes pursuant to General Laws Chapter 40 Section 8C, or take any other action relative thereto.

- The transfer of this parcel to the Conservation Commission permanently protects it from development and will also add to the acreage of the existing open space and trail network.

ARTICLE 39: Open Space – Transfer of Town Owned Land to Conservation Commission

To see if the Town will vote to transfer the care, custody and control of the following described land: Assessors’ Map 80 Parcel 27, 3.6 acres, 0 off Crawford Street to the Conservation Commission for open space and passive recreation purposes pursuant to General Laws Chapter 40 Section 8C, or take any other action relative thereto.

- The transfer of this parcel to the Conservation Commission permanently protects it from development and will also add to the acreage of the existing open space and trail network.

ARTICLE 40: Community Preservation Fund – Bartlett Pond Treatment

To see if the Town will vote to appropriate the sum of Thirty Thousand Dollars (\$30,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Conservation

Commission for the Whole Lake Sonar Treatment of Bartlett Pond, or take any other action relative thereto.

- Approximately every three years, Bartlett Pond is evaluated and treated for weeds. Systemic herbicide will be applied to reduce the infestation of invasive weed population.

ARTICLE 41: Community Preservation Fund – Trails Committee

To see if the Town will vote to appropriate the sum of Thirty Thousand Dollars (\$30,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Trails Committee for trail maintenance operations; purchase of signs and kiosks for the trails; and upkeep of trails bridges and water bridges, or take any other action relative thereto.

- Funds for on-going maintenance and purchase of signs and kiosks.

ARTICLE 42: Community Preservation Fund – Transfer to Northborough Affordable Housing Corp

To see if the Town will vote to appropriate the sum of One Hundred Thousand Dollars (\$100,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Affordable Housing Corporation, for the purpose of the creation of affordable housing, or take any other action relative thereto.

- Funds to be used by the Northborough Affordable Housing Corporation for future creation of affordable housing.

ARTICLE 43: Community Preservation Fund – Town Common

To see if the Town will vote to appropriate the sum of Seventy Thousand Dollars (\$70,000), or any other sum, from the Community Preservation Fund revenues and Three Hundred Seven Thousand Four Hundred Dollars (\$307,400), or any other sum, from the Community Preservation Fund Unreserved Fund for a total of Three Hundred Seventy Seven Thousand Four Hundred Dollars (\$377,400) to the Northborough Department of Public Works, for Phase II of the project for creation of a Town Common at 0, 39 and 45 West Main Street as shown on Assessors' Map 63 as Parcels 159, 157 and 158, pursuant to the provisions of Massachusetts General Laws, Chapter 45, Section 3, as it may hereafter be amended, and any enabling authority related to public parks and playgrounds, said Town Common to be managed and controlled by the Department of Public Works; to authorize the Department of Public Works to file on behalf of the Town of Northborough any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts deemed necessary under the Land and Water Conservation Fund Act (P.L. 88-578, 78 Stat 897) as amended and any other law in any way connected with the scope of this Article; and to authorize the Department of Public Works to enter into all agreements and execute any and all instruments as may be necessary to accomplish said purchase, or take any other action relative thereto.

- This Article funds Phase II of the Town Common project, which entails the actual construction of the project. Phase I included land acquisition, site preparation and design.

ARTICLE 44: Community Preservation Fund – Green Street Debt Service

To see if the Town will vote to appropriate the sum of Forty Five Thousand Nine Hundred Dollars (\$45,900), or any other sum, from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for Debt Service and expenses associated with the Open Space land acquisition for the Fiscal Year 2018, or take any other action relative thereto.

- Final debt service payment associated with the purchase of the Green Street parcel.

ARTICLE 45: Community Preservation Fund – Historic Resources Reserve

To see if the Town will vote to appropriate the sum of Fifty Five Thousand Dollars (\$55,000), or any other sum, from the Community Preservation Fund revenues and place said amount in the Community Preservation Historic Resources Reserve Fund for the purpose of future historical property preservation or acquisition, or take any other action relative thereto.

- Funds for future acquisition or preservation of historical property.

ARTICLE 46: Community Preservation Fund – CPA Administration

To see if the Town will vote to appropriate the sum of Twenty Five Thousand Dollars (\$25,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for expenses associated with the implementation of the Community Preservation Act including but not limited to clerical assistance, office supplies, property surveys, appraisals, attorney’s fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2018, or take any other action relative thereto.

- Funds used for the administration of the Community Preservation Act.

ARTICLE 47: Adoption of Stretch Energy Code (Green Community)

To see if the Town will vote to amend Part 2 of the Northborough Town Code, Part 2 General Legislation, by adding a new Chapter 2-18. “Stretch Energy Code”, shown below in underlined text and a copy of which is on file with the Town Clerk, for the purpose of regulating the design and construction of buildings for the effective use of energy, pursuant to Appendix 115.AA of the Massachusetts Building Code, 780 CMR, the Stretch Energy Code, including future editions, amendments or modifications thereto, with an effective date of July 1, 2017, or take any other action relative thereto.

Chapter 2-18

STRETCH ENERGY CODE

§ 2-18-010 Definitions

§ 2-18-020 Purpose

§ 2-18-030 Applicability

§ 2-18-040 Stretch Code

§ 2-18-010 Definitions

International Energy Conservation Code (IECC) - The International Energy Conservation Code (IECC) is a building energy code created by the International Code Council. It is a model code adopted by many state and municipal governments in the United States for the establishment of minimum design and construction requirements for energy efficiency, and is updated on a three-year cycle. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards.

Stretch Energy Code - Codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA of the Massachusetts Building Code, the Stretch Energy Code is an appendix to the Massachusetts Building Code, based on further amendments to the International Energy Conservation Code (IECC) to improve the energy efficiency of buildings built to this code.

§ 2-18-020 Purpose

The purpose of 780 CMR 115.AA is to provide a more energy efficient alternative to the Base Energy Code applicable to the relevant sections of the Building Code for new buildings.

§ 2-18-030 Applicability

This code applies to residential and commercial buildings. Buildings not included in this scope shall comply with the applicable provisions of the Building Code, as indicated in 780 CMR 115.AA.

§ 2-18-040 Stretch Code

The Stretch Code, as codified by the Board of Building Regulations and Standards as 780 CMR Appendix 115.AA, including any future editions, amendments or modifications, is hereby incorporated by reference into the Town of Northborough General Bylaws, Chapter 2-18.

The Stretch Code is enforceable by the Inspector of Buildings or Building Commissioner and is effective as of July 1, 2017.

ARTICLE 48: Zoning Bylaw – 7-05-020, Classification of Uses 9 (Green Community)

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-05-020 Classification of uses, I. Industrial uses, 2. Research and development, by adding the text shown below as underlined and deleting the text shown in strikethrough, or take any action relative thereto.

2. Research and development: An establishment or other facility for carrying on investigation in the natural, physical or social sciences, including, but not limited to, research and development of renewable or alternative energy technologies, or engineering and development as an extension of investigation with the objective of creating end products and the accessory development, fabrication, and light manufacturing of prototypes, or specialized machinery and devices integral to research or testing, provided such operations ~~employing only electric or other substantially noiseless and inoffensive motor power, and~~ are free from neighborhood disturbing agents such as odors, gas, fumes, smoke, cinders, refuse matter, electromagnetic radiation, heat, vibration, or noise, and further; provided that all accessory operations and storage of materials or finished goods are located entirely within an enclosed building ~~and there is no outside storage of materials or finished goods.~~

ARTICLE 49: Zoning Bylaw – 7-05-030, Table of Uses Part B

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-05-030 Table of Uses, Table 1, Table of Uses. Part B. Commercial and Industrial Districts by deleting the text shown below in strikethrough and adding the text shown as underlined, or take any action relative thereto.

