



**TOWN OF NORTHBOROUGH  
63 MAIN STREET  
SELECTMEN'S MEETING ROOM  
NORTHBOROUGH, MA 01532**

**FINANCIAL PLANNING COMMITTEE**

**MEETING AGENDA**

Wednesday, March 23, 2022

6:00 p.m.

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1. Reorganization - Election of Officers
2. [Review CPC Project Requests](#)
3. [Final Review of FY2023 Capital Budget](#)
4. [Review of Draft Town Meeting Warrant](#)
5. [Discussion regarding ARPA Presentation to Board of Selectmen](#)
6. [Discussion of Financial Planning Committee Recommendations and Draft Report](#)
7. Next meeting date - March 30, 2022
8. Any other business to come before the Committee



# TOWN OF NORTHBOROUGH Community Preservation Committee

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5040 x7 • 508-393-6996 Fax

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March 23, 2022

To: Northborough Financial Planning Committee

Re: Summary of FY23 CPA Project Recommendations

The Community Preservation Act was adopted by the voters of Northborough in 2004, and the by-law creating the Community Preservation Committee (CPC) was approved at Town Meeting in 2005. Since beginning to generate revenue in FY2006 from the 1.5% property tax surcharge, our town has received matching funds from the State totaling over \$2.8 million. For this year's Town Meeting, the CPC is working from a budget of \$1,534,334 consisting of \$750,000 projected new revenue + \$784,334 in the CPA reserve accounts. The CPC considered 10 applications and voted the following recommendations:

**Senior Housing Project:** Affordable housing is one of the three core tenants of the CPA, but has been disproportionately addressed in our prior project awards, accounting for about 20% of projects compared to roughly 40% each for Historical and Open Space/Recreation. This project, presented jointly by the Housing Authority and Northborough Affordable Housing Corporation (NAHC), will create 8 new affordable housing apartments, 4 of which will be on the ground level allowing handicapped access. A major driver for the project is the availability of \$800,000 in grants from Mass. DHCD, and the application is pending. The CPC voted to recommend \$844,685 in CPA funds from new revenue, housing reserve and the unreserved fund balance, and to reauthorize \$495,315 in funds previously voted to the Housing Authority and the NAHC at prior Town Meetings.

**Affordable Housing Reserve:** In the event the Senior Housing article is not approved by the voters, we need a backup article to authorize the minimum 10% of new revenue to be allocated to Affordable Housing, which would be \$75,000. The remaining funds not utilized would be returned to the housing reserve account and the unreserved account.

**Brigham Street Burial Ground Beautification:** This project will provide much needed enhancement to Northborough's oldest burial ground, including removal of many dead trees and cleanup, and installation of a sign post and fencing. The CPC voted \$5,821 from the historic reserve and \$131,679 from new revenue, which will satisfy the 10% minimum for historical.

**Kizer Cemetery Signs:** The CPC voted \$5,124 from new revenue to provide new signs for the Kizer section of the Northborough Cemetery, consistent with signs previously approved for the cemetery at prior Town Meeting. The Kizer section is over 50 years old and therefore is eligible for CPA funds in the historical category.

**Historical Society Building:** The CPC voted \$55,000 from new revenue for replacement and renovation of 33 shutters which will return the building to its original exterior form. This building is one of our greatest historical resources and the CPC continues to support the Historical Society with renovations.

**Assabet Park Fencing:** The CPC voted \$20,000 for this additional fencing requested by the DPW, but the Town if planning to cover this with ARPA funds, so this article will be dropped from the warrant.

**Dog Park Design:** The desire for a dog park has been a top request to the Recreation Dept. for several years, and meets the goals of our Open Space & Recreation Plan and the Master Plan. The CPC voted \$35,500 from the CPA unreserved fund for the initial assessment and site survey plans.

**ADA Accessible Trail Design at the Senior Center:** The CPC voted \$28,500 from new revenue for this design study as phase one to upgrade the existing trail to ADA standards, making it the first accessible trail in Northborough. This project also meets Master Plan and Open Space plan goals.

**Aqueduct Bridge Pedestrian Access Design:** Restoration of our iconic Aqueduct Bridge to allow pedestrian access and complete the link to the other sections of the aqueduct trail has been a goal in our Open Space plans for many years, and now will fulfill a Master Plan goal for connectivity in our community. The CPC voted \$55,849 from new revenue + \$813 from open space reserves + \$76,996 from the unreserved fund for the total of \$133,658 for this comprehensive design. This project would fulfill the 10% minimum for the open space category.

**Conservation Fund:** The Open Space Committee sponsored an application for \$400,000 to be transferred to the Conservation Fund, consistent with previous transfers approved at Town Meeting and with successful utilization of the Fund to acquire and preserve open space and recreation land parcels. However, after considering the existing balance in the fund of \$761,000 and the relative urgency of the other applications, the CPC voted to decline this application.

**White Cliffs Debt Service:** The CPC voted \$185,800 from new revenue for this 5<sup>th</sup> payment on the White Cliffs property.

**CPC Administration Fund:** The CPC voted \$37,500 from new revenue to the administration fund, which is 5% of the projected FY23 CPA revenue, the maximum % allowed per the CPA legislation. Any unused amounts from the admin fund in a given year go back to the unreserved account.

Respectfully,

John Campbell, Chair  
Northborough Community Preservation Committee

Cc Town Clerk, Town Administrator, Finance Director, Financial Planning Committee,  
Appropriations Committee, Housing Authority



## CPA Finance Update

**Community Preservation Committee**  
**December 2, 2021**



# [ Agenda ]

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- **Revenue Budget**
  - Received 39.42% FY2021 reimbursement on November 16<sup>th</sup>
  - Revenue Budget for FY2023
  
- **Status of Reserves & Available Funds**
  
- **Annual Obligations**
  - Spending/Reservation Requirements
  - Debt Service for White Cliffs

# Revenue Budget

<u>Fiscal Year</u>	<u>Net Tax Levy*</u>	<u>State Match</u>	<u>Date Received</u>	<u>Match %</u>	<u>Total</u>
FY2006	327,561				327,561
FY2007	353,136	327,561	10/13/2006	100.00%	680,697
FY2008	370,333	353,136	10/12/2007	100.00%	723,469
FY2009	386,417	250,573	10/16/2008	67.66%	636,990
FY2010	404,233	134,676	10/14/2009	34.85%	538,909
FY2011	413,349	109,959	10/14/2010	27.20%	523,308
FY2012	436,224	110,112	10/12/2011	26.64%	546,336
FY2013	453,755	117,056	10/15/2012	26.83%	570,811
FY2014	467,353	236,974	11/18/2013	52.23%	704,327
FY2015	489,617	147,053	11/14/2014	31.47%	636,670
FY2016	513,243	145,174	11/19/2015	29.65%	658,417
FY2017	542,359	105,609	12/1/2016	20.58%	647,968
FY2018	566,811	93,286	11/15/2017	17.20%	660,097
FY2019	594,339	107,778	11/16/2018	19.01%	702,117
FY2020	630,676	142,157	11/22/2019	23.92%	772,833
FY2021	648,956	180,541	11/13/2020	28.63%	829,497
FY2022**	575,000	255,849	11/16/2021	39.42%	830,849
<b>Subtotal</b>	<b>8,173,363</b>	<b>2,817,494</b>		<b>37.08%</b>	<b>10,663,296</b>
<b>FY2023***</b>	<b>600,000</b>	<b>150,000</b>	<b>Nov-22</b>	<b>Est. 25% Match</b>	<b>750,000</b>
*Net Tax Levy is surcharge assessed less all abatements issued during fiscal year (per State Form CP-1)					
**Per Tax Recap (Form A4) \$77,000 State Match was budgeted/\$652,000 Total revenue budgeted for FY2022					
***Anticipated 25% \$150,000 State Match/\$750,000 Total revenue budgeted for FY2023					

# [ Reserves & Available Funds ]

FY2018 Closing through estimated FY2022		Open Space	Affordable Housing	Historic Resources	Unreserved Fund Balance
<b>6/30/2018</b>	<b>FYE Reserve &amp; Fund Balances</b>	<b>813</b>	<b>313</b>	<b>77,813</b>	<b>683,313</b>
April 2018 ATM	Projects Voted from Revenue FY2019				(549,000)
	Actual FY2019 Revenues				794,641
	Net closed admin expenses				1,189
April 2019 ATM	Projects Voted from Reserve FY2020			(13,800)	(508,870)
<b>6/30/2019</b>	<b>FYE Reserve &amp; Fund Balances</b>	<b>813</b>	<b>313</b>	<b>64,013</b>	<b>421,272</b>
April 2019 ATM	Projects Voted from Revenue FY2020				(196,000)
	Actual FY2020 Revenues				879,666
	Net closed admin expenses				13,091
<b>6/30/2020</b>	<b>FYE Reserve &amp; Fund Balances</b>	<b>813</b>	<b>313</b>	<b>64,013</b>	<b>1,118,029</b>
July 2020 ATM	Projects Voted from Reserves FY2021			(38,192)	(420,000)
<b>7/18/2020</b>	<b>Available Reserve &amp; Fund Balances</b>	<b>813</b>	<b>313</b>	<b>25,821</b>	<b>698,029</b>
July 2020 ATM	Articles Voted from Revenue FY2021		62,350		(553,728)
	Actual FY2021 Revenues				881,836
	Net closed admin expenses				23,700
May 2021 ATM	Projects Voted from Reserve FY2022			(20,000)	(400,000)
<b>6/30/2021</b>	<b>FYE Reserve &amp; Fund Balances</b>	<b>813</b>	<b>62,663</b>	<b>5,821</b>	<b>649,837</b>
May 2021 ATM	Articles Voted from Revenue FY2022		65,200		(591,830)
<b>FY2023 Budget</b>	<b>Available Reserve &amp; Fund Balances</b>	<b>813</b>	<b>127,863</b>	<b>5,821</b>	
	Budgeted Revenue FY2022				652,000
	Net closed admin expenses				0
	Projects Voted from Reserve FY2023				0
<b>6/30/2022</b>	<b>Projected FYE Fund Balances</b>	<b>813</b>	<b>127,863</b>	<b>5,821</b>	<b>710,007</b>

