

Town of Northborough



Annual Town Meeting
April 25, 2022

Warrant Supplement & Reference Material

2022 ANNUAL TOWN MEETING INTRODUCTION

On the following pages you will find the Articles from the posted Warrant for the 2022 Annual Town Meeting. In addition to the Articles themselves, the motions that are intended to be made at Town Meeting, as of the date of printing of this document, are also included. Some of the motions may reflect changes since the time the Warrant was posted, as this document follows the culmination of review by the various Town Boards & Committees.

The Warrant sets the format for Annual Town Meeting, which commences on the fourth Monday in April (April 25, 2022, at 6:00 p.m. at the Algonquin Regional High School). This year's Warrant is composed of 44 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).

Additionally, to maximize safety of participants at Town Meeting, the Moderator will be seeking to conduct this annual meeting as efficiently as possible. Many budget presentations and hearings have been recorded and posted online. Therefore, it will be incumbent on participants to review the basic information in advance. Likewise, presentations at Town Meeting will be brief and the Moderator will also utilize a “consent agenda,” as at last year’s Annual Town Meeting. This is a process whereby routine articles, including any proposed to be passed over, will be grouped and voted on as a block. The consent agenda approach will not compromise the ability to take any of those articles out of the grouping and handle them separately if that is the will of Town Meeting. Following this introduction is a brief explanation of the Moderator’s proposed consent agenda process and the articles which will be included on that agenda.

Also included in this document 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 and recommendations.

I wish to recognize the efforts of the Town's Boards, Committees, Commissions and Town Departments in contributing to the preparation of the FY2023 Budget and the drafting of the Warrant.

Respectfully submitted,

John W. Coderre
Town Administrator

Moderator's Consent Agenda For Annual Town Meeting

In order to reduce the time during which the voters are gathered for the Annual Town Meeting during this time of the COVID-19 pandemic, the Moderator will use a procedure known as a consent agenda. It is the bundling of articles considered to be non-controversial, and/or related by subject matter, into a single motion to be voted on by Town Meeting. This practice has been used in other towns, and in some towns it is a routine part of Town Meeting. A consent agenda can save time by eliminating the need for an individual motion, a second, an explanation and a vote on individual articles that are capable of being considered together.

What Articles Are Included?

There will be one consent agenda for this Town Meeting, as follows:

Consent Agenda 1:

Article 1 – Appoint Deputy Moderator: Article 1 ratifies the routine appointment by the Moderator of Gerry Hickman to serve as Deputy Moderator in the event the Moderator is unable to continue.

Article 2 – Authorize Compensating Balance Agreements: This annual Article provides authorization for the Town to enter into a compensating balance agreement in order to obtain banking services. A compensating balance agreement is an arrangement by which a town maintains municipal funds on deposit in return for banking services.

Article 3 – Prior Years' Bills: There are no prior years' bills, so this Article will be passed over.

Article 9 – Authorize Revolving Fund Limits for FY2023: This is a housekeeping article that sets expenditure limits for special funds used to hold fees associated with providing certain Town services which are then used to offset the cost of providing the services (e.g., ambulance services).

How The Consent Agenda Will Work

When the meeting reaches the first article to be included in the consent agenda, which will be Article 1, the Moderator will explain the process. The Moderator will read the title of each article included in the consent agenda. He will pause after each article to allow any voter who has a question on the article to say, "hold."

Held articles will be set aside for separate consideration, apart from the consent agenda. Voters who hold an article will be asked to identify themselves and should be prepared to speak to the article later in the meeting.

After the meeting agrees on which articles to include in the consent agenda, there will be no debate and the Moderator will immediately call for a vote. Every article included in the consent agenda will either pass or fail depending on the single vote taken.

The articles removed from the consent agenda by a hold will be taken up individually in the order in which they appear in the Warrant.

What Voters Should Do To Prepare

Town Meeting voters should review the Warrant in advance and be ready to state which article(s) in the consent agenda they wish to hold for individual consideration.

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TOWN OF NORTHBOROUGH
ANNUAL TOWN MEETING WARRANT
APRIL 25, 2022

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 25th day of April 2022 at 6:00 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.

MOTION ARTICLE 1: Appointing Deputy Moderator

I move the Town vote to ratify the appointment by the Moderator of Gerry 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 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.

MOTION ARTICLE 2: Compensating Balance Agreement

I move the Town 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.

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.

MOTION ARTICLE 3: Prior Years' Bills

I move the Town vote to pass over this article.

ARTICLE 4: Town Budget

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Twenty-Three Million Five Hundred Sixty-Three Thousand Nine Hundred Sixty-One Dollars (\$23,563,961) for Town Government as displayed in the warrant booklet, and to meet said appropriation, the following sums available for appropriation be transferred:

From:

Transfer from Cemetery Trust Fund Income	\$9,006
Transfer from Cemetery Sale of Lots	\$18,500
Transfer from Debt Exclusion Premium Reserve	\$545
Transfer from Debt Exclusion Reserve	\$10,550
Transfer from DPU Transportation Fund	\$1,764
Transfer from Conservation Commission Fees	\$11,309
Transfer from Fire Emergency Medical Services Revolving Fund	\$354,487
Transfer from Recreation Revolving Fund	\$75,000
Transfer from Animal Control Revolving Fund	\$28,000
Transfer from Medicare Part D Subsidy	\$50,732
Transfer from PEG Access Cable Related Fund	\$294,728
Free Cash	\$500,000

for a total of One Million Three Hundred Fifty-Four Thousand Six Hundred Twenty-One Dollars (\$1,354,621) and that the sum of Twenty-Two Million Two Hundred Nine Thousand Three Hundred Forty Dollars (\$22,209,340) be raised by taxation.

MOTION ARTICLE 4: Town Budget

I move the Town vote to raise and appropriate and transfer from available funds the sum of Twenty-Three Million Five Hundred Sixty-Three Thousand Nine Hundred Sixty-One Dollars (\$23,563,961) for Town Government as displayed in the warrant supplement distributed at this Town Meeting , and to meet said appropriation, the following sums available for appropriation be transferred:

From:

Transfer from Cemetery Trust Fund Income	\$9,006
Transfer from Cemetery Sale of Lots	\$18,500
Transfer from Debt Exclusion Premium Reserve	\$545
Transfer from Debt Exclusion Reserve	\$10,550
Transfer from DPU Transportation Fund	\$1,764
Transfer from Conservation Commission Fees	\$11,309
Transfer from Fire Emergency Medical Services Revolving Fund	\$354,487
Transfer from Recreation Revolving Fund	\$75,000
Transfer from Animal Control Revolving Fund	\$28,000
Transfer from Medicare Part D Subsidy	\$50,732
Transfer from PEG Access Cable Related Fund	\$294,728
Free Cash	\$500,000

for a total of One Million Three Hundred Fifty-Four Thousand Six Hundred Twenty-One Dollars (\$1,354,621) and that the sum of Twenty-Two Million Two Hundred Nine Thousand Three Hundred Forty Dollars (\$22,209,340) be raised by taxation;

and vote to appropriate and transfer from Free Cash the sum of Two Hundred Thousand Dollars (\$200,000) for deposit into the Stabilization Fund.

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 Nine Hundred Sixty-One Thousand Seven Hundred Four Dollars (\$5,961,704) 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	\$246,103
Solid Waste Fund Free Cash	\$120,953

Raise and Appropriate by Taxation:

Solid Waste General Fund Subsidy	\$337,160
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for a total of Seven Hundred Four Thousand Two Hundred Sixteen Dollars (\$704,216) and that the sum of Five Million Two Hundred Fifty-Seven Thousand Four Hundred Eighty-Eight Dollars (\$5,257,488) be financed from Water, Sewer and Solid Waste Revenues, with said sums to be allocated as follows:

Water Fund	\$2,636,103
Sewer Fund	\$2,397,488
Solid Waste	<u>\$ 928,113</u>
Total	\$5,961,704

MOTION ARTICLE 5: Water, Sewer and Solid Waste Enterprise Funds

I move the Town vote to raise and appropriate and transfer from available funds the sum of Five Million Nine Hundred Sixty-One Thousand Seven Hundred Four Dollars (\$5,961,704) for Water, Sewer and Solid Waste Funds 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	\$246,103
Solid Waste Fund Free Cash	\$120,953

Raise and Appropriate by Taxation:

Solid Waste General Fund Subsidy	\$337,160
----------------------------------	-----------

for a total of Seven Hundred Four Thousand Two Hundred Sixteen Dollars (\$704,216) and that the sum of Five Million Two Hundred Fifty-Seven Thousand Four Hundred Eighty-Eight Dollars (\$5,257,488) be financed from Water, Sewer and Solid Waste Revenues, with said sums to be allocated as follows:

Water Fund	\$2,636,103
Sewer Fund	\$2,397,488
Solid Waste	<u>\$ 928,113</u>
Total	\$5,961,704

ARTICLE 6: Northborough K-8 Schools Budget

To see if the Town will vote to raise and appropriate by taxation the sum of Twenty-Six Million Six Hundred Ninety-Two Thousand Nine Hundred Fifty-Three Dollars (\$26,692,953) for the operation of the Northborough Public Schools, or take any action relative thereto.

MOTION ARTICLE 6: Northborough K-8 Schools Budget

I move the Town vote to raise and appropriate by taxation the sum of Twenty-Six Million Six Hundred Ninety-Two Thousand Nine Hundred Fifty-Three Dollars (\$26,692,953) for the operation of the Northborough Public Schools.

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 and debt service of the Northborough-Southborough Regional School District, the sum of Thirteen Million Five Hundred Sixty-Eight Thousand Thirty-Five Dollars (\$13,568,035), or take any action relative thereto.

MOTION ARTICLE 7: Algonquin Regional High School Budget

I move the Town vote to raise and appropriate by taxation Northborough’s share of the assessment for the operation and debt service of the Northborough-Southborough Regional School District, the sum of Thirteen Million Five Hundred Sixty-Eight Thousand Thirty-Five Dollars (\$13,568,035).

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 One Million Two Hundred Fifty-Three Thousand Nine Hundred Forty Dollars (\$1,253,940), or take any action relative thereto.

MOTION ARTICLE 8: Assabet Valley Regional Vocational School District Budget

I move the Town 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 One Million Two Hundred Fifty-Three Thousand Nine Hundred Forty Dollars (\$1,253,940).

ARTICLE 9: Revolving Funds Authorization of Expenditure Limits

To see if the Town will vote to authorize revolving fund annual expenditure limits for Fiscal Year 2023 as shown in the table below:

Revolving Fund	Annual Expenditure Limit
Fire Department (EMS and Haz Mat)	\$750,000
Animal Control	\$50,000
Family & Youth Services	\$20,000

Council on Aging	\$300,000
Community Affairs	\$20,000
Library	\$20,000

or take any other action relative thereto.

- Pursuant to the Town’s Revolving Fund Bylaw and the provisions of Massachusetts General Laws Chapter 44, Section 53E½, an annual vote is required to establish expenditure limits for the revolving funds. The Recreation Department revolving fund is authorized under Massachusetts General Laws Chapter 44, Section 53D, and does not require annual reauthorization.

MOTION ARTICLE 9: Revolving Funds Authorization of Expenditure Limits

I move the Town vote to authorize revolving fund annual expenditure limits for Fiscal Year 2023 as shown in the table in the warrant supplement distributed at this Town Meeting.

ARTICLE 10: 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.

MOTION ARTICLE 10: Appropriations Committee Reserve Fund

I move the Town 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.

ARTICLE 11 (CIP): Police – Police Cruiser Replacements (3)

To see if the Town will vote to appropriate the sum of One Hundred Sixty-Five Thousand Dollars (\$165,000) for the use of the Police Department for the purchase of three new police vehicles, and to meet said appropriation the sum of One Hundred Sixty-Five Thousand Dollars (\$165,000) be transferred from Free Cash.

- This Article provides funds for the purchase of two replacement patrol vehicles and one replacement detective vehicle. Included in the funding request is the cost of outfitting the vehicles with the required ancillary equipment.

MOTION ARTICLE 11 (CIP): Police – Police Cruiser Replacements (3)

I move the Town vote to appropriate the sum of One Hundred Sixty-Five Thousand Dollars (\$165,000) for the use of the Police Department for the purchase of three new police vehicles, and to meet said appropriation the sum of One Hundred Sixty-Five Thousand Dollars (\$165,000) be transferred from Free Cash for expenditure in Fiscal Year 2022.

ARTICLE 12 (CIP): Fire – Ambulance Replacement

To see if the Town will vote to appropriate the sum of Four Hundred Thousand Dollars (\$400,000) for the use of the Fire Department for the purchase of one new ambulance, 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 7(1) 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 replacement of a 2013 ambulance. The debt service on the bonds for the ambulance will be paid from the EMS revolving account. The EMS revolving account is funded by the ambulance service fees and charges.

MOTION ARTICLE 12 (CIP): Fire – Ambulance Replacement

I move the Town vote to appropriate the sum of Four Hundred Thousand Dollars (\$400,000) for the use of the Fire Department for the purchase of one new ambulance, 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 7(1) or any other enabling authority, and the Treasurer, with the approval of the Board of Selectmen, be authorized to issue bonds or notes therefor.

ARTICLE 13 (CIP): DPW – Road Improvements and Maintenance

To see if the Town will vote to appropriate the sum of Four Hundred Fifty-Four Thousand Dollars (\$454,000) for Road Improvements and Maintenance, and to meet said appropriation the sum of Four Hundred Fifty-Four Thousand Dollars (\$454,000) be transferred from Free Cash.

- This Article provides funds in addition to the State’s Chapter 90 transportation funding to maintain current road conditions in accordance with the Pavement Management Plan.

MOTION ARTICLE 13 (CIP): DPW – Road Improvements and Maintenance

I move the Town vote to appropriate the sum of Four Hundred Fifty-Four Thousand Dollars (\$454,000) for Road Improvements and Maintenance, and to meet said appropriation the sum of Four Hundred Fifty-Four Thousand Dollars (\$454,000) be transferred from Free Cash for expenditure in Fiscal Year 2022.

ARTICLE 14 (CIP): Culvert and Drainage Replacement

To see if the Town will vote to appropriate the sum of Three Hundred Thousand Dollars (\$300,000) for the use of the Department of Public Works to fund the repair and replacement of drainage culverts and drainage system components, and to meet said appropriation the sum of Three Hundred Thousand Dollars (\$300,000) be transferred from Free Cash.

- This Article provides funds to replace/rehabilitate culverts and failing drainage systems, including anticipated replacement of the culvert on Lincoln Street.

MOTION ARTICLE 14 (CIP): DPW – Culvert and Drainage Replacement

I move the Town vote to appropriate the sum of Three Hundred Thousand Dollars (\$300,000) for the use of the Department of Public Works to fund the repair and replacement of drainage culverts and drainage system components, and to meet said appropriation the sum of Three Hundred Thousand Dollars (\$300,000) be transferred from Free Cash for expenditure in Fiscal Year 2022.

ARTICLE 15 (CIP): DPW – One-Ton Dump Truck with Plow Replacement

To see if the Town will vote to appropriate the sum of One Hundred Thirty Thousand Dollars (\$130,000) for the use of the Department of Public Works for the purchase of a one-ton dump truck with a plow, and to meet said appropriation the sum of One Hundred Thirty Thousand Dollars (\$130,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a one-ton dump truck with a plow to replace a 2012 one-ton dump truck that has surpassed its useful life. As part of this vehicle replacement, an existing similar vehicle will be repurposed to extend its useful life.