USES	DB	BE	BW	BS	HB	I
Vehicle Sales and Service						
Auto filling or service station	N	N	N	N	BA	PB
Auto repair shop	N	BA <u>N</u>	BA <u>N</u>	BA	BA	PB
Auto body shop	N	N	BA <u>N</u>	N	BA	PB
Auto sales	N	N	N	N	BA	PB
Commercial parking	N	BA	BA	N	BA	PB

ARTICLE 50: Zoning Bylaw – 7-05-030, Table of Uses Footnote 9 & 7-06-030 Supplemental Regulations

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-05-030, Table of Uses, footnote 9, and Section 7-06-030, Supplemental Regulations, J. Supplemental density and dimensional regulations for certain use classes, by deleting the text shown below in strikethrough and adding the text shown as underlined, or take any action relative thereto.

Section 7-05-030 Table of Uses, footnote 9

9. The maximum number of multifamily units on a lot shall be ~~eight (8)~~ six (6) units by special permit in the Downtown Business and Business West Districts.

Section 7-06-030 J. Supplemental density and dimensional regulations for certain use classes

J. Supplemental density and dimensional regulations for certain use classes.

(1) Where vertical or horizontal mixed-use developments or multifamily or townhouse developments are allowed as of right or by special permit in a business district, the minimum lot area shall be determined as follows:

(a) In the Downtown Business District, for vertical or horizontal mixed-use developments, four thousand (4,000) square feet for the first two (2) units and two thousand five hundred (2,500) square feet per unit for each unit over two (2); and for multifamily or townhouse developments, ten thousand (10,000) square feet for the first two (2) units and three thousand five hundred (3,500) square feet per unit for each unit over two (2).

(b) In the Business East District, for vertical mixed-use developments, twenty thousand (20,000) square feet for the first two (2) units and three thousand five hundred (3,500) square feet per unit for each unit over two (2).

(c) In the Business West ~~and Business South~~ Districts, for vertical or horizontal mixed-use developments, forty thousand (40,000) square feet for the first two (2) units and five thousand (5,000) square feet per unit for each unit over two (2); and for multifamily developments, twenty thousand (20,000) square feet for the first two (2) units and ~~three thousand five hundred (3,500)~~ seven thousand (7,000) square feet per unit for each unit over two (2).

(d) In the Business South District, for vertical or horizontal mixed-use developments, forty thousand (40,000) square feet for the first two (2) units and five thousand (5,000) square feet per unit for each unit over two (2).

ARTICLE 51: Zoning Bylaw – 7-10-020 Common Driveways

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-10-020 Common Driveways, by deleting the text shown below in strikethrough and adding the text shown as underlined, or take any action relative thereto.

~~A.—Common driveways may be allowed by special permit by the Planning Board, subject to the requirements of this section.~~

~~(1) For a common driveway serving two (2) lots:~~

~~(a) The centerline intersection with the street centerline shall not be less than sixty degrees (60°);~~

~~(b) A minimum cleared width of twelve (12) feet shall be maintained over its entire length;~~

~~(c) A minimum roadway surface of four (4) inches of graded gravel, placed over a properly prepared base, graded and compacted to drain from the crown shall be installed; and~~

~~(d) The driveway shall be located entirely within the boundaries of the lots being served by the driveway.~~

~~(2) A common driveway serving three (3) or more lots shall conform to the minimum road construction standards in the Northborough Rules and Regulations of Subdivision Control.~~

~~(3) Proposed documents shall be submitted to the Planning Board demonstrating that, through easements, restrictive covenants, or other appropriate legal devices, the maintenance, repair, snow removal, and liability for the common driveway shall remain perpetually the responsibility of the private parties or their successors in interest.~~

A. Common driveways may be allowed by special permit by the Planning Board, subject to the requirements of Section 10-36-130 of the Northborough Subdivision Rules and Regulations.

ARTICLE 52: Zoning Bylaw – 7-10-060 Temporary Moratorium Recreational Marijuana

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-10, Special Regulations. by adding a new Section 7-10-060 **TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**, that would provide as follows, and further, to amend the Table of Contents to add Section 7-10-060 “Temporary Moratorium on Recreational Marijuana Establishments”, or take any action relative thereto.

A. Purpose. On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulation of the Use and Distribution of

Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses on April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter, a “Recreational Marijuana Establishment”), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

- B. Definition. "Recreational Marijuana Establishment" shall mean a “marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.”
- C. Temporary Moratorium. For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

ARTICLE 53: Zoning Bylaw – 7-10-070 Two-Family Dwelling Moratorium

To see if the Town will vote to amend the Town’s Zoning Bylaw by adding a new Section 7-10-070, Temporary Moratorium On Two-Family Dwellings, that would provide as follows, and further, to amend the Table of Contents to add Section 7-10-070, “Temporary Moratorium on Two-Family Dwellings”, or take any action relative thereto.

SECTION 7-10-070 – Two-Family Dwelling Moratorium

A) Purpose. The Town of Northborough has recently seen a significant increase in the number of two-family dwelling units being constructed which potentially could affect the Town as a whole. Smaller single-family homes approximately 1000 square feet in size are being torn down and replaced with a two-family dwelling unit approximately 4000 square feet in size. There is an identifiable community need to establish long-term zoning regulations to ensure that such structures are consistent with the existing neighborhoods and the Town’s long term planning interests. The Town intends to adopt a temporary moratorium on the use of land and the construction of two-family dwelling units, and the issuance of special or building permits in connection with the same so as to allow the Town sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

B) Definitions.

Two-family dwelling: A detached residential building designed or intended or used exclusively as the home or residence of two (2) families. A two-family dwelling does not include a detached single-family dwelling with an accessory dwelling.

C) Temporary Moratorium

Notwithstanding any other provision in the Town of Northborough Zoning Bylaw to the contrary, no special or building permit may be issued for the construction of any two-family dwelling unit, until after May 1, 2018. The purpose of this temporary moratorium is to allow sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

ARTICLE 54: Zoning Bylaw – 7-03-050 Site Plans A

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-03-050 Site Plans, A. Applicability, by adding the text shown below as underlined, or take any action relative thereto.

A. Applicability.

(1) Site plan approval by the Planning Board shall be required for the following uses or activities except where such uses or activities require a special permit:

(a) All new construction of any municipal, institutional, commercial, industrial, two-family or multifamily structure or purpose;

ARTICLE 55: Community Preservation Fund – White Cliffs Debt Service

To see if the Town will vote to appropriate a sum of money from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for debt service and expenses associated with the White Cliffs property acquisition for the Fiscal Year 2018, or take any other action relative thereto.

- This Article provides funds to pay for debt service associated with the purchase of the White Cliffs property located at 167 Main Street.

