



SELECT BOARD
MEETING AGENDA
March 25, 2024
6:30 p.m.

Pursuant to Chapter 2 of the Acts of 2023, An Act Relative to the Extending Certain COVID-19 Measures, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

To view or listen

- Live Stream link YouTube:
https://www.youtube.com/channel/UCRdBrw3HeEAMB_KFKasrgXA
- Zoom webinar link: <https://town-northborough-ma-us.zoom.us/j/87991045807>
When prompted, enter Password 097705
- CATV Government Channels: Verizon Channel 30, Charter Channel 192
- Call 1-646-876-9923
When prompted, enter Meeting ID 879 9104 5807 and Password 097705

For Public Comment

Public Comment is allowed and encouraged during any agenda item. To offer comments at any time, please use the “raise hand” button in Zoom, or raise your hand if in person. The Chair will recognize you before any vote or before the agenda item is otherwise concluded.

*** Public comment will be limited to 3 minutes per person ***

-
1. Call to Order in Open Session
 2. 6:30 p.m. – Executive Session - Pursuant to M.G.L., Chapter 30A, Section 21 (a)(6)
To consider the purchase, exchange, lease or value of real property – 13 Church Street, due to the Chair's determination that a discussion regarding these matters in an open session may have a detrimental effect on the negotiating position of the Town.
 3. 7:00 p.m. – Return to Open Session
 4. Public Comment
 5. Approval of Meeting Minutes:
 - January 22, 2024
 - February 12, 2024
 - February 26, 2024

6. [Community Preservation Committee Chair John Campbell – Presentation on CPC Warrant Articles](#)
7. **7:30 pm: JOINT PUBLIC HEARING** – [Select Board and Appropriations Committee on FY2025 Proposed Budget](#)
8. [Re-open the Town Meeting Warrant for the purpose of reviewing the amended article regarding Health and Human Services](#)
9. [Approval and Execution of the April 22, 2024 Town Meeting Warrant](#)
10. [Approval and Execution of the May 14, 2024 Annual Town Election Warrant](#)
11. [Acceptance of Funds from the Green Communities Competitive Grant for projects relating to the Senior Center and Library](#)
12. [Acceptance of Funds from a State Earmark Award for the Reservoir Dam Removal Project](#)
13. [Consideration and vote to change the hours of operation for the Bartlett Street Safety Speed Zone – William Pierce, Traffic Safety Committee Chair](#)
14. Discussion of creation of liaison positions to the Fire Station Building Committee - Lisa Maselli
15. Reports
16. Any other business to come before the Board
17. Public Comment
18. Adjourn



TOWN OF NORTHBOROUGH Community Preservation Committee

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

March 18, 2024

To: Northborough Select Board

Re: Summary of FY25 CPA Project Recommendations

For this year's Town Meeting, the Community Preservation Committee (CPC) is working from a budget of \$820,000 projected new revenue with State match + \$1,340,577 in the CPA reserve accounts. The CPC considered 8 applications based on our customary criteria of: 1) Applicability to CPA guidelines and the goals described in the Northborough CPA procedural sheet; 2) Community support; 3) Affordability; and 4) Urgency to fund this year. In our deliberations, we also considered the potential future needs for CPA funds to support the White Cliffs re-use proposal or other projects resulting from the Downtown Revitalization study. With all that in mind, we reached consensus on the following recommendations.

432 Whitney Street Land Acquisition Project (\$1,700,000): This project involves purchase of 23.77 acres of undeveloped land for open space/recreation purposes and a small-scale affordable housing project consisting of 4-8 multi-family dwelling units. Benefits of the acquisition include the development of affordable housing, protection of important wildlife habitat, a wetland system that is hydrologically connected to Bearfoot Brook and a scenic vista at the property's high point and providing an open space connection between the aqueduct to the west and the permanently protected open space owned by the MA Department of Conservation and Recreation and the Berlin Conservation Commission. The Open Space Committee, Conservation Commission and Planning Board submitted letters expressing their support of this acquisition. The CPC voted 7-0 to fund this from **unreserved fund** (\$817,653), **conservation fund** (\$664,073) and **new revenues** (\$218,274). The Town received word from Christine Berry, Land Protection Specialist from the Massachusetts Department of Conservation and Recreation (DCR), that they will contribute \$200,000 towards the acquisition and they are offering to hold the Conservation Restriction for the Town for free. Since their financial contribution is conditional upon government approval of their budget, we plan to ask Town Meeting for the full amount represented in the Warrant Article. Upon receipt of the funds from the Massachusetts DCR, the Community Preservation Act funds will be reimbursed.

Pickleball Soundproofing (\$54,500): This project involves installation of ultraviolet (UV) tolerant soundproofing onto the top line of the existing fencing system to block the impact noise generated by pickleball sports. It will reduce noise below nuisance levels. The CPC voted 7-0 to fund this from **new revenues**.

Affordable Housing Funds to the Northborough Affordable Housing Corporation (\$126,856): The NAHC has been very effective in adding multiple affordable housing units in Town utilizing CPA funds and partnering with organizations such as Habitat for Humanity. Based on the prospects for several additional projects in the near term, the CPC voted 7-0 to approve this request using **new revenues**, subject to a funding agreement consistent those applying to prior year grants to the NAHC.

First Parish Church Steeple Repairs (\$210,000): This project involves replacement of wood stairs, wood flooring, wood trusses that support the flooring and stairs, and wood “cradle” that supports the brass bell. These features have been compromised by age and many years of exposure to the weather and leakage. At its own expense, the congregation will hire a contractor to replace defective materials on the steeple exterior and reseal that exterior to prevent future leakage. The CPC voted 7-0 to fund this from **new revenues**.

Wachusett Aqueduct Historic Marker (\$4,729): This duplicate marker will replace one stolen in October 2023. The CPC has been supportive on prior projects for historic markers, as we feel they contribute to enhancing our community and support goals in the Master Plan and Historic Preservation Plan, all at relatively low cost. The CPC voted 7-0 to fund this from **new revenues**.

White Cliffs Bond Payment (\$176,000): This is the 7th payment required for the bond on the White Cliffs purchase, and this also covers the requirement that at least 10% of new revenue be allocated toward Historic Preservation. The CPC voted 7-0 to fund \$164,641 from **new revenues**. The balance of \$11,359 will be paid from the **Community Preservation Premium Reserve**.

CPA Administrative Expenses Account (\$41,000): In accordance with the CPA legislation, the CPC may allocate up to 5% of new revenue to the administrative account for expenses such as legal fees, appraisals and consultant fees related to CPA projects. Unused amounts from a given year go back to the CPA Unreserved fund. The CPC voted 7-0 to allocate 5% of the projected \$820,000 **new revenues**.

Conservation Fund (\$350,000): The Conservation Fund currently has a balance of approx. \$664,000 from CPA funds approved at prior Town Meetings, which is proposed to be spent on the acquisition of 432 Whitney Street. In support of our efforts to plan for future needs for CPA funding and allow flexibility across all categories of historic preservation, affordable housing, open space and recreation, the CPC feels it is wise to keep reserves in the Unreserved Fund at this time. Therefore, the CPC voted 7-0 to deny this application. The Committee’s representatives from the Open Space Committee and the Conservation Commission both agreed with this decision.