# Reserves & Available Funds

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	Budgeted Revenue FY2022				652,000
	Net closed admin expenses				
	Projects Voted from Reserve FY2023				
<b>6/30/2022</b>	<b>Projected FYE Fund Balances</b>				

TOTAL FUND BALANCES: \$ 784,334



# Reserves & Available Funds

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	Budgeted Revenue FY2022				652,000
	Net closed admin expenses				0
	Projects Voted from Reserve FY2023				0

**FUND BALANCES: \$ 784,334 + FY2023 ESTIMATED REVENUE \$750,000 = \$1,534,334 TOTAL AVAILABLE**

# [ Annual Obligations ]

- **Spending/Reservation Requirements**
  - **At Least 10% for Open Space, Historic Resources, and Affordable Housing (\$75,000)**
  - **Not more than 5% for Administration (\$37,500)**
- **Debt Service for White Cliffs**

# Debt Service for White Cliffs

<b>FY2023 ESTIMATES</b>						
	<b>FISCAL YEAR</b>		<b>PRINCIPAL BALANCE</b>	<b>PAYDOWN / PRIN</b>	<b>*INTEREST</b>	<b>TOTAL</b>
BAN	FY2019	1	\$ 1,700,000.00	\$ 208,000.00	\$ 46,617.91	\$ 254,617.91
BAN	FY2020	2	\$ 1,492,000.00	\$ 198,000.00	\$ 33,383.82	\$ 231,383.82
BAN	FY2021	3	\$ 1,294,000.00	\$ 204,000.00	\$ 16,175.00	\$ 220,175.00
BAN*	FY2022	4	\$ 1,090,000.00	\$ 195,000.00	\$ 21,800.00	\$ 216,800.00
<b>TAXABLE BOND WITH 4% INTEREST</b>	<b>FY2023</b>	<b>5</b>	<b>\$ 895,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ 35,800.00</b>	<b>\$ 185,800.00</b>
TAXABLE BOND WITH 4% INTEREST	FY2024	6	\$ 745,000.00	\$ 149,000.00	\$ 29,800.00	\$ 178,800.00
TAXABLE BOND WITH 4% INTEREST	FY2025	7	\$ 596,000.00	\$ 149,000.00	\$ 23,840.00	\$ 172,840.00
TAXABLE BOND WITH 4% INTEREST	FY2026	8	\$ 447,000.00	\$ 149,000.00	\$ 17,880.00	\$ 166,880.00
TAXABLE BOND WITH 4% INTEREST	FY2027	9	\$ 298,000.00	\$ 149,000.00	\$ 11,920.00	\$ 160,920.00
TAXABLE BOND WITH 4% INTEREST	FY2028	10	\$ 149,000.00	\$ 149,000.00	\$ 5,960.00	\$ 154,960.00
				<b>\$ 1,700,000.00</b>	<b>\$ 243,176.73</b>	<b>\$ 1,943,176.73</b>
*FY2022 BAN W/ TIC 1.5% & NIC .2535%, \$1,090,000 BAN = \$16,350 Interest + .5% Issuance Cost						
\$190,275 INCLUDES .5% ISSUANCE COSTS, COULD RECEIVE PREMIUM						

**Town of Northborough  
Capital Improvement Program Summary  
Fiscal Years 2023-2028**

PROJECTS BY DEPARTMENT	Page #	Source of Funds	Six-Year Total	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<b>DPW: Highway/Parks/Cemetery Division</b>									
Roadway Improvements/Maintenance	36	6	2,114,000	454,000	320,000	330,000	330,000	340,000	340,000
One-Ton Dump Truck w/Plow	37	6	470,000	130,000		200,000		140,000	
Culvert & Drainage Replacement Program	39	2/6	800,000	300,000		250,000		250,000	
Loader	40	6	610,000	290,000					320,000
20-Ton Dump Truck w/ Spreader & Plow	41	6	1,300,000	340,000	335,000		300,000		325,000
Backhoe	45	6	195,000	195,000					
Highway Garage Tight Tank Installation	42	2/6	400,000		400,000				
One-Ton Pick Up Truck w/Plow	38	6	230,000		110,000			120,000	
Bucket Truck	43	2/6	395,000		395,000				
Street Sweeper	44	2/6	280,000			280,000			
Cemetery Niches	47	6	100,000			100,000			
Memorial Field Pedestrian & Parking Improvement	49	6	TBD			TBD			
Sidewalk Plow	51	2/6	225,000			225,000			
One-Ton Box Truck		6	140,000				140,000		
Stump Grinder	46	6	75,000				75,000		
Dog Park Feasibility & Construction	50	6	TBD				TBD		
Utility Tractor	52	6	100,000				100,000		
Brush Disposal Area	48	6	100,000					100,000	
Roadside Mower	53	6	125,000					125,000	
Mini-Excavator			125,000					125,000	
<b>Highway/Parks/Cemetery Subtotal</b>			<b>\$7,784,000</b>	<b>\$1,709,000</b>	<b>\$1,560,000</b>	<b>\$1,385,000</b>	<b>\$945,000</b>	<b>\$1,200,000</b>	<b>\$985,000</b>

**Town of Northborough  
Capital Improvement Program Summary  
Fiscal Years 2023-2028**

PROJECTS BY DEPARTMENT	Page #	Source of Funds	Six-Year Total	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<b>DPW: Sewer Enterprise Fund</b>									
Inflow & Infiltration (I&I) Mitigation	55	7	1,165,000	360,000		380,000		425,000	
One-ton Utility Body Truck w/Plow	56	7/8	100,000				100,000		
<b>Sewer Enterprise Fund Subtotal</b>			<b>\$1,265,000</b>	<b>\$360,000</b>	<b>\$0</b>	<b>\$380,000</b>	<b>\$100,000</b>	<b>\$425,000</b>	<b>\$0</b>
<b>DPW: Water Enterprise Fund</b>									
15-Ton Dump Truck	60	7/8	175,000		175,000				
Reservoir Dam Compliance	57	6/8	800,000		800,000				
One Ton Utility Truck w/Plow	61	7/8	250,000			120,000			130,000
Repair/Replace Water Mains and Services	59	8	450,000				50,000	400,000	
<b>Water Enterprise Fund Subtotal</b>			<b>\$1,675,000</b>	<b>\$0</b>	<b>\$975,000</b>	<b>\$120,000</b>	<b>\$50,000</b>	<b>\$400,000</b>	<b>\$130,000</b>
<b>TOTAL GENERAL GOVERNMENT (NON-SCHOOL)</b>									
Fire Subtotal			\$18,415,000	\$400,000	\$16,800,000	\$800,000	\$415,000	\$0	\$0
Police Subtotal			\$1,255,000	\$165,000	\$215,000	\$265,000	\$315,000	\$125,000	\$170,000
Town Offices Subtotal			\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0
DPW: Highway/Parks/Cemetery Subtotal			\$7,784,000	\$1,709,000	\$1,560,000	\$1,385,000	\$945,000	\$1,200,000	\$985,000
DPW: Sewer Enterprise Fund Subtotal			\$1,265,000	\$360,000	\$0	\$380,000	\$100,000	\$425,000	\$0
DPW: Water Enterprise Fund Subtotal			\$1,675,000	\$0	\$975,000	\$120,000	\$50,000	\$400,000	\$130,000
<b>TOTAL GENERAL GOVERNMENT</b>			<b>\$30,544,000</b>	<b>\$2,784,000</b>	<b>\$19,550,000</b>	<b>\$2,950,000</b>	<b>\$1,825,000</b>	<b>\$2,150,000</b>	<b>\$1,285,000</b>

**Town of Northborough  
Capital Improvement Program Summary  
Fiscal Years 2023-2028**

PROJECTS BY DEPARTMENT	Page #	Source of Funds	Six-Year Total	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<b>Northborough K-8 Public Schools Summary of School projects</b>									
Proctor Elementary Flat Roof Area Replacement	66	2/3/6	1,550,000		1,550,000				
Zeh Elementary Pitched Roof Area Replacement	66	2/3/6	2,000,000			2,000,000			
Peaslee Elementary Feasibility Study	63	2/3	800,000			800,000			
Architectural Fees & Construction	64	2/3	30,000,000					30,000,000	
**Parking Lot/Walkway Paving	60	2/6	400,000				400,000		
**Design / Fire & Sprinkler Systems	62	2/3	0				TBD		
Melican Middle School Tennis Court Resurfacing/Fencing	71	6	100,000		100,000				
Feasibility Study	69	2/3	800,000						800,000
Architect Fees/Renovation (TBD)	70	2/3	0						
<b>Northborough K-8 Public Schools Subtotal</b>			<b>\$35,650,000</b>	<b>\$0</b>	<b>\$1,650,000</b>	<b>\$2,800,000</b>	<b>\$400,000</b>	<b>\$30,000,000</b>	<b>\$800,000</b>