ARTICLE 56: Reports

FY2018 General Fund Budget Summary (Warrant Article 4)

TOWN GENERAL FUND BUDGET SUMMARY

Department	FY2017 Budget	FY2018 Proposed Budget	\$ Change	% Change
GENERAL ADMINISTRATION				
<u>EXECUTIVE OFFICE</u>				
Selectmen	161,580	164,985	3,405	2.11%
Administrator	253,900	261,147	7,247	2.85%
Economic Development	1,300	1,300	-	0.00%
Town Reports	4,700	4,700	-	0.00%
<u>PUBLIC BUILDINGS</u>				
Town Hall/Public Bldgs.	502,906	502,906	-	0.00%
<u>FINANCE</u>				
Treasurer	315,387	324,320	8,933	2.83%
Board of Assessors	273,044	281,525	8,481	3.11%
Town Accountant	153,369	157,022	3,653	2.38%
<u>MIS/GIS</u>				
MIS/GIS	477,792	497,482	19,690	4.12%
<u>TOWN/CLERKS OFFICE</u>				
Town Clerk	132,354	132,105	(249)	-0.19%
Election/Registration	42,379	23,526	(18,853)	-44.49%
<u>ADVISORY BOARDS/SERVICES</u>				
Moderator	500	500	-	0.00%
Appropriations Committee	1,695	1,695	-	0.00%
Town Counsel	85,000	85,000	-	0.00%
Personnel Board	142,165	89,950	(52,215)	-36.73%
<u>PLANNING & CONSERVATION</u>				
Conservation Commission	47,569	47,834	265	0.56%
Planning Board	165,466	168,641	3,175	1.92%
Zoning Board	5,011	5,106	95	1.90%
Earthwork Board	1,433	1,484	51	3.56%
PUBLIC SAFETY				
Police	2,562,246	2,638,724	76,478	2.98%
Fire	1,826,033	1,917,252	91,219	5.00%
Emergency Preparedness	7,000	7,000	-	0.00%
Building	171,716	171,428	(288)	-0.17%
Gas Inspector	11,807	12,016	209	1.77%
Wire Inspector	21,200	21,506	306	1.44%
Sealer of Weights	8,000	8,000	-	0.00%
Board of Health	194,230	194,853	623	0.32%
Animal Control	39,915	40,305	390	0.98%
PUBLIC WORKS				
Highway Admin.	162,813	157,409	(5,404)	-3.32%
Hwy. Const. & Maint.	1,479,170	1,516,003	36,833	2.49%
Parks	128,000	130,400	2,400	1.88%
Cemetery	94,742	96,652	1,910	2.02%
Engineering	151,070	152,157	1,087	0.72%
Snow & Ice	346,200	387,000	40,800	11.79%
Street Lighting	114,000	114,000	-	0.00%
Trees	36,000	41,000	5,000	13.89%
COMMUNITY SERVICES				
Council on Aging	262,812	271,428	8,616	3.28%
Library	767,691	809,673	41,982	5.47%
Recreation	141,053	145,259	4,206	2.98%
Youth Services	141,757	145,239	3,482	2.46%
Veterans Services	60,253	78,635	18,382	30.51%
Cable TV	365,000	325,300	(39,700)	-10.88%
Cultural Council	500	500	-	0.00%
Community Affairs Committee	500	500	-	0.00%
Historical Commission	500	500	-	0.00%

FY2018 General Fund Budget Summary Continued

Department	FY2017 Budget	FY2018 Proposed Budget	\$ Change	% Change
UNDISTRIBUTED EXPENSES				
<u>EMPLOYEE BENEFITS & INSURANCE</u>				
Health Insurance	5,097,510	5,522,354	424,844	8.33%
Transfer to OPEB Trust	500,000	500,000	-	0.00%
Life Insurance	8,730	8,776	46	0.53%
Other Benefits/FICA	432,727	441,693	8,966	2.07%
Workers Comp	119,497	145,878	26,381	22.08%
Retirement Assessments	1,531,756	1,612,608	80,852	5.28%
<u>BUILDING & LIABILITY INSURANCE</u>				
Bldg. & Liability Insur.	248,927	256,395	7,468	3.00%
<u>DEBT SERVICE</u>				
Debt Service	3,034,131	2,959,080	(75,051)	-2.47%
<u>STATE ASSESSMENTS</u>				
State Assessments	199,758	188,000	(11,758)	-5.89%
<u>NORFOLK AGRICULTURAL HIGH SCHOOL</u>				
Tuition/Transportation	95,188	50,000	(45,188)	-47.47%
<u>STABILIZATION FUND CONTRIBUTION</u>				
Stabilization Fund	200,000	200,000	-	0.00%
<u>RESERVE FUND</u>				
Reserve Fund	175,000	175,000	-	0.00%
<u>SPECIAL WARRANT ARTICLES</u>				
Special Articles	1,833,460	1,497,000	(336,460)	-18.35%
Other Financing Uses	217,160	217,160	-	0.00%
OTHER NON-APPROPRIATED AMOUNTS				
Reserve for Abatements	366,912	612,089	245,177	66.82%
Offsets	21,604	22,559	955	4.42%
ENTERPRISE FUNDS				
Water	2,251,473	2,436,381	184,908	8.21%
Sewer	1,718,422	2,051,028	332,606	19.36%
Solid Waste	768,350	792,830	24,480	3.19%
GROSS TOTAL TOWN	30,682,363	31,822,798	1,140,435	3.72%
CALCULATION OF NET TOTAL TOWN				
Less Water Fund	(2,251,473)	(2,436,381)		
Less Sewer Fund	(1,718,422)	(2,051,028)		
Less Solid Waste	(768,350)	(792,830)		
Less Other Funds	(1,008,581)	(880,367)		
Less Recap Adjustments	374,563			
Less Debt Exclusion	(2,464,363)	(2,387,699)		
Less Reserve Fund Article	(175,000)	(175,000)		
Less Transfer to OPEB Trust	(500,000)	(500,000)		
Less Transfer to Stabilization	(200,000)	(200,000)		
Less Special Articles	(1,833,460)	(1,497,000)		
NET TOTAL TOWN	\$20,137,277	20,902,493		3.80%
CALCULATION OF TOWN APPROPRIATION				
GROSS TOTAL TOWN	30,682,363	31,822,798		
Less County Assessments	(1,531,756)	(1,612,608)		
Less State Assessments	(199,758)	(188,000)		
Less Reserve for Abatements	(366,912)	(612,089)		
Less Offsets	(21,604)	(22,559)		
Less Reserve Fund Article	(175,000)	(175,000)		
Less Stabilization Transfer Article	(200,000)	(200,000)		
Less Special Articles	(1,833,460)	(1,497,000)		
Less Other Financing Use	(217,160)	(217,160)		
Less Enterprise Funds	(4,738,245)	(5,280,239)		
Net Town Warrant Article 4	\$21,398,468	22,018,143		

FY2018 Enterprise Funds Budget Summary (Warrant Articles 5, 30, 31, 32 and 34)