ENDING BALANCES: Should all of our recommendations above be approved at Town Meeting, the amount unallocated from projected new revenue would be \$0 and the amount remaining in the Unreserved Fund would be \$243,061.

Respectfully submitted,

John Campbell, Chair
Northborough Community Preservation Committee

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

TOWN OF NORTHBOROUGH					
REVENUE & EXPENDITURE SUMMARY FISCAL YEARS 2024-2025					
BALANCED BUDGET SUMMARY - MARCH 25, 2024					
LEVY LIMIT CALCULATION	PROPOSED FY2024	REVISED FY2024	PROPOSED FY2025	\$ CHANGE	% CHANGE
Prior Year Levy Limit	\$60,232,198	\$60,232,198	\$62,344,239		
Add 2.5%	\$1,505,805	\$1,505,805	\$1,558,606		
Add New Growth	\$591,600	\$606,236	\$428,400		
Add Overrides	\$0	\$0	\$0		
True Levy Limit	\$62,329,603	\$62,344,239	\$64,331,245	\$1,987,006	3.48%
Add Debt Excl - Library	\$255,841	\$255,841	\$278,115		
Add Debt Excl - Senior Center	\$286,915	\$286,915	\$302,490		
Add Debt Excl - Algonquin	\$639,873	\$639,873	\$645,281		
Less Debt Excl -Settlement	\$0	\$0	\$0		
Add Debt Excl - Lincoln Street	\$973,476	\$973,475	\$948,821		
Add Debt Excl - Fire Station	\$327,312	\$316,586	\$338,500		
Add Total Net Debt Exclusions	\$2,483,417	\$2,472,690	\$2,513,207	\$40,517	1.64%
Adjusted Levy Limit	\$64,813,020	\$64,816,929	\$66,844,452	\$2,027,523	3.13%
REVENUES					
Adjusted Levy Limit	\$64,813,020	\$64,816,929	\$66,844,452		
Less Unused Levy Capacity	(\$3,868,927)	(\$4,046,499)	(\$2,136,956)	\$1,909,543	
Total Tax Receipts	\$60,944,093	\$60,770,430	\$64,707,496	\$3,937,066	6.48%
State Aid	\$5,875,821	\$5,929,537	\$6,016,049	\$86,512	1.46%
Free Cash (Operating)	\$500,000	\$500,000	\$500,000		
Free Cash (Rtmt/Health Ins)	\$0	\$0	\$0		
Free Cash (Reserve)	\$175,000	\$175,000	\$175,000		
Free Cash (Stabilization)	\$200,000	\$200,000	\$200,000		
Free Cash (Capital)	\$1,105,000	\$1,105,000	\$2,197,920		
Free Cash	\$1,980,000	\$1,980,000	\$3,072,920	\$1,092,920	55.20%
Overlay Surplus (Capital)	\$0	\$0	\$600,000	\$600,000	
Local Receipts	\$4,000,000	\$4,096,299	\$4,400,000	\$303,701	7.41%
Other Funds	\$891,826	\$891,826	\$937,643	\$45,817	5.14%
TOTAL GENERAL FUND REVENUES	\$73,691,740	\$73,668,092	\$79,734,108	\$6,066,016	8.23%
Enterprise Funds	\$6,321,960	\$6,321,960	\$6,973,337	\$651,377	10.30%
TOTAL REVENUES	\$80,013,700	\$79,990,052	\$86,707,445	\$6,717,393	8.40%
EXPENDITURES	PROPOSED FY2024	REVISED FY2024	PROPOSED FY2025	\$ CHANGE	% CHANGE
Town Departments Requests	\$14,224,416	\$14,224,416	\$15,232,405	\$1,007,989	7.09%
Non-Excluded Debt Service	\$217,585	\$217,585	\$228,430	\$10,845	4.98%
Health Insurance	\$6,184,052	\$6,184,052	\$6,455,882	\$271,830	4.40%
Retirement Assessment	\$2,788,842	\$2,788,842	\$3,101,216	\$312,374	11.20%
Solid Waste Subsidy	\$345,160	\$345,160	\$597,000	\$251,840	72.96%
Other Fixed Costs	\$1,716,477	\$1,716,477	\$1,807,602	\$91,125	5.31%
Town Budget	\$25,476,532	\$25,476,532	\$27,422,535	\$1,946,003	7.64%
Schools					
Northborough K-8	\$28,001,227	\$28,001,227	\$29,119,597	\$1,118,370	3.99%
Algonquin 9-12 Operating	\$13,421,085	\$13,421,085	\$14,119,879	\$698,794	5.21%
Algonquin 9-12 Capital	\$0	\$0	\$242,077	\$242,077	
ARHS Debt Excluded Debt (Ad/Ren)	\$651,454	\$651,454	\$645,281	(\$6,173)	-0.95%
ARHS Non-Excluded Debt (Complex)	\$0	\$0	\$186,610	\$186,610	
ARHS Assessment Total	\$14,072,539	\$14,072,539	\$15,193,847	\$1,121,308	7.97%
Assabet	\$1,175,405	\$1,175,405	\$1,286,838	\$111,433	9.48%
Assabet Renovation Project	\$126,176	\$126,176	\$122,348	(\$3,828)	-3.03%
Assabet Assessment Total	\$1,301,581	\$1,301,581	\$1,409,186	\$107,605	8.27%
Schools Total	\$43,375,347	\$43,375,347	\$45,722,630	\$2,347,283	5.41%
Warrant Articles					
Tax Levy Funded	\$0	\$0	\$10,000	\$10,000	
Reserve Fund	\$175,000	\$175,000	\$175,000	\$0	
Transfer to Stabilization	\$200,000	\$200,000	\$200,000	\$0	
Overlay Surplus Capital	\$0	\$0	\$600,000	\$600,000	
Free Cash Capital	\$1,105,000	\$1,105,000	\$2,197,920	\$1,092,920	
Transfer to OPEB Trust	\$550,000	\$550,000	\$600,000	\$50,000	9.09%
Library Debt Service	\$288,895	\$288,895	\$278,115	(\$10,780)	-3.73%
Senior Center Debt Service	\$316,665	\$316,665	\$302,490	(\$14,175)	-4.48%
Lincoln Street Debt Service	\$973,975	\$973,975	\$949,275	(\$24,700)	-2.54%
Fire Station Debt Service	\$338,500	\$338,500	\$338,500	\$0	0.00%
Total Debt Excluded Debt Service	\$1,918,035	\$1,918,035	\$1,868,380	(\$49,655)	-2.59%
Other Funds	\$891,826	\$891,826	\$937,643	\$45,817	5.14%
Adjustments		(\$23,648)			
TOTAL GENERAL FUND EXPENDITURES	\$73,691,740	\$73,668,092	\$79,734,108	\$6,066,016	8.23%
Water Enterprise Fund	\$2,772,795	\$2,772,795	\$2,910,441	\$137,646	4.96%
Sewer Enterprise Fund	\$2,508,481	\$2,508,481	\$2,760,246	\$251,765	10.04%
Solid Waste Enterprise Fund	\$1,040,684	\$1,040,684	\$1,302,650	\$261,966	25.17%
TOTAL ALL FUNDS	\$80,013,700	\$79,990,052	\$86,707,445	\$6,717,393	8.40%