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

**Source of Funds Legend**

(1) Operating Revenues  
(2) Municipal GO Bonds

(3) State Aid  
(4) Trust Funds

(5) EMS Revolving Fund  
(6) Free Cash / Other

(7) Sewer Enterprise Fund  
(8) Water Enterprise Fund


**Town of Northborough  
Capital Improvement Program Summary  
Fiscal Years 2023-2028**

PROJECTS BY DEPARTMENT	Page #	Source of Funds	Six-Year Total	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<b>Fire</b>									
Ambulance Replacement	26	5	815,000	400,000			415,000		
Engine 1 Replacement	27	2/6	800,000		800,000				
Fire Station Addition/Renovation	25	2	16,000,000		16,000,000				
Rescue 1 Replacement	29	2/6	800,000			800,000			
			0						
<b>Fire Subtotal</b>			<b>\$18,415,000</b>	<b>\$400,000</b>	<b>\$16,800,000</b>	<b>\$800,000</b>	<b>\$415,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Police</b>									
Police Cruiser Replacements	30	6	910,000	165,000	165,000	115,000	170,000	125,000	170,000
Police Station Painting		6	50,000		50,000				
Emergency Generator Replacement	31	6	80,000			80,000			
Communications Center Upgrades	32	6	70,000			70,000			
Multi-Band Portable Radio Replacement	33	6	145,000				145,000		
<b>Police Subtotal</b>			<b>\$1,255,000</b>	<b>\$165,000</b>	<b>\$215,000</b>	<b>\$265,000</b>	<b>\$315,000</b>	<b>\$125,000</b>	<b>\$170,000</b>
<b>Town Administration</b>									
Downtown Master Plan Study	35	2/6	150,000	150,000					
Town Offices Building Project	34	2/6	0		TBD	TBD			
<b>Town Administration Subtotal</b>			<b>\$150,000</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>


PROJECTS BY DEPARTMENT		EXPENDITURE		FUNDING SOURCES					
		Free Cash	Community Preservation	Grants	Enterprise Fund Free Cash	Enterprise Fund Bonds	EMS Revolving Funds	ARPA	
<b>Police</b>									
	Police Cruiser Replacements (3)	165,000							
	<b>Police Subtotal</b>	<b>\$165,000</b>							
<b>Fire</b>									
	Ambulance Replacement	400,000					400,000		
	Engine Replacement	0						TBD	
	<b>Fire Subtotal</b>	<b>\$400,000</b>							
<b>Town Administration</b>									
	Downtown Master Plan	150,000							
	<b>Town Administration Subtotal</b>	<b>\$150,000</b>							
<b>DPW: Highway Division</b>									
	Roadway Improvements/Maintenance	454,000	454,000						
	One-Ton Dump Truck w/Plow Replacement	130,000	130,000						
	Culvert & Drainage Replacement Program	300,000	300,000						
	Loader Replacement	290,000	290,000						
	20-Ton Dump Truck w/Spreader & Plow	340,000	340,000						
	Backhoe Replacement	195,000	195,000						
	Highway Garage Tight Tank	0						TBD	
	Sidewalk Management Plan Phase 1	0						TBD	
	<b>Highway Subtotal</b>	<b>\$1,709,000</b>							
<b>DPW: Sewer Enterprise Funds</b>									
	Inflow & Outflow (I&I) Mitigation Repairs	360,000			360,000				
	<b>Sewer Enterprise Fund Subtotal</b>	<b>\$360,000</b>							
<b>TOTAL FY2023 CAPITAL BUDGET</b>		<b>\$2,784,000</b>	<b>\$2,024,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$360,000</b>	<b>\$400,000</b>	<b>\$0</b>	



## PROJECT DETAIL SHEET

Project Title: <b>AMBULANCE REPLACEMENT</b>								
Department: <b>Fire</b>				Category: <b>Equipment Replacement</b>				
<u>Description and Justification:</u> The Town operates an Advanced Life Support (ALS) ambulance service, which is physically housed at the Fire Station at 11 Pierce Street. There are three ambulances associated with this service, a front line ambulance, a second due ambulance and a back-up ambulance. Current call volume necessitates having two ambulances available for response whenever possible. The newest ambulance operates as the front-line unit and the older ambulance serves as the second due. The oldest ambulance serves as a back-up for when one of the two primary units are out of service. This request seeks to replace the 2013 ambulance in FY2023, at which time the 2019 ambulance would become the second due and the 2016 would become the back-up. In 2026, the 2023 will be placed as second due, the 2019 becomes the backup and the 2016 will be replaced. Purchase of new ambulances are funded entirely by EMS user fees. The planned, regularly scheduled replacement of emergency ambulances is critical to ensuring public safety.								
<b>RECOMMENDED FINANCING</b>								
	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	5	815,000	400,000			415,000		
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$815,000</b>	<b>\$400,000</b>			<b>\$415,000</b>		
<u>Source of Funds Legend</u>								
(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees					
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees					

## PROJECT DETAIL SHEET

<b>Project Title: POLICE CRUISER REPLACEMENTS</b>	
<b>Department: Police</b>	<b>Category: Equipment Replacement</b>
<p><u>Description and Justification:</u></p> <p>This request seeks to replace police vehicles on the following schedule: 2 patrol vehicles and 1 detective vehicle in FY2023; 2 patrol vehicles and 1 detective vehicle in FY2024; 2 patrol vehicles and 1 detective vehicle in FY2025; 3 patrol vehicles in FY2026; 2 patrol vehicles in FY2027; and 3 vehicles in FY2028. Patrol vehicles are typically used for four years/100,000 miles, while detective and administrative vehicles have about a six to eight year/ 100,000 expected useful life. Included in the funding request is the cost of outfitting the vehicles with equipment, including radar, emergency warning lights, prisoner transport cages and radio consoles. Whenever possible, emergency equipment is moved from the old vehicles to the new ones.</p>	
	

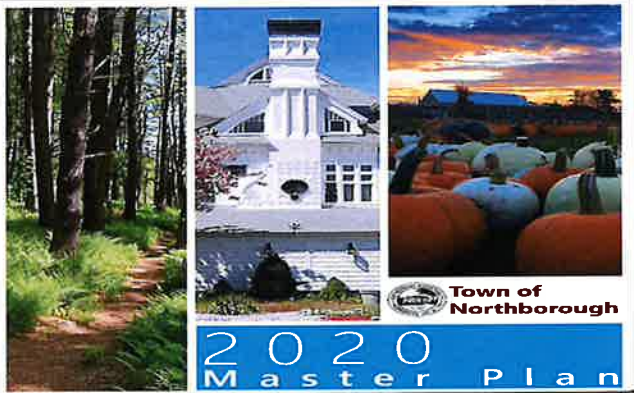
### RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	6	910,000	165,000	165,000	115,000	170,000	125,000	170,000
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$910,000</b>	<b>\$165,000</b>	<b>\$165,000</b>	<b>\$115,000</b>	<b>\$170,000</b>	<b>\$125,000</b>	<b>\$170,000</b>


#### Source of Funds Legend

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

## PROJECT DETAIL SHEET

Project Title: <b>Downtown Master Plan Study</b>											
Department: <b>Town Administrator</b>					Category: <b>Design</b>						
<u>Description and Justification:</u> <p>The Town finalized its Master Plan Update in 2020 after nearly a year long process which included extensive public participation and review. The Master Plan includes a comprehensive baseline assessment describing the Town's existing resources and conditions, and projects future needs and goals of the community. In the Fall of 2020, the Board of Selectmen established a Master Plan Implementation Committee that is charged with the evaluation and prioritization of the various goals and tasks set forth in the Master Plan document. The Master Plan Implementation Committee formally voted to make downtown revitalization its top priority and developed a scope of work for a Downtown Master Plan Study to be funded in FY2023 using Free Cash. Additional projects will likely be added to the capital plan once the study is completed.</p>											
<b>RECOMMENDED FINANCING</b>											
			Estimated Expenditures by Fiscal Year								
			Source of Funds	Total Six -Year Cost	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
A. Feasibility Study			6	150,000	150,000						
B. Design											
C. Land Acquisition											
D. Construction											
E. Furnishings/Equipment											
F. Departmental Equipment											
G. Contingency											
H. Other											
<b>TOTAL</b>					<b>\$150,000</b>						
<u>Source of Funds Legend</u>											
(1) Operating Revenues			(3) State Aid			(5) EMS Revolving Fund Fees			(7) Sewer Enterprise Fund Fees		
(2) Municipal GO Bonds			(4) Trust Funds			(6) Free Cash / Other			(8) Water Enterprise Fund Fees		