WATER, SEWER & SOLID WASTE ENTERPRISE FUNDS

REVENUE	FY2017	FY2018	\$ Change	% Change
Water Fees, Charges & Betterments	2,200,225	2,383,779	183,554	8.34%
Transfer from Water Fund Free Cash (Operating)	51,248	52,602	1,354	2.64%
Transfer from Water Fund Free Cash (Pay-down)	0	500,000	500,000	
Transfer from Water Fund Free Cash (Capital)	132,000	60,000	(72,000)	-54.55%
WATER FUND REVENUES	2,383,473	2,996,381	612,908	25.71%
Sewer Fees, Charges & Betterments	1,673,176	2,051,028	377,852	22.58%
Transfer from Sewer Fund Free Cash (Operating)	45,246	0	(45,246)	-100.00%
Transfer from Sewer Fund Free Cash (Capital)	38,000	150,000	112,000	294.74%
SEWER FUND REVENUES	1,756,422	2,201,028	444,606	25.31%
Solid Waste Fees	488,000	488,000	0	0.00%
General Fund Subsidy	217,160	217,160	0	0.00%
Transfer from Solid Waste Free Cash	63,190	87,670	24,480	38.74%
SOLID WASTE FUND REVENUES	768,350	792,830	24,480	3.19%
WATER, SEWER & SOLID WASTE REVENUES	4,908,245	5,990,239	1,081,994	22.04%
EXPENDITURES	FY2017	FY2018	\$ Change	% Change
Wages, Benefits & Expenses	1,920,719	2,094,571	173,852	9.05%
Debt Service	330,754	341,810	11,056	3.34%
Capital Article Pay-down	0	500,000	500,000	
Capital Improvements	132,000	60,000	(72,000)	-54.55%
WATER FUND EXPENDITURES	2,383,473	2,996,381	612,908	25.71%
Wages, Benefits & Expenses	1,150,809	1,269,183	118,374	10.29%
Debt Service	567,613	781,845	214,232	37.74%
Capital Improvements	38,000	150,000	112,000	294.74%
SEWER FUND EXPENDITURES	1,756,422	2,201,028	444,606	25.31%
SOLID WASTE FUND EXPENDITURES	768,350	792,830	24,480	3.19%
WATER, SEWER & SOLID WASTE EXPENDITURES	4,908,245	5,990,239	1,081,994	22.04%

FY2018 Public Education Summary (Warrant Articles 6, 7 and 8)

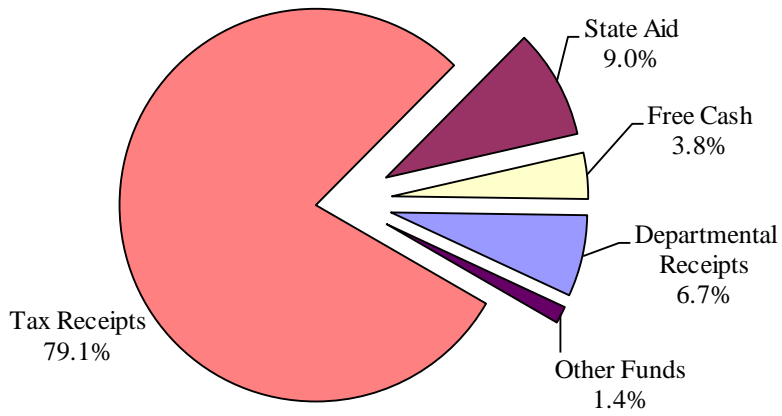
PUBLIC EDUCATION	FY2017	FY2018	\$ Change	% Change
Northborough K-8	\$22,719,843	\$23,445,017	\$725,174	3.19%
Northborough K-8 Total (Article 6)	\$22,719,843	\$23,445,017	\$725,174	3.19%
Algonquin Regional HS 9-12	\$10,071,650	\$10,414,869	\$343,219	3.41%
Algonquin HS Debt Exclusion	\$661,206	\$660,574	(\$632)	-0.10%
Algonquin Total (Article 7)	\$10,732,856	\$11,075,443	\$342,587	3.19%
Assabet Valley Regional HS	\$688,313	\$741,661	\$53,348	7.75%
Assabet Valley Debt Assessment	\$192,135	\$151,232	(\$40,903)	-21.29%
Assabet Total (Article 8)	\$880,448	\$892,893	\$12,445	1.41%
TOTAL PUBLIC EDUCATION	\$34,333,147	\$35,413,353	\$1,080,206	3.15%

* Please see separate handouts for detail regarding School Budgets.