TOWN GENERAL FUND BUDGET SUMMARY

Department	FY2024 Budget	FY2025 Proposed Budget	\$ Change	% Change
GENERAL ADMINISTRATION				
<u>EXECUTIVE OFFICE</u>				
Selectmen	\$ 202,357	\$ 208,007	\$ 5,650	2.79%
Administrator	\$ 314,717	\$ 330,242	\$ 15,525	4.93%
Economic Development	\$ 1,100	\$ 1,100	\$ -	0.00%
Town Reports	\$ 5,150	\$ 5,400	\$ 250	4.85%
<u>TOWN HALL/OFFICE SUPPLIES</u>				
Town Hall/Office Supplies	\$ 157,240	\$ 167,930	\$ 10,690	6.80%
<u>FINANCE</u>				
Town Accountant	\$ 211,158	\$ 332,804	\$ 121,646	57.61%
Board of Assessors	\$ 296,353	\$ 325,146	\$ 28,793	9.72%
Treasurer	\$ 377,665	\$ 405,308	\$ 27,643	7.32%
<u>MIS/GIS</u>				
MIS/GIS	\$ 698,020	\$ 869,188	\$ 171,168	24.52%
<u>TOWN CLERKS OFFICE</u>				
Town Clerk/Elections	\$ 219,500	\$ 279,301	\$ 59,801	27.24%
<u>ADVISORY BOARDS/SERVICES</u>				
Moderator	\$ 500	\$ 500	\$ -	0.00%
Appropriations Committee	\$ 1,695	\$ 1,695	\$ -	0.00%
Town Counsel	\$ 90,000	\$ 100,000	\$ 10,000	11.11%
Personnel Board	\$ 53,749	\$ 89,075	\$ 35,326	65.72%
<u>PLANNING & CONSERVATION</u>				
Conservation Commission	\$ 114,161	\$ 115,315	\$ 1,154	1.01%
Planning Board	\$ 211,807	\$ 216,895	\$ 5,088	2.40%
Zoning Board	\$ 4,080	\$ 2,360	\$ (1,720)	-42.16%
Earthwork Board	\$ 2,889	\$ 2,683	\$ (206)	-7.13%
PUBLIC SAFETY				
Police	\$ 3,235,027	\$ 3,510,412	\$ 275,385	8.51%
Fire	\$ 2,447,473	\$ 2,514,361	\$ 66,888	2.73%
Emergency Preparedness	\$ 7,000	\$ 7,000	\$ -	0.00%
Building	\$ 212,523	\$ 218,231	\$ 5,708	2.69%
Gas Inspector	\$ 31,956	\$ 32,265	\$ 309	0.97%
Wire Inspector	\$ 23,964	\$ 27,569	\$ 3,605	15.04%
Sealer of Weights	\$ 15,873	\$ 16,349	\$ 476	3.00%
Board of Health	\$ 216,436	\$ 217,365	\$ 929	0.43%
Animal Control	\$ 42,729	\$ 42,729	\$ -	0.00%

TOWN GENERAL FUND BUDGET SUMMARY

Department	FY2024 Budget	FY2025 Proposed Budget	\$ Change	% Change
PUBLIC WORKS				
Highway Admin.	\$ 166,838	\$ 199,819	\$ 32,981	19.77%
Hwy. Const. & Maint.	\$ 1,783,772	\$ 1,848,587	\$ 64,815	3.63%
Parks	\$ 178,465	\$ 187,015	\$ 8,550	4.79%
Cemetery	\$ 188,109	\$ 199,420	\$ 11,311	6.01%
Public Facilities	\$ 752,139	\$ 811,964	\$ 59,825	7.95%
Engineering	\$ 192,261	\$ 74,900	\$ (117,361)	-61.04%
Snow & Ice	\$ 459,642	\$ 459,642	\$ -	0.00%
Street Lighting	\$ 165,000	\$ 165,000	\$ -	0.00%
Trees	\$ 71,500	\$ 71,500	\$ -	0.00%
COMMUNITY SERVICES				
Council on Aging	\$ 296,033	\$ 312,426	\$ 16,393	5.54%
Library	\$ 920,230	\$ 1,048,078	\$ 127,848	13.89%
Recreation	\$ 161,566	\$ 166,640	\$ 5,074	3.14%
Youth Services	\$ 184,179	\$ 184,179	\$ -	0.00%
Cultural Council	\$ 1,000	\$ 1,000	\$ -	0.00%
Community Affairs Committee	\$ 1,000	\$ 1,000	\$ -	0.00%
Historical Commission	\$ 500	\$ 1,000	\$ 500	100.00%
UNDISTRIBUTED EXPENSES				
<u>EMPLOYEE BENEFITS & INSURANCE</u>				
Health Insurance	\$ 6,184,052	\$ 6,455,882	\$ 271,830	4.40%
Transfer to OPEB Trust	\$ 550,000	\$ 600,000	\$ 50,000	
Life Insurance	\$ 8,930	\$ 8,930	\$ -	0.00%
Other Benefits/FICA	\$ 538,678	\$ 564,132	\$ 25,454	4.73%
Workers Comp	\$ 134,702	\$ 144,934	\$ 10,232	7.60%
Retirement Assessments	\$ 2,788,842	\$ 3,101,216	\$ 312,374	11.20%
<u>BUILDING & LIABILITY INSURANCE</u>				
Bldg. & Liability Insur.	\$ 297,705	\$ 349,247	\$ 51,542	17.31%
<u>DEBT SERVICE</u>				
Debt Service	\$ 2,135,620	\$ 2,096,810	\$ (38,810)	-1.82%
<u>STATE ASSESSMENTS</u>				
State Assessments	\$ 292,082	\$ 270,109	\$ (21,973)	-7.52%
<u>NORFOLK AGRICULTURAL HIGH SCHOOL</u>				
Tuition/Transportation	\$ 46,200	\$ 55,805	\$ 9,605	20.79%