## PROJECT DETAIL SHEET

<b>Project Title: ROADWAY IMPROVEMENTS/MAINTENANCE</b>	
<b>Department: DPW - Highway</b>	<b>Category: Infrastructure Improvement</b>
<p><u>Description and Justification:</u></p> <p>The Town's initial pavement management plan inventory and assessment was first completed in 2013 which measured an average Town-wide Pavement Condition Index (PCI) of 71. In FY2015 the Legislature authorized a \$300 million Chapter 90 program; however, subsequent years' funding levels have been reduced to \$200 million. Annual spending of \$1.1 million is necessary to maintain or slightly improve our current pavement conditions. Under that standard, the Town's Annual Chapter 90 allocation of approximately \$500,000 plus a local appropriation of \$300,000 results in a \$300,000 funding gap, which would be filled if the statewide Chapter 90 funding were released at \$300 million. Our recent update to the pavement management assessment completed in 2020 found that since 2019, our estimated RSR has dropped 0.7 points. This is due to the reduction in buying power and increasing market costs for roadway infrastructure work.</p>	


### RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	6	2,114,000	454,000	320,000	330,000	330,000	340,000	340,000
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$2,114,000</b>	<b>\$454,000</b>	<b>\$320,000</b>	<b>\$330,000</b>	<b>\$330,000</b>	<b>\$340,000</b>	<b>\$340,000</b>

#### Source of Funds Legend

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

## PROJECT DETAIL SHEET

<b>Project Title: ONE-TON DUMP TRUCK WITH PLOW</b>	
<b>Department: DPW - Highway</b>	<b>Category: Equipment Replacement</b>
<p><u>Description and Justification:</u>                  This request seeks to replace a 2012 F350 in FY2023 and 2012 F550 in FY2025, and one 2016 F550 in FY2027 with F600 model trucks. As part of each capital item, an existing vehicle will be repurposed to extend its useful life. The FY2023 request allocates approximately \$20,000 toward repurposing an existing vehicle. Public Works employees use these versatile vehicles to perform their everyday tasks including moving materials and equipment that is carried and towed. These trucks are also paired with 20-ton trucks to perform snow removal operations in the winter months. The useful life of these vehicles is 10 to 12 years. At the time of replacement, the existing trucks will have reached the end of their useful lives. The Town currently has 7 one-ton dump body trucks in service and has a program to replace one every other year. To the right is a similar model pickup truck to be replaced.</p>	


### RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	6	470,000	130,000		200,000		140,000	
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$470,000</b>	<b>\$130,000</b>		<b>\$200,000</b>		<b>\$140,000</b>	

#### Source of Funds Legend

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

## PROJECT DETAIL SHEET

<b>Project Title: CULVERT REPLACEMENT PROGRAM</b>	
<b>Department: DPW - Highway</b>	<b>Category: Infrastructure Improvement</b>
<b>Description and Justification:</b>	
<p>In 2019, the Town completed a culvert inventory and condition assessment of approximately 75 culverts town-wide. Several culverts have been found to be in need of replacement due to deteriorated pipes and end treatments. Drainage systems in town are aging and many have surpassed their functional life. The Town video inspects those systems where repeated repairs have been needed to identify and prioritize the replacement projects. The FY2023 request will fund drainage repair which may include replacement of the failed Lincoln Street culvert in conjunction with grant funds, or other urgent drainage needs in Town. This request seeks funds to systematically replace/rehabilitate culverts and failing drainage systems on an ongoing basis with regular investment. The Town actively seeks appropriate grants through a variety of programs to assist with funding this critical infrastructure work. The picture to the right depicts the failed Lincoln Street culvert.</p>	


### RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	2/6	800,000	300,000		250,000		250,000	
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$800,000</b>	<b>\$300,000</b>		<b>\$250,000</b>		<b>\$250,000</b>	


#### Source of Funds Legend

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

## PROJECT DETAIL SHEET

Project Title: <b>LOADER</b>								
Department: <b>DPW - Highway</b>	Category: <b>Equipment Replacement</b>							
<p><u>Description and Justification:</u></p> <p>The Town has two front end loaders, a 2006 model and a 2014 model. This request is to replace the 2006 John Deere loader in FY2023 and the 2014 in FY2028. At the Public Works Garage, the loader is regularly used to transfer materials, rotate the compost piles and load the spreaders with salt for snow removal operations. Off-site, it is used throughout town on various construction projects as well as during snow removal operations. The loader is exposed to many different environments including corrosive materials which cause disintegration of the equipment. As the equipment ages, it requires additional mechanical and body work to keep it operational. The project costs are net of the trade-in and include approximately \$14,000 to refurbish the 2014 model year loader to extend its useful life. The picture to the right represents an example of a new replacement loader.</p>								
<b>RECOMMENDED FINANCING</b>								
	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	2/6	610,000	290,000					320,000
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$610,000</b>	<b>\$290,000</b>					<b>\$320,000</b>
<u>Source of Funds Legend</u>								
(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees					
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees					

## PROJECT DETAIL SHEET

<b>Project Title: 20-TON DUMP TRUCK WITH SPREADER &amp; PLOW</b>		<b>Category: Equipment Replacement</b>	
<b>Department: DPW - Highway</b>			
<p><u>Description and Justification:</u></p> <p>This request will replace a 2002 truck in FY2023 with a wing plow truck, a 1999 in FY2024 with one that includes a catch basin attachment, and a 2007 in FY2026. All new trucks will come with plows and spreaders. As part of each capital item, an existing vehicle will be repurposed to extend its useful life. These trucks have useful life expectancy of between 15 and 20 years. Due to the caustic nature of the salt and chemical additives used in snow removal operations, the metal bodies of these vehicles disintegrate much sooner than the total number of hours or miles would typically indicate, in spite of being washed after every salting event. Not only are these trucks used for snow removal operations but also for hauling materials during the construction season. The picture to the right represents an example of a similar 6-wheel dump truck. The Town currently has ten 20-ton trucks in service and has a schedule to replace one every other year, resulting in a 20-year replacement cycle.</p>			
<b>RECOMMENDED FINANCING</b>			
	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year
			FY 2023    FY 2024    FY 2025    FY 2026    FY 2027    FY 2028
A. Feasibility Study			
B. Design			
C. Land Acquisition			
D. Construction			
E. Furnishings/Equipment			
F. Departmental Equipment	2/6	1,300,000	340,000    335,000          300,000          325,000
G. Contingency			
H. Other			
<b>TOTAL</b>		<b>\$1,300,000</b>	<b>\$340,000    \$335,000          \$300,000          \$325,000</b>
<u>Source of Funds Legend</u>			
(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees



**PROJECT DETAIL SHEET**

**Project Title: BACKHOE REPLACEMENT**

**Department: DPW - Highway**

**Category: Equipment Replacement**

**Description and Justification:**

This request is to replace a 2005 model backhoe that is used by the Highway Division. As part of this capital request, the 2015 backhoe will have body repair and paint work completed to extend its useful life. This backhoe is used for drainage and roadway repairs, plowing of streets throughout Town and digging graves in the cemeteries. The long reach of a backhoe is necessary to properly excavate (repair, maintain and install) drain pipes and structures (catch basins, manholes, culverts, swales, etc.) throughout Town. The useful life of these vehicles is 10 to 12 years, the existing backhoe is a 2005 model year and will be at least 17 years old when it is replaced. The project costs are net of the trade-in and include approximately \$10,000 to refurbish the 2015 model year backhoe to extend its useful life. The picture to the right represents an example of new similar model backhoe.



**RECOMMENDED FINANCING**

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment	6	195,000	195,000					
G. Contingency								
H. Other								
<b>TOTAL</b>		<b>\$195,000</b>	<b>\$195,000</b>					

Source of Funds Legend

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

# Town of Northborough



DRAFT 3/23/22 (V7)  
Annual Town Meeting  
2022

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**TOWN OF NORTHBOROUGH**  
**ANNUAL TOWN MEETING HANDOUT**  
**DATE**

**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 **DATE/TIME**. to act on the following warrant articles:

**ARTICLE 1: Appointing Deputy Moderator**

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

**ARTICLE 2: Compensating Balance Agreement**

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

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

**ARTICLE 3: Prior Years’ Bills**

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

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

**ARTICLE 4: Town Budget**

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Twenty-Three Million Seven Hundred Thirty-Eight Thousand Eight Hundred Ninety-Three Dollars (\$23,789,625) 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	\$257,671
Transfer from ARPA Fund	\$250,000
Free Cash	\$500,000

for a total of One Million Five Hundred Sixty-Seven Thousand Five Hundred Sixty-Four Dollars (\$1,567,564) and that the sum of Twenty-Two Million Two Hundred Twenty-Two Thousand Sixty-One Dollars (\$22,222,061) be raised by taxation.

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

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Six Million One Hundred Four Thousand Four Hundred Forty-Four Dollars (\$6,104,442) 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	\$316,548
Solid Waste Fund Free Cash	\$ 93,984

Raise and Appropriate by Taxation:

Solid Waste General Fund Subsidy	\$337,160
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for a total of Seven Hundred Forty-Seven Thousand Six Hundred Ninety-Two Dollars (\$747,692) and that the sum of Five Million Three Hundred Fifty-Six Thousand Seven Hundred Fifty Dollars (\$5,356,750) be financed from Water, Sewer and Solid Waste Revenues.

Water Fund	\$2,768,618
Sewer Fund	\$2,407,712
Solid Waste	\$ 928,112
Total	\$6,104,442

**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.

**ARTICLE 7: Algonquin Regional High School Budget**

To see if the Town will vote to raise and appropriate by taxation Northborough’s share of the assessment for the operation of the Northborough-Southborough Regional School District, the sum of Thirteen Million Five Hundred Sixty-Eight Thousand Thirty-Five Dollars (\$13,568,035), or take any action relative thereto.