MOTION ARTICLE 15 (CIP): DPW – One-Ton Dump Truck with Plow Replacement

I move the Town vote to appropriate the sum of One Hundred Thirty Thousand Dollars (\$130,000) for the use of the Department of Public Works for the purchase of a one-ton dump truck with a plow, and to meet said appropriation the sum of One Thirty Thousand Dollars (\$130,000) be transferred from Free Cash for expenditure in Fiscal Year 2022.

ARTICLE 16 (CIP): DPW – 20-Ton Dump Truck with Spreader and Plow Replacement

To see if the Town will vote to appropriate the sum of Three Hundred Forty Thousand Dollars (\$340,000) for the use of the Department of Public Works for the purchase a 20-ton dump truck with spreader and plow; and to meet said appropriation, the sum of Three Hundred Forty Thousand Dollars (\$340,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a 20-ton dump truck with spreader and plow to replace a 2002 20-ton dump truck with spreader and plow that has surpassed

its useful life. As part of this vehicle replacement, an existing similar vehicle will be repurposed to extend its useful life.

MOTION ARTICLE 16 (CIP): DPW – 20-Ton Dump Truck with Spreader and Plow Replacement

I move the Town vote to appropriate the sum of Three Hundred Forty Thousand Dollars (\$340,000) for the use of the Department of Public Works for the purchase of a 20-ton dump truck with spreader and plow, and to meet said appropriation the sum of Three Hundred Forty Thousand Dollars (\$340,000) be transferred from Free Cash for expenditure in Fiscal Year 2022.

ARTICLE 17 (CIP): DPW – Loader Replacement

To see if the Town will vote to appropriate the sum of Two Hundred Ninety Thousand Dollars (\$290,000) for the use of the Department of Public Works to purchase a loader; and to meet said appropriation, the sum of Two Hundred Ninety Thousand Dollars (\$290,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a loader to replace a 2006 loader that has surpassed its useful life. As part of this replacement, the 2014 model year loader will be refurbished to extend its useful life.

MOTION ARTICLE 17 (CIP): DPW – Loader Replacement

I move the Town vote to appropriate the sum of Two Hundred Ninety Thousand Dollars (\$290,000) for the use of the Department of Public Works to purchase a loader; and to meet said appropriation, the sum of Two Hundred Ninety Thousand Dollars (\$290,000) be transferred from Free Cash for expenditure in Fiscal Year 2022.

ARTICLE 18 (CIP): DPW – Backhoe Replacement

To see if the Town will vote to appropriate the sum of One Hundred Ninety-Five Thousand Dollars (\$195,000) for the use of the Department of Public Works to purchase a backhoe, and to meet said appropriation the sum of One Hundred Ninety-Five Thousand Dollars (\$195,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a backhoe to replace a 2005 backhoe that has surpassed its useful life. As part of this replacement, the 2015 model year backhoe will be refurbished to extend its useful life.

MOTION ARTICLE 18 (CIP): DPW – Backhoe Replacement

I move the Town vote to appropriate the sum of One Hundred Ninety-Five Thousand Dollars (\$195,000) for the use of the Department of Public Works to purchase a backhoe, and to meet said appropriation the sum of One Hundred Ninety-Five Thousand Dollars (\$195,000) be transferred from Free Cash for expenditure in Fiscal Year 2022.

ARTICLE 19 (CIP): MPIC – Downtown Master Plan Study

To see if the Town will vote to appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000) for the Master Plan Implementation Committee (MPIC) to conduct a design study of the Downtown to help focus ideas and develop a clear vision for the area, and to meet said appropriation the sum of One Hundred Fifty Thousand Dollars (\$150,000) be transferred from Free Cash.

- This Article would fund the preparation of a Downtown Vision Study. The 2020 Northborough Master Plan identified the need to conduct a design study of the Downtown to help focus ideas and develop a clear vision for the area. The study will engage Northborough residents, property owners, and business owners to define a vision for the Downtown that will be implemented incrementally over time.

MOTION ARTICLE 19 (CIP): MPIC – Downtown Master Plan Study

I move the Town vote to appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000) for the Master Plan Implementation Committee (MPIC) to conduct a design study of the Downtown to help focus ideas and develop a clear vision for the area, and to meet said appropriation the sum of One Hundred Fifty Thousand Dollars (\$150,000) be transferred from Free Cash for expenditure in Fiscal Year 2022.

ARTICLE 20 (CIP): SEWER – Inflow & Infiltration (I/I) Mitigation

To see if the Town will vote to appropriate the sum of Three Hundred Sixty Thousand Dollars (\$360,000) to perform the second year of inflow and infiltration elimination from the sanitary sewer system, and to meet said appropriation the sum of Three Hundred Sixty Thousand Dollars (\$360,000) be raised by taxation, transferred from available funds, borrowed or otherwise.

- This Article provides funds to remove non-sanitary flows from the sewer system as mandated by MassDEP under 314 CMR 12.04. The Town has a comprehensive 15-year inflow and infiltration elimination plan and this is the second year of implementation. For each gallon of storm/groundwater that is removed from the sewer system, that is one less gallon that must be treated and one more gallon of capacity available for future use.

MOTION ARTICLE 20 (CIP): SEWER – Inflow & Infiltration (I/I) Mitigation

I move the Town vote to appropriate the sum of Three Hundred Sixty Thousand Dollars (\$360,000) to perform the second year of inflow and infiltration elimination from the sanitary sewer system, and to meet said appropriation the sum of Three Hundred Sixty Thousand Dollars (\$360,000) be transferred from Sewer Enterprise Free Cash for expenditure in Fiscal Year 2022.

ARTICLE 21: PURCHASE 4 WEST MAIN STREET – Old Town Hall

To see if the Town will vote to exercise the Town’s re-purchase option under a 1983 conveyance, to acquire the land and buildings located at and known as 4 West Main Street, shown as parcel 72

on Northborough Assessors' Map 63 and containing approximately 0.3 acres; to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) for this acquisition; and to authorize the Board of Selectmen to execute all documents and take all action necessary to accomplish said acquisition, or take any action relative thereto.

- In 1983 the Town sold the former Town Hall property, subject to the right to re-purchase it in the 40th year after the sale for the sum of Ten Thousand Dollars (\$10,000). This Article proposes the exercise of the re-purchase option and the appropriation of funds for that purpose. The Town will undertake a feasibility study prior to completing the re-purchase.

MOTION ARTICLE 21: PURCHASE 4 WEST MAIN STREET – Old Town Hall

I move the Town vote to exercise the Town's re-purchase option under a 1983 conveyance, to acquire the land and buildings located at and known as 4 West Main Street, shown as parcel 72 on Northborough Assessors' Map 63 and containing approximately 0.3 acres; to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) for this acquisition; and to authorize the Board of Selectmen to execute all documents and take all action necessary to accomplish said acquisition.

ARTICLE 22: Consolidated Personnel Bylaw

To see if the Town will vote to amend the Consolidated Personnel Bylaw as shown in the appendix to this warrant entitled "Article 22 – Consolidated Personnel Bylaw Amendments – 2022 Annual Town Meeting," a copy of which is viewable on the Town's website at <https://www.town.northborough.ma.us>.

MOTION ARTICLE 22: Consolidated Personnel Bylaw

I move the Town vote to amend the Consolidated Personnel Bylaw as reflected in the appendix to the warrant entitled "Article 22 – Consolidated Personnel Bylaw Amendments – 2022 Annual Town Meeting," and to authorize and approve payment of FY2023 wage increases pursuant to Section 1-64-040(H) of the Personnel Bylaw subject to and upon the settlement of union contracts for fiscal year 2023.

ARTICLE 23: Community Preservation Fund – Housing Authority – Construction of Eight Affordable Low-Income, Senior One-Bedroom Rental Units

To see if the Town will vote to appropriate the sum of One Million Three Hundred Forty Thousand Dollars (\$1,340,000), or any other sum, from the following sources:

Community Preservation Fund revenues	\$230,548
Community Preservation Affordable Housing Reserve	\$127,863
Community Preservation Unreserved Fund	\$486,274
Unexpended funds from appropriation	

at 2009 Annual Town Meeting, Article 37	\$ 569
Unexpended funds from appropriation	
at 2012 Annual Town Meeting, Article 42	\$ 24,746
Unexpended funds from appropriation	
at 2015 Annual Town Meeting, Article 57	\$ 20,000
Unexpended funds from appropriation	
at 2016 Annual Town Meeting, Article 38	\$100,000
Unexpended funds from appropriation	
at 2017 Annual Town Meeting, Article 42	\$100,000
Unexpended funds from appropriation	
at 2018 Annual Town Meeting, Article 28	\$100,000
Unexpended funds from appropriation	
at 2019 Annual Town Meeting, Article 23	\$150,000

To the Northborough Housing Authority for the construction of eight affordable low-income senior one bedroom rental units, of which four will be first-floor handicap accessible units, at 26 Village Drive, or take any other action relative thereto.

- The Northborough Housing Authority, the Northborough Affordable Housing Corporation, and the MA Department of Housing and Community Development will be developing eight senior rental apartments located in one two-story building at 26 Village Drive. Four handicap accessible units will be located on the first floor. The Town is proposing contributing One Hundred Thousand Dollars (\$100,000) separately, from ARPA funds, to supplement the funds appropriated under this article. Transfer of the funds appropriated will be contingent on release of grant funding to the Housing Authority from the State and commitment of any designated supplemental funds from the Housing Authority. The total anticipated project cost is Two Million Four Hundred Forty Thousand Dollars (\$2,440,000). Transfer of the funds appropriated will also be contingent upon execution of a funding contract with the Town.

MOTION ARTICLE 23: Community Preservation Fund – Housing Authority – Construction of Eight Affordable Low-Income, Senior One-Bedroom Rental Units

I move the Town will vote to appropriate the sum of One Million Three Hundred Forty Thousand Dollars (\$1,340,000) from the following sources:

Community Preservation Fund revenues	\$230,548
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Community Preservation Affordable Housing Reserve	\$127,863
Community Preservation Unreserved Fund	\$486,274
Unexpended funds from appropriation at 2009 Annual Town Meeting, Article 37	\$ 569
Unexpended funds from appropriation at 2012 Annual Town Meeting, Article 42	\$ 24,746
Unexpended funds from appropriation at 2015 Annual Town Meeting, Article 57	\$ 20,000
Unexpended funds from appropriation at 2016 Annual Town Meeting, Article 38	\$100,000
Unexpended funds from appropriation at 2017 Annual Town Meeting, Article 42	\$100,000
Unexpended funds from appropriation at 2018 Annual Town Meeting, Article 28	\$100,000
Unexpended funds from appropriation at 2019 Annual Town Meeting, Article 23	\$150,000

To the Northborough Housing Authority for the construction of eight affordable low-income senior one bedroom rental units, of which four will be first-floor handicap accessible units, at 26 Village Drive, with the disbursement and expenditure of said funds to be subject to a Community Preservation Act funding agreement between the Town and the Northborough Housing Authority.

ARTICLE 24: Community Preservation Fund – Affordable Housing Reserve

To see if the Town will vote to appropriate the sum of Seventy-Five Thousand Dollars (\$75,000), or any other sum, from the Community Preservation Fund revenues and place said amount in the Community Preservation Affordable Housing Reserve Fund, or take any other action relative thereto.

- In the event that Article 23 fails to pass, this Article would set aside the statutorily required minimum funds under the Community Preservation Act for the future creation of affordable housing.

MOTION ARTICLE 24: Community Preservation Fund – Affordable Housing Reserve

I move the Town vote to appropriate the sum of Seventy-Five Thousand Dollars (\$75,000) from the Community Preservation Fund revenues and place said amount in the Community Preservation Affordable Housing Reserve Fund.

ARTICLE 25: Community Preservation Fund – Brigham Street Burial Ground Beautification

To see if the Town will vote to appropriate the sum of One Hundred Thirty-One Thousand Six Hundred Seventy-Nine Dollars (\$131,679), or any other sum, from the Community Preservation Fund revenues, and the sum of Five Thousand Eight Hundred Twenty-One Dollars (\$5,821), or any other sum, from Community Preservation Historic Reserve Fund, for a total of One Hundred Thirty-Seven Thousand Five Hundred Dollars (\$137,500) to the Northborough Department of Public Works and the Northborough Historic District Commission, for improvements to the Brigham Street Burial Ground, or take any other action relative thereto.

- This Article would fund the beautification of the burial ground including removal of dead trees, installation of a sign post and fencing, and overall roadside improvements.

MOTION ARTICLE 25: Community Preservation Fund – Brigham Street Burial Ground Beautification

I move the Town vote to appropriate the sum of One Hundred Thirty-One Thousand Six Hundred Seventy-Nine Dollars (\$131,679) from the Community Preservation Fund revenues, and the sum of Five Thousand Eight Hundred Twenty-One Dollars (\$5,821) from Community Preservation Historic Reserve Fund, for a total of One Hundred Thirty-Seven Thousand Five Hundred Dollars (\$137,500) to the Northborough Department of Public Works and the Northborough Historic District Commission, for improvements to the Brigham Street Burial Ground.

ARTICLE 26: Community Preservation Fund – 2 Signs to Identify the Kizer section of the Northborough Cemetery

To see if the Town will vote to appropriate the sum of Five Thousand One Hundred Twenty-Four Dollars (\$5,124), or any other sum, from the Community Preservation Fund revenues to the Northborough Historic District Commission for the purchase and installation of two signs for the Kizer section of the Northborough Cemetery, or take any other action relative thereto.

- This Article would fund the purchase and installation of two signs, one for each entrance of the Kizer section, to assist with identification of this newer section of the cemetery.

MOTION ARTICLE 26: Community Preservation Fund – 2 Signs to Identify the Kizer section of the Northborough Cemetery

I move the Town vote to appropriate the sum of Five Thousand One Hundred Twenty-Four Dollars (\$5,124) from the Community Preservation Fund revenues to the Northborough Historic District

Commission for the purchase and installation of two signs for the Kizer section of the Northborough Cemetery.

ARTICLE 27: Community Preservation Fund – Shutter Restoration of Historical Society Building

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 to the Northborough Historical Society for replacement of missing building shutters and renovation of damaged building shutters for the building located at 52 Main Street, or take any other action relative thereto.

- As part of a multi-phase restoration and improvement project, this Article would fund the replacement and/or renovation of thirty-three shutters for the building located at 52 Main Street.

MOTION ARTICLE 27: Community Preservation Fund – Shutter Restoration of Historical Society Building

I move the Town vote to appropriate the sum of Fifty-Five Thousand Dollars (\$55,000) from the Community Preservation Fund revenues to the Northborough Historical Society for replacement of missing building shutters and renovation of damaged building shutters for the building located at 52 Main Street.

ARTICLE 28: Community Preservation Fund – Design and Project Management for Dog Park

To see if the Town will vote to appropriate the sum of Thirty-Five Thousand Five Hundred Dollars (\$35,500), or any other sum, from the Community Preservation Unreserved Fund to the Northborough Recreation Department and Department of Public Works for the initial assessment and site survey for up to five locations for use as a dog park, or take any other action relative thereto.

- This Article would fund the first phase of a three-phase project to determine a location for a community dog park.

MOTION ARTICLE 28: Community Preservation Fund – Design and Project Management for Dog Park

I move the Town vote to appropriate the sum of Thirty-Five Thousand Five Hundred Dollars (\$35,500) from the Community Preservation Unreserved Fund to the Northborough Recreation Department and Department of Public Works for the initial assessment and site survey for up to five locations for use as a dog park.

ARTICLE 29: Community Preservation Fund – Design of ADA-Compliant Accessible Trail located at the Senior Center

To see if the Town will vote to appropriate the sum of Twenty-Eight Thousand Five Hundred Dollars (\$28,500), or any other sum, from the Community Preservation Fund revenues to the Northborough Trails Committee and the Department of Public Works for the design of an ADA-compliant accessible trail located at the Northborough Senior Center, or take any other action relative thereto.