TOWN GENERAL FUND BUDGET SUMMARY

Department	FY2024 Budget	FY2025 Proposed Budget	\$ Change	% Change
<u>STABILIZATION FUND CONTRIBUTION</u>				
Stabilization Fund	\$ 200,000	\$ 200,000	\$ -	
<u>RESERVE FUND</u>				
Reserve Fund	\$ 175,000	\$ 175,000	\$ -	0.00%
<u>SPECIAL WARRANT ARTICLES</u>				
Special Articles	\$ 1,105,000	\$ 2,197,920	\$ 1,092,920	98.91%
Solid Waste Subsidy	\$ 345,160	\$ 597,000	\$ 251,840	72.96%
OTHER NON-APPROPRIATED AMOUNTS				
Reserve for Abatements	\$ 334,564	\$ 375,000	\$ 40,436	12.09%
Offsets	\$ 39,968	\$ 39,445	\$ (523)	-1.31%
ENTERPRISE FUNDS				
Water	\$ 2,772,795	\$ 2,914,998	\$ 142,203	5.13%
Sewer	\$ 2,508,481	\$ 2,763,283	\$ 254,802	10.16%
Solid Waste	\$ 1,040,684	\$ 1,302,650	\$ 261,966	25.17%
GROSS TOTAL TOWN	\$ 36,614,705	\$ 40,382,409	\$ 3,767,705	10.29%
CALCULATION OF NET TOTAL TOWN				
Less Water Fund	\$ (2,772,795)	\$ (2,914,998)		
Less Sewer Fund	\$ (2,508,481)	\$ (2,763,283)		
Less Solid Waste	\$ (1,040,684)	\$ (1,302,650)		
Less Other Funds	\$ (891,826)	\$ (937,643)		
Less Recap Adjustments	\$ 23,648			
Less Reserve Fund Article	\$ (175,000)	\$ (175,000)		
Less Transfer to OPEB Trust	\$ (550,000)	\$ (600,000)		
Less Transfer to Stabilization	\$ (200,000)	\$ (200,000)		
Less Special Articles	\$ (1,105,000)	\$ (2,197,920)		
NET TOTAL TOWN	\$ 25,476,532	\$ 27,422,535		7.64%
CALCULATION OF TOWN APPROPRIATION				
GROSS TOTAL TOWN	\$ 36,614,705	\$ 40,382,409		
Less County Assessments	\$ (2,788,842)	\$ (3,101,216)		
Less State Assessments	\$ (292,082)	\$ (270,109)		
Less Reserve for Abatements	\$ (334,564)	\$ (375,000)		
Less Debt Service on Recap				
Less Offsets	\$ (39,968)	\$ (39,445)		
Less Reserve Fund Article	\$ (175,000)	\$ (175,000)		
Less Stabilization Transfer Article	\$ (200,000)	\$ (200,000)		
Less Special Articles	\$ (1,105,000)	\$ (2,197,920)		
Less Solid Waste Subsidy	\$ (345,160)	\$ (597,000)		
Less Enterprise Funds	\$ (6,321,960)	\$ (6,980,931)		
Net Town Warrant Article 4	\$ 25,012,129	\$ 26,445,788		

From: [Tim McInerney](#)
To: [Diane Wackell](#)
Cc: [Lynda LePoer](#)
Subject: HHS article
Date: Thursday, March 14, 2024 12:09:34 PM

Dear SB

As you know we have been working with town council on all the articles for town meeting. The Health and Human services article- to alleviate confusion- will be broken into two articles. We feel and town counsel agrees that breaking us up into two is the best way forward. I understand you voted on the number of articles for the warrant on Monday-want to make sure you're aware of this change before you get an updated warrant. Nothing has changed relative to the content- it's just the number.

Please let me know if you have any questions

Timothy P. McInerney
Town Administrator
63 Main Street
Northborough, MA 01532
508-393-5040
tmcinerney@town.northborough.ma.us
www.town.northborough.ma.us

Northborough
Police Headquarters
East Main Street, Northborough, MA

March 21, 2024

Feasibility Estimate

Architect:

ICON Architecture
101 Summer St
Boston, MA 02110
(617) 451-3333

Cost Estimator:

Miyakoda Consulting Inc.
PO Box 120731
Boston, MA 02111
(617) 799-5832

**Northborough
Police Headquarters**
East Main Street, Northborough, MA

INTRODUCTION

Project Description:

- 1** The project consists of exterior removal and replacement of the Northborough Police Headquarters

Project Particulars:

- 1** Estimate is based on drawings and specification dated 10.11.88 by Travers Associates Architects
- 2** Detailed quantity takeoff from these documents where possible
- 3** Experience with similar projects of this nature

Assumptions:

- 1** The project will be publicly bid amongst GC builders. This project will be bid with no less than four General Contractors bidding the project.
- 2** Our costs assume that there will be competitive bidding in all trades and sub-trades i.e. at least three bids per
- 3** Unit rates are based on current dollars (prevailing wage rates)
- 4** Design Contingency is an allowance for unforeseen design issues, design detail development and specification
- 5** General Conditions and Requirements value covers Construction Manager's site office overhead and on-site
- 6** Fee markup is calculated on a percentage of direct construction costs.
- 7** Escalation has been included
- 8** Assume Construction To Begin Summer

Exclusions within the Estimate:

- 1** Design fees and other soft costs
- 2** Interest expense
- 3** Owner's project administration
- 4** Construction of temporary facilities
- 5** Printing and advertising
- 6** Specialties, loose furnishings, fixtures and equipment beyond what is noted
- 7** Site or existing condition surveys and investigations

Northborough
Police Headquarters
 East Main Street, Northborough, MA

Main Summary

8	Hazardous Waste Abatement			NIC
9				
10	Exterior Veneer Renovation			\$384,590
11				
12	Direct Trade Cost Subtotal			\$384,590
13				
14		Design Contingency	8.75%	\$384,590
15				\$33,652
16	Direct Trade Cost Total			\$418,242
17				
18	Mark-ups (on Direct Trade Costs Total)			
19	General Conditions and Requirements		20.00%	\$418,242
20	Insurance		1.40%	\$501,890
21	Bonds		1.00%	\$508,916
22	Permit			\$514,006
23	Fee		3.00%	\$514,006
24				
25	Estimate Construction Cost Subtotal			\$529,426
26				
27	Escalation To Midpoint Of Construction		2.00%	\$529,426
28	Assume Construction To Begin Summer 2024			\$10,589
29				
30	ECC Total, including Escalation			\$540,015
31				

Northborough Police Headquarters

East Main Street, Northborough, MA

Direct Trade Cost Summary - Building 1

#REF!

<u>ELEMENT</u>	<u>BUILDING</u>
11 02 05 00 Selective Demolition	\$73,380
12 02-EXISTING CONDITIONS TOTAL	<u>\$73,380</u>
13	
14 03 30 00 Cast-In-Place Concrete	NIC
15 03-CONCRETE TOTAL	<u>\$0</u>
16	
17 04 20 00 Unit Masonry	NIC
18 04-MASONRY TOTAL	<u>\$0</u>
19	
20 05 10 00 Structural Steel Framing	\$0
21 05 50 00 Miscellaneous Metals	\$13,770
22 05-METALS TOTAL	<u>\$13,770</u>
23	
24 06 10 00 Rough Carpentry	\$12,951
25 06 20 00 Finish Carpentry	\$13,770
26 06-WOOD, PLASTICS, AND COMPOSITES TOTAL	<u>\$26,721</u>
27	
28 07 10 00 Dampproofing and Waterproofing	\$13,770
29 07 20 00 Insulation	\$0
30 07 40 00 Roofing and Roofing Panels	\$0
31 07 46 00 Siding	\$235,944
32 07 92 00 Joint Sealants TOTAL	\$13,770
33 07-THERMAL AND MOISTURE PROTECTION TOTAL	<u>\$263,484</u>
34	
35 08 10 00 Doors & Frames	\$0
36 08 40 00 Storefront	\$0
37 08 50 00 Windows	\$0
38 08 90 00 Louvers	\$0
39 08-OPENINGS TOTAL	<u>\$0</u>
40	
41 09 90 00 Painting	\$7,235
42 09-FINISHES TOTAL	<u>\$7,235</u>
43	
44 21 00 00 Fire Protection	NIC
45 21-FIRE PROTECTION TOTAL	<u>\$0</u>
46	
47 22 00 00 Plumbing	NIC

Northborough Police Headquarters

East Main Street, Northborough, MA

Direct Trade Cost Summary - Building 1

#REF!