**ARTICLE 8: Assabet Valley Regional Vocational School District Budget**

To see if the Town will vote to raise and appropriate by taxation Northborough’s share of the assessment for the operation and debt service of the Assabet Valley Regional Vocational School District, the sum of One Million Two Hundred Fifty-Three Thousand Nine Hundred Forty Dollars (\$1,253,940), or take any action relative thereto.

**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:

<b>Revolving Fund</b>	<b>Annual Expenditure Limit</b>
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.

**ARTICLE 10: Appropriations Committee Reserve Fund**

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

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

**ARTICLE 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.

**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(9) 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.

**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.

**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.

**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.

**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 to 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.

**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.

**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.

**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.

**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 transfer from available funds, borrowing 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 available for future use.

**ARTICLE 21 (CIP): SCHOOL DEPARTMENT – Algonquin Regional High School Boiler Repair**

To see if the Town will approve the debt authorized by the Northborough-Southborough Regional School District, to pay costs of replacing the boiler and for the purchase and installation of a back-up boiler at Algonquin Regional High School, including the payment of all other costs incidental and related thereto; or to take any other action relative thereto.

- This Article authorizes the Northborough-Southborough Regional School District to issue debt to pay for the replacement of the boiler and for the purchase and installation of a backup boiler at Algonquin Regional High School. The project is estimated to cost One Hundred Eighty Thousand Dollars (\$180,000) with Northborough’s share estimated at One Hundred Twelve Thousand Dollars (\$112,000) plus other costs incidental and related thereto.

**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 21 – 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>.

**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
2009 Annual Town Meeting Article 37	\$ 569
2012 Annual Town Meeting Article 42	\$ 24,746
2015 Annual Town Meeting Article 57	\$ 20,000

2016 Annual Town Meeting Article 38	\$100,000
2017 Annual Town Meeting Article 42	\$100,000
2018 Annual Town Meeting Article 28	\$100,000
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 any other sum, 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 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 (\$2,440,000). Transfer of these funds will also be contingent upon successful execution of a contract with the Town.

**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.

**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.

**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.

**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.

**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 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.

**ARTICLE 29: Community Preservation Fund – Design of ADA 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 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.

**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.

**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.

**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.

**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.

~~(34)~~(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.)

**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 deleting the text shown below in strikethrough and 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

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

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.

Part 3: Off-street parking and loading. 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.

**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.

Northborough 7-03-080:

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.

~~Original 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 ~~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.

**ARTICLE 36: Zoning Bylaw – Section 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 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.

**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.

**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 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~~.

**ARTICLE 39: Zoning Bylaw – Section 7-10-060, Distribution and Transportation Uses (Warehouses and Trucking, rail or freight terminal)**

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 bylaw 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.

**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**

Part 1.

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, by deleting the text shown in strikethrough and adding the text shown as underlined, or take any action relative thereto.

- (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.

To see if the Town will vote to amend 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, or take any action relative thereto.

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

## **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, Sections 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.

7) 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.

8) 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 Bylaws 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.

- 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.
- ~~11) 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 are prohibited, 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.
- 16) 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.

18) 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 (C) and (D) 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 (E) of this section.

**C.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.

**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**

# **American Rescue Plan Act Coronavirus Local Fiscal Recovery Fund (ARPA-CLFRF)**



**Board of Selectmen  
March 14, 2022**

# Agenda

- ARPA-CLFRF Overview
- Funding Categories and Eligible Uses January 6, 2022, U.S. Department of the Treasury's issued Final Rule
- New Revenue Replacement Allowance and Implications
- Pandemic Budget Reductions
- FY2023 Proposed ARPA Projects & Initiatives

# What is ARPA?

- \$1.9 Trillion American Rescue Plan Act of 2021 (ARPA) signed into law by President Biden on March 11, 2021
- The law provides resources through the Coronavirus Local Fiscal Recovery Fund (CLFRF) to local governments to respond to the public health emergency caused by COVID-19
- The fund is administered by the US Department of the Treasury

# ARPA Funding Objectives

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control
- Replace lost revenue for eligible state & local governments to strengthen support for vital public services and help retain jobs
- Support immediate economic stabilization for households and businesses
- Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic

# ARPA Funding

\$350 billion in relief for state and local governments across the country. The CLFRF provides \$19.5 billion to support non-entitlement units of local government (NEUs), which are local governments serving a population under 50,000.

Type	Amount
States & District of Columbia	\$195.3
Counties	\$65.1
Metropolitan Cities	\$45.6
Tribal Governments	\$20.0
Territories	\$4.5
Non-entitlement Units of Local Government	\$19.5



# ARPA Funding

ARPA provides approximately \$8.7 billion to MA through the Coronavirus State and Local Fiscal Recovery Funds.

- The Commonwealth will receive \$5.3 billion
- Municipalities will receive \$2 billion
- Counties will receive \$1.34 billion
- Since Worcester County was abolished, its allotment will come directly to municipalities

# ARPA Funding

## Northborough's ARPA Funds:

# ARPA Funding

## Funding Covers Multiple Years

- Local governments will receive the funds in two tranches, the first was already received and the second will arrive in May 2022
- Funding must be obligated by December 31, 2024
- Funding must be spent by December 31, 2026
- Appropriations will likely span FY2023 and FY2024

# ARPA Funding Categories



## Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



## Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



## Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



## Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



## Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



## Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access

# ARPA Ineligible Uses

- Fund reductions in tax revenue (reduce tax impact)
- Deposit to a pension fund
- Pay debt service
- Fund legal settlements or judgements
- Deposit to reserves (stabilization/rainy day fund)
- Infrastructure projects not directly addressed in ARPA (primarily to water, sewer, stormwater and broadband projects) unless ARPA funds are taken in under the “revenue replacement” use category, in which case they may be used to fund “government services” defined as any service traditionally provided by the Town.

# New ARPA Standard Revenue Loss Allowance

- A new provision in the Final Rule allows municipalities to use a standard allowance of up to \$10 million for the revenue loss category, as an alternative to the previous revenue loss calculation formula.
- This will simplify the process and allow the town to claim the entirety of its grant award under revenue loss.
- Because the amount claimed under revenue loss can be used for “general government services,” this single provision change provides significant flexibility

# GFOA Guidelines for ARPA Funds

- ARPA funds are non-recurring so their use should be applied primarily to non-recurring expenditures.
- Care should be taken to avoid creating new programs or add-ons to existing programs that require an ongoing financial commitment.
- Use of ARPA funds to cover operating deficits caused by COVID-19 should be considered temporary and additional budget restraint may be necessary to achieve/maintain structural balance in future budgets.
- Investment in critical infrastructure is particularly well-suited use of ARPA funds because it is a non-recurring expenditure that can be targeted to strategically important long- term assets that provide benefits over many years.

# GFOA Guidelines for ARPA Funds

- ARPA funds will be issued in two tranches to local governments. Throughout the years of outlays, and until the end of calendar year 2024, consider how the funds may be used to address rescue efforts and lead to recovery.
- Use other dedicated grants and programs first whenever possible and save ARPA funds for priorities not eligible for other federal and state assistance programs.
- Whenever possible, expenditures related to the ARPA funding should be spread over the qualifying period (through December 31, 2024) to enhance budgetary and financial stability.
- Adequate time should be taken to carefully consider all alternatives for the prudent use of ARPA funding prior to committing the resources to ensure the best use of the temporary funding.



# Pandemic Budget Reductions

- Cut Operating Budgets to 1% in FY2021 and constrained increases in FY2022
- Used \$378,000 in one-time Free Cash in the FY2021 Budget
- Cut \$200,000 in Stabilization Fund Contributions in both FY2021 & FY2022
- Postponed Capital Investments in FY2021 and had less Free Cash to fund pay-as-you-go projects in FY2022 (those postponed needs have not gone away!)
- Cut over \$1 million in contributions to Other Post Employment Benefits Trust Fund (OPEB)
- Northborough's fiscal policies and conservative planning enabled us to successfully navigate the pandemic response while maintaining core service levels
- Priority should be restoration of the temporary cuts and postponed capital projects

# Spending Strategy

- 6-Year Capital Improvement Plan
- Master Plan and MPIC Priorities
  - Downtown Master Plan
  - Sidewalk Master Plan/Complete Streets initiative
- Spending of ARPA funds should follow the Town's Comprehensive Financial Policies; specifically, limiting one-time revenues for recurring expenses in the operating budget

# FY23 Proposed CIP & ARPA Projects

<b>REVENUES</b>	<b>FY2023</b>		
ARPA	\$2,258,092		
Free Cash	\$2,024,259		
Total FY2023 Available Budget		\$4,282,351	
		<b>TM CIP</b>	<b>BOS Vote</b>
		<b>Free Cash</b>	<b>ARPA</b>
<b>EXPENDITURES</b>			
Police Cruisers Replacements	\$165,000	\$165,000	
Fire Engine Replacement	\$800,000		\$800,000
Roadway Improvements/Maintenance	\$454,000	\$454,000	
One-Ton Dump Truck w/Plow (replaces 2012s, 2016)	\$130,000	\$130,000	
Culvert and Drainage Replacement Lincoln St	\$300,000	\$300,000	
Loader (replaces 2006)	\$290,000	\$290,000	
20-Ton Truck w/ Spreader & Plow	\$340,000	\$340,000	
Highway Garage Tight Tank Project	\$400,000		\$400,000
Backhoe (replaces 2005)	\$195,000	\$195,000	
Proctor School Roof Drain repairs	\$38,000		\$38,000
MPIC-Downtown Master Plan Study	\$150,000	\$150,000	
MPIC-Sidewalk Master Plan Phase 1	\$400,000		\$400,000
Affordable Housing (NAHC)	\$100,000		\$100,000
FY23 Operating Budget Subsidy for OPEB	\$250,000		\$250,000
Assabet Fence	\$20,000		\$20,000
Pickleball Alternates	\$18,000		\$18,000
BeWellNorthborough Initiative	\$100,000		\$100,000
COVID Expense Reserve	\$132,351		\$132,092
<b>TOTAL</b>		<b>\$4,282,351</b>	<b>\$2,024,000</b> <b>\$2,258,092</b>

