

**ARTICLES AND PROPOSED MOTIONS AS PRESENTED**  
**IN THE TOWN MEETING WARRANT**

**ARTICLE 37: Amendment to Town Code Chapter 1-40 Human Services Division, Sections 1-40-010, 1-40-030, 1-40-050, and the new proposed Section 1-40-060**

To see if the Town will vote to amend Part 1 of the Northborough Town Code, Administrative Legislation, Chapter 1-40 Human Services Division, Sections 1-40-010, 1-40-030, 1-40-050, and the new proposed Section 1-40-060 by adding the text shown as underlined text and deleting the text shown with strike-through, or take any action relative thereto.

**§ 1-40-010 Human Services Division established.**

It is the intent of this Administrative Code to consolidate into an operating division similar and related functions of municipal government and services that involve special services for the benefit of residents of the town. The division shall be known as the "Human Services Division" and shall include all present and future line operating functions that pertain to education, recreation, veterans services, ~~youth services~~ health and human services and the like. The Division shall include all such functions that are performed on a daily or regular basis.

**§ 1-40-020 Library Services Department.**

**A.** Composition, mode of appointment, term of office. There shall be a Library Services Department composed of an operating head known as the "Head Librarian" and operating personnel. The Board of Library Trustees shall be responsible for the appointment of the Head Librarian and all personnel. Such appointments shall be made for an indefinite term.

**B.** Powers and duties. The Library Services Department shall work under the general policy direction of the Select Board and the specific policy directives of the Board of Library Trustees. The Department shall operate and maintain and develop the resources of the Northborough Free Library and shall have all of the powers and duties and obligations that such head librarians and departments may have under the Constitution and laws of the commonwealth, the Town Charter, town bylaws and this Administrative Code.

**§ 1-40-030 Office of Youth Services.**

~~**A.** Composition, mode of appointment, term of office. There may be an office of Youth Services composed of an operating head known as the "Director of Youth Services" and operating personnel. The Administrative Officer shall be responsible for the appointment of the Director and all other personnel. The Director and all other personnel shall serve an indefinite term.~~

~~**B.** Powers and duties. The Office of Youth Services shall work under the general policy direction of the Select Board and the general administration direction of the Administrative Officer. The Office shall work under the specific policy directives of the Youth Commission. The Office of Youth Services shall operate, develop and promote programs that benefit the young people of the community. The Office shall have all of the powers and duties and obligations that are assigned to it by the Town Charter, town bylaws and this Administrative Code.~~

**§ 1-40-030 Office of Veterans Services.**

**A.** Composition, mode of appointment, term of office. There shall be an office of Veterans Services composed of an operating head known as the “Director of Veterans Services” and operating personnel. The Select Board shall be responsible for the appointment of the Director, who shall be a veteran. The Administrative Officer shall be responsible for the appointment of all other personnel. Such appointments shall be for an indefinite term.

**B.** Powers and duties. The Office of Veterans Services shall work under the general policy direction of the Select Board and the general administrative direction of the Administrative Officer. The Office shall furnish information, advice and assistance to veterans and their families relative to employment, education, medical care and other benefits and shall have all the powers and duties and obligations that veterans’ agents have under the Constitution and laws of the commonwealth, the Town Charter, town bylaws and this Administrative Code.

**§ 1-40-050 Office of District Nurse.**

~~**A.** Composition, mode of appointment, term of office. There shall be an Office of the District Nurse composed of an operating head known as the "District Nurse" and operating personnel. The Administrative Officer shall be responsible for the appointment of all personnel in cooperation with the Northborough District Nurse Association. Such appointments shall be made for an indefinite term.~~

~~**B.** Powers and duties. The Office of District Nurse shall work under the general policy direction of the Select Board and the general administrative direction of the Administrative Officer. The District Nurse shall be the Public Health Nurse and visiting nurse for the town and shall have all of the powers and duties, and obligations that such registered nurses may have under the Constitution and laws of the commonwealth and the rules and regulations established by state and regional health authorities, including the Northborough District Nurse Association, with the Town Charter, town bylaws and this Administrative Code.~~

**§ 1-40-040 Recreation Department.**

**A.** Composition, mode of appointment, term of office. There shall be a Recreation Department composed of an operating head known as the "Recreation Director" and operating personnel. The Administrative Officer shall be responsible for the appointment of all personnel. Such appointments shall be made for an indefinite term.

**B.** Powers and duties. The Recreation Department shall work under the general policy direction of the Select Board and the specific policy directives of the Recreation Commission. The Department shall work under the general administrative direction of the Administrative Officer. The Recreation Department shall organize and operate public recreation programs and activities within the town. The Department shall have all of the powers and duties and obligations that such departments may have under the Constitution and laws of the commonwealth, the Town Charter, town bylaws and this Administrative Code.

**§ 1-40-050 Town Undertaker.**

**A.** Composition, mode of appointment, term of office. There shall be a Town Undertaker appointed by the Administrative Officer for an indefinite term.

**B.** Powers and duties. The Town Undertaker shall work under the general policy direction of the Select Board and the general administrative direction of the Administrative Officer. The Town Undertaker shall have all of the powers and duties and obligations that such officers may have under the Constitution and laws of the commonwealth, the Town Charter, town bylaws and this Administrative Code.