- The existing trail located at the Senior Center will be upgraded to ADA standards to be the first completely accessible trail in Northborough. Additional funding will be sought for the construction of the upgrades.

MOTION ARTICLE 29: Community Preservation Fund – Design of ADA-Compliant Accessible Trail located at the Senior Center

I move the Town vote to appropriate the sum of Twenty-Eight Thousand Five Hundred Dollars (\$28,500) from the Community Preservation Fund revenues to the Northborough Trails Committee and the Department of Public Works for the design of an ADA-compliant accessible trail located at the Northborough Senior Center.

ARTICLE 30: Community Preservation Fund – Preliminary Design of Pedestrian Access Over the Assabet River Aqueduct Bridge

To see if the Town will vote to appropriate the sum of Fifty-Five Thousand Eight Hundred Forty-Nine Dollars (\$55,849), or any other sum, from the Community Preservation Fund revenues, and the sum of Eight Hundred Thirteen Dollars (\$813), or any other sum, from the Community Preservation Open Space Reserve fund, and the sum of Seventy-Six Thousand Nine Hundred Ninety-Six Dollars (\$76,996) from the Community Preservation Unreserved Fund for the total sum of One Hundred Thirty-Three Thousand Six Hundred Fifty-Eight Dollars (\$133,658) to the Northborough Trails Committee and the Department of Public Works for the preliminary design of pedestrian access over the Assabet River Aqueduct Bridge, or take any other action relative thereto.

- This Article would fund analysis and preliminary design for pedestrian access over the Assabet River Aqueduct Bridge. Work will include structural inspection, evaluation of utility relocation, and preliminary design of pedestrian access and safety. All work will be coordinated with the bridge owner, the Massachusetts Water Resources Authority.

MOTION ARTICLE 30: Community Preservation Fund – Preliminary Design of Pedestrian Access Over the Assabet River Aqueduct Bridge

I move the Town vote to appropriate the sum of Fifty-Five Thousand Eight Hundred Forty-Nine Dollars (\$55,849) from the Community Preservation Fund revenues, and the sum of Eight Hundred Thirteen Dollars (\$813) from the Community Preservation Open Space Reserve fund, and the sum of Seventy-Six Thousand Nine Hundred Ninety-Six Dollars (\$76,996) from the Community

Preservation Unreserved Fund for the total sum of One Hundred Thirty-Three Thousand Six Hundred Fifty-Eight Dollars (\$133,658) to the Northborough Trails Committee and the Department of Public Works for the preliminary design of pedestrian access over the Assabet River Aqueduct Bridge.

ARTICLE 31: Community Preservation Fund – White Cliffs Debt Service

To see if the Town will vote to appropriate the sum of One Hundred Eighty-Five Thousand Eight Hundred Dollars (\$185,800), or any other sum, from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for Fiscal Year 2023 debt service and expenses associated with the acquisition of the property at 167 Main Street, or take any other action relative thereto.

- This Article would fund the fifth debt service payment associated with the purchase of the White Cliffs facility at 167 Main Street.

MOTION ARTICLE 31: Community Preservation Fund – White Cliffs Debt Service

I move the Town vote to appropriate the sum of One Hundred Eighty-Five Thousand Eight Hundred Dollars (\$185,800) from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for Fiscal Year 2023 debt service and expenses associated with the acquisition of the property at 167 Main Street.

ARTICLE 32: Community Preservation Fund – CPA Administration

To see if the Town will vote to appropriate the sum of Thirty-Seven Thousand Five Hundred Dollars (\$37,500), 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 2023, or take any other action relative thereto.

- This Article would fund the administration of the Community Preservation Act.

MOTION ARTICLE 32: Community Preservation Fund – CPA Administration

I move the Town vote to appropriate the sum of Thirty-Seven Thousand Five Hundred Dollars (\$37,500) 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 2023.

ARTICLE 33: Zoning Bylaw – Section 7-09-040, Signs

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-09-040 Signs, by deleting the text shown below in strikethrough and adding the text shown below as underlined, or take any action relative thereto.

7-09-040 Signs.

A. **Purpose.** Signs are a necessary means of communicating information. Since signs are intended to be seen, they attract attention and are one (1) of the most visible and apparent aspects of a town’s character. They tend to produce a lasting impression on residents and visitors, and they provide an indication of the commercial health of a business area and a town as a whole. Simplicity in design and restrained use of signs are necessary to prevent a sign overload, which creates clutter and is as confusing as no signs at all.

B. **Definitions.** For the purpose of this section, the following terms shall have the following meanings:

- (1) AGRICULTURAL SIGN - A sign which may have wording that may be changed periodically to advertise products raised or grown principally on the premises.
- (2) AWNING SIGN - A permanent sign which is affixed to or consists of a permanent or retractable awning or marquee permanently mounted to the exterior surface of a building.
- (3) BANNER SIGN – A temporary sign intended to be hung either with or without frames, possessing characters, letters, illustrations or ornamentations applied to paper, plastic or fabric of any kind. ~~National flags, flags of political subdivisions, and symbolic flags of any institution or business shall not be considered banners for the purpose of this section.~~
- (4) BILLBOARD SIGN - A sign which advertises a business, service, product, commodity, entertainment or similar object or activity which is conducted, sold or offered on a lot other than the lot on which the sign is erected.
- (5) BUSINESS CENTER - Any aggregation of three (3) or more business or industrial tenants which share a common parking area.
- (6) CONSTRUCTION SIGN - A sign identifying the proposed building, the owner or intended occupant and the contractor, architect and engineers. A construction sign for more than a single lot will be considered to be a subdivision sign.
- (7) DIRECTIONAL OR INFORMATIONAL SIGN - A sign which is necessary for the safety and direction of vehicular or pedestrian traffic.
- (8) DIRECTORY SIGN - A sign listing the name and location of the occupants of a site or building.

(9) DISPLAY AREA - See “sign area.”

(10) ELECTRONIC MESSAGE CENTER - Any sign that utilizes computer-generated messages or some other electronic means of changing copy.

(11) ERECTING - Any installing, constructing, reconstructing, replacing, relocating, re-lettering, except as specifically provided, extending, altering or otherwise changing of a sign. “Erecting” shall not include repairing or maintaining an existing sign.

(12) EXTERNALLY ILLUMINATED SIGN – a sign which utilizes an external and stationary light source which is shielded and directed solely at the sign.

~~(12)~~ (13) EXTERIOR SIGN - A wall sign, projecting sign or awning sign placed on or about the exterior of any structure.

~~(13)~~ (14) FLAG - See “~~banner.~~” A piece of cloth or similar material, typically oblong or square, attachable by one edge to a pole or rope.

~~(14)~~ (15) FREESTANDING SIGN - A non-movable sign not affixed to any building but constructed in a permanently fixed location of the ground with its own support structure, including a monument sign, and displaying a sign face on not more than two (2) sides.

(16) GASOLINE CANOPY SIGN - A permanent sign consisting of letters and or logo surrounding the covering structure placed over gasoline pumps.

~~(15)~~ (17) GASOLINE PUMP SIGN - The standard type of gasoline pump bearing thereon in the usual size and form the name or type of gasoline and the price thereof.

~~(16)~~ (18) INDIVIDUAL LETTER SIGN - A wall sign consisting of individual letters, mounted to a building surface without any background or frame.

(19) INTERNALLY ILLUMINATED SIGN - A sign that is illuminated by a light source internal to the sign. Internally illuminated signs include signs which utilize translucent panels.

~~(17)~~(20) MOVABLE SIGN - Any sign not permanently attached to the ground or to a building or permanent structure, which is designed to be portable, such as an A-frame, H-frame, T-frame, banner or flag, trailer sign placed on the surface of the ground, temporarily staked into the ground or a sign attached to a motor vehicle (registered or unregistered).

~~(18)~~(21) NEON SIGN - A sign which features exposed glass tubing filled with fluorescent gas.

~~(19)~~(22) OFFICE PARK OR INDUSTRIAL PARK - See “business center.”

~~(20)~~(23) PENNANT SIGN - Any lightweight plastic, fabric or other material, whether or not containing a message of any kind, suspended from a rope, wire or string, usually in series, designed to move in the wind.

~~(21)~~(24) PERMANENT SIGN - A sign that is permanently attached to a building or having in-ground supporting structure(s) or braces.

~~(22)~~(25) POLITICAL SIGN - A sign designated to influence the action of voters for the passage or defeat of a measure, or the election of a candidate to a public office at a national, state, county or local election.

~~(23)~~(26) PROJECTING SIGN - A sign which is permanently affixed to the exterior surface of a building or structure with the display area positioned perpendicular to the wall to which the sign is mounted.

~~(24)~~(27) REAL ESTATE SIGN - A sign which is used to offer for sale, lease or rent the property upon which the sign is placed.

~~(25)~~(28) ROOF SIGN - A sign attached to or erected wholly upon and over the roof of any building and supported solely on the roof structure, including the lower slope of a gambrel or mansard roof.

~~(26)~~(29) SHOPPING CENTER - See “business center.”

~~(27)~~(30) SIGN - Any words, lettering, parts or letters, figures, numerals, phrases, sentences, emblems, devices, designs, trade names or trademarks, whether stationary or portable, by which anything is made known, such as are used to designate or locate an individual, a firm, an association, a corporation, a profession, a business or a commodity or product, which are visible from a public or private street or right-of-way and used to attract attention.

~~(28)~~(31) SIGN AREA - The area of the smallest horizontally or vertically oriented rectangle which could enclose all the display area of the sign, together with any backing different in color or material from the finish material of the building face, without deduction for open space or other irregularities. Structural members not bearing advertising matter shall not be included unless internally or decoratively lighted. Where sign faces are placed back-to-back and face in opposite directions, the sign area shall be defined as the area of one (1) face of the sign.

~~(29)~~(32) SPECIAL EVENT SIGN - A sign, which is to be portable, to announce a church bazaar, fair, circus, festival, business or shop opening, special sale by a store or business or similar event. Such sign shall identify the event and the date of the event, and it may display the event’s sponsor, organizer or main feature.

~~(30)~~(33) SUBDIVISION SIGN - A sign to identify the name of the residential subdivision and located on the property of the subdivision.

~~(31)~~(34) TEMPORARY SIGN - A sign that is used only temporarily, for a specific length of time, and is not permanently mounted.

(32)(35) TENANT - As used in this section, “tenant” means a business or other establishment occupying space within a building under an agreement with the owner, or the owner-occupant of the building.

(33)(36) TRAILER SIGN - A sign mounted on a vehicle normally licensed by the state as a trailer and used for advertising or promotional purposes.

(34)(37) WALL SIGN - A sign which is painted or otherwise permanently affixed to a vertical exterior surface of a building or structure with the display area positioned parallel with the wall to which the sign is mounted, and including such a sign affixed to a parapet. ~~or to the lower slope of a gambrel or mansard roof.~~

(35)(38) WINDOW SIGN - A sign, picture, symbol or message that is placed inside a window, drawn, painted or etched on the window pane or glass or otherwise attached in or on a window and visible from the exterior of the window, not including any part of a customary window display of merchandise or other product.

C. Sign permits. Non-Conformity and Compliance.

(1) No sign shall be erected on the exterior of any building or on any land unless the Building Inspector has issued a sign permit. Application for a sign permit shall be on the form prescribed by the Building Inspector and shall include such information and drawings as the Building Inspector requires.

(2) All signs erected hereunder shall be erected in the exact location and manner described in the permit.

(3) The re-lettering of a sign shall be equivalent to the erecting of a sign, except when the original wording is reproduced.

(4) Any pre-existing nonconforming sign and/or support structure, legally permitted and erected prior to the adoption of this provision, or any amendments thereto, which remains unaltered in any way, may be continued if maintained.

(5) Pre-existing nonconforming signs shall not be enlarged, redesigned, or structurally altered except in conformity with this bylaw.

(6) A pre-existing non-conforming sign which is removed or abandoned for longer than 30 days or destroyed beyond repair shall not be replaced unless it complies with this bylaw.

(7) No use variances are allowed for any signs.

D. Basic requirements.

- (1) The only signs allowed in the Town of Northborough are signs that advertise, call attention to or indicate the person occupying the premises on which the sign is erected or maintained, or the business transacted thereon, or that advertise the property itself or any part thereof as for sale or rent and which contain no other matter.
- (2) Billboards and similar signs are specifically prohibited.
- (3) No sign shall be part of or attached to roofs, including such a sign affixed to the lower slope of a gambrel or mansard roof, marquees, gasoline canopies, or awnings.
- (4) Wind driven, whirling, spinning, flashing, pennants, and moving and animated signs are prohibited.
- (5) Signs containing electronic streaming messages are prohibited.
- (6) Changeable copy signs that provide a variable message, the content of which is changed manually, are allowed.
- (7) No sign may be illuminated between 12:00 midnight and 6:00 a.m. except signs identifying police or fire stations or essential public services.
- (8) “No hunting, fishing, etc.,” signs not to exceed one (1) square foot are allowed.
- (9) Construction, erection and location of all freestanding signs shall be subject to the approval of the Building Inspector. No freestanding signs shall be erected if they create a safety hazard to vehicular or pedestrian traffic, in the opinion of the Building Inspector.
- (10) The location, by street number, for all nonresidential structures shall be included on the freestanding sign. The portion of the area used for the street address shall not exceed fifteen percent (15%) of the allowed square footage and shall not affect the calculation of allowed sign square footage.
- (11) Illumination standards for signs with electronic message centers.
 - (a) Each electronic message center shall be equipped with a light sensing device that automatically adjusts the brightness of the sign as ambient light conditions change.
 - (b) All electronic message center signs shall contain a default design that will freeze the sign in one (1) position if a malfunction occurs.
 - (c) No electronic message center sign shall exceed a brightness level of three-tenths (0.3) foot candles above ambient light as measured using a foot candle (Lux) meter at a pre-set distance in accordance with the following procedure:

[1] At least thirty (30) minutes past sunset, record the ambient light while the sign is off or displaying all black copy;

[2] The light meter shall be held five (5) feet above the finished grade as close as practical to a perpendicular plane of the sign;

[3] The meter shall be aimed toward the center of the automatic changeable copy sign;

[4] From the same location, a second reading shall be recorded while the sign is on and not blocked;

[5] If the difference between the measurements is three-tenths (0.3) foot candles or less, the brightness is properly adjusted; otherwise the brightness level must be adjusted to comply with this standard;

[6] The measurement distance shall be determined using the following formula:

Measurement Distance = $\sqrt{\text{area of sign in sq. ft.} \times 100}$

Example: Proposed sign is fifty (50) square feet

$50 \times 100 = 5,000$

$\sqrt{5000} = 70.71'$ (use 71')

Therefore the foot candles measurement shall be taken seventy-one (71) feet from the sign.

(12) Electronic Message centers are specifically prohibited in the Downtown Business, Business East, Business West, Business South, and Industrial districts and all residential districts.

(13) Internally illuminated signs are specifically prohibited in Downtown Business.

(14) In addition to the regulations in this section, section 7-09-020 D. (2) shall also apply to signs in the Downtown Business, Business East, Business West, and Business South Districts.

E. Construction and maintenance of signs.

(1) All signs shall be constructed of durable and weatherproof material. They shall be maintained in safe structural condition and good visual appearance at all times, and no sign shall be left in a dangerous or defective state. The Building Inspector shall have the authority to inspect any sign and order the owner to paint, repair or remove a sign which constitutes a hazard or a nuisance due to improper or illegal installation, dilapidation, obsolescence or inadequate maintenance.