# Fire Engine Replacement

This request seeks to replace a 2005 Engine 1. At the time of replacement it will have exceeded its expected useful life, including approximately 10 years of front-line service, 5 years back up service and 5 years reserve. The Insurance Services Office (ISO) requires Northborough to maintain 3 pumping apparatus in order to sustain its current ISO rating, which residential and commercial fire insurance rates are based upon. Engine 1 is currently the back-up reserve pumper. The 2016 Engine 2 will become the reserve back-up pumper once the new replacement is purchased and takes over as the new front-line pumper. An Engine was originally in the capital plan for replacement in FY2024; however, it is being proposed that this apparatus be replaced in FY2023 using funding from the American Rescue Plan Act (ARPA) due to ongoing maintenance and mechanical issues.

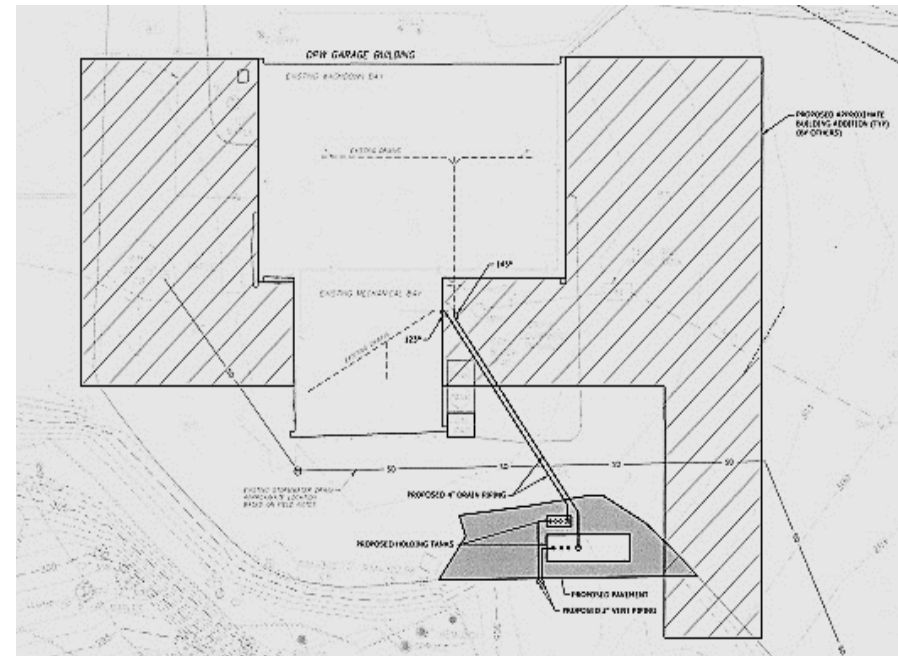
\$800,000



# Highway Garage Tight Tank

This request seeks to fund installation of a tight tank system at the highway garage located at 190 Main Street. The existing garage was built in 1984 and no longer complies with State environmental regulations. The building is served by an onsite septic system which cannot accept discharge of truck wash water. In accordance with MassDEP requirements, an underground holding tank is required for this wastewater. The project requires interior plumbing changes as well as locating the tank in such a manner that it does preclude future building expansion/reconfiguration.

\$400,000



# Proctor School Roof Repairs

On February 28<sup>th</sup> the Board of Selectmen authorized the School Superintendent to file a Statement of Interest (SOI) with the Massachusetts School Building Authority (MSBA) regarding replacement of the 40,000 square foot flat sections of the Proctor Elementary School roof. The Town previously replaced the peaked metal roof sections several years ago. The Town is seeking MSBA's assistance in paying for approximately 45% of the total project cost, which is estimated to be between \$1.5 and \$1.6 million. The school department is seeking funding to make immediate repairs to the downspouts and drains in order to resolve some of the ponding water issues on the roof. It is anticipated that approximately \$880,000 in FY2024 ARPA funding will be used to match MSBA's grant, if approved.