**§ 1-40-060 Health and Human Services Department.**

**A.** Composition, mode of appointment, term of office. There shall be a Health Department composed of the Director of Health and Human Services, Social Worker, Community Outreach Worker, Health Agent, Sanitarian, Drug-Free Communities Coordinator, Clerical/Administrative Position, Public Health Nurse, Epidemiologist, and Shared Services Coordinator. The Administrative Officer shall be responsible for their appointments, except where state statutes otherwise provide. Such appointments shall be for an indefinite term. There will also be an animal inspector appointed by the Board of Health.

**B.** Powers and duties. The Health and Human Services Department shall work under the general policy direction of the Select Board and the specific policy directives of the Board of Health and Youth Commission. The Department shall work under the general administrative direction of the Administrative Officer. The Director of Health and Human Services shall manage staff and lead the department, facilitate interdepartmental coordination, and oversee grant management. The Administrative Assistant shall support all administrative tasks, scheduling, and document management and serve as the first point of contact for the department. The Shared Services Coordinator shall foster collaboration within Greater Boroughs Health Partnership, support the Director and any regional staff.

**C.** The Health Agent shall act as an agent of the Board of Health in inspecting facilities, including food establishments. The Sanitation Inspector shall perform inspections of septic systems and approve permits for installations of septic systems and other inspections as necessary. The Public Health Nurse shall provide community health screenings, vaccinations, prevention programs, and health education. The Epidemiologist shall monitor and analyze health data, disease surveillance, and assist with grant writing and administration. The Animal Inspector shall regularly and thoroughly inspect all meat cattle, sheep and swine, and domestic animals within the town. As agents of the Board of Health, each official shall have that Board's authority and may complain about violations of any law, regulation, or bylaw relative to public health. They shall report their actions to the Board of Health for approval within two days of said action. Each official shall have all the powers, duties, and obligations that such official may have under the Constitution and laws of the Commonwealth, the Town Charter, town bylaws, and this Administrative Code.

D. The Social worker shall lead human services work, case management, and program development. The Community Outreach Worker shall identify needs and promote services, public education, and prevention programs. The Drug-Free Communities Coordinator shall manage initiatives to reduce drug use among youth, coordinating with schools, law enforcement, and community groups. The Department shall have all of the powers, duties, and obligations that are assigned to it by the Town Charter, town bylaws, and this Administrative Code.

**MOTION ARTICLE 37: Amendment to Town Code Chapter 1-40 Human Services Division, Sections 1-40-010, 1-40-030, 1-40-050, and the new proposed Section 1-40-060**

I move the Town vote to amend Part 1 of the Northborough Town Code, Administrative Legislation, Chapter 1-40 Human Services Division, Sections 1-40-010, 1-40-030, 1-40-050, and the new proposed Section 1-40-060 by adding the text shown as underlined and deleting the text shown with strike-through as set forth in Article 37 of the warrant.

**ARTICLE 38: Amendment to Town Code Chapter 1-44 Health and Inspection Division, Sections 1-44-010 and 1-44-080**

To see if the Town will vote to amend Part 1 of the Northborough Town Code, Administrative Legislation, Chapter 1-44 Health and Inspection Division, Sections 1-44-010 and 1-44-080 by adding the text shown as underlined text and deleting the text shown with strike-through, and renumbering the remaining sections in sequential order, or take any action relative thereto.

**§ 1-44-010 ~~Health and Inspection Division established.~~**

It is the intent of this Administrative Code to consolidate into an operating division similar and related functions of municipal government and services that involve the protection of the public ~~health and~~ welfare. The division shall be known as the “~~Health and~~ Inspection Division” and shall include all present and future line operating functions that pertain to the inspection of buildings and facilities and the issuance of permits and the enforcement of town bylaws and state regulations protecting the ~~public health and~~ general welfare and the like. The Division shall include all such functions that are performed on a daily or regular basis.

**§ 1-44-080 ~~Health Department.~~**

~~A. Composition, mode of appointment, term of office. There shall be a Health Department composed of the Plumbing Inspector, Health Officer, Pesticide Control Supervisor, Sanitation Inspector and Animal Inspector. The Administrative Officer shall be responsible for their appointments, except where state statutes otherwise provide. Such appointments shall be for an indefinite term.~~

~~B. Powers and duties. The Health Department shall work under the general policy direction of the Select Board and the specific policy directives of the Board of Health. The Department shall work under the general administrative direction of the Administrative Officer. The Plumbing Inspector shall inspect and approve all plumbing installations. The Health Officer shall act as an agent of the Board of Health in the inspection of facilities, including food establishments. The Pesticide Control Supervisor shall administer such pest control programs as may be approved by the Board of Health. The Sanitation Inspector shall perform inspections of septic systems and~~

~~approve permits for installations of septic systems. The Animal Inspector shall make regular and thorough inspections of all meat cattle, sheep and swine and of domestic animals within the town. As agents of the Board of Health, each official shall have the authority of that Board and may make complaints of violations of any law or regulation or bylaw relative to the public health. They shall report their actions to the Board of Health for approval within two days of said action. Each official shall have all of the powers and duties and obligations that such official may have under the Constitution and laws of the commonwealth, the Town Charter, town bylaws and this Administrative Code.~~

**MOTION ARTICLE 38: Amendment to Town Code Chapter 1-44 Health and Inspection Division, Sections 1-44-010 and 1-44-080**

I move the Town vote to amend Part 1 of the Northborough Town Code, Administrative Legislation, Chapter 1-44 Health and Inspection Division, Sections 1-44-010 and 1-44-080 by adding the text shown as underlined text and deleting the text shown with strike-through, and renumbering the remaining sections in sequential order as set forth in Article 38 of the warrant.