(2) No sign shall be painted or posted directly on the exterior surface of any wall, including windows and doors. All signs must be painted, posted or otherwise securely affixed to a substantial intermediate removable surface, and such surface shall be securely affixed to the wall of the building. However, the foregoing shall not prevent installation of a sign by individual letters or

devices cut into or securely affixed to the exterior wall of a building; provided, that such letters or devices have a minimum depth or projection of one-fourth (1/4) of an inch. The material of the sign and intermediate surface, and the manner of affixing the sign to the intermediate surface and of the intermediate surface to the wall of the building, shall be subject to the approval of the Building Inspector for the purpose of protecting the safety of the public. Notwithstanding the foregoing, signs may be painted or posted on the interior surface of any wall, including windows and doors.

F. Signs in residential districts.

(1) The following signs are permitted in the Residence A, Residence B, Residence C, General Residential, Main Street Residential, and Downtown Neighborhood Districts:

(a) One (1) wall sign or freestanding sign which does not exceed two (2) square feet in area, having the name of the occupant or designation of any authorized occupation permitted in the district, or both, shall be permitted.

(b) One (1) wall sign, freestanding sign or temporary sign which does not exceed six (6) square feet in area, advertising the rental, lease or sale of the premises, shall be permitted; provided, however, that such sign shall be removed within seven (7) days of the rental, lease or sale of the premises.

(c) Bulletin board accessory to a public or semi-public use, a school, hospital or place of worship or assembly, not exceeding ten (10) square feet in area.

(d) Temporary signs not exceeding six (6) square feet in area may be erected to warn against contagious diseases, to warn against danger or to ensure silence where serious illness exists.

(2) No sign shall be located over eight (8) feet from the ground to the top of the sign if attached to a building, or over six (6) feet from the ground to the top of any free-standing sign.

(3) In a residential district, no internally-illuminated signs shall be permitted except for an agricultural sign. Externally illuminated signs are permitted when associated with an allowed nonresidential use or a lawfully pre-existing nonconforming business use. ~~Lighting of signs for nonresidential uses shall comply with subsection (D)(5) of this section.~~

G. Signs in business districts.

(1) Type, size and number of signs. There shall not be more than the following on each lot:

(a) **Downtown Business District.**

[1] Lot with one (1) or two (2) tenants:

[a] Freestanding sign: one (1) freestanding sign; size not to exceed thirty-two (32) square feet, height not to exceed ten (10) feet as measured from the ground to the highest point of the sign or twelve (12) feet to the top of the sign structure. The freestanding sign shall indicate the name(s) of tenant(s) of the facility, in a fixed manner, and may have an additional sixteen (16) square feet of space for changeable copy message.

[b] Wall sign: one (1) wall sign not to exceed thirty-two (32) square feet in area or two (2) wall signs with a combined total area not to exceed thirty-two (32) square feet.

[c] Directory sign: one (1) directory of the tenants of the building, affixed to the exterior wall. The area of the directory sign shall not exceed one (1) square foot for each tenant of the building.

[2] Lot with three (3) or more tenants.

[a] Freestanding sign: one (1) freestanding sign for each ten (10) tenants; size not to exceed forty (40) square feet, height not to exceed ten (10) feet as measured from the ground to the highest point of the sign or twelve (12) feet to the top of the sign structure. The freestanding sign shall indicate the name of the facility in a fixed manner, and may include space for listing of individual tenants, and may have an additional twenty (20) square feet of space for changeable copy message. When more than one (1) freestanding sign on a lot, there shall be not less than fifty (50) feet between signs and no sign shall be located so as to obstruct the viewing of any other sign.

[b] Wall sign: one (1) wall sign not to exceed thirty-two (32) square feet for each tenant, attached to the wall of the store, or two (2) wall signs with a combined total area not exceeding thirty-two (32) square feet.

[c] Directory sign: one (1) directory of the tenants affixed to the exterior wall of the building. Such directory sign shall not exceed an area determined on the basis of one (1) square foot for each tenant of the building.

(b) **Business East, Business West, and Business South Districts.**

[1] Lot with one (1) or two (2) tenants.

[a] Freestanding sign: one (1) freestanding sign, size not to exceed thirty-two (32) square feet in area, height not to exceed ten (10) feet as measured from the ground to the highest point of the sign or twelve (12) feet to the top of the sign structure. The freestanding sign shall indicate the name(s) of

the tenant(s), in a fixed manner and may have an additional sixteen (16) square feet of space for changeable-copy message.

[b] Wall sign: one (1) wall sign not to exceed thirty-two (32) square feet in area or two (2) wall signs with a combined total area not to exceed thirty-two (32) square feet.

[c] Directory sign: one (1) directory of the tenants of the facility, affixed to the exterior wall. Such directory sign shall not exceed an area determined on the basis of one (1) square foot for each tenant of the building.

[2] Lot with three (3) or more tenants.

[a] Freestanding sign: one (1) freestanding sign for each ten (10) tenants located on the lot; size not to exceed fifty (50) square feet, height not to exceed ten (10) feet as measured from the ground to the highest point of the sign or twelve (12) feet to the top of the sign structure. The freestanding sign shall indicate the name of the facility in a fixed manner and may have space for listings of individual tenants and may have an additional twenty-five (25) square feet of space for changeable-copy message. When there is more than one (1) freestanding sign on a lot, there shall be not less than fifty (50) feet between signs, and no sign shall be located to obstruct the viewing of any other sign.

[b] Wall sign: one (1) wall sign not to exceed thirty-two (32) square feet for each tenant, attached to the wall of the store, or two (2) or more wall signs with a combined total area not exceeding thirty-two (32) square feet.

[c] Directory sign: one (1) directory of the tenants of the building affixed to the exterior wall of the building. Such directory sign shall not exceed an area determined on the basis of one (1) square foot for each tenant of the building.

(c) Highway Business District.

[1] Lot with one (1) or two (2) tenants.

[a] Freestanding sign. Not more than one (1) freestanding sign, size not to exceed one hundred (100) square feet, height not to exceed twenty (20) feet as measured from the ground to the highest point of the sign. The freestanding sign shall indicate the name(s) of the tenant(s), in a fixed manner and may have an additional fifty (50) square feet of space for changeable-copy message. Electronic message centers may be used as part of a freestanding sign.

[b] Wall sign: one (1) wall sign, size not to exceed one hundred (100) square feet or two (2) wall signs with a combined total area not to exceed one hundred (100) square feet.

[c] Directory sign: one (1) directory of the tenants of the building affixed to the exterior wall. Such directory sign shall not exceed an area determined on the basis of one (1) square foot for each tenant of the building.

[2] Lot with three (3) or more tenants.

[a] Freestanding sign. Not more than one (1) freestanding sign for each ten (10) tenants located on the lot; size not to exceed one hundred (100) square feet, height not to exceed twenty (20) feet as measured from the ground to the highest point of the sign. The freestanding sign shall indicate the name of the facility in a fixed manner and may have space for listings of individual tenants and may have an additional fifty (50) square feet of space for changeable-copy message. When there is more than one (1) freestanding sign on a lot, there shall be not less than fifty (50) feet between signs, and no sign shall be located to obstruct the viewing of any other sign.

~~[3]~~[b] Wall sign: one (1) wall sign not to exceed one hundred (100) square feet for each tenant, attached to the wall of the store, or two (2) wall signs with a combined total area not exceeding one hundred (100) square feet.

~~[4]~~[c] Directory sign. There may be not more than one (1) directory of the tenants of the building affixed to the exterior wall of the building. Such directory sign shall not exceed an area determined on the basis of one (1) square foot for each occupant or tenant of the building.

(2) Location.

(a) A freestanding sign shall be permitted only when erected on the property which is advertised, and no portion of the sign shall be located within the airspace above any other abutting property.

(b) A wall sign attached to a building shall be securely affixed to one (1) of the walls of the building. The sign shall not project beyond the face of any other wall of the building or above the top of the wall to which it is attached, nor shall it be located on the roof of any building. In the case of a sign parallel to the wall, the sign shall not project more than twelve (12) inches. In the case of a sign perpendicular to the wall, the sign shall not project more than six (6) feet from the face of the wall to which it is attached. If the sign is attached to a parapet, it shall not exceed the height of the parapet.

(c) In no case shall any sign or part thereof project over a property line or over a public way.

(3) Temporary signs. Signs for the purpose of announcing a special day or event and not to exist more than fifty-six (56) days per calendar year shall be permitted. The Board of Selectmen may grant an extension of this time period. One (1) exterior *movable sign* shall be limited to fifteen (15) square feet. One (1) temporary sign shall be permitted for each freestanding sign as permitted by this section. Temporary signs shall be placed a minimum distance of thirty (30) feet apart from each other. Temporary signs affixed to the inside of a window shall not exceed thirty percent (30%) of the window area of the storefront. To place a temporary sign on property other than that which is being advertised, the applicant must have written permission from the landowner and the Board of Selectmen.

H. Signs in the Industrial District.

(1) Signs shall be allowed that advertise the name of the firm or goods or services available or manufactured on the premises; provided, that:

(a) No sign shall project over a street or way used by the public.

(b) The total area of all signs shall not exceed two hundred (200) square feet.

(c) No sign shall move or flash or be designed to attract the eye by intermittent or repeated motions.

(d) No sign shall be illuminated by exposed neon or fluorescent tubes.

(e) No sign shall constitute a hazard to vehicular traffic by the direction of and amount of its illumination.

(f) The length of the sign shall not exceed thirty percent (30%) of the total width of the wall to which it is attached.

(g) All lettering is to be open and the height of the letters shall be limited to eight (8) feet.

(h) Such signs shall be attached and parallel to a building wall or roof, and the top of the sign shall not project higher than forty-two (42) inches above the main cornice line of the building or extend beyond the end of the building or project more than twenty-four (24) inches out from the building wall.

(2) No more than two (2) directional signs may be erected in any required front yard, and each shall be limited to four (4) square feet in area.

(3) Freestanding signs. Freestanding signs shall not exceed twenty (20) feet in height measured from the ground to the highest point of the sign or sign structure, and shall not exceed forty-two (42) square feet in area. An additional twenty (20) square feet may be added for changeable copy message. Electronic message centers may be used as part of a freestanding sign.

I. Auto filling or service stations. The standard type of gasoline pump bearing thereon in usual size and form the name or type of gasoline and the price thereof shall not be deemed to be in violation of this chapter.

J. Agricultural signs. One (1) sign not to exceed thirty-two (32) square feet shall be allowed, and the wording may be changed periodically to advertise products raised or grown principally on the premises.

K. Permit not required. The following types of signs do not require a permit from the Building Inspector:

(1) Real estate signs advertising rent, lease or sale are permitted; provided, that:

- (a) The sign shall not exceed thirty-two (32) square feet in area.
- (b) The sign shall advertise only the premises on which it is located.
- (c) The sign shall be removed no more than one (1) week after the completion of the sale or rental.

(2) Construction signs.

- (a) The sign shall not exceed thirty-two (32) square feet in area.
- (b) The sign shall be maintained on the premises during construction and shall be removed upon completion of the construction or issuance of a certificate of occupancy and use, whichever occurs first.

(3) Real estate signs advertising an open house event.

- (a) The sign shall not exceed six (6) square feet in area.
- (b) The sign may be erected on private property provided permission from the property owner has been granted. Upon request by the building inspector, a copy of the letter granting such permission shall be provided to the building inspector.
- (c) The sign shall only be erected on the day of the open house and shall be removed at the conclusion of the open house each day. The date of the open house shall be included on the sign.

- (4) Signs not exceeding one (1) square foot in area and bearing only property numbers, post box numbers, or names of occupants of premises.
- (5) Flags and insignia of any government, except when displayed in connection with commercial promotion.
- (6) Legal notices, identification information or direction signs erected by governmental bodies.
- (7) Integral decorative or architectural features of buildings, except letters, trademarks, moving parts, or moving lights.
- (8) Signs directing and guiding traffic and parking on private property, but bearing no advertising matter.
- (9) Noncommercial message. Sign for nonprofit organization; sign or flag which displays no commercial message; “open” and “closed” signs or flags; and/or similar type of sign which is subject to the approval of the Building Inspector.

(10) Historic Signs, Markers and Municipal Plaques. Signs and markers signifying historical importance and municipal plaques shall not be subject to this bylaw and shall be permitted in all use districts without permit.

(4-27-09 ATM, Art. 31; 4-26-10 ATM, Art. 28; 4-28-14 ATM, Art. 41; 4-27-15 ATM, Arts. 44, 45; 4-22-19 ATM, Art. 33.)

MOTION ARTICLE 33: Zoning Bylaw – Section 7-09-040, Signs

I move the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-09-040 Signs, by deleting the text shown in strikethrough and adding the text shown as underlined, as set forth in the Warrant.

ARTICLE 34: Zoning Bylaw Section 7-05-020, Classification of Uses G. Business Uses (2) Hospitality and Food Service, Section 7-05-020, Classification of uses, I. Industrial Uses, Section 7-05-030, Table of Uses, Table 1, Part B and Section 7-09-030 Off-Street Parking and Loading

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Sections 7-05-020, 7-05-030 and 7-09-030, by adding the text shown below as underlined, or take any action relative thereto.

Part 1: Definitions

7-05-020 G.(2)(i) Brew Pub: Restaurants, licensed under the relevant state and federal statutes, to produce and sell malt beverages, including beer and ale, and hard ciders at the location and whose primary business is the sale and preparation of food to be consumed on the premises. Malt

beverages and hard ciders produced on the premises may be sold to other establishments but such sales shall not exceed 25 percent of the establishment’s production capacity.

7-05-020 G.(2)(j) Nanobrewery : Also considered a craft brewery, a facility, licensed under the relevant state and federal statutes, for the small scale production of malt, wine, or hard cider beverages primarily for on premises consumption and sale with limited distribution at retail or wholesale, with a capacity of not more than six thousand (6,000) barrels per year (a barrel being equivalent to thirty one (31) gallons), and which may include a tap room where beverages produced on premises may be sold and consumed. May include a restaurant use, including outdoor dining if otherwise permitted in the zoning district.

7-05-020 G.(2)(k) Microbrewery: A facility, licensed under the relevant state and federal statutes, for the production and packaging of malt, wine, or hard cider beverages for distribution at retail or wholesale, on or off the premises, with a capacity of not more than fifteen thousand (15,000) barrels per year (a barrel being equivalent to thirty one (31) gallons), and which may include a tap room where beverages produced on the premises may be sold and consumed. May include a restaurant use, including outdoor dining if otherwise permitted in the zoning district.

7-05-020 I. (7) Brewery, Distillery, or Winery: A facility, licensed under the relevant state and federal statutes, for the production and packaging of malt, wine, hard cider or spiritous beverages for distribution at retail or wholesale, which may include a tasting room where beverages produced on the premises may be sold and consumed. May include a restaurant use, including outdoor dining if otherwise permitted in the zoning district.

Part 2: Amend Section 7-05-030, Table of Uses, Table 1, Table of Uses, Part B. Commercial and Industrial Districts

Hospitality and Food Services						
	DB	BE	BW	BS	HB	I
Restaurant, excluding alcoholic beverages	Y	Y	Y	BA	Y	N
Restaurant, including alcoholic beverages	BA	BA	BA	BA	Y	N
<u>Nanobrewery or Brew Pub</u>	<u>BA</u>	<u>BA</u>	<u>BA</u>	<u>BA</u>	<u>BA</u>	<u>PB</u>
<u>Microbrewery</u>	<u>N</u>	<u>BA</u>	<u>BA</u>	<u>BA</u>	<u>BA</u>	<u>PB</u>
<u>Brewery, Distillery, or Winery</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>PB</u>

Part 3: Off-street parking and loading.

Amend Section 7-09-030 B.(2)(b) Commercial uses.

[15] Nanobrewery, Brew Pub, Microbrewery: minimum one (1) space per three (3) seats, plus one (1) space for every two (2) employees on the largest shift.