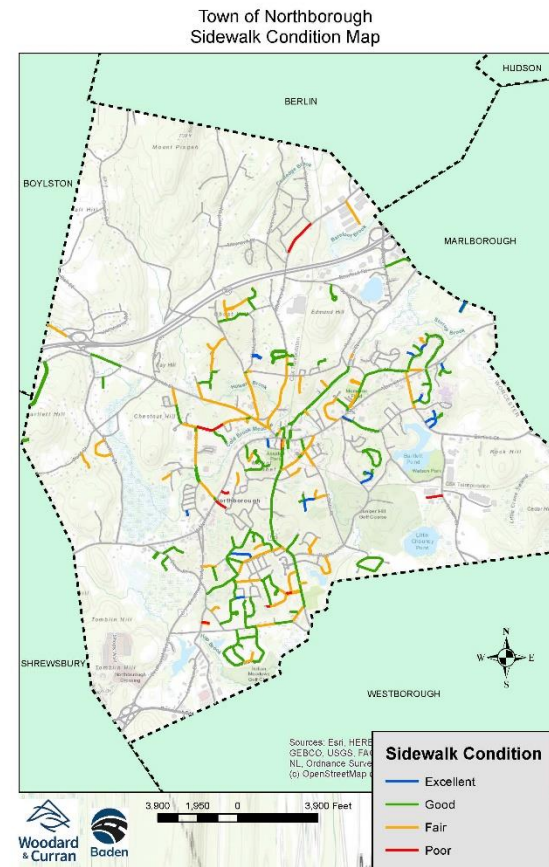
**\$38,000**



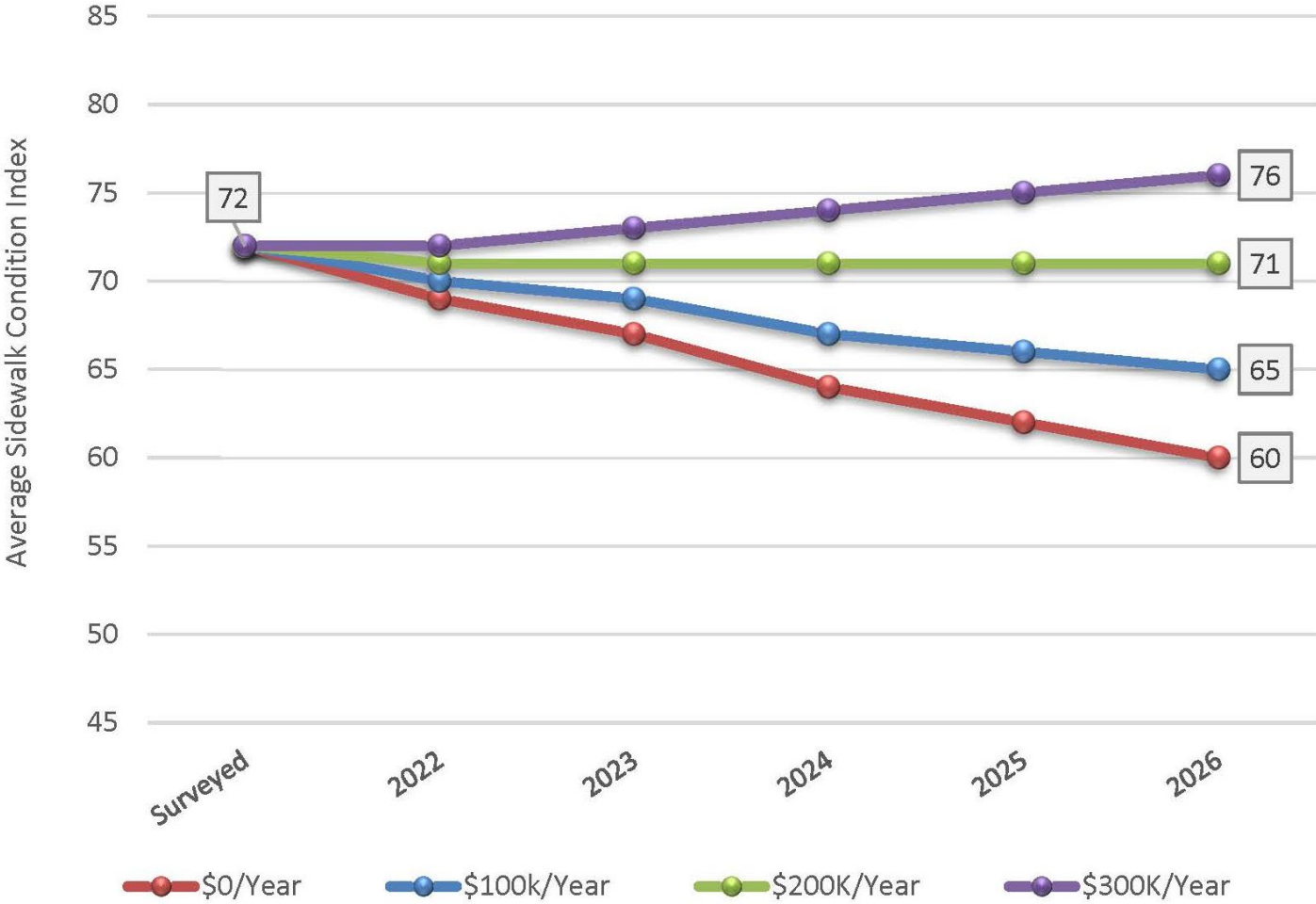
# Sidewalk Repairs Phase I

In late 2020/early 2021, as part its on-going roadway asset management program, the Town had all sidewalks and pedestrian curb ramps along Town roads inventoried and assessed. In February of 2022, the Town received a MassDOT Complete Streets Grant for \$35,200 to create a comprehensive plan to prioritize improvements, identify gaps/needs for new sidewalks, determine compliance with requirements and guidelines from the Americans with Disabilities Act and Pedestrian Right Of Way Accessibility Guidelines, and for development of Complete Streets grant projects. Repair and expansion of sidewalks is the Master Plan Implementation Committee's #2 priority. This requests seeks the first phase of funding to begin repairing the current backlog of sidewalk improvements estimated to be \$1,532,000.

## \$400,000



# Sidewalk Budget Scenarios Results





# NHA Affordable Housing

The Northborough Housing Authority (NHA), the Northborough Affordable Housing Corporation, and the MA Department of Housing and Community Development are proposing to develop eight senior rental apartments located in a single two-story building at 26 Village Drive. Four handicap accessible units will be located on the first floor. Pending approval from the Mass. Department of Housing and Community Development (DHCD), \$800,000 in state funding will be provided to the project. The Northborough Housing Authority will provide an additional \$200,000 in funding. This request proposes to use \$100,000 in ARPA funds to supplement \$1,340,000 of CPA funding at Town Meeting. In total, these funding sources meet the total project cost of \$2,440,000,

**\$100,000**



# Other Post-Employment Benefits

Due to the economic impacts of the COVID-19 pandemic, the Town postponed \$1.1 million in contributions to the OPEB Trust Fund between FY2021 and FY2022. While the postponement was part of a short-term strategy to deal with the pandemic, it is imperative that contributions get back on schedule for FY2023. In order to phase the expense back into the tax base and limit the tax impact, it is proposed that \$250,000 in ARPA funds be used to supplement the \$300,000 in the FY2023 Budget to reach the target amount of \$550,000. In FY2024 the full \$550,000 is planned to be phased back into the operating budget.

## \$250,000

Reporting Period		FY2009	FY2009	FY2011	FY2013	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
In Millions		Original	Revised									
Total OPEB Liability		\$90.44	\$34.29	\$28.07	\$32.64	\$35.38	\$36.57	\$39.14	\$47.33	\$37.75	\$40.05	\$45.94
Actuarial Value of Assets		-	-	-	-	\$0.50	\$1.05	\$1.73	\$2.44	\$3.11	\$3.74	\$4.83
Net OPEB Liability		\$90.44	\$34.29	\$28.07	\$32.64	\$34.88	\$35.52	\$37.41	\$44.89	\$34.64	\$36.32	\$41.11
Discount Rate		4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	6.00%	5.25%	6.25%	6.25%	6.25%
Funded Ratio		0.00%	0.00%	0.00%	0.00%	1.43%	2.87%	4.43%	5.15%	8.25%	9.33%	10.52%

- Formula: Other Post-Employment Assets divided by Liabilities
- Warning: Unfunded liability or increase in unfunded liability
- Trend: **Unfavorable / Improving**
- Comments: \$500K in planned annual contributions to the OPEB Trust Fund beginning in FY15 started to improve the Town's funding ratio. As of 10/31/2021 the Fund has \$5.1M. Positive investment income marginally improved the funding ratio despite pandemic impacts preventing financial contributions in FY2021 & FY2022. Reinstatement of annual contributions should be a priority in FY2023 and beyond.

# Assabet Park/Pickleball

Due to the economic impacts of the COVID-19 pandemic, two projects experienced extraordinary price escalation. The Assabet Park project requires \$20,000 to replace fencing and the Pickleball Court Project at Ellsworth McAfee Park needs an additional \$18,000 for benches and gates. Neither of these requests meet the minimum cost threshold to qualify for inclusion in the Capital Improvement Plan and both budget shortfalls are directly related to supply chain material escalation. If approved, the CPC article for the fencing may be removed from the Annual Town Meeting Warrant.

## \$20,000 & \$18,000

ASSABET PARK | CONCEPT 1



# Status of Pandemic Response

- Support the Public Health Response
  - FEMA reimbursement for vaccination clinics and ongoing response measures through April 2022
  - Greater Boroughs Partnership for Health Grant Award \$300,000 for next three years (Northborough, Southborough, Westborough & Boylston)
  - Contract Tracing Grant Award \$160,000 for next two years
- Community outreach and support
  - Food Pantry
  - Community Meals
  - FYS Interface Referral Service for Counseling
  - Senior Center Outreach
  - COVID Task Force



# “BeWellNorthborough”

“BeWellNorthborough” is a staff driven initiative aimed at combating the negative impacts of COVID-19. It is intended to aid residents in coping with the social, emotional, and physical effects of the COVID-19 pandemic by developing new programs and services that address specific community health and wellness needs. Residents will be connected through a community calendar and web page that centrally organizes new and existing programs, services, and outreach activities. BeWellNorthborough represents the coordinated effort of Town Departments to provide ongoing resources and reliable information about health and wellness topics beyond the pandemic.

\$100,000





# “BeWellNorthborough”

Rather than seek individual ARPA requests by department, staff chose to pursue a coordinated effort to minimize overlap and maximize efficiencies.

Staff will work through existing Town Boards and Committees to assess needs and gather feedback and suggestions.

**Anyone who would like to submit ideas, requests, or suggestions may do so at:**

**[www.tinyurl.com/bewellinput](http://www.tinyurl.com/bewellinput)**

## BeWellNorthborough Working Group

- Allison Lane, Recreation Dept & Commission
- Eileen Bogle, Senior Center & Council on Ageing
- Kristin Black, Health Dept & Board of Health
- Brian Griffin, Police Department
- Mary Ellen Duggan, Northborough Public Schools (Director of Wellness)
- June David-Fors, FYS & Youth Commission
- Becca Meekins, Assistant Town Administrator & Diversity and Inclusion Committee
- Jenn Bruneau, Library Dept & Board of Library Trustees

Community Meals	Food Pantry	Northborough Junior Woman's Club	Northborough Ed Foundation (NEF)	Community Affairs Committee	Interfaith Clergy Network	Regional School Coalition for Equity
D&I Committee	495/Metrowest Partnership	Corridor 9/495 Regional Chamber of Commerce	Boroughs Family Branch YMCA	Assabet Valley Regional Schools	Friends of the Northborough Senior Center	Bay Path Elder Services
Helping Hands	The Rotary Club	Vincent F Picard Post 234, The American Legion	Friends of the Northborough Public Library	Central Massachusetts Regional Veterans' District	Parent Teacher Organizations	

# Conclusion

- The proposed ARPA projects and initiatives seek to:
  - Restores cuts from the prior fiscal years related to revenue losses due to the pandemic
  - Use other dedicated grants and programs first whenever possible and save ARPA funds for priorities not eligible for other federal and state assistance programs.
  - Follows GFOA best practices and Town Fiscal Policies regarding use of one-time revenues to avoid creating new programs or additions to existing programs that require an ongoing financial commitment.
  - Use the existing long-term strategic plans approved by the Town, including the Capital Improvement Plan and the Master Plan
  - Only obligate the first tranche of funding in FY2023

## 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 2021 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 2021
Thomas Spataro	Planning Board	April 2022
<i>*Scott Rogers</i>	Appropriations Committee	
<i>*Resigned June 2020</i>		

### Committee Activities

Meeting Date	Meeting Topics
01/14/2021	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
02/04/2021	Election of Officers; CIP Instruction Manual; Preliminary Free Cash Plan; DPW Project Updates and Capital Requests; Review of Meeting Schedule and Town Meeting Calendar
02/16/2021	Review of FY2022 Preliminary Capital Budget; FY2022 Police Department Capital Requests; FY2022 Fire Department Capital Requests
02/24/2021	Review of FY2022 DPW, Water & Sewer Capital Requests; FY2022 K-8 School Department Capital Requests; Review of Town's Legislative Priorities Letter
03/02/2021	Review of FY2022 CPC Project Requests; Final Review of FY2022 Capital Budget; Public Comment regarding proposed FY2022 Capital Budget; Discussion of Recommendations and Draft Report
03/09/2021	Review and Approval of Committee Report to Town Meeting; Discussion of Town Meeting Warrant
03/22/2021	Joint Meeting with Board of Selectmen – Budget Hearing (Charter 6-5) (FPC Optional)



Preparation for FY2022 presented unique challenges as the Town continues to manage the COVID-19 pandemic. Budgetary delays originating at the state level caused minor delays in FY2022 planning. 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 FY2022. 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 FY2021 debt service budget is just 3.34% of the overall operating budget, which is actually below the Town's Debt Policy guidelines of 5-10%, and the proposed FY2022 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 FY2022, 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 Government Finance Officers Association (GFOA) awarded Northborough its tenth, consecutive Distinguished Budget Award for its annual budget document for the fiscal year beginning July 1, 2019 (FY2020). 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. Delays in the budget process in FY2021 due to the outbreak of the Covid-19 virus prevented the Town from applying for the GFOA award in FY2021. We anticipate applying for the award for the FY2022 budget cycle.