<u>ELEMENT</u>	<u>BUILDING</u>
48 22-PLUMBING TOTAL	\$0
49	
50 23 00 00 HVAC	NIC
51 23-HVAC TOTAL	\$0
52	
53 26 00 00 Electrical	NIC
54 26-ELECTRICAL TOTAL	\$0
55	
56 31 40 00 Shoring and Underpinning	NIC
57 32 00 00 Earthwork	NIC
58 32 00 00 Earthwork TOTAL	\$0
59	
60 DIRECT TRADE COST SUBTOTAL	\$384,590
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Northborough
Police Headquarters

East Main Street, Northborough, MA
#REF!

Detailed Estimate

<u>Element/Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
10 <u>02-EXISTING CONDITIONS</u>				
11				
12 02 05 00 Selective Demolition				
13 Staging, scaffolding and lifts; Exterior façade remove	6,885	SF	\$5.25	\$36,146
14 Remove exterior façade	5,535	SF	\$3.00	\$16,605
15 Remove window, storefront, louver, garage, corner, door and miscellaneous trim	1,951	LF	\$3.50	\$6,829
16 Remove exterior doors				NIC
17 Remove exterior windows and storefront				NIC
18 Remove louvers				NIC
19 Remove gutters and downspouts				NIC
20 Misc. demolition other than above	1	LS	\$5,000.00	\$5,000
21 Disposal	1	LS	\$2,300.00	\$2,300
22 Cutting and patching	1	LS	\$3,500.00	\$3,500
23 Protect existing	1	LS	\$3,000.00	\$3,000
24 02 05 00 Selective Demolition Total				\$73,380
25				
26				
27 <u>03-CONCRETE</u>				
28				
29 03 30 00 Cast-In-Place Concrete				
30 No work in this section				NIC
31 03-Concrete Total				NIC
32				
33				
34 <u>04-MASONRY</u>				
35				
36 04 20 00 Unit Masonry				
37 No work in this section				NIC
38 04 20 00 Unit Masonry Total				NIC
39				
40				
41 <u>05-METALS</u>				
42				
43 05 10 00 Structural Steel Framing				
44 No work in this section				NIC
45 05 10 00 Structural Steel Framing Total				\$0
46				
47 05 50 00 Miscellaneous Metals				
48 Miscellaneous metals	6,885	GSF	\$2.00	\$13,770



**Northborough
Police Headquarters**

East Main Street, Northborough, MA
#REF!

Detailed Estimate

<u>Element/Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
49 05 50 00 Miscellaneous Metals Total				\$13,770
50				
51				
52 <u>06-WOOD, PLASTICS, AND COMPOSITES</u>				
53				
54 06 10 00 Rough Carpentry				
55 Plywood to exterior façade				ETR
56 Shims and miscellaneous blocking at window surrounds	801	LF	\$1.00	\$801
57 Ditto at louvers	107	LF	\$1.00	\$107
58 Ditto at arched windows	66	LF	\$1.00	\$66
59 Ditto at storefront	135	LF	\$1.00	\$135
60 Ditto at circular louvers	45	LF	\$1.00	\$45
61 Ditto at eaves	242	LF	\$1.00	\$242
62 Ditto at fascia	301	LF	\$1.00	\$301
63 Ditto at corner trim	392	LF	\$1.00	\$392
64 Ditto at skirt board trim	273	LF	\$1.00	\$273
65 Ditto at overhead doors	110	LF	\$1.00	\$110
66 Ditto at doors	69	LF	\$1.00	\$69
67 Ditto at miscellaneous trim	82	LF	\$1.00	\$82
68 Misc. rough carpentry; renovation	6,885	SF	\$1.50	\$10,328
69 06 10 00 Rough Carpentry Total				\$12,951
70				
71 06 20 00 Finish Carpentry				
72 Miscellaneous finish carpentry	6,885	SF	\$2.00	\$13,770
73 06 20 00 Finish Carpentry Total				\$13,770
74				
75				
76 <u>07-THERMAL AND MOISTURE PROTECTION</u>				
77				
78 07 10 00 Dampproofing and Waterproofing				
79 Vapor barrier to exterior façade	6,885	SF	\$2.00	\$13,770
80 07 10 00 Dampproofing And Waterproofing Total				\$13,770
81				
82 07 20 00 Insulation				
83 Exterior insulation				ETR
84 07 20 00 Insulation Total				\$0



Northborough
Police Headquarters

East Main Street, Northborough, MA
#REF!

Detailed Estimate

<u>Element/Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
85				
86 07 40 00 Roofing and Roofing Panels				
87 Roofing system				ETR
88 07 40 00 Roofing And Roofing Panels Total				\$0
89				
90 07 46 00 Siding				
91 PVC Trim at window surrounds	801	LF	\$22.00	\$17,622
92 Ditto at louvers	107	LF	\$22.00	\$2,354
93 Ditto at arched windows	66	LF	\$50.00	\$3,300
94 Ditto at storefront	135	LF	\$22.00	\$2,970
95 Ditto at circular louvers	45	LF	\$50.00	\$2,250
96 Ditto at eaves	242	LF	\$25.00	\$6,050
97 Ditto at corner trim	392	LF	\$25.00	\$9,800
98 Ditto at skirt board trim	273	LF	\$32.00	\$8,736
99 Ditto at overhead doors	110	LF	\$22.00	\$2,420
100 Ditto at doors	69	LF	\$22.00	\$1,518
101 Ditto at miscellaneous trim	82	LF	\$22.00	\$1,804
102 Vinyl siding	5,535	SF	\$32.00	\$177,120
103 07 46 00 Siding Total				\$235,944
104				
105 07 92 00 Joint Sealants				
106 Caulking and sealants; Renovation	6,885	GSF	\$2.00	\$13,770
107 07 92 00 Joint Sealants Total				\$13,770
108				
109				
110 <u>08-OPENINGS</u>				
111				
112 08 10 00 Doors & Frames				
113 Existing exterior doors				ETR
114 08 10 00 Doors & Frames Total				\$0
115				
116 08 40 00 Storefront				
117 Storefront				ETR
118 08 40 00 Storefront Total				\$0
119				
120 08 50 00 Windows				
121 Windows				ETR
122 08 50 00 Windows Total				\$0
123				
124 08 90 00 Louvers				
125 Existing exterior doors				ETR
126 08 90 00 Louvers Total				\$0
127				



Northborough
Police Headquarters
 East Main Street, Northborough, MA
 #REF!

Detailed Estimate

<u>Element/Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
128				
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09-FINISHES

21-FIRE PROTECTION

22-PLUMBING

23-HVAC

26-ELECTRICAL

31 EARTHWORK



**Northborough
Police Headquarters**

East Main Street, Northborough, MA
#REF!

Detailed Estimate

<u>Element/Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Rate</u>	<u>Total</u>
168 31 40 00 Shoring and Underpinning				
169 No work in this section				NIC
170 31 40 00 Shoring And Underpinning Total				<hr/> NIC
171				
172 32 00 00 Earthwork				
173 No work in this section				NIC
174 32 00 00 Earthwork Total				<hr/> NIC
175				
176				



From: [Tim McInerney](#)
To: [Lynda LePoer](#)
Subject: Parking warrant article
Date: Friday, March 22, 2024 11:15:42 AM

CAUTION: This email originated from a sender outside of the Town of Northborough's mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Parking warrant article

As you know, the master plan, implementation committee is focused on a certain area of downtown for redevelopment

One key component is public parking

My goal in asking the community for this article is securing a lease with a private landowner to create a public parking lot for municipal parking

In order to have a vibrant downtown there needs to be parking

There also needs to be public transportation and that is another of economic development. We need to research and focus on.