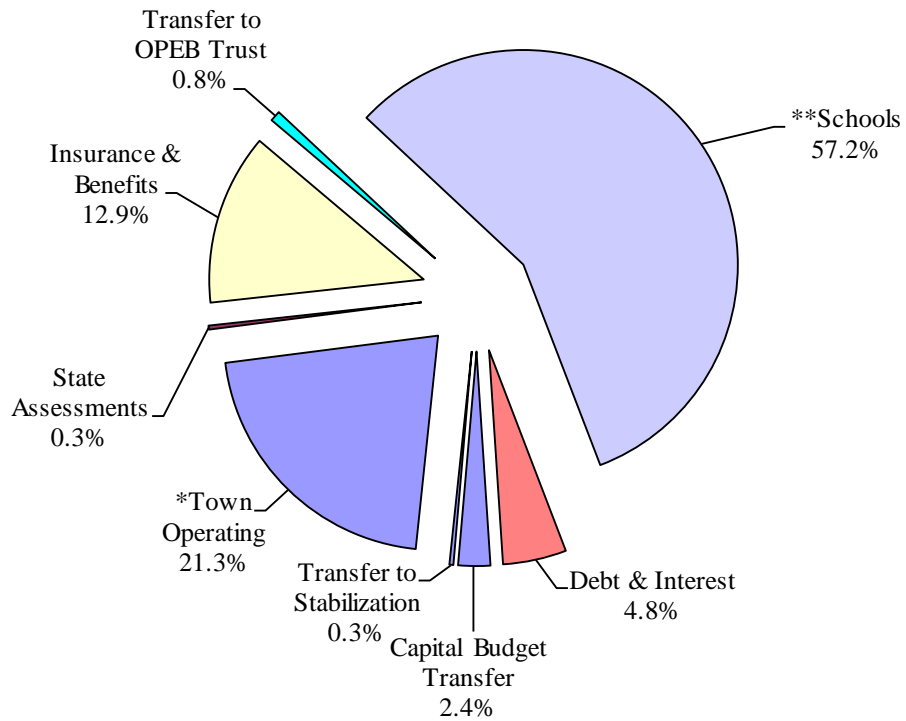
**TOWN OF NORTHBOROUGH
REVENUE & EXPENDITURE SUMMARY FISCAL YEARS 2016--2018**

LEVY LIMIT CALCULATION	FY2016	PROPOSED FY2017	REVISED FY2017	PROPOSED FY2018	% CHANGE
Prior Year Levy Limit	\$43,891,045	\$45,517,841	\$45,517,841	\$47,349,942	
Add 2.5%	\$1,097,276	\$1,137,946	\$1,137,946	\$1,183,749	
Add New Growth	\$529,520	\$515,100	\$694,155	\$521,700	
Add Overrides	\$0	\$0	\$0	\$0	
True LEVY LIMIT	\$45,517,841	\$47,170,887	\$47,349,942	\$49,055,391	
Add Debt Excl - Zeh School	\$61,467	\$41,876	\$41,874	\$7,311	
Add Debt Excl - Colburn St.	\$13,746	\$9,245	\$6,406	\$6,990	
Add Debt Excl - Library	\$398,725	\$391,393	\$391,393	\$383,394	
Add Debt Excl - Senior Center	\$428,507	\$418,167	\$418,167	\$407,828	
Add Debt Excl - Algonquin	\$656,493	\$661,206	\$661,206	\$660,574	
Less Debt Excl -Settlement	(\$213,831)	(\$212,000)	(\$215,948)	(\$212,000)	
Add Debt Excl - Lincoln Street	\$563,200	\$1,032,956	\$1,032,891	\$1,123,925	
Adjusted LEVY LIMIT	\$47,426,148	\$49,513,730	\$49,685,931	\$51,433,413	
REVENUES					
Adjusted LEVY LIMIT	\$47,426,148	\$49,513,730	\$49,685,931	\$51,433,413	
Less Unused Levy Limit	(\$2,357,248)	(\$2,121,732)	(\$2,811,939)	(\$2,498,560)	
Total Tax Receipts	\$45,068,900	\$47,391,998	\$46,873,992	\$48,934,853	4.40%
State Aid	\$4,995,353	\$5,072,074	\$5,135,689	\$5,218,149	1.61%
MSBA Payments	\$382,543	\$382,543	\$382,543	\$382,543	0.00%
Free Cash (Operating)	\$500,000	\$500,000	\$500,000	\$500,000	0.00%
Free Cash (Capital/Reserve)	\$2,589,000	\$2,208,460	\$2,208,460	\$1,872,000	-15.24%
Departmental Receipts	\$3,595,592	\$3,745,000	\$3,768,000	\$3,768,000	0.00%
Meals/Rooms Tax	\$300,000	\$350,000	\$400,000	\$400,000	0.00%
Other Funds	\$534,058	\$1,008,581	\$1,008,581	\$880,367	-12.71%
TOTAL GENERAL FUND REVENUES	\$57,965,446	\$60,658,656	\$60,277,265	\$61,955,912	2.78%
Water/Sewer Enterprise Funds	\$3,889,270	\$3,969,895	\$3,969,895	\$4,487,409	13.04%
Solid Waste Enterprise Fund	\$767,000	\$768,350	\$768,350	\$792,830	3.19%
TOTAL REVENUES	\$62,621,716	\$65,396,901	\$65,015,510	\$67,236,151	3.42%
EXPENDITURES					
Town	\$19,456,306	\$20,137,277	\$20,137,277	\$20,902,493	3.80%
Schools					
Northborough K-8	\$21,951,539	\$22,719,843	\$22,719,843	\$23,445,017	3.19%
Algonquin 9-12	\$9,421,675	\$10,078,475	\$10,071,650	\$10,414,869	3.41%
HS Debt Exclusion	\$656,493	\$661,206	\$661,206	\$660,574	-0.10%
Warrant Articles					
Reserve Fund	\$175,000	\$175,000	\$175,000	\$175,000	
Capital / Other Articles	\$2,214,000	\$1,833,460	\$1,833,460	\$1,497,000	
Transfer to Stabilization	\$200,000	\$200,000	\$200,000	\$200,000	
Assabet	\$868,431	\$688,313	\$688,313	\$741,661	7.75%
Assabet Renovation Project	\$15,006	\$192,135	\$192,135	\$151,232	-21.29%
Transfer to OPEB Trust	\$500,000	\$500,000	\$500,000	\$500,000	
Zeh School Debt Service	\$444,010	\$424,419	\$424,416	\$389,854	
Colburn Street Debt Service	\$71,473	\$69,245	\$69,245	\$66,990	
Library Debt Service	\$399,395	\$392,025	\$392,025	\$383,985	
Senior Center Debt Service	\$445,395	\$433,795	\$433,795	\$422,195	
Lincoln Street Debt Service	\$675,000	\$1,144,882	\$1,144,882	\$1,124,675	
Other Funds	\$534,058	\$1,008,581	\$1,008,581	\$880,367	
Adjustments	(\$62,335)		(\$374,563)		
TOTAL GENERAL FUND EXPENDITURES	\$57,965,446	\$60,658,656	\$60,277,265	\$61,955,912	2.78%
Water Enterprise Fund	\$2,230,328	\$2,251,473	\$2,251,473	\$2,436,381	8.21%
Sewer Enterprise Fund	\$1,658,942	\$1,718,422	\$1,718,422	\$2,051,028	19.36%
Solid Waste Enterprise Fund	\$767,000	\$768,350	\$768,350	\$792,830	3.19%
TOTAL ALL FUNDS	\$62,621,716	\$65,396,901	\$65,015,510	\$67,236,151	3.42%

Fiscal Year 2018 Revenue Sources



Fiscal Year 2018 Expenditures



*Town Expenditures include Reserves for Abatements, Appropriation Reserve Fund, and Offsets
 **School Expenditures include Northboro K-8 schools operations, Algonquin Regional High School operations, Algonquin Regional High School Debt Service & Assabet Valley Assessment

Report of the Financial Planning Committee

The role of the Financial Planning Committee is to serve in a research, study and advisory capacity to the Board of Selectmen, the Appropriations Committee and the Administrative Office on short and long-range financial planning matters, and to assist in the development of a Capital Improvement Program. During Fiscal Year 2017 the Committee was composed of the following members:

Member	Appointed By	Term Expires
David DeVries, Chair	Town Moderator	April 2017
Michael Hodge, Vice-Chair	Town Moderator	April 2019
Heidi Bourque-Gleason	Northborough K-8 School Committee	April 2018
Roger Leland	Town Moderator	April 2017
Richard Smith	Appropriations Committee	April 2018
Thomas Spataro	Planning Board	April 2019

Fiscal Year 2017 Committee Activities

Meeting Date	Action
12/15/2016	Joint Meeting with Board of Selectmen, Appropriations and K-8 School Committee for Financial Trend Monitoring System Update and Five-Year Financial Projections.
1/12/2017	Reorganization: David DeVries, Chair; Michael Hodge, Vice-Chair. FY18 Budget Update and CIP summary overview, Free Cash Discussion and Police capital requests.
1/26/2017	Review Department of Public Works and Fire Department capital requests.
2/15/2017	Review School capital requests, Draft CIP and Capital Budget.
2/23/2017	Review of draft FPC report and committee recommendations.
3/9/2017	Joint Meeting with Appropriations Committee; Presentation of Community Preservation Committee Warrant Articles

The Committee extends its appreciation to Town Administrator John Coderre and his Financial Team -- Assistant Town Administrator Kimberly Foster, Finance Director June Hubbard-Ward, and Town Accountant Jason Little -- for their input and assistance throughout the Committee's process. Special thanks to Diane Wackell for her capable administrative support.

Committee General Comments

The major role of the Financial Planning Committee is to review all submitted projects included in the Capital Improvement Program, comment upon their viability and make its final recommendations, which includes consideration of the guidelines set forth under the Debt Policy adopted by the Board of Selectmen in September 2000. These guidelines were developed to assist the Town in determining how much debt can safely be incurred, and are consistent with those recommended by the Massachusetts Department of Revenue, namely:

- Determine debt that can be incurred without jeopardizing credit standing and causing financial hardship;
- Incorporate affordability guidelines for expenditures;
- Include review of the Capital Improvement Program; and
- Indicate appropriate uses for and acceptable amounts of debt.

The Committee has reviewed the projects included in the six-year Capital Improvement Program at meetings held with the various departments proposing these projects. At these meetings, department heads presented information and data to justify the need, cost, and implementation timeframe for the projects. It is the strong opinion of the Committee that in order for the Capital Improvement Program to be an effective tool for managing the Town's capital investment, department heads must have confidence that their submitted projects will be implemented within the timeframe planned in the Program. The Committee recognizes that the municipal and school administrations have worked hard to anticipate capital needs, submit projects into the Plan, and distribute those projects over the six-year planning period so as to comply with the constraints of the Town's Debt Policy.