### **Free Cash Policy**

The FY2022 budget year marks the eleventh 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 conserved for larger projects such as building construction and renovation, major roadway construction and repair, water/sewer infrastructure, and land acquisition for municipal use or to preserve open space. Following the constrained budget surpluses and decision to postpone capital expenditures during FY2021, the Town may need to contemplate issuing general obligation debt for some smaller projects as a means to manage the backlog of proposed projects seeking funding. This discussion will take place in more detail during the FY2023 budget cycle, after the full economic impact of the pandemic and any potential Federal Aid is realized.

From the \$1,980,662 certified free cash balance, \$805,000 is allocated under the Capital Budget to finance the FY2022 pay-as-you-go capital investments with no additional tax impact. Assuming this year's Capital Budget is approved, \$12.86 million of capital expenditures will have been accomplished with Free Cash over the eleven-year period FY2012-2022, which otherwise would have been financed with debt. Meanwhile, the Town's component of debt service attributable to small expenditures has been eliminated, reclaiming capacity within the Proposition 2 ½ levy limit to address upcoming capital projects of larger scale.

## Capital Projects for FY2022

The Committee has reviewed and prioritized the projects in the Capital Improvement Program for Fiscal Year 2022 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 FY2022 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 FY2022 proposed capital expenditures consist of planned equipment replacements that were reduced from the FY2021 Capital Plan due to the financial impacts of the Covid-19 Pandemic. These projects have been placed back on the annual capital replacement scheduled in FY2022 with funding from Free Cash, which has no additional tax impact.

### Municipal Departments

Article	Sponsor	Cost	Priority	Recommend Approval?
Article 11	Police	\$150,000	2	Unanimously Yes
<ul style="list-style-type: none"> <li>Requested funding of \$150,000 for the purchase of three new police vehicles. This article is a return to the annual replacement schedule for Police Cruisers after the reduction from last fiscal year's capital plan due to Covid-19 budgetary constraints.</li> <li>Funded from Free Cash. No additional impact to tax rate.</li> </ul>				
Article 12	Fire	\$80,000	2	Unanimously Yes
<ul style="list-style-type: none"> <li>This request seeks to replace a 2012, one-ton, four-wheel-drive crew cab pick-up truck. This vehicle is used to carry personnel, equipment, and bulk supplies. This vehicle is used for emergency responses, inspections, investigations, and fire alarm service.</li> </ul>				

This vehicle also serves as the department's primary tow vehicle for its various trailered equipment. The current pick-up will be traded in. The designation for the new pick-up will be Car-3.

- Funded from Free Cash. No additional impact to tax rate.

Article 13	Sponsor	Cost	Priority	Recommend Approval?
Car-1 SUV Replacement	Fire	\$76,000	2	Unanimously Yes
<ul style="list-style-type: none"> <li>▪ This request will replace the 2015 Chevrolet Tahoe command vehicle used by the Fire Chief, which is a critical component of the Incident Command System. The vehicle carries communications equipment, emergency plans for facilities, chemical, terrorism, and firefighting references, the tactical command board, and command vests. The current Car-1 will be repurposed to replace the existing Car-4, a 2008 Chevrolet SUV, which will be traded in. The new designation for this vehicle will be Car-2.</li> <li>▪ Funded from Free Cash. No additional impact to tax rate.</li> </ul>				

Article 14	Sponsor	Cost	Priority	Recommend Approval?
Road Improvements & Maintenance	Public Works - Highway	\$310,000	2	Unanimously Yes
<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Funded from Free Cash. No additional impact to tax rate.</li> </ul>				

Article 15	Sponsor	Cost	Priority	Recommended Approval?
One-Ton Dump Truck with Plow	Public Works - Highway	\$115,000	2	Unanimously Yes
<ul style="list-style-type: none"> <li>▪ This project was initially proposed as part of the FY2021 Capital Plan but was postponed due to the financial impacts of Covid-19 in FY2021. This request proposes to replace a 2003 truck which has reached the end of its useful life.</li> <li>▪ Funded from Free Cash. No additional impact to tax rate.</li> </ul>				

Article 16	Sponsor	Cost	Priority	Recommended Approval?
One-Ton Pickup Truck w/Plow	Public Works – Highway	\$74,000	2	Unanimously Yes
<ul style="list-style-type: none"> <li>▪ This project was initially proposed as part of the FY2021 Capital Plan but was postponed due to the financial impacts of Covid-19 in FY2021. This request proposes to replace a 2003 one-ton pickup truck.</li> <li>▪ Funded from Free Cash. No additional impact to tax rate.</li> </ul>				

Article 17	Sponsor	Cost	Priority	Recommend Approval?
SCADA System	Public Works – Water & Sewer	\$500,000	4	Unanimously Yes
<ul style="list-style-type: none"> <li>▪ Request for a full encompassing SCADA (Supervisory Control and Data Acquisition) system needed to monitor and efficiently</li> </ul>				

manage the Town’s utility infrastructure. This is Phase II of a two-phase project that began in FY2015.

- Costs will be split 44% Water Enterprise Funds and 55% Sewer Enterprise Funds.

Article 18	Sponsor	Cost	Priority	Recommend Approval?
Reservoir Dam Compliance	Public Works – Water Enterprise	\$50,000	1	Unanimously Yes
<ul style="list-style-type: none"> <li>▪ Reservoir Dam is owned by Northborough and located between Shrewsbury and Boylston. Current structure is in poor condition and the Town has been ordered by the Office of Dam Safety to either bring the dam into compliance or permanently breach the dam. This request is just for design and permitting in FY2022 with construction occurring in FY2024 at an additional cost of approximately \$800,000. It is important to note that the Town will be seeking grants funds to off-set the removal cost as well.</li> <li>▪ The Town has submitted a grant application to fund 75% of the design and permitting (\$150,000) and this request is for the 25% remaining match (\$50,000) to be funded from the Water Enterprise Fund.</li> </ul>				

Article 19	Sponsor	Cost	Priority	Recommend Approval?
Utility Tractor	Public Works – Water and Sewer Enterprise	\$80,000	2	Unanimously Yes
<ul style="list-style-type: none"> <li>▪ Request to replace a 2003 Kubota utility tractor with trailer. This multi-purpose piece of equipment is used throughout Town to clear the water and sewer cross-country easements in the summer growing months, as well as spring and fall cleanups.</li> <li>▪ Cost for this equipment will be divided 40% from Water Enterprise Funds and 60% Sewer Enterprise Funds.</li> </ul>				

**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?
Pickleball Courts at Ellsworth/McAfee Park	Recreation/Public Works	\$292,250	N/A	Unanimously Yes
<ul style="list-style-type: none"> <li>▪ This project requests funding for the construction of six outdoor pickleball courts at the Ellsworth McAfee Park including site preparation and installation of drainage, landscaping, and fencing.</li> </ul>				

Article 27	Sponsor	Cost	Priority	Recommend Approval?
White Cliffs Debt	Community Preservation Committee	\$203,780	N/A	Unanimously Yes
<ul style="list-style-type: none"> <li>Funds for the fourth debt service payment of ten associated with the purchase of the White Cliffs at 167 Main Street.</li> </ul>				

Respectfully submitted,

Northborough Financial Planning Committee  
 March 9, 2021

Financial Planning Committee Revised Recommendations for FY2022 Capital Project Warrant Articles  
Northborough Annual Town Meeting May 1, 2021

Article	Project	Amount	Funding Source	Priority	Vote *	Recommend Approval?
11	Police: Cruiser Replacement	\$150,000	Free Cash	2	(5-0-0)	YES
12	Fire: Car 3 Pick-up Truck Replacement	\$80,000	Free Cash	2	(5-0-0)	YES
13	Fire: Car 1 SUV Replacement	\$76,000	Free Cash	2	(5-0-0)	YES
14	DPW: Road Improvements & Maintenance	\$310,000	Free Cash	2	(5-0-0)	YES
15	DPW: One-Ton Dump Truck with Plow	\$115,000	Free Cash	2	(5-0-0)	YES
16	DPW: One-Ton Pickup Truck with Plow	\$74,000	Free Cash	2	(5-0-0)	YES
17	DPW: Water & Sewer Supervisory Control & Data Acquisition System (SCADA)	\$500,000	Water/Sewer Enterprise Funds	4	(5-0-0)	YES
18	DPW: Water Enterprise – Reservoir Dam Compliance	\$50,000	Water Enterprise Funds with additional \$150K grant funds	1	(5-0-0)	YES
19	DPW: Water & Sewer Utility Tractor	\$80,000	Water/Sewer Enterprise Funds	2	(5-0-0)	YES
23	CPC: Pickleball Courts at Ellsworth McAfee Park	\$290,250	CPA Fund	**	(5-0-0)	YES
27	CPC: White Cliffs Debt	\$203,780	CPA Fund	**	(5-0-0)	YES

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

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