There's a survey of that effect right now, but the goal of having the WRT provide some transportation services through the downtown area possibly ending at the Westborough train station

Obviously, I do not know exactly what the cost would be to lease land for the purpose of public parking and I don't want to do a request for proposals if I don't have funding for such a project

This will require a procurement process, which will trigger a public bidding process

We will be required to solicit proposals for the purposes of establishing municipal parking on private land for a fee



TOWN OF NORTHBOROUGH PLANNING DEPARTMENT

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

March 21, 2024

Tim McInerney, Town Administrator
Town Hall Offices
63 Main Street
Northborough, MA 01532

Dear Mr. McInerney,

You have asked me to specify the changes that were made to Articles 49, 54 and 60 in the memo provided to you earlier today. The changes are tracked in the text below in red and I provided a brief explanation, from my perspective, of the Planning Board's approved changes:

ARTICLE 49: Zoning Bylaw Section 7-04-010 Classification of districts and Section 7-07-050, Multifamily Development Overlay District

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw Section 7-04-010 and add a new Section 7-07-050 as set forth in the underlined text below, or take any action relative thereto.

1: Amend Section 7-04-010 Classification of districts.

B. Overlay districts. There are hereby established the following overlay districts:

- (1) Groundwater Protection Overlay District (GPOD).
- (2) Floodplain Overlay District (FOD).
- (3) Major Commercial Development Overlay District (MCDOD).
- (4) Residential- Open Space Planning Overlay District (ROPOD).
- (5) Multifamily Development Overlay District (MDOD).

2: Add Section 7-07-050 Multifamily Development Overlay District.

7-07-050 Multifamily Development Overlay District.

A. Purposes. The purposes of the Multifamily Development Overlay District, hereinafter referred to as the "MDOD", are:

- (1) To comply with the requirements for MBTA communities as set forth in MGL c. 40A, § 3A;
- (2) To diversify the Northborough housing stock and create pedestrian-friendly development by promoting the creation of multi-family housing within close proximity to shopping, eateries, local services, and major transportation corridors;
- (3) To encourage the adaptive reuse, development and redevelopment of vacant and underutilized buildings and properties;

- (4) To support local businesses and promote the revitalization of downtown Northborough by increasing the size of the customer base;
- (5) To respond to the local and regional need for affordable housing by requiring housing options that are affordable and add to the Northborough SHI (Subsidized Housing Inventory);
- (6) To meet the housing and economic development goals articulated in the 2020 Master Plan.

B. Applicability. The MDOD is an overlay district superimposed over the underlying zoning districts as set forth on the map entitled “Multifamily Development Overlay District Map”. This map is hereby made part of the Zoning Map – Town of Northborough, and is on file in the Office of the Town Clerk.

The MDOD contains the following sub-districts:

- (1) Southwest Connector Multifamily Development Sub-District
- (2) Downtown Multifamily Development Sub-District

C. Relationship to existing zoning. In the MDOD, all requirements of the underlying district shall remain in effect except where these regulations provide an alternative to such requirements, in which case these regulations shall supersede. Where the provisions of the MDOD are silent on a zoning regulation that applies in the underlying district, the requirements of the underlying district shall apply.

Permitted Uses in the MDOD as set forth in Section E, herein, are exempt from the requirements of the Groundwater Protection Overlay District provided that the proponent shall demonstrate and certify that: a) runoff waters leaving the site via surface flow will not violate Class B water quality standards (314 CMR 4.00) and that runoff waters leaving the site via groundwater recharge will not violate Class I groundwater quality standards (314 CMR 6.00); b) the increase in post-development net runoff volume shall not exceed existing conditions by more than fifteen percent (15%); and c) any on-site sewage disposal is less than or equal to one hundred ten (110) gallons per day per ten thousand (10,000) square feet of lot area, such determinations to be made by the Building Inspector in conjunction with a staff/consulting civil engineer and other relevant Town staff.

D. Procedures and Regulations. Development under this section requires Site Plan Review by the Planning Board under Section 7-03-050 and design review by the Design Review Committee under Section 7-03-060. The Planning Board may adopt design guidelines for the MDOD that are not inconsistent with this Section or other applicable sections of the Northborough Zoning Bylaws.

E. Use regulations.

- (1) Permitted uses. The following uses shall be permitted by-right in the MDOD, subject to site plan approval under Section 7-03-050. Uses are as defined in Section 7-05-020 unless otherwise specified below:
 - (a) Attached single-family dwelling or townhouse.
 - (b) Multifamily dwelling, defined as a building with three (3) or more residential dwelling units or two (2) or more buildings on the same lot with more than one (1) residential dwelling in each building.
 - (c) Mixed-Use Development containing a mix of residential uses and non-residential uses. Developments in the MDOD may include the following non-residential uses within a vertical or horizontal mixed-use development provided that non-residential uses are located on the first floor and, when combined, do not exceed 8,000 square feet within the Southwest

Connector Multifamily Development Sub-District. Non-residential uses that require a special permit or are otherwise not permitted in the underlying district shall require a special permit by the Planning Board in the MDOD.

1. Retail store.
2. Personal service establishment.
3. Professional, medical and dental, or business office.
4. Bank or automated teller machine.
5. Deli, sandwich shop, pizza shop, or take-out food service.
6. Restaurant, excluding alcoholic beverages.
7. Restaurant, including alcoholic beverages.
8. Brew pub.
9. Commercial recreation, indoor.
10. Cultural use.
11. Co-Working space.
12. Artist studio or gallery.
13. Catering services.
14. Educational uses, nonexempt.
15. Exempt uses in accordance with MGL C. 40A, § 3.

(2) The following accessory uses are permitted by-right in the MDOD:

- (a) Clubhouse for residents of the development.
- (b) Home professional office with no employees and who do not have regular customers/clients come to the office.
- (c) Parking.
- (d) Garage or carport.
- (e) Solar photovoltaic installation, roof-mounted.
- (f) Solar photovoltaic installation, canopy-mounted.
- (g) Passive recreation, open space or conservation.

F. Density and dimensional regulations. The density and dimensional regulations of the underlying zoning districts are to be adhered to within the MDOD, except as follows:

Southwest Connector Multifamily Development Sub-District:

<u>Use</u>	<u>Maximum Height (stories)</u>	<u>Maximum Height (feet)</u>	<u>Maximum Density (dwelling units per acre)**</u>
<u>Attached single-family or townhouse</u>	<u>3</u>	<u>40</u>	<u>8</u>
<u>Multi-family dwelling</u>	<u>5</u>	<u>60</u>	<u>15</u>
<u>Vertical mixed-use development</u>	<u>5</u>	<u>60</u>	<u>15</u>
<u>Horizontal mixed-use development</u>	<u>5</u>	<u>60</u>	<u>15</u>
<u>Clubhouse</u>	<u>-</u>	<u>35</u>	<u>N/A</u>

Downtown Multifamily Development Sub-District:

<u>Use</u>	<u>Maximum Height (stories)</u>	<u>Maximum Height (feet)</u>	<u>Maximum Density (units per acre)**</u>
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<u>Attached single-family or townhouse</u>	<u>2.5</u>	<u>35</u>	<u>8</u>
<u>Multi-family dwelling</u>	<u>3</u>	<u>35*</u>	<u>15</u>
<u>Vertical mixed-use development</u>	<u>4</u>	<u>45</u>	<u>15</u>
<u>Horizontal mixed-use development</u>	<u>4</u>	<u>45</u>	<u>15</u>
<u>Clubhouse</u>	<u>-</u>	<u>35</u>	<u>N/A</u>

*Where parking is to be provided on the first floor of a multi-family dwelling, the maximum height may increase to 45 feet.