Amend Section 7-09-030 B.(2)(c) Industrial uses

[6] Nanobrewery, Brew Pub, Microbrewery, Brewery, Distillery, or Winery : minimum one (1) space per three (3) seats, plus one (1) space for every two (2) employees on the largest shift.

MOTION ARTICLE 34: Zoning Bylaw Section 7-05-020, Classification of Uses G. Business Uses (2) Hospitality and Food Service, Section 7-05-020, Classification of uses, I. Industrial Uses, Section 7-05-030, Table of Uses, Table 1, Part B and Section 7-09-030 Off-Street Parking and Loading

I move the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Sections 7-05-020, 7-05-030 and 7-09-030, by adding the text shown as underlined, as set forth in the Warrant.

ARTICLE 35: Zoning Bylaw – Section 7-03-080, Enforcement

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-03-080 Enforcement, by deleting the text shown below in strikethrough and adding the text shown below as underlined, or take any action relative thereto.

A. General. The Building Inspector, as Zoning Enforcement Officer (ZEO), shall be charged with the enforcement of this bylaw and shall withhold a permit for the erection, alteration or moving of any building or structure if the building or structure as erected, altered or moved would be in violation of this bylaw; and no permit or license shall be granted for a new use of a building, structure or land which use would be in violation of this bylaw.

~~B.— Enforcement request. If the Building Inspector is requested in writing to enforce this bylaw against any person allegedly in violation of the same and the Building Inspector declines to act, he shall notify, in writing, the party requesting such enforcement of any action or refusal to act, and the reasons therefor, within fourteen (14) days of receipt of such request.~~

B. Enforcement request. If the Building Inspector shall be informed, by written request, that any provision of this Zoning Bylaw or of any permit or decision (issued by the Building Inspector, the Special Permit Granting Authority or Board of Appeals) or decree thereunder has been, is being, or is likely to be violated, then the Building Inspector shall make or cause to be made an investigation of the facts, including an inspection of the property where the violation may exist, and, if he finds any violation, then the Building Inspector shall, within fourteen (14) days, give notice in writing to the owner of the property or his duly authorized agent and to the occupant of

the property, and shall order that any violation shall immediately cease and may also order corrective action.

If the Building Inspector determines that there is no violation, he shall give written notice of his decision, and reasons therefor, to the party requesting such enforcement or action within fourteen (14) days after the receipt of such request.

C. Penalty for violation. Any person, firm or corporation who violates or refuses to comply with any applicable provision of this bylaw or any of the conditions under which a permit is issued by the Building Inspector, or any decision rendered by the Special Permit Granting Authority or Board of Appeals under the provisions of this bylaw shall be fined a sum not to exceed three hundred dollars (\$300.00) for each such violation. This bylaw may be enforced by the non-criminal disposition method under MGL C. 40, § 21D, as set forth in section 1-04-020 of the Town Code, in which case the penalties shall be as follows: first violation - \$50, second violation - \$100, third and subsequent violations - \$300. Each day that a violation exists shall constitute a separate offense.~~Each day that any violation is permitted to exist after written notification thereof by the building inspector/zoning enforcement officer shall constitute a separate offense.~~ The town shall be the beneficiary of all fines and penalties paid, including the costs of prosecuting any legal action if allowable by law.

D. If, after such notice and order, such violation continues, or if any owner, agent or occupant fails to obey any lawful order of the Building Inspector with respect to any violation or any use contrary to the provisions of this Zoning Bylaw, the Building Inspector may revoke any permit issued for the occupancy of the premises, may make complaint to the Superior Court or any court of competent jurisdiction for an injunction or order restraining the further use of the premises, and may take such other action as is necessary to enforce the provisions of this Zoning Bylaw.

MOTION ARTICLE 35: Zoning Bylaw – Section 7-03-080, Enforcement

I move the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-03-080 Enforcement, by deleting the text shown in strikethrough and adding the text shown as underlined, as set forth in the Warrant.

ARTICLE 36: Zoning Bylaw – Sections 7-03-030 and 7-050-010.A Use Variances

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Sections 7-03-030 and 7-05-010.A by deleting the text shown below in strikethrough, and adding the text shown below as underlined, or take any action relative thereto.

7-03-030 Board of Appeals.

B. Powers. The Board of Appeals shall have and exercise all the powers granted to it by MGL C. 40A, C. 40B, and C. 41 and by this bylaw. The Board's powers are as follows:

(1) Unless otherwise specified herein, the Board of Appeals shall serve as special permit granting authority and will hear and decide applications for special permits.

(2) To hear and decide appeals or petitions for variances from ~~the use,~~ dimensional or density requirements of this bylaw, with respect to particular land or structures, as set forth in MGL C. 40A, § 10. Use variances are prohibited.

7-05-10 General provisions.

A. No building or structure shall be erected and no building or structure or land or water area shall be used for any purpose or in any manner except in accordance with this chapter. Use variances are prohibited.

MOTION ARTICLE 36: Zoning Bylaw – Sections 7-03-030 and 7-050-010.A Use Variances

I move the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Sections 7-03-030 and 7-05-010.A by deleting the text shown in strikethrough, and adding the text shown as underlined, as set forth in the Warrant.

ARTICLE 37: Zoning Bylaw –Re-Zoning 37 South Street

To see if the Town will vote to amend the Northborough Zoning Map by removing the land located at and known as 37 South Street, Assessors’ Map 63 Parcel 175, from the General Residential (GR) zoning district and placing it in the Downtown Business (DB) zoning district, or take any action relative thereto.

MOTION ARTICLE 37: Zoning Bylaw –Re-Zoning 37 South Street

I move the Town vote to amend the Northborough Zoning Map by removing the land located at and known as 37 South Street, Assessors’ Map 63 Parcel 175, from the General Residential (GR) zoning district and placing it in the Downtown Business (DB) zoning district, as set forth in the Warrant.

ARTICLE 38: Zoning Bylaw – Section 7-03-050, Site Plans A.(4) Exceptions

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.(4) Exceptions, by deleting the text shown below in strikethrough, or take any action relative thereto.

A.(4)(b) New construction or alteration of a detached single-family dwelling ~~or two-family dwelling~~ shall not be subject to this section except when such alteration is associated with any use other than a single-family dwelling ~~or two-family dwelling~~.

MOTION ARTICLE 38: Zoning Bylaw – Section 7-03-050, Site Plans A.(4) Exceptions

I move the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-03-050, Site Plans A.(4) Exceptions, by deleting the text shown in strikethrough, as set forth in the Warrant.

ARTICLE 39: Zoning Bylaw – Add Section 7-10-060, Temporary Moratorium on Distribution and Transportation Uses

To see if the Town will vote to amend the Town’s Zoning Bylaw by adding a new Section 7-10-060, Temporary Moratorium on Distribution and Transportation Uses, that would provide as follows, and further, to amend the Table of Contents to add Section 7-10-060, “Temporary Moratorium on Distribution and Transportation Uses”, or take any action relative thereto.

SECTION 7-10-060 – Temporary Moratorium on Distribution and Transportation Uses

A) Purpose. The Town of Northborough has recently seen a significant increase in tractor trailer traffic due to numerous distribution facilities/warehouses being constructed and occupied. This is becoming a traffic/safety hazard that affects the Town as a whole. There is an identifiable community need to establish long-term zoning regulations to ensure that such uses will be consistent with the Town’s long term planning interests. The Town hereby adopts a temporary moratorium on the use of land for such purposes, as set forth below, and on the issuance of special permits 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 or amend bylaws related thereto.

B) Definitions. Warehouse: Building for the sorting, storage or wholesale marketing of materials, merchandise, products or equipment.

Trucking, rail, or freight terminal: Facility in which freight brought by truck or rail is assembled or stored for reshipment, or in which tractor or trailer units and other trucks are parked or stored, including accessory facilities for the fueling and repair of trucks parked or stored on the premises.

C) Temporary Moratorium.

Notwithstanding any other provision in the Town of Northborough Zoning Bylaw to the contrary, no special permit or building permit may be issued for the construction or permitting of any Distribution or Transportation Use, as set forth in Section 7-05-020 Classification of uses, until after May 1, 2023. The purpose of this temporary moratorium is to allow sufficient time for the Town to engage in a planning process to address the effects of such structures and uses in the Town and to enact or amend bylaws related thereto in a manner consistent with sound land use planning goals and objectives.

As part of the moratorium a Warehouse, Traffic and Trucking Committee will be formed by the Planning Board to study these uses and structures and report its findings and recommendations to the Planning Board. The scope of the review may include, but is not limited to:

- a. Traffic impact studies
- b. Trip generation analysis by classification

- c. Development of definitions to better align with current day e-commerce terms and trends
- d. E-commerce zoning best practices
- e. Changes to site plan review and approval process
- f. Traffic mitigation agreements
- g. Truck and van restriction zones
- h. Off-site parking of delivery vehicles
- i. Requirement for delivery vehicles to be registered in same municipality to capture excise tax
- j. Monitoring post-occupancy studies for corrective action
- k. Technological innovations such as drones and autonomous vehicle deliveries
- l. Fiscal Impact
- m. Environmental Impact.

The composition of the committee will be one (1) Planning Board representative, one (1) Board of Selectmen representative and three (3) residents selected by the Planning Board. The committee will be formed within 30 days of adoption of the moratorium provided for herein and must report back to the Planning Board and any other related boards by January 1, 2023 to give the Planning Board and any other board time to work on changes or amendments to article for the 2023 Town Meeting.

MOTION ARTICLE 39: Zoning Bylaw – Add Section 7-10-060, Temporary Moratorium on Distribution and Transportation Uses

I move the Town vote to amend the Town’s Zoning Bylaw by adding a new Section 7-10-060, Temporary Moratorium on Distribution and Transportation Uses, and further, to amend the Table of Contents to add Section 7-10-060, “Temporary Moratorium on Distribution and Transportation Uses”, all as set forth in the Warrant.

ARTICLE 40: Zoning Bylaw – Section 7-05-020, Classification of Uses. I, Industrial Uses, (5) Distribution and Transportation Uses, Section 7-05-030, Table of Uses, Table of Uses, Part B Commercial and Industrial Districts

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, (5) Distribution and transportation uses, and Section 7-05-030, Table of Uses, Table of Uses, Part B. Commercial and Industrial Districts, by deleting the text shown below in strikethrough and adding the text shown below as underlined, or take any action relative thereto.

Part 1, Section 7-05-020

(5) Distribution and transportation uses.

(a) Warehouse: Building for the sorting, storage or wholesale marketing of materials, merchandise, products or equipment where goods, products or materials are received,

stored on site, and primarily distributed to a single or narrow group of retailers, wholesalers, and/or business clients. This use is not intended to include Fulfillment Center.

(b) Trucking, rail or freight terminal: Facility in which freight brought by truck or rail is assembled or stored for reshipment, or in which tractor or trailer units and other trucks are parked or stored, including accessory facilities for the fueling and repair of trucks parked or stored on the premises.

(c) Fulfillment Center: A building and related facilities where goods or products sold via direct customer order (whether by internet, telephone, or mail order) by a single entity or a single entity and its affiliated sellers are received and stored on-site temporarily for the purpose of delivery direct to consumer destinations. Such facilities may include automated systems, office space and a pick and pack area to be used for sorting and packaging goods and products for delivery from available, on-site inventory.

(d) Package/Freight Delivery Facility: A building and related facilities where packages and/or freight from multiple sellers of such items is received and stored on-site temporarily for the purpose of delivery to a destination specified by the seller. This use is not intended to include Fulfillment Center or Warehouse with Distribution.

(e) Delivery Station: A building and related facilities where goods or products sold via direct customer order (whether by internet, telephone, or mail order) are prepared for 'last-mile' delivery to customers who are typically located within a tightly defined radius of the station. This use is not intended to include Fulfillment Center.

Part 2, Section 7-050-030

Distribution and Transportation Uses						
	DB	BE	BW	BS	HB	I
Warehouse	N	N	N	BA	N	PB
Trucking, rail or freight facility, or parcel distribution facility	N	N	N	N	N	PB
<u>Fulfillment Center</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>Package/Freight Delivery Facility</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>Delivery Station</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>

MOTION ARTICLE 40: Zoning Bylaw – Section 7-05-020, Classification of Uses. I, Industrial Uses, (5) Distribution and Transportation Uses, Section 7-05-030, Table of Uses, Table of Uses, Part B Commercial and Industrial Districts

I move the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-05-020 Classification of uses, I. Industrial uses, (5) Distribution and transportation uses, and Section 7-05-030, Table of Uses, Table of Uses, Part B. Commercial and Industrial Districts, by deleting the text shown in strikethrough and adding the text shown as underlined, as set forth in the Warrant.

ARTICLE 41: Zoning Bylaw – Section 7-07-020, Floodplain Overlay District

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-07-020, by deleting the text shown below in strikethrough and adding the text shown below as underlined, or take any action relative thereto.

A. General provisions.

- ~~1) The purpose of the Floodplain Overlay District is to preserve and maintain the groundwater table; to protect the public health and safety and persons and property against the hazards of floodwater inundation; to protect and preserve wildlife habitat; and to protect the community against costs which may be incurred when unsuitable development occurs in swamps, marshes, along watercourses and in areas subject to floods.~~
- 1) The purposes of the Floodplain Overlay District are to:
 - a) Ensure public safety through reducing the threats to life and personal injury
 - b) Eliminate new hazards to emergency response officials
 - c) Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding
 - d) Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding
 - e) Eliminate costs associated with the response and cleanup of flooding conditions
 - f) Reduce damage to public and private property resulting from flooding waters.
- 2) The Floodplain Overlay District shall be considered as overlying other districts. All uses permitted in the Floodplain Overlay District shall conform to uses permitted in the underlying district.
- 3) The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within the Town of Northborough designated as Zone A, AE, AH, or AO on the Worcester County Flood Insurance Rate Map (FIRM) dated July 16, 2014 issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The exact boundaries of the District shall be defined by the 1%-chance base flood elevations shown on the FIRM

and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 16, 2014. The FIRM and FIS report are incorporated herein by reference and are on file with the Planning Board, Conservation Commission and the Town Engineer.

- 4) The Town of Northborough hereby designates the position of Building Inspector/Zoning Enforcement Officer to be the official Floodplain Administrator for the Town of Northborough.
- 5) The Town of Northborough requires a permit for all proposed construction or other development in the Floodplain Overlay District, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities (consistent with and to the extent permitted by G.L. c. 40A, §3), fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties.
- 6) The Town's permit review process includes the requirement that the proponent obtain all local, state and federal permits that will be necessary in order to carry out the proposed development in the Floodplain Overlay District. The proponent must acquire all necessary permits, and must demonstrate that all necessary permits have been acquired.
- 37) In the Floodplain Overlay District, there shall be no land filling or dumping and no new construction or extension of existing structures except as provided below, and for all areas designated as floodways, any proposed encroachment in a floodway is prohibited unless certification by a registered professional engineer or architect is provided by the proponent, demonstrating that such encroachment shall not result in any increase in flood levels during the occurrence of the one-hundred-year flood.
- 48) The Floodplain District is established as an overlay district to all other districts. All development in the district, including structural and non-structural activities, whether permitted by right or by special permit, must be in compliance with MGL C. 131, § 40 and with the following:
 - a) Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas;
 - b) Wetlands Protection Regulations, Department of Environmental Protection (DEP);
 - c) Inland Wetlands Restriction, DEP; and
 - d) Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP.Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.
- 9) Variances to Building Code floodplain standards
The Town of Northborough will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance and will maintain this record in the Town's files.

The Town shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a Town official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property.

Such notification shall be maintained with the record of all variance actions for the referenced development in the Floodplain Overlay District.