At this writing, debt service projections and metrics were not yet finalized and available to the Committee, but conservative preliminary estimates prepared by the Town Administrator indicate that the Program will be well within the guidelines set forth in the Debt Policy both for Credit Standing and Affordability.

Subject to verification of compliance with Debt Policy guidelines, and to comments and recommendations made herein for specific capital projects proposed for Fiscal Year 2018, the Committee is pleased to recommend this Capital Improvement Program as an effective tool for managing the Town's finances with respect to Capital Projects for the next six years.

Communication, Transparency, and Best Practices in Town Finance

For the seventh consecutive year, the Committee congratulates the Town Administrator and his Financial Team for receiving the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the Town's Fiscal Year 2017 budget document. To be recognized, the budget document must satisfy demanding criteria which evaluate it as a policy document, a financial plan, an operations guide, and a communications tool. Further, GFOA raises the bar by requiring past award winners to demonstrate ever greater clarity and completeness in their budget document. To repeat as a GFOA award winner reflects the continuing efforts of the Financial Team to improve communication and transparency in Town finance and apply best practices to municipal budgeting.

Free Cash Policy

The Fiscal Year 2018 budget year marks the seventh implementation of the Town's Free Cash Policy. Under this policy, one defined use of available free cash is to pay for capital projects. Examples of suitable projects include DPW and Public Safety vehicles and equipment; building infrastructure components (heating, cooling, electrical, plumbing, etc.); communication systems and office and equipment; and capital project design fees, feasibility studies, and needs analyses. In the past, the Town funded projects of this scale with debt, a practice discouraged by bond rating agencies. Under the Free Cash policy, such capital items are now funded from free cash and other available one-time revenues. Debt capacity is conserved for larger projects such as building construction and renovation, major roadway construction and repair, water/sewer infrastructure, and land acquisition for municipal use or to preserve open space.

From the \$3.1M certified free cash balance, \$1.49M is allocated to Fiscal Year 2018 capital projects. This amount provides \$1.49M of capital investment in Fiscal Year 2018 that will have no additional impact on the tax rate. (Note: Other proposed capital projects for Fiscal Year 2018 are funded through water and sewer enterprise fees).

Assuming this year's proposal is approved, more than \$9.12M of capital expenditures will have been accomplished with Free Cash over the seven-year period FY 2012-2018, which otherwise would have been financed with debt. Meanwhile, the Town's component of debt service attributable to small capital expenditures has been nearly eliminated, reclaiming capacity within the Proposition 2 ½ levy limit to address upcoming capital projects of larger scale.

Capital Projects for FY2018

The Committee has reviewed the projects in the Capital Improvement Program for Fiscal Year 2018 and has prioritized as follows:

Priority	Description
1	Projects that involve correcting a current Safety or Health issue, and/or to meet a Federal or State legal requirement
2	Projects that are necessary to maintain the Town's current infrastructure: <i>Buildings</i> - Projects necessary to maintain existing Town buildings, not including projects to expand or modernize facilities. <i>Equipment</i> - Projects necessary to replace old existing equipment, which is no longer cost effective to repair, with similar equipment
3	Projects that are required to increase capacity of existing facilities in order to accommodate the growth of the Town.
4	Projects that are designed to modernize and upgrade existing Town facilities.

The committee considers all the capital projects proposed, and that have been in the Capital Plan for many years. From those proposals, the committee recommends the capital projects below in this year's warrant articles. Committee vote is shown in parentheses. Numerical votes are shown in Yes-No-Abstain order relative to a motion to recommend approval. Fewer than six total votes reflect the absence of one or more members at the time of the vote.

Planned sources of funding are noted in the comments for each project.

Municipal Departments

Project	Sponsor	Cost	Priority	Recommend Approval?
Forestry Truck Replacement	Fire	\$65,000	2	YES (5-0-0)
<ul style="list-style-type: none"> ▪ Replaces two 2005 Forestry trucks. ▪ Funded from free cash. No additional impact to tax rate. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
Police Cruiser Replacement	Police	\$87,000	2	YES (5-0-0)
<ul style="list-style-type: none"> ▪ Replaces a 2013 Ford Sedan and a 2014 Ford Expedition. ▪ Funded from free cash. No additional impact to tax rate. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
Six Wheel Dump Truck w/Spreader & Plow	Public Works - Highway	\$240,000	2	YES (5-0-0)
<ul style="list-style-type: none"> ▪ Replaces a 1995 Six Wheel Dump Truck w/Spreader & Plow. ▪ Funded from free cash. No additional impact to tax rate. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
One Ton Dump Truck w/Plow	Public Works - Highway	\$95,000	2	YES (5-0-0)
<ul style="list-style-type: none"> ▪ Replaces a 2006 dump truck. ▪ Funded from free cash. No additional impact to tax rate. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
One Ton Truck w/ Chip Body & Plow	Public Works - Highway	\$95,000	2	YES (5-0-0)
<ul style="list-style-type: none"> ▪ Replaces a 2000 cab and chassis with chip body. ▪ Funded from free cash. No additional impact to tax rate. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
Chipper	Public Works - Highway	\$65,000	2	YES (5-0-0)
<ul style="list-style-type: none"> ▪ Replaces a 2009 Chipper. ▪ Funded from free cash. No additional impact to tax rate. 				

Municipal Departments (continued)

Project	Sponsor	Cost	Priority	Recommend Approval?
Fisher Street Culvert Replacement	Public Works – Highway	\$50,000	2	YES (5-0-0)
<ul style="list-style-type: none"> ▪ Funds to design and create construction documents to replace bridge. ▪ Funded from free cash. No additional impact to tax rate 				

Project	Sponsor	Cost	Priority	Recommend Approval?
Crawford Street Retaining Wall	Public Works - Highway	\$200,000	2	YES (5-0-0)
<ul style="list-style-type: none"> ▪ Funds to design and replace hit and run damaged retaining wall. ▪ Funded from free cash. No additional impact to tax rate 				

Project	Sponsor	Cost	Priority	Recommend Approval?
Road Improvements & Maintenance	Public Works - Highway	\$300,000	2	YES (5-0-0)
<ul style="list-style-type: none"> ▪ Supplemental funding for the Pavement Management Plan due to FY2018 reduction in State Chapter 90 Transportation Funding. ▪ Funded from free cash. No additional impact to tax rate. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
Sewer Inspection Camera System	Public Works – Sewer	\$110,000	2	YES (5-0-0)
<ul style="list-style-type: none"> ▪ Funds a sewer inspection camera. ▪ Funded from Sewer Enterprise Funds. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
West Main Street Sewer Pump Station Improvements	Public Works – Sewer	\$400,000	2	YES (5-0-0)
<ul style="list-style-type: none"> ▪ Funds to design and construct improvements to Pump Station. ▪ Funded from Sewer Enterprise Funds. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
One-Ton Service Truck w/Plow	Public Works – Water	\$100,000	2	YES (5-0-0)
<ul style="list-style-type: none"> ▪ Replaces a 2008 utility body truck. ▪ Funded from Water Enterprise Funds. 				