~~**For adaptive reuse or substantial restoration of existing buildings, the proposed residential density shall be based upon the demonstrated ability of the existing building to accommodate such density or intensity of use.~~

G. Affordable housing.

- (1) Number of Affordable Dwelling Units. For all MDOD Projects containing a minimum of 10 dwelling units, not less than 15% of dwelling units constructed shall be permanently restricted to households who qualify as low income, as that term is defined for the area by the Massachusetts Executive Office of Housing and Liveable Communities (EOHLC), or successor agency. For purposes of calculating the number of units of Affordable Dwelling Units required within the Project, any fractional unit shall be deemed to constitute a whole unit.
- (2) Affordable Dwelling Units shall be constructed on the same site as market rate units and shall be indistinguishably interspersed throughout the MDOD Project. The Affordable Dwelling Units shall be equal in quality, layout, construction materials, fixtures, and interior and exterior finishes to the base level market rate units in the MDOD.
- (3) Occupants of Affordable Dwelling Units shall have the same access to common areas, facilities and services as occupants of market rate units in the MDOD.
- (4) The total number of bedrooms in Affordable Dwelling Units shall be proportionate to the total number of bedrooms in all units of the MDOD Project.
- (5) In Projects that are constructed in phases, Affordable Dwelling Units shall be constructed and occupied in proportion to the number of units in each phase of the Project.
- (6) To the extent permitted by applicable law, otherwise qualified Northborough residents shall have a first opportunity and preference for the Affordable Housing Dwelling Units in the MDOD. For the purposes of this requirement, "Northborough residents" shall be defined as a current Town of Northborough resident (as established through certification by the Northborough Town Clerk based on census, voting registration, or other acceptable evidence), or a current employee of the Town of Northborough or business establishment located in Northborough, or household with children attending the Northborough/Southborough Regional Public School District.
- (7) Affordable Housing Restriction. Affordable Dwelling Units shall be Local Action Units developed in compliance with the requirements for the same as specified by Commonwealth of Massachusetts Executive Office of Housing and Liveable Communities (EOHLC), or successor agency as part of the Local Initiative Program, 760 CMR 56.00, or otherwise. All such affordable dwelling units shall qualify for inclusion of the Subsidized Housing Inventory (SHI) maintained by the EOHLC, and shall be subject to an affordable housing restriction, consistent with the universal deed rider used in the Local Initiative Program, 760 CMR 56.00, which shall be recorded with the Worcester Registry of Deeds or district registry of the Land Court. The term of the Affordable Housing Restriction shall be in perpetuity. Each Affordable

Dwelling Unit shall comply with MA Executive Office of Housing and Livable Communities' Affirmative Fair Housing Marketing and Resident Selection Plan Guidelines. No certificate of occupancy for a dwelling unit in a MDOD Project shall be issued until the Affordable Housing Restriction is recorded.

H. Design Standards. In addition to the Site Design Standards set forth in Section 7-09-020 and the Off-street parking and loading requirements set forth in Section 7-09-030, the following standards shall apply to any use or activity approved under this Section.

(1) Buildings

- (a) Multiple buildings are allowed on one lot.
- (b) The front façade of new building(s) shall be oriented parallel to the public street that provides the lot with frontage. For a MDOD Project with buildings set back from the public street, buildings shall face the access way that serves them or a courtyard.
- (c) New building(s) parallel to the public street shall be compatible with the height and architecture of noteworthy buildings that share a functional or visual relationship to the proposed buildings. For a MDOD Project with multiple buildings, taller buildings shall be set back from the public street. To create a unified and defined street, consistent alignment of buildings is encouraged.
- (d) Stucco, metal or fiberglass as a primary building finish material shall not be used.
- (e) Front building facades shall be modulated with horizontal offsets, recessed entries, or protrusions, where applicable. Vertical articulation may include colonnades, bay windows, porches or balconies, architectural detailing, and fenestration patterns.
- (f) Buildings with multiple non-residential tenants on the first floor shall articulate the façade in a manner that distinguishes the location of tenants through the use of decorative raised or depressed vertical surfaces, variations in signage, awnings marquees, colonnades or arcades.
- (g) Blank walls adjacent to streets, parking lots or open spaces shall not be permitted. Where windows are not possible or appropriate given the intended use, vertical articulation in the form of raised or recessed surfaces, shall be used to break up blank walls.
- (h) Flat roofs shall only be allowed if they are capped by an architectural parapet or cornice that acts as a structural expression of the building façade and materials.
- (i) Rooftop mechanical equipment shall be screened so it is not visible from the pedestrian level. It can be integrated into the overall design of the building by use of materials, placement, roof shape or form, or other means.
- (j) The placement of gas meters, electric meters, compressors, transformers, etc. along the street-facing façade should be avoided unless there are compelling reasons to do so, and they are screened from view.

(2) Site Design

- (a) Clearly delineated pedestrian walkways or pathways shall be provided between buildings on the same lot and between buildings and parking areas, recreation facilities, and adjacent lots to ensure a continuous pedestrian pathway throughout the district. All new sidewalks and pedestrian walkways shall be designed and constructed to be accessible in accordance with applicable laws, including the Rules and Regulations of the Massachusetts Architectural Access Board (AAB).
- (b) No use other than landscaping, pedestrian amenities, outdoor dining, sidewalks, and signs shall be permitted within the minimum required front yard of any lot.

- (c) Outdoor lighting for streets, parking areas, walkways, and gathering spaces shall be decorative and of a scale that is appropriate for a multi-family or mixed-use development. Light poles and fixtures shall not exceed 20 feet in height measured from the base to the highest point of the fixture.

(3) Off-Street Parking

- (a) Parking requirements shall be consistent with Section 7-09-030 except MDOD Projects approved under this section may provide fewer parking spaces where, in the determination of the Planning Board, proposed parking is found to be sufficient to meet the needs of the Project. The Planning Board may consider proximity to municipal and on-street parking, mixed uses, as well as the existence of a reciprocal agreement for shared parking that is consistent with Section 7-09-030C.(3). The Applicant shall demonstrate that parking will meet demand by using accepted methodologies (e.g. the Urban Land Institute Shared Parking Report, ITE Shared Parking Guidelines, or other approved studies).
- (b) Parking areas shall be located to the side and rear of buildings, underground, within a parking garage, or on the first floor of multifamily structures.
- (c) Abutting property owners are encouraged to coordinate parking layouts, including combining and connecting with adjacent parking lots, and coordinating access to their parking lots, including utilizing common curb-cuts and driveways under reciprocal agreements. The Planning Board may permit such shared driveways, curb cuts and combined parking lots if the applicant can demonstrate that the proposed design improves on-site and off-site circulation and/or results in a small parking area.