10) Variances from the Zoning Bylaw related to community compliance with the National Flood Insurance Program (NFIP)

A variance from these requirements of the Floodplain Overlay District must meet the requirements set out by State law and may only be granted if:

- 1) Good and sufficient cause and exceptional non-financial hardship exist;
- 2) The variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and
- 3) The variance is the minimum action necessary to afford relief.

5-11) All subdivision proposals must be designed to assure that:

- a) Such proposals minimize flood damage;
- b) All public utilities and facilities are located and constructed to minimize or eliminate flood damage; and
- c) Adequate drainage is provided to reduce exposure to flood hazards.

6) Floodway Data. In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available federal, state, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

12) In Zones A, A1-30, and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

13) In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on Northborough's FIRM Map encroachments, including fill, new construction, substantial improvements, and other development, are prohibited within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.

14) In A Zones, in the absence of FEMA BFE data and floodway data, the Building Department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring

new construction, substantial improvements, or other development in Zone A and as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.

15) Within Zones AO and AH on the FIRM, adequate drainage paths must be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

716) Base Flood Elevation Data. Base flood elevation data is required for subdivision proposals or other developments greater than fifty (50) lots or five (5) acres, whichever is the lesser. ~~within unnumbered A zones.~~ The proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.

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

818) Notification of Watercourse Alteration. In a riverine situation, the ~~Town Engineer~~ Building Inspector/Zoning Enforcement Officer shall notify the following of any alteration or relocation of a watercourse:

- a) Adjacent communities;
- b) NFIP State Coordinator, Massachusetts Department of Conservation and Recreation, 251 Causeway Street, Suite 600-700, Boston, MA 02114-2404;
- c) NFIP Program Specialist, Federal Emergency Management Agency, Region I, 99 High Street, 6th Floor, Boston, MA 02110.

19) Abrogation and greater restriction section

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

20) Disclaimer of liability

The degree of flood protection required by this bylaw is considered reasonable by the Town but does not imply total flood protection.

21) Severability

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

22) Requirement to submit new technical data

If the Town acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s.)

Notification shall be submitted to:

FEMA Region I Risk Analysis Branch Chief

99 High St., 6th floor, Boston, MA 02110

And copy of notification to:

Massachusetts NFIP State Coordinator

MA Dept. of Conservation & Recreation, 251 Causeway Street, Boston, MA
02114

B. Definitions

1) General Definitions

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

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

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

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

HISTORIC STRUCTURE means any structure that is:

a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior;

or

d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:

(1) By an approved state program as determined by the Secretary of the Interior

or

(2) Directly by the Secretary of the Interior in states without approved programs.

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

RECREATIONAL VEHICLE means a vehicle which is:

- Built on a single chassis;
- 400 square feet or less when measured at the largest horizontal projection;
- Designed to be self-propelled or permanently towable by a light duty truck;
and
- Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

REGULATORY FLOODWAY - see FLOODWAY.

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

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

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

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

SUBSTANTIAL REPAIR OF A FOUNDATION. When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter

of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR. [As amended by Massachusetts in 9th Edition of State Building Code]
VARIANCE means a grant of relief by a community from the terms of a flood plain management regulation. [US Code of Federal Regulations, Title 44, Part 59]
VIOLATION means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in 44 CFR §60.3 is presumed to be in violation until such time as that documentation is provided. [US Code of Federal Regulations, Title 44, Part 59]

2) Flood Zone definitions

ZONE A means an area of special flood hazard without water surface elevations determined.

ZONE A1-30 and ZONE AE means area of special flood hazard with water surface elevations determined.

ZONE AH means areas of special flood hazards having shallow water depths and/or unpredictable flow paths between (1) and (3) feet, and with water surface elevations determined.

ZONE AO means area of special flood hazards having shallow water depths and/or unpredictable flow paths between (1) and (3) ft. (*Velocity flow may be evident; such flooding is characterized by ponding or sheet flow.*)

ZONE A99 means area of special flood hazard where enough progress has been made on a protective system, such as dikes, dams, and levees, to consider it complete for insurance rating purposes. (Flood elevations may not be determined.)

ZONES B, C, AND X means areas of minimal or moderate flood hazards or areas of future-conditions flood hazard. (*Zone X replaces Zones B and C on new and revised maps.*)

~~B.~~C. Prohibited uses. Except as provided in subsections (~~€D~~) and (~~€E~~) of this section, all new construction and encroachments including grading, filling, excavating, substantial improvements and other development are prohibited unless:

- (1) A technical evaluation by a registered professional engineer demonstrates that the new construction or encroachment will not result in any increase in flood levels during the occurrence of the base flood discharge; and
- (2) It is otherwise allowed by a special permit from the Zoning Board of Appeals under subsection (~~€D~~) of this section.

~~€.~~D. Permitted uses.

- ~~(1) Maintenance and repair of existing structures and improvement of existing structures; provided, that any such improvement is either within the existing structure or above the base flood elevation.~~
- (1) Maintenance, repair and replacement of existing structures in a driveway or private way or in an associated easement. Structures referred to herein are banks, walls, culverts, bridges or similar structures.
- (2) Any woodland, grassland, wetland, agricultural, horticultural or recreational use of land or water not requiring filling, including parking facilities requiring no permanent structures. Alteration or extension of preexisting nonconforming structures (see Chapter 7-08) shall be designed, placed and constructed to offer a minimum obstruction to the flow of water and shall be firmly anchored to prevent floating away.
- (3) Any activity, construction or installation conducted solely for the purpose of environmental clean-up or remediation, and required or approved by the United States Environmental Protection Agency or the Massachusetts Department of Environmental Protection.
- (4) Driveways across floodplain areas are to be designed so that the existing elevations are not altered in such a way as to decrease the flood control potential of the area or interfere with the flow of water.

~~B.~~ E. Uses permitted by special permit.

- 1) Buildings and sheds accessory to the uses described in subsection (~~DE~~) of this section, and driveways and roads are permitted on approval of the Zoning Board of Appeals in accordance with Section 7-03-040. In hearing such applications, the Zoning Board of Appeals shall consider the following, in addition to any other factors it deems pertinent:
 - a) Any such building, structure, driveway or road shall be designed, placed and constructed so as to offer a minimum obstruction to the flow of water; and said building or structure shall be firmly anchored to prevent floating away.
 - b) Such structure shall not be used for sustained human occupancy.
 - c) Such structure shall be designed to protect against damage from inundation by floodwaters, equipment or materials stored therein.
 - d) There shall be no practical alternative means of access, and the Town Engineer has certified that the said driveway or road, if constructed, shall not endanger the health, safety or welfare of the public.
 - e) The proponent has obtained any existing flood elevation data, and it has been reviewed by the Building Inspector for its reasonable utilization toward meeting the elevation or flood proofing requirements of the State Building Code.
 - f) No application approval by the Zoning Board of Appeals shall be considered to supersede the requirements of MGL C. 131, § 40 (Wetlands Protection Act) or the Massachusetts State Building Code (780 CMR).
- 2) If any land in the Floodplain Overlay District is proven to the satisfaction of the Board of Appeals as being in fact not subject to flooding or not unsuitable because of drainage

conditions for any use which would otherwise be permitted if such land were not, by operation of this section, in the Floodplain Overlay District, and said Board finds that the use of such land for any such use will not interfere with the general purpose for which the Floodplain Overlay District has been established and will not be detrimental to the public health, safety or welfare, the Zoning Board of Appeals may, after a public hearing with due notice, issue a special permit for any such user, provided written approval from FEMA verifying the parcel does not belong in the Floodplain Overlay District is submitted with any application for a special permit.

- 3) Any other bylaw or regulation to the contrary notwithstanding, no construction shall be permitted within the Floodplain Overlay District unless the Zoning Board of Appeals determines that all utilities are located, elevated and constructed so as to minimize or eliminate flood damage and that the methods of disposal for sewage, refuse and other wastes and for providing drainage are adequate to reduce flood hazards.
- 4) If a special permit is granted, the Zoning Board of Appeals shall impose such conditions and safeguards as public safety, welfare and convenience may require. Upon completion of any authorized work, an as-built plan, prepared by a registered professional engineer or a registered land surveyor, as appropriate to the data, of all improvements in the Floodplain Overlay District shall be submitted to the Building Inspector and shall specify the elevation of the lowest floor including basement, the elevation to and method by which any structure has been floodproofed and the finished grades of all disturbed areas.

MOTION ARTICLE 41: Zoning Bylaw – Section 7-07-020, Floodplain Overlay District

I move the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-07-020, by deleting the text shown in strikethrough and adding the text shown as underlined, as set forth in the Warrant.

ARTICLE 42: Citizen Petition – Annual Town Meeting Saturday 9 AM

To see if the Town will vote to amend the Northborough Town Code, Section 1-80-020 Holding of Annual Town Meeting, by changing the meeting date to the Saturday preceding the 4th Monday in April with start at 9 AM and end at 1 PM. Additional needed sessions to be held on subsequent weeknight(s) starting at 6 PM and ending at 10 PM. Special Town Meetings to follow same Saturday and weeknight format as needed.

ARTICLE 43: Citizen Petition – Property Tax Exemption for Gold Star Parents

To see if the Town will vote to accept the provisions of M.G.L. c. 59 ss5, Clause Twenty-second H (inserted by Chapter 218 of the Acts of 2018, known as An Act Relative to Veterans’ Benefits, Rights, Appreciation, Validation, and Enforcement (“BRAVE Act”)), signed into law August 28, 2018, which provides for a property tax exemption for real estate as follows: to the full amount of the taxable valuation of the real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and veterans who: (i) during active duty service, suffered

and injury or illness documented by the United States Department of Veterans Affairs or a branch of the armed forces that was a proximate cause of their death; (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the Armed Forces of the United States; provided, however, that the real estate shall be occupied by the surviving parents or guardians as the surviving parents' or guardians' domicile; and provided further that the surviving parents or guardians shall have been domiciled in the Commonwealth for the 5 consecutive years immediately before the date of filing for an exemption pursuant to this clause or the soldier or sailor, member of the National Guard or veteran was domiciled in the Commonwealth for not less than 6 months before entering service.

Surviving parents or guardians eligible for an exemption pursuant to this clause shall be eligible regardless of when the soldier or sailor, member of the National Guard or veteran died or became missing in action with a presumptive finding of death; provided, however, that the exemption shall only apply to tax years beginning on or after January 1, 2019. Such exemption shall be available until such time as the surviving parents or guardians are deceased. No real estate shall be so exempt which has been conveyed to the surviving parents or guardians to evade taxation.

ARTICLE 44: Reports

TOWN GENERAL FUND BUDGET SUMMARY

Department	FY2022 Budget	FY2023 Proposed Budget	\$ Change	% Change
GENERAL ADMINISTRATION				
<u>EXECUTIVE OFFICE</u>				
Selectmen	181,004	184,601	3,597	1.99%
Administrator	298,231	302,145	3,914	1.31%
Economic Development	1,325	1,342	17	1.28%
Town Reports	5,150	5,150	-	0.00%
<u>PUBLIC BUILDINGS</u>				
Town Hall/Public Bldgs.	598,961	623,971	25,010	4.18%
<u>FINANCE</u>				
Treasurer	317,419	325,797	8,378	2.64%
Board of Assessors	266,010	267,058	1,048	0.39%
Town Accountant	191,719	192,298	579	0.30%
<u>MIS/GIS</u>				
MIS/GIS	543,666	628,334	84,668	15.57%
<u>TOWN/CLERKS OFFICE</u>				
Town Clerk	146,633	155,391	8,758	5.97%
Election/Registration	26,145	43,791	17,646	67.49%
<u>ADVISORY BOARDS/SERVICES</u>				
Moderator	500	500	-	0.00%
Appropriations Committee	1,695	1,695	-	0.00%
Town Counsel	90,000	90,000	-	0.00%
Personnel Board	58,062	352,784	294,722	507.60%
<u>PLANNING & CONSERVATION</u>				
Conservation Commission	94,148	86,381	(7,767)	-8.25%
Planning Board	211,557	200,945	(10,612)	-5.02%
Zoning Board	5,306	5,318	12	0.23%
Earthwork Board	1,944	2,180	236	12.14%
PUBLIC SAFETY				
Police	3,032,302	3,023,809	(8,493)	-0.28%
Fire	2,194,077	2,216,978	22,901	1.04%
Emergency Preparedness	7,000	7,000	-	0.00%
Building	189,734	200,694	10,960	5.78%
Gas Inspector	12,897	12,897	-	0.00%
Wire Inspector	23,052	23,024	(28)	-0.12%
Sealer of Weights	8,000	8,000	-	0.00%
Board of Health	221,835	223,460	1,625	0.73%
Animal Control	42,729	42,729	-	0.00%
PUBLIC WORKS				
Highway Admin.	129,879	142,771	12,892	9.93%
Hwy. Const. & Maint.	1,612,846	1,690,937	78,091	4.84%
Parks	150,950	155,700	4,750	3.15%
Cemetery	166,255	169,975	3,720	2.24%
Engineering	196,605	186,605	(10,000)	-5.09%
Snow & Ice	437,000	437,000	-	0.00%
Street Lighting	135,000	147,000	12,000	8.89%
Trees	51,000	56,000	5,000	9.80%
COMMUNITY SERVICES				
Council on Aging	312,262	314,162	1,900	0.61%
Library	886,565	902,344	15,779	1.78%
Recreation	145,591	145,281	(310)	-0.21%
Youth Services	172,083	172,478	395	0.23%
Veterans Services	88,039	91,225	3,186	3.62%
Cable TV	262,753	294,728	31,975	12.17%
Cultural Council	500	500	-	0.00%
Community Affairs Committee	500	500	-	0.00%
Historical Commission	500	500	-	0.00%

Department	FY2022 Budget	FY2023 Proposed Budget	\$ Change	% Change
UNDISTRIBUTED EXPENSES				
<u>EMPLOYEE BENEFITS & INSURANCE</u>				
Health Insurance	6,122,824	6,184,052	61,228	1.00%
Transfer to OPEB Trust	-	300,000	300,000	
Life Insurance	8,930	8,930	-	0.00%
Other Benefits/FICA	489,904	516,097	26,193	5.35%
Workers Comp	134,702	134,702	-	0.00%
Retirement Assessments	2,470,601	2,725,650	255,049	10.32%
<u>BUILDING & LIABILITY INSURANCE</u>				
Bldg. & Liability Insur.	283,557	288,163	4,606	1.62%
<u>DEBT SERVICE</u>				
Debt Service	2,130,726	1,926,105	(204,621)	-9.60%
<u>STATE ASSESSMENTS</u>				
State Assessments	277,698	270,260	(7,438)	-2.68%
<u>NORFOLK AGRICULTURAL HIGH SCHOOL</u>				
Tuition/Transportation	38,500	69,934	31,434	
<u>STABILIZATION FUND CONTRIBUTION</u>				
Stabilization Fund	-	200,000	200,000	
<u>RESERVE FUND</u>				
Reserve Fund	175,000	175,000	-	0.00%
<u>SPECIAL WARRANT ARTICLES</u>				
Special Articles	805,000	2,024,000	1,219,000	151.43%
Solid Waste Subsidy	337,160	337,160	-	0.00%
OTHER NON-APPROPRIATED AMOUNTS				
Reserve for Abatements	326,767	404,661	77,894	23.84%
Offsets	29,977	27,022	(2,955)	-9.86%
ENTERPRISE FUNDS				
Water	2,961,675	2,636,103	(325,572)	-10.99%
Sewer	2,373,460	2,397,488	24,028	1.01%
Solid Waste	919,144	928,113	8,969	0.98%
GROSS TOTAL TOWN	33,405,054	35,689,418	2,284,364	6.84%
CALCULATION OF NET TOTAL TOWN				
Less Water Fund	(2,961,675)	(2,636,103)		
Less Sewer Fund	(2,373,460)	(2,397,488)		
Less Solid Waste	(919,144)	(928,113)		
Less Other Funds	(733,933)	(854,621)		
Less Recap Adjustments	54,780			
Less Debt Exclusion	(1,852,012)	(1,672,130)		
Less Reserve Fund Article	(175,000)	(175,000)		
Less Transfer to OPEB Trust	-	(300,000)		
Less Transfer to Stabilization	-	(200,000)		
Less Special Articles	(805,000)	(2,024,000)		
NET TOTAL TOWN	23,639,610	24,501,963		3.65%
CALCULATION OF TOWN APPROPRIATION				
GROSS TOTAL TOWN	33,405,054	35,689,418		
Less County Assessments	(2,470,601)	(2,725,650)		
Less State Assessments	(277,698)	(270,260)		
Less Reserve for Abatements	(326,767)	(404,661)		
Less Offsets	(29,977)	(27,022)		
Less Reserve Fund Article	(175,000)	(175,000)		
Less Stabilization Transfer Article	-	(200,000)		
Less Special Articles	(805,000)	(2,024,000)		
Less Solid Waste Subsidy	(337,160)	(337,160)		
Less Enterprise Funds	(6,254,279)	(5,961,704)		
Net Town Warrant Article 4	22,728,572	23,563,961		