School Department

Project	Sponsor	Cost	Priority	Recommend Approval?
Roof Repairs – Proctor School	Northborough Schools	\$300,000	2	YES (5-0-0)
<ul style="list-style-type: none"> ▪ Funds the repair and restoration of the pitched roof. ▪ Funded from free cash. No additional impact to tax rate. 				

Community Preservation Act Projects

Certain projects to be funded with Community Preservation Act monies may be presented at Town Meeting. Although often capital in nature, these projects are not necessarily incorporated into the Capital Improvement Plan. Nevertheless, the Financial Planning Committee, in its financial advisory capacity, strives to review projects approved by the CPC and offer its recommendations at Town Meeting. Because CPA projects do not compete for funding with Capital Improvement Plan projects, no Priority is assigned.

Project	Sponsor	Cost	Priority	Recommend Approval?
Future creation of affordable housing	Northborough Affordable Housing Corporation (NAHC)	\$100,000	N/A	YES (4-0-0)
<ul style="list-style-type: none"> ▪ Funds to be used by NAHC for future creation of affordable housing. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
Creation of a Town Common	Department of Public Works	\$377,400	N/A	YES (4-0-0)
<ul style="list-style-type: none"> ▪ Funds Phase II of the Town Common project which entails the actual construction of the Common at 0, 39 and 45 West Main Street. 				

Respectfully submitted,
 Northborough Financial Planning Committee
 February 23, 2017

Financial Planning Committee Recommendations for FY2018 Capital Project Warrant Articles
 Northborough Annual Town Meeting April 2017

Article	Project	Cost	Funding Source	Priority	Vote *	Recommend Approval?
21	Fire: Forestry Truck	65,000	Free Cash	2	(5-0-0)	YES
22	Police: Cruiser Replacement	87,000	Free Cash	2	(5-0-0)	YES
23	DPW: Six-Wheel Dump	240,000	Free Cash	2	(5-0-0)	YES
24	DPW: One-Ton Dump Truck	95,000	Free Cash	2	(5-0-0)	YES
25	DPW: One-Ton Chip Truck	95,000	Free Cash	2	(5-0-0)	YES
26	DPW: Chipper	65,000	Free Cash	2	(5-0-0)	YES
27	DPW: Fisher St Culvert	50,000	Free Cash	2	(5-0-0)	YES
28	DPW: Crawford St Wall	200,000	Free Cash	2	(5-0-0)	YES
29	DPW: Road Improvements & Maintenance	300,000	Free Cash	2	(5-0-0)	YES
30	Sewer: Inspection Camera	110,000	Sewer Enterprise Fund	2	(5-0-0)	YES
31	Sewer: West Main St Pump Station	400,000	Sewer Enterprise Fund	2	(5-0-0)	YES
32	Water: One-Ton Service Truck	100,000	Water & Sewer Enterprise Funds	2	(5-0-0)	YES
33	School: Roof Repairs	300,000	Free Cash	2	(5-0-0)	YES
42	CPA: Transfer to Northborough Affordable Housing Corporation	100,000	CPA	**	(4-0-0)	YES
43	CPA: Town Common	377,400	CPA	**	(4-0-0)	YES

* Numerical votes shown in Yes-No-Abstain order relative to a motion to recommend approval. Fewer than six total votes reflects absence of one or more members.

** No capital project priority is assigned to CPA-funded projects.

PROJECTS BY DEPARTMENT **Page #** **Source of Funds** **Six-Year Total** **FY 2018** **FY 2019** **FY 2020** **FY 2021** **FY 2022** **FY 2023**

DPW: Highway/Parks/Cemetery Division

Six-Wheel Dump Truck w/ Spreader & Plow	31	6	1,149,000	240,000	255,000	103,000	288,000			366,000
One-Ton Dump Truck w/Plow	32	6	309,000	95,000					111,000	
One-Ton Truck w/Chip Body & Plow	33	6	95,000	95,000						
Chipper	34	6	65,000	65,000						
Fisher Street Culvert Replacement	35	2/6	300,000	50,000	250,000					
Crawford Street Retaining Wall Replacement	36	6	200,000	200,000						
Roadway Improvements/Maintenance	37	6	1,800,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Street Sweeper	38	2/6	498,000	300,000	231,000					
Pleasant Street Culvert Replacement	39	2/6	150,000	150,000						
Memorial Field Building Improvements	40	6	50,000			50,000				
Memorial Field Parking Lot Wall and Stairs	41	6	TBD			TBD				
Loader	42	2/6	255,000			255,000				
Skid Steer	43	6	100,000			100,000				
Hudson Street Drainage Improvements	44	2/6	200,000				200,000			75,400
One Ton Pick Up Truck w/plow	45	6	145,400				70,000			
Stump Grinder	46	6	65,000						65,000	
Highway Garage Renovation/Expansion	47	2	TBD						TBD	TBD
Wing Mower Replacement	48	6	75,000						75,000	
Backhoe Replacement	49	6	224,500							224,500
Highway/Parks/Cemetery Subtotal			\$5,680,900	\$1,045,000	\$1,186,000	\$808,000	\$858,000	\$818,000	\$965,900	

PROJECTS BY DEPARTMENT		Page #	Source of Funds	Six-Year Total	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
DPW: Sewer Enterprise Fund										
	Sewer Line Inspection Camera	50	7	110,000	110,000					
	West Main St. Pump Station Improvements	51	7	400,000	400,000					
	SCADA System	52	7	700,000	700,000					
	Inflow & Infiltration Mitigation	53	7	600,000		300,000				300,000
	Forbes Road Pump Station Improvements	54	7	400,000		400,000				
	Sewer Extension - Phase 1	55	7	2,175,000				175,000	2,000,000	
	Church Street Pump Station Improvements	56	7	400,000					400,000	
	Town Hall Pump Station Improvements	57	7	350,000						350,000
	Wesson Terrace Pump Station Improvements	58	7	400,000						400,000
	Water/Sewer Garage Improvements	59	7/8	TBD						TBD
Sewer Enterprise Fund Subtotal				\$5,535,000	\$510,000	\$700,000	\$700,000	\$175,000	\$2,400,000	\$1,050,000
DPW: Water Enterprise Fund										
	One-Ton Service Truck w/Plow	60	7/8	100,000	100,000					
	Excavator	61	8	170,000		170,000				
	Repair/Replace Water Mains and Services	62	8	1,100,000	100,000	1,000,000				
	Water Storage Tank Rehab/Replacement	63	8	TBD		TBD				
	Reservoir Dam Compliance	64	8	800,000				800,000		
	Utility Tractor	65	7/8	80,000					80,000	
Water Enterprise Fund Subtotal				\$2,250,000	\$100,000	\$270,000	\$1,000,000	\$800,000	\$80,000	\$0
TOTAL GENERAL GOVERNMENT (NON-SCHOOL)										
	Fire Subtotal			\$1,476,000	\$65,000	\$650,000	\$605,000	\$80,000	\$76,000	\$0
	Police Subtotal			\$609,000	\$87,000	\$87,000	\$130,500	\$87,000	\$130,500	\$87,000
	Town Offices Subtotal			\$0	\$0	\$0	\$0	\$0	\$0	\$0
	MIS/GIS Subtotal			\$140,000	\$0	\$140,000	\$0	\$0	\$0	\$0
	DPW: Highway/Parks/Cemetery Subtotal			\$5,680,900	\$1,045,000	\$1,186,000	\$808,000	\$858,000	\$818,000	\$965,900
	DPW: Sewer Enterprise Fund Subtotal			\$5,535,000	\$510,000	\$700,000	\$700,000	\$175,000	\$2,400,000	\$1,050,000
	DPW: Water Enterprise Fund Subtotal			\$2,250,000	\$100,000	\$270,000	\$1,000,000	\$800,000	\$80,000	\$0
TOTAL GENERAL GOVERNMENT				\$15,690,900	\$1,807,000	\$3,033,000	\$3,243,500	\$2,000,000	\$3,504,500	\$2,102,900