FY2023 Enterprise Funds Budget Summary (Warrant Article 5)

REVENUE	FY2022	FY2023	\$ Change	% Change
Water Fees, Charges & Betterments	2,645,127	2,390,000	(255,127)	-9.65%
Transfer from Water Fund Free Cash (Operating)	316,548	246,103	(70,445)	-22.25%
TOTAL WATER FUND REVENUES	2,961,675	2,636,103	(325,572)	-10.99%
Sewer Fees, Charges & Betterments	2,373,460	2,397,488	24,028	1.01%
Transfer from Sewer Fund Free Cash (Operating)	0	0	0	
TOTAL SEWER FUND REVENUES	2,373,460	2,397,488	24,028	1.01%
Solid Waste Fees	488,000	470,000	(18,000)	-3.69%
General Fund Subsidy	337,160	337,160	0	0.00%
Transfer from Solid Waste Free Cash	93,984	120,953	26,969	28.70%
SOLID WASTE FUND REVENUES	919,144	928,113	8,969	0.98%
WATER, SEWER & SOLID WASTE REVENUES	6,254,279	5,961,704	(292,575)	-4.68%
EXPENDITURES	FY2022	FY2023	\$ Change	% Change
Wages, Benefits & Expenses	2,677,910	2,323,939	(353,971)	-13.22%
Debt Service	283,765	312,164	28,399	10.01%
WATER FUND EXPENDITURES	2,961,675	2,636,103	(325,572)	-10.99%
Wages, Benefits & Expenses	1,651,138	1,763,427	112,289	6.80%
Debt Service	722,322	634,061	(88,261)	-12.22%
SEWER FUND EXPENDITURES	2,373,460	2,397,488	24,028	1.01%
SOLID WASTE FUND EXPENDITURES	919,144	928,113	8,969	0.98%
WATER, SEWER & SOLID WASTE EXPENDITURES	6,254,279	5,961,704	(292,575)	-4.68%

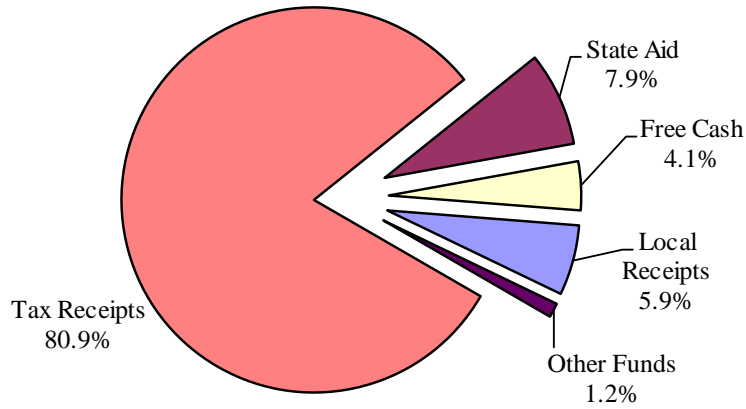
PUBLIC EDUCATION

PUBLIC EDUCATION	FY2022	FY2023	\$ Change	% Change
Northborough K-8	\$25,799,678	\$26,692,953	\$893,275	3.46%
Northborough K-8 Total (Article 6)	\$25,799,678	\$26,692,953	\$893,275	3.46%
Algonquin Regional HS 9-12	\$12,893,497	\$12,914,966	\$21,469	0.17%
Algonquin HS Debt Exclusion	\$636,265	\$653,069	\$16,804	2.64%
Algonquin Total (Article 7)	\$13,529,762	\$13,568,035	\$38,273	0.28%
Assabet Valley Regional HS	\$934,658	\$1,123,936	\$189,278	20.25%
Assabet Valley Debt Assessment	\$133,832	\$130,004	(\$3,828)	-2.86%
Assabet Total (Article 8)	\$1,068,490	\$1,253,940	\$185,450	17.36%
TOTAL PUBLIC EDUCATION	\$40,397,930	\$41,514,928	\$1,116,998	2.76%

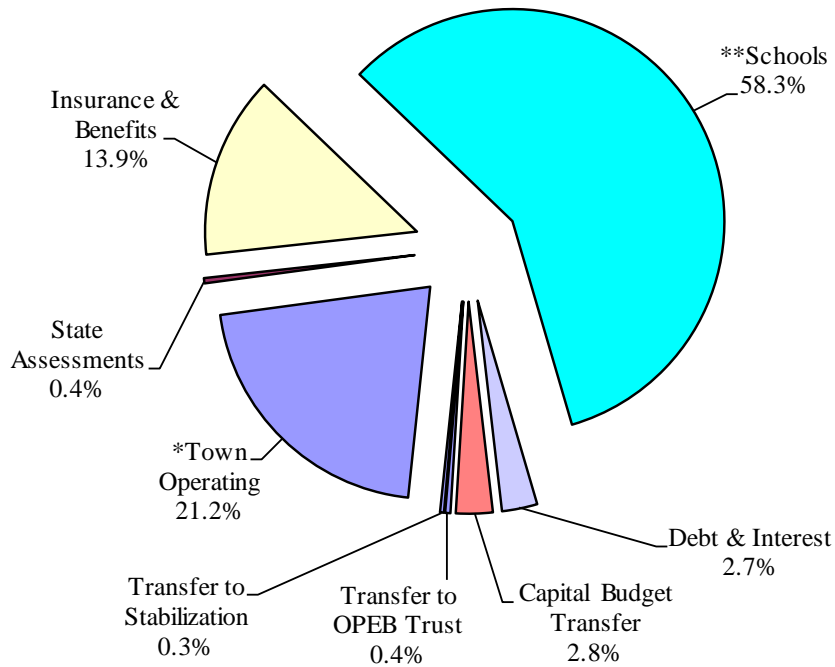
TOWN OF NORTHBOROUGH
REVENUE & EXPENDITURE SUMMARY FISCAL YEARS 2021--2023

LEVY LIMIT CALCULATION	FY2021	PROPOSED FY2022	REVISED FY2022	PROPOSED FY2023	% CHANGE
Prior Year Levy Limit	\$52,997,340	\$55,450,240	\$55,450,240	\$57,890,129	
Add 2.5%	\$1,324,934	\$1,386,256	\$1,386,256	\$1,447,253	
Add New Growth	\$1,127,966	\$684,800	\$1,053,633	\$659,600	
Add Overrides	\$0	\$0	\$0	\$0	
True Levy Limit	\$55,450,240	\$57,521,296	\$57,890,129	\$59,996,982	
Add Debt Excl - Colbum St.	\$0	\$0	\$0	\$0	
Add Debt Excl - Library	\$353,803	\$343,177	\$343,177	\$299,530	
Add Debt Excl - Senior Center	\$370,348	\$362,594	\$362,594	\$321,175	
Add Debt Excl - Algonquin	\$632,229	\$647,846	\$647,846	\$653,069	
Less Debt Excl - Settlement	(\$227,586)	(\$220,000)	(\$230,681)	(\$232,988)	
Add Debt Excl - Lincoln Street	\$1,050,837	\$1,026,182	\$1,026,182	\$998,130	
Add Debt Excl - Fire Station	\$17,098	\$52,750	\$52,750	\$42,200	
Adjusted Levy Limit	\$57,646,969	\$59,733,845	\$60,091,997	\$62,078,098	
REVENUES					
Adjusted Levy Limit	\$57,646,969	\$59,733,845	\$60,091,997	\$62,078,098	
Less Unused Levy Capacity	(\$3,399,223)	(\$3,913,557)	(\$4,362,781)	(\$4,374,770)	
Total Tax Receipts	\$54,247,746	\$55,820,288	\$55,729,216	\$57,703,328	3.54%
State Aid	\$5,434,115	\$5,521,216	\$5,557,508	\$5,614,693	1.03%
Free Cash (Operating)	\$500,000	\$500,000	\$500,000	\$500,000	0.00%
Free Cash (Rtmt/Health Ins)	\$378,000	\$0	\$0	\$0	
Free Cash (Reserve)	\$375,000	\$175,000	\$175,000	\$175,000	0.00%
Free Cash (Stabilization)	\$0	\$0	\$0	\$200,000	
Free Cash (Capital)	\$712,775	\$805,000	\$805,000	\$2,024,000	151.43%
Local Receipts	\$3,837,000	\$4,171,000	\$4,171,000	\$4,171,000	0.00%
Other Funds	\$755,886	\$733,933	\$733,933	\$854,621	16.44%
TOTAL GENERAL FUND REVENUES	\$66,240,522	\$67,726,437	\$67,671,657	\$71,242,642	5.28%
Enterprise Funds	\$5,770,815	\$6,254,279	\$6,254,279	\$5,961,704	-4.68%
TOTAL REVENUES	\$72,011,337	\$73,980,716	\$73,925,936	\$77,204,346	4.43%
EXPENDITURES					
Town Budget	\$22,913,699	\$23,639,610	\$23,639,610	\$24,501,963	3.65%
Schools					
Northborough K-8	\$25,177,844	\$25,799,678	\$25,799,678	\$26,692,953	3.46%
Algonquin 9-12	\$12,587,175	\$13,004,868	\$12,893,497	\$12,914,966	0.17%
HS Debt Exclusion	\$632,229	\$647,846	\$636,265	\$653,069	2.64%
Assabet	\$865,186	\$934,658	\$934,658	\$1,123,936	20.25%
Assabet Renovation Project	\$137,660	\$133,832	\$133,832	\$130,004	-2.86%
Warrant Articles					
Reserve Fund	\$375,000	\$175,000	\$175,000	\$175,000	0.00%
Transfer to Stabilization	\$0	\$0	\$0	\$200,000	
Free Cash Capital	\$712,775	\$805,000	\$805,000	\$2,024,000	151.43%
Transfer to OPEB Trust	\$0	\$0	\$0	\$300,000	
Zeh School Debt Service	\$0	\$0	\$0	\$0	
Colbum Street Debt Service	\$59,923	\$57,475	\$57,475	\$0	-100.00%
Library Debt Service	\$354,248	\$343,567	\$343,567	\$299,530	-12.82%
Senior Center Debt Service	\$380,145	\$371,445	\$371,445	\$321,175	-13.53%
Lincoln Street Debt Service	\$1,051,475	\$1,026,775	\$1,026,775	\$998,675	-2.74%
Fire Station Debt Service	\$17,098	\$52,750	\$52,750	\$52,750	0.00%
Other Funds	\$755,886	\$733,933	\$733,933	\$854,621	16.44%
Adjustments	\$220,180		\$68,172		
EXPENDITURES	\$66,240,522	\$67,726,437	\$67,671,657	\$71,242,642	5.28%
Water Enterprise Fund	\$2,600,970	\$2,961,675	\$2,961,675	\$2,636,103	-10.99%
Sewer Enterprise Fund	\$2,296,295	\$2,373,460	\$2,373,460	\$2,397,488	1.01%
Solid Waste Enterprise Fund	\$873,550	\$919,144	\$919,144	\$928,113	0.98%
TOTAL ALL FUNDS	\$72,011,337	\$73,980,716	\$73,925,936	\$77,204,346	4.43%

Fiscal Year 2023 Revenue Sources



Fiscal Year 2023 Expenditures



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

Article 22
Consolidated Personnel Bylaw Amendments
2022 Annual Town Meeting

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

1. Updated Classification of all Non-Union Positions in 1-64-340 Schedule A. The proposed changes reflect the completion of a comprehensive Classification and Compensation Plan review done in calendar year 2021. The proposed classification of positions by occupational groups and assignment to compensation grades reflected in the attached Schedule A are recommended by the Personnel Board.
2. Adoption of the General Compensation scale in 1-64-350 Schedule B. The proposed changes reflect the completion of a comprehensive Classification and Compensation Plan review done in calendar year 2021. The rates included in 1-64-350 Schedule B reflect market changes and adjustments to the previously approved FY2022 rates. Increase in compensation rates for non-union municipal employee positions effective July 1, 2022, will be the average increase of the Town's collective bargaining units for FY2023 as required by the Town Personnel Bylaw (1-64-040 H (1)).
3. Merit-Based Salary/Wage Adjustments in section 1-64-360 Schedule D. Proposed increases will reflect the average increase of the Town's collective bargaining units for FY2023 as required by the Town Personnel Bylaw (1-64-040 H (1)).
4. Non-Merit Based Salary/Wage Adjustment in section 1-64-360 Schedule D. Proposed changes reflect increases to state minimum wage.

1-64-340

Schedule A.

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

Grade	Position Title
1	Board Secretary Cable Access Television Assistant Custodian Food Service Coordinator Library Assistant
2	Department Assistant Hazardous Materials Assistant Light Equipment Operator
3	Assistant Tax Collector Assistant Town Clerk Administrative Assistant Program Coordinator Production Coordinator Assessor's Assistant Assistant Town Accountant
4	Data Collector Outreach Coordinator Heavy Equipment Operator Water & Sewer Maintenance Worker Counselor Librarian Recreation Program Supervisor Animal Control Officer
5	Veteran's Agent Assistant Treasurer/Collector Executive Assistant Conservation Agent Health Agent Highway Supervisor Mechanic Cable Access Director Local Inspector Inspector Assistant MIS/GIS Director

- 6 Town Clerk
Recreation Director
Family & Youth Services Director
Water/Sewer Operations Manager
Senior Center Director

- 7 Treasurer/Collector
Police Lieutenant
Planning Director
MIS/GIS Director
Library Director
Human Resources Director
Health Director
Town Engineer
Water/Sewer Superintendent
Facilities Manager
Highway Superintendent
Building Inspector/Zoning Enforcement Officer
Principal Assessor
Town Accountant

- 8 Assistant Town Administrator
Deputy Fire Chief
Assistant DPW Director

- 9 Finance Director
Director of Public Works
Fire Chief
Police Chief

1-64-350 Schedule B – Revised

General Compensation Effective July 1, 2021 (FY2022 Revised Rates)

GRADE	Hourly MINIMUM	Hourly MAXIMUM	Annual MINIMUM	Annual MAXIMUM
9	\$52.33	\$68.03	\$109,265.04	\$142,046.64
8	\$46.72	\$60.74	\$97,551.36	\$126,825.12
7	\$44.08	\$57.30	\$92,039.04	\$119,642.40
6	\$39.36	\$51.17	\$82,183.68	\$106,842.96
5	\$35.14	\$45.68	\$73,372.32	\$95,379.84
4	\$29.78	\$38.71	\$62,180.64	\$80,826.48
3	\$26.59	\$34.57	\$55,519.92	\$72,182.16
2	\$23.74	\$30.86	\$49,569.12	\$64,435.68
1	\$21.20	\$27.56	\$44,265.60	\$57,545.28

1-64-360 Schedule D

Miscellaneous Compensation

Merit-Based¹ - Eligible for General Salary/Wage Adjustment

Substitute Librarian	Minimum: \$25.79	Maximum: \$33.52/hour
Substitute Library Assistant	Minimum: \$21.03	Maximum: \$27.35/hour
Call Inspector	Minimum: \$28.54	Maximum: \$37.11/hour
Call Firefighter Trainee	Minimum: \$19.40	Maximum: \$25.25/hour
Call Firefighter	Minimum: \$21.50	Maximum: \$27.96/hour
Call Firefighter/EMT or Paramedic	Minimum: \$23.80	Maximum: \$30.94/hour
Special Police Officer	Minimum: \$18.93	Maximum: \$31.88/hour

Non 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: \$15.00	Maximum: \$17.25/hour
Seasonal Staff A	Minimum: \$15.00	Maximum: \$17.25/hour
Seasonal Staff B	Minimum: \$15.00	Maximum: \$17.25/hour
Seasonal Staff C	Minimum: \$16.75	Maximum: \$20.25/hour
Seasonal Staff D	Minimum: \$25.00	Maximum: \$60.00/hour
Senior Center Van Driver	Minimum: \$15.00	Maximum: \$17.50/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.