Northborough K-8 Public Schools									
Summary of School projects									
Peaslee Elementary	**Floor Tile Replacement	67	6	40,000		40,000			
	**Parking Lot/Walkway Paving	68	2/6	238,000	238,000				
	**Design / Fire & Sprinkler Systems	69	2/3	480,000	TBD	480,000			
	Feasibility Study	70	2/3	500,000			500,000		
	Architectural Fees & Construction	70	2/3	28,700,000					28,700,000
Proctor Elementary	Roof Repairs	71	6	300,000		300,000			
Zeh Elementary	Boiler Replacement	72	2/6	350,000			350,000		
	Roof Repairs	73	2/6	430,000					430,000
Melican Middle School	Walkway Paving	74	6	115,000			115,000		
	Feasibility Study	75	2/3	500,000				500,000	
	Architect Fees/Renovation (est TBD in FY2024)	75	2/3	TBD					
Northborough K-8 Public Schools Subtotal				\$31,653,000	\$393,000	\$480,000	\$850,000	\$500,000	\$29,130,000

**If Peaslee School renovation projects does not move forward, these projects will need to be included in the capital plan for funding.

Source of Funds Legend	
(1) Operating Revenues	(5) EMS Revolving Fund Fees
(2) Municipal GO Bonds	(6) Free Cash / Other
(3) State Aid	(7) Sewer Enterprise Fund
(4) Trust Funds	(8) Water Enterprise Fund

Article 36
Consolidated Personnel Bylaw Amendments
2017 Annual Town Meeting

The proposed amendment to the Consolidated Personnel Bylaw 1-64 consists of the following:

1. Adoption of the General Compensation scale in 1-64-350 Schedule B. The proposed change is a 2% increase in compensation rates for non-union municipal employee positions effective July 1, 2017. The proposed increase is consistent with the average increase of the Town's collective bargaining units for FY2018 as required by the Town Personnel Bylaw.

2. Classification of a Deputy Fire Chief Position: This amendment seeks to add a new Deputy Fire Chief position, classified as a Grade H by the Personnel Board, to Schedule A (Classification of Positions by Occupational Groups and Assignment to Compensation Grades).

3. Amendments to Miscellaneous Compensation Schedule D.
 - The new position of Special Police Officer was classified by the Personnel Board and added to Schedule D.
 - The compensation ranges for the Library Page and Seasonal Staff positions have been updated to account for recent increases in the Massachusetts minimum wage rate.

1-64-340 Schedule A.

**Classification of Positions by Occupational Groups
and Assignment to Compensation Grades**

Grade	Position Title
A	Board Secretary Cable Access Television Studio Assistant Custodian Financial Assistant Library Assistant Office Assistant Program Coordinator
B	Administrative Assistant Assessors Assistant Assistant Tax Collector Assistant Town Accountant Assistant Town Clerk Circulation Desk Supervisor Hazardous Materials Assistant Light Equipment Operator Recreation Program Supervisor
C	Conservation Agent Counselor Executive Assistant Heavy Equipment Operator Librarian Senior Center Outreach Coordinator Water & Sewer System Maintenance Worker
D	Assistant Town Engineer Assistant Treasurer/Collector Cable Access Director Cemetery Superintendent Dog Officer Highway/Parks Supervisor Inspectors Mechanic Veterans' Agent Water & Sewer Supervisor

- E** Assessor
Assistant Director, Library
Assistant Director, Family & Youth Services

- F** Assistant Director MIS/GIS
Director, Recreation
Director, Family & Youth Services
Director, Senior Center
Health Agent
Highway/Parks Superintendent
Town Clerk
Water & Sewer Superintendent

- G** Assistant Town Administrator
Director, Library
Director MIS/GIS
Facilities Manager
Inspector of Buildings/Zoning Enforcement Officer
Police Lieutenant
Principal Assessor
Town Accountant
Town Planner
Treasurer/Collector

- H** Assistant Director, DPW
Deputy Fire Chief
Town Engineer

- I** Finance Director

- J** Director of Public Works
Fire Chief
Police Chief

Schedule B – Revised

General Compensation Effective July 1, 2017 (2% Increase)

HOURLY

GRADE	MINIMUM	MAXIMUM
A	\$19.44	\$25.27
B	\$21.52	\$27.97
C	\$23.82	\$30.97
D	\$26.37	\$34.28
E	\$29.19	\$37.95
F	\$32.32	\$42.01
G	\$35.78	\$46.51
H	\$39.61	\$51.49
I	\$42.38	\$55.09
J	\$45.35	\$58.95

ANNUAL

GRADE	MINIMUM	MAXIMUM
A	\$40,425.59	\$52,553.25
B	\$44,753.33	\$58,179.31
C	\$49,544.39	\$64,407.67
D	\$54,848.35	\$71,302.85
E	\$60,720.11	\$78,936.15
F	\$67,220.47	\$87,386.60
G	\$74,416.73	\$96,741.75
H	\$82,383.38	\$107,098.41
I	\$88,150.25	\$114,595.29
J	\$94,320.74	\$122,616.95

Schedule D

Miscellaneous Compensation

Merit-Based¹ - Eligible for General Salary/Wage Adjustment

Substitute Librarian	Minimum: \$23.82	Maximum: \$30.96 per hour
Substitute Library Assistant	Minimum: \$19.43	Maximum: \$25.29 per hour
Call Inspector	Minimum: \$26.39	Maximum: \$34.27 per hour
Call Firefighter Trainee	Minimum: \$ 17.92	Maximum: \$ 23.31 per hour
Call Firefighter	Minimum: \$ 19.86	Maximum: \$ 25.82 per hour
Call Firefighter/EMT or Paramedic	Minimum: \$ 21.98	Maximum: \$ 28.59 per hour
Special Police Officer	Minimum: \$17.62	Maximum: \$29.09

Not Merit-Based – Pay rates/ranges adjusted as market conditions warrant

Assistant Dog Officer	Per call: \$4/phone call, \$20/call-out; \$30/kennel call	
Part-time Dispatcher	Rates per Union Contract	
Library Page	Minimum: \$11.00	Maximum: \$13.00/hour
Seasonal Staff A	Minimum: \$11.00	Maximum: \$14.00/hour
Seasonal Staff B	Minimum: \$ 12.00	Maximum: \$15.00/hour
Seasonal Staff C	Minimum: \$15.00	Maximum: \$18.00/hour
Senior Center Van Driver	Minimum: \$13.50	Maximum: \$16.50/ hour

Stipends:

Inspector of Animals	\$5,000 - \$6,000 per year
Emergency Preparedness Director	\$5,000 - \$6,000 per year
Sealer of Weights/Inspector of Measures	\$3,000 - \$4,000 per year
Assistant to the Emergency Preparedness Director	\$500 per year
Emergency Shelter Coordinator	\$500 per year

¹ Assuming satisfactory performance and minimum level of pay achieved.