Report of the Financial Planning Committee

The Financial Planning Committee consists of six members. Three members are appointed by the Town Moderator, and one each by the Northborough School Committee, the Appropriations Committee and the Planning Board. 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 Annual Town Meeting on short and long-range financial planning matters, and to assist in the development of a Capital Improvement Program. During Fiscal Year 2022 the Committee was composed of the following members:

Member	Appointed By	Term Expires
David DeVries, Chair	Town Moderator	April 2023
Michael Hodge, Vice-Chair	Town Moderator	April 2022
John Rapa	Town Moderator	April 2023
William Peterson, Jr.	Northborough K-8 School Committee	April 2024
Thomas Spataro	Planning Board	April 2022

Committee Activities

Meeting Date	Meeting Topics
12/20/2021	Joint Meeting with Board of Selectmen, Financial Planning Committee, Appropriations Committee and K-8 School Committee; Financial Trend Monitoring System Presentation and Five-Year Financial Projections
03/02/2022	CIP Instruction Manual; Preliminary Free Cash Plan; Review of Preliminary ARPA Information; Preliminary Budget Update; DPW Project Updates; Review of Meeting Schedule and Town Meeting Calendar
03/09/2022	Review of FY2023 Preliminary Capital Budget; FY2023 Police Department Capital Requests; FY2023 Fire Department Capital Requests
03/16/2022	Review of FY2023 DPW, Water & Sewer Capital Requests; FY2023 K-8 Schools and ARHS Capital Requests.

03/23/2022	Election of Officers; Review of FY2023 Community Preservation Committee Project Requests; Final Review of FY2023 Capital Budget; Review of Draft Town Meeting Warrant; Discussion regarding American Rescue Plan Act (ARPA) Presentation; Discussion of Recommendations and Draft Report
03/28/2022	Board of Selectmen – Budget Hearing (Charter 6-5) (FPC Optional)
03/30/2021	Review and Approval of Committee Report to Town Meeting
4/14/2022	Joint ARPA Meeting

Similar to FY2022, preparation for the FY2023 budget was heavily influence by the ongoing COVID-19 pandemic. Even with the prevalence of vaccines, and reduced case numbers, budgets were delayed due to the ongoing management of the pandemic and the impact of federal and state funding through the Coronavirus Aid, Relief and Economic Security Act (CARES) Act and The American Rescue Plan Act (ARPA). However, the Committee was able to fulfill its duties as required by the Charter and have made its recommendations on each of the capital projects presented for funding in FY2023. Town Meeting is the Legislative Body of the Town of Northborough; and the final decision of approval or disapproval of each warrant article is ultimately up to you, the voters.

The Committee extends its appreciation to Town Administrator John Coderre and his Financial Team -- Assistant Town Administrator Becca Meekins and Finance Director Jason Little -- for their input and assistance throughout the Committee’s process. Special thanks to Diane Wackell and Lynda LePoer for their 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. The FY2023 debt service budget is just 2.69% of the overall operating budget, which is actually below the Town's Debt Policy guidelines of 5-10%, and the proposed FY2023 budget will see debt levels reduced even further. The Town is well positioned to take on some of the large upcoming building projects contained in the Capital Improvement Program (CIP), including the Fire Station and Town Offices projects. Subject to comments and recommendations made herein for specific capital projects proposed for FY2023, the Committee is pleased to recommend this CIP 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

The Town continues to participate in the Government Finance Officers Association's (GFOA) Distinguished Budget Award program. 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. Due to the delays in the budget process in FY2021, the Town was unable to apply for the GFOA award for the budget year beginning July 1, 2020. In FY2022, the Town was able to apply for the GFOA Distinguished Budget Award and is still awaiting notice of the award. The Town plans to submit its FY2023 budget as well.

Free Cash Policy

The FY2023 budget year marks the twelfth 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.); office and technology 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 primarily funded from Free Cash and other available one-time revenues. Debt capacity is reserved 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. Following the constrained budget surpluses and decision to postpone capital expenditures during FY2021, the Town is now able to address some of the capital backlog that was incurred to balance the budget in the wake of COVID-19. Due to the state and federal financial support provided directly to the Town through the CARES Act and FEMA reimbursements, the Town was able to realize a significant Free Cash certification in preparation for the FY2023 budget. As a result, this FY2023 capital plan addresses many of the previously delayed capital projects in FY2021 and FY2022. Additional discussions will occur throughout the remainder of FY2022 and FY2023 to

determine how ARPA funding will be spent, and whether a portion of those funds can go toward additional large capital items that would otherwise require financing. Current capital projects under consideration include \$800,000 for a new Fire Engine , \$880,000 for the Proctor School Roof replacement, \$400,000 for sidewalk repairs, and \$400,000 for installation of a tight tank at the DPW Garage to comply with DEP regulations. The Committee strongly encourages the use of one-time ARPA funding to address capital needs which will improve the Town’s long term Finance Conditions.

From the \$3,399,259 certified free cash balance, \$2,024,000 is allocated under the Capital Budget to finance the FY2023 pay-as-you-go capital investments with no additional tax impact. Assuming this year's Capital Budget is approved, \$14.88 million of capital expenditures will have been accomplished with Free Cash over the twelve-year period FY2012-2023, which otherwise would have been financed with debt.

Capital Projects for FY2023

The Committee has reviewed and prioritized the projects in the Capital Improvement Program for Fiscal Year 2023 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 buildings, equipment and 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 increase in growth of the Town.
4	Projects that are designed to modernize and upgrade existing Town facilities.

The Committee considers all the proposed capital projects, which have been in the Capital Improvement Plan for many years. From those proposals, the Committee recommends the capital projects below be included in this year’s FY2023 Capital Budget warrant articles. The Committee votes are 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.

Some of the FY2023 proposed capital expenditures consist of planned equipment replacements that were postponed from the FY2021 and FY2022 Capital Budget due to the financial impacts of the Covid-19 Pandemic. These projects have been placed back on the annual capital replacement scheduled in FY2023 with funding from Free Cash, which results in no additional tax impact.

Municipal Departments

Article 11	Sponsor	Cost	Priority	Recommend Approval?
Police Cruiser Replacement	Police	\$165,000	2	Unanimously Yes
<ul style="list-style-type: none"> ▪ Requested funding of \$165,000 for the purchase of three new police vehicles. This article supports the continued annual replacement of police cruisers on an established schedule. ▪ Funded from Free Cash with no additional tax impact. 				

Article 12	Sponsor	Cost	Priority	Recommend Approval?
Fire Ambulance Replacement	Fire	\$400,000	2	Unanimously Yes
<ul style="list-style-type: none"> ▪ This request seeks to replace a 2013 ambulance, pushing the 2019 ambulance to the second due, and the 2016 being the backup ambulance. ▪ Funded by EMS Revolving Funds with no additional tax impact or fee impact. 				

Article 13	Sponsor	Cost	Priority	Recommend Approval?
Road Improvements & Maintenance	Public Works - Highway	\$454,000	2	Unanimously Yes
<ul style="list-style-type: none"> ▪ Funds needed to supplement the Pavement Management Plan due to limited State Chapter 90 Transportation Funding. The Town's Pavement Management Plan requires a minimum spending level of \$1.1 million annually to maintain pavement conditions. ▪ Funded from Free Cash with no additional impact to tax rate. 				

Article 14	Sponsor	Cost	Priority	Recommend Approval?
Culvert and Drainage Replacement	Public Works – Highway	\$300,000	2	Unanimously Yes
<ul style="list-style-type: none"> ▪ Request to fund drainage repairs which may include replacement of the failed Lincoln Street culvert in conjunction with grant funds, or other urgent drainage needs in Town. In 2019, a culvert inventory and assessment was completed indicating that the town had a backlog of drainage work. ▪ Funded from Free Cash with no additional tax impact. 				

Article 15	Sponsor	Cost	Priority	Recommended Approval?
One-Ton Dump Truck with Plow	Public Works - Highway	\$130,000	2	Unanimously Yes
<ul style="list-style-type: none"> Request to replace a 2012 F350 which will be past its useful life at the time of replacement. Funded from Free Cash with no additional tax impact. 				

Article 16	Sponsor	Cost	Priority	Recommended Approval?
20-Ton Dump Truck with Plow	Public Works – Highway	\$340,000	2	Unanimously Yes
<ul style="list-style-type: none"> Request to replace a 2002 truck used for salting and sanding during snow events. These trucks have a useful life of between 15 and 20 years. Funded from Free Cash with no additional tax impact. 				

Article 17	Sponsor	Cost	Priority	Recommend Approval?
Loader Replacement	Public Works – Highway	\$290,000	2	Unanimously Yes
<ul style="list-style-type: none"> Request to replace a 2006 John Deere loader used for various construction projects throughout town as well as during snow removal operations. Funded from Free Cash with no additional tax impact. 				

Article 18	Sponsor	Cost	Priority	Recommend Approval?
Backhoe Replacement	Public Works – Highway	\$195,000	2	Unanimously Yes
<ul style="list-style-type: none"> Request to replace a 2005 model backhoe used by the Highway Division used for drainage and roadway repairs, plowing of streets, and digging graves in the cemeteries. Useful life is approximately 10 to 12 years. This equipment will be 17 years old when it is replaced. Funded from Free Cash with no additional tax impact. 				

Article 19	Sponsor	Cost	Priority	Recommend Approval?
Downtown Master Plan Study	Master Plan Implementation Committee	\$150,000	4	Unanimously Yes
<ul style="list-style-type: none"> Following the finalization of the Master Plan in 2020, the Master Plan Implementation Committee formally voted to make downtown revitalization its top priority and developed a scope of work for Downtown Master Plan Study. Funded from Free Cash with no additional tax impact. 				

Article 20	Sponsor	Cost	Priority	Recommend Approval?
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Sewer Inflow & Infiltration	Sewer Commission	\$360,000	4	Unanimously Yes
<ul style="list-style-type: none"> Funds to complete the second year of inflow and infiltration elimination from the sanitary sewer system as mandated by MassDEP under 314 CMR 12.04. Funded from Sewer Enterprise Funds with no additional tax impact. Costs for the project are part of the existing fee structure. 				

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. The Committee has decided not to review or make recommendations on projects not meeting the \$25,000 minimum definition of a Capital Project for purposes of the Capital Improvement Plan.

Article 23	Sponsor	Cost	Priority	Recommend Approval?
Housing Authority – 8 Affordable Units	Northborough Affordable Housing Corporation	\$1,340,000	N/A	Unanimously Yes
<ul style="list-style-type: none"> The Northborough Housing Authority, the Northborough Affordable Housing Corporation, and the MA Department of Housing and Community Development will be developing eight senior rental apartments. The Town is proposing contributing One Hundred Thousand Dollars (\$100,000) separately from ARPA funds to supplement the funds appropriated in this article, and transfer of funds will be contingent on grant funding to the Authority from the State and funds supplemented from the Authority for a total anticipated project cost of Two Million Four Hundred Forty Thousand Dollars (\$2,440,000). 				

Article 28	Sponsor	Cost	Priority	Recommend Approval?
Design and Project Management for Dog Park	Northborough Recreation Department	\$35,500	N/A	Unanimously Yes
<ul style="list-style-type: none"> Funds for the first phase of a three-phase project to determine a location for a community dog park. 				

Article 29	Sponsor	Cost	Priority	Recommend Approval?
Design of ADA Accessible Trail located at Senior Center	Northborough Trails Committee	\$28,500	N/A	Unanimously Yes
<ul style="list-style-type: none"> Design funds to upgrade to ADA standards and expand the existing trail located at the Senior Center. 				

Article 30	Sponsor	Cost	Priority	Recommend Approval?
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Preliminary Design of Pedestrian Access Over the Assabet River Bridge	Northborough Trails Committee	\$133,658	N/A	Unanimously Yes
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- Funds for the analysis and preliminary design for pedestrian access over the Assabet River Aqueduct Bridge.

Article 31	Sponsor	Cost	Priority	Recommend Approval?
White Cliffs Debt Service	Community Preservation Committee	\$185,800	N/A	Unanimously Yes

- Fund the fifth debt service payment associated with the purchase of the White Cliffs facility at 167 Main Street.

Respectfully submitted,

Northborough Financial Planning Committee
 March 30, 2022

Financial Planning Committee Revised Recommendations for FY2023 Capital Project Warrant Articles
Northborough Annual Town Meeting April 25, 2022

Article	Project	Amount	Funding Source	Priority	Vote *	Recommend Approval?
11	Police: Cruiser Replacement	\$165,000	Free Cash	2	(5-0-0)	YES
12	Fire: Ambulance Replacement	\$400,000	EMS Revolving Funds	2	(5-0-0)	YES
13	DPW: Road Improvements & Maintenance	\$454,000	Free Cash	2	(5-0-0)	YES
14	DPW: Culvert & Drainage Replacement	\$300,000	Free Cash	2	(5-0-0)	YES
15	DPW: One-Ton Dump Truck with Plow	\$130,000	Free Cash	2	(5-0-0)	YES
16	DPW: 20-Ton Pickup Truck with Plow & Spreader	\$340,000	Free Cash	2	(5-0-0)	YES
17	DPW: Loader Replacement	\$290,000	Free Cash	2	(5-0-0)	YES
18	DPW: Backhoe Replacement	\$195,000	Free Cash	2	(5-0-0)	YES
19	MPIC: Downtown Master Plan Study	\$150,000	Free Cash	4	(5-0-0)	YES
20	Water/Sewer: Inflow & Infiltration Mitigation	\$360,000	Sewer Enterprise Fund	4	(5-0-0)	YES
23	CPC: Housing Authority – 8 Affordable Units	\$1,340,000	CPA Fund	**	(5-0-0)	YES
28	CPC: Dog Park Design	\$35,500	CPA Fund	**	(5-0-0)	YES
29	CPC: ADA Accessible Train	\$28,500	CPA Fund	**	(5-0-0)	YES
30	CPC: Assabet Aqueduct Bridge Access Design	\$133,658	CPA Fund	**	(5-0-0)	YES
31	CPC: White Cliffs Debt	\$185,500	CPA Fund	**	(5-0-0)	YES

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

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