(4) Common Open Space

Within the Southwest Connector Multifamily Development Sub-District, common open space requirements shall be as follows:

- (a) Common open space shall comprise a minimum of 40% of the tract.
- (b) Common open space shall be large, contiguous and of a location suitable to assure its use for conservation, park and recreation purposes.
- (c) Common open space shall not include parking lots, driveways, roads, or ways necessary for access and egress to the site.
- (d) Common open space shall be left in its natural state, landscaped or developed for outdoor recreational facilities. Outdoor recreational facilities may include features and incidental recreational structures such as courtyards, boardwalks, walkways, trails, a clubhouse, swimming pools, decks, patio areas, grill stations, fire pits, seating and tables, playgrounds, basketball courts, tennis courts and/or bocce courts, dog parks, gardens, boat launch and fishing areas, and other similar features.
- (e) MDOD Projects containing 40 or more dwelling units shall include an appropriate outdoor amenity.

Within the Downtown Multifamily Development Sub-District, common open space requirements shall be as follows:

- (a) Common open space shall comprise a minimum of 20% of the tract.
- (b) Common open space should be visible to the public wherever possible.
- (c) Common open space shall not include parking lots, driveways, roads, or ways necessary for access and egress to the site.
- (d) Common open space shall be left in its natural state, landscaped, or developed for outdoor recreation purposes. Outdoor recreation amenities may include features and incidental recreational structures such as courtyards, gardens, walkways, trails, decks, patio areas,

seating, pocket parks, and similar amenities. MDOD Projects containing 40 or more dwelling units shall include an appropriate outdoor amenity such as boardwalks, grill stations, tables, fire pits, playgrounds, boat launch and fishing areas, dog parks, community gardens, and similar amenities.

- I. Waivers. The Planning Board is authorized to waive any requirements of this Section for compelling reasons of safety, aesthetics, site design, or to lesson environmental, neighborhood or public service impacts.

EXPLANATION FOR CHANGES: The first change relative to the Groundwater Protection Overlay District resulted from my attendance at a webinar on March 13th called “Lessons Learned From EOHLC and AGO Preliminary Review of Proposed MBTA Communities Zoning”. I learned from that workshop that our Bylaw needed to exempt MDOD projects from the requirement to obtain a Groundwater Protection Special Permit. Otherwise, the special permit requirement would make our Bylaw non-compliant with the law. I also suggested making MDOD projects exempt from the underlying districts’ lot coverage requirements, believing that they would also render our bylaw noncompliant. I forwarded these changes to Attorney Jon Eichman on March 15th and received final approval for these changes and additional clarifying text to Subsection E(1)(c) on March 18th. In the meantime, an analysis prepared by the Barrett Planning Group and received by the Town on March 19th determined that the lot coverage requirements of the underlying districts would not be an issue for compliance. Armed with that information, the Planning Board decided at their meeting on March 19th to approve the Groundwater Protection Overlay District exemption and clarifying language to Subsection E(1)(c), but not the lot coverage exemption.

The Planning Board also decided to delete the language relative to the adaptive reuse of existing buildings. I originally suggested the language so that a developer would have flexibility on unit size and number when reusing existing buildings instead of being held to a maximum of 15 units per acre, which could be an impediment to reuse as a couple of the buildings in the District likely to be reused are very large. The Planning Board rejected this language stating that Northborough should not include language that other communities had not included in their 3A District Bylaws, and that they needed more information about the adaptive reuse of existing buildings before they felt comfortable including such a provision.

ARTICLE 54: Zoning Bylaw Section 7-05-020, Classification of uses and Section 7-05-030, Table 1. Table of Uses. Part B. Commercial and Industrial Districts

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

1: Amend Section 7-05-020 Classification of Uses, as follows:

Section 7-05-020G.(4)(e) Co-working space: A building or part thereof consisting of a shared office environment, which contains desks or other workspaces and facilities, including but not limited to, dedicated workstations, office suites, meeting rooms, event space, resource libraries, and business or administrative support services, and is used by a recognized membership who share the site to interact and collaborate with each other as part of a community. Rules for membership and participation in the co-

working space are explicit, transparent, and available to the public. Co-working spaces may host classes or networking events which are open either to the public or to current and prospective members.

7-05-020 I.(1)(a) Maker space: A building or part thereof used for the on-site production of parts or finished products by individual or shared use of hand-tools, mechanical tools, and electronic tools. Maker Spaces may include space for design and prototyping of new materials, fabrication methodologies, and products, as well as space for packaging, incidental storage, sales, and distribution of such projects. Typical uses include but are not limited to: electronic goods; printmaking; leather products; jewelry and clothing/apparel; metal work; furniture; woodworking and cabinet shops; glass or ceramic production; and paper manufacturing. Maker Spaces may host classes or networking events which are open to the public. Maker Spaces may also include a membership component.

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

Financial or Professional Services							
	DB	BE	BW	BS	HB	<u>HBSW</u>	I
<u>Co-working space</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>

INDUSTRIAL USES							
	DB	BE	BW	BS	HB	<u>HBSW</u>	I
<u>Maker space</u>	<u>N</u>	<u>N</u>	<u>N</u>	BA-N	<u>N</u>	<u>N</u>	<u>PB</u>

***EXPLANATION FOR CHANGE:** The Planning Board changed their minds about allowing “Maker space” by special permit in the Business South District. Members felt that there could be negative impacts from such a use on single-family homes located in the abutting Residence C District.*

ARTICLE 60: 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 adding the text shown below as underlined and deleting the text shown below in strikethrough, 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.

i. Basic Requirements.

(12) Window signs are allowed in business districts only. All combined window signage shall be limited to 10% of the total glass area on any one façade/side of a building.

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, damage, or inadequate maintenance.

(3) Any sign, together with its structural elements, which advertises or calls attention to any business or services of owner or tenant which are no longer operational shall be removed by the owner within thirty (30) days of the date on which the operation ceased.

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) and address of the facility, in a fixed manner. Auto filling stations 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 10% of the wall size of the unit or thirty two (32) square feet in area (whichever is smaller) for each tenant or two (2) wall signs with a combined total area not to exceed thirty two (32) square feet.~~

~~[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 and address of the facility in a fixed manner, and may include space for listing of individual tenants. Auto filling stations, 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 10% of the unit wall space of the unit or thirty two (32) square feet, whichever is smaller, 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.~~

~~(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) and address, 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 10% of the wall size of the unit or thirty two (32) square feet in area, whichever is smaller, for each tenant, or two (2)~~

~~wall signs with a combined total area not to exceed thirty-two (32) square feet for each tenant.~~

~~[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 and address 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 10% of the wall size of the unit or thirty-two (32) square feet, whichever is smaller, 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 for each tenant.~~

(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) and address of the facility, 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 10% of the wall size to which the sign is affixed or two-one hundred fifty (250+00) square feet, whichever is smaller, for each tenant, or two (2) wall signs with a combined total area not to exceed two hundred fifty (250) one hundred (100) square feet for each tenant.

[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 and address 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, size not to exceed 10% of the wall size to which the sign is affixed or two-one hundred fifty (250+00) square feet, whichever is smaller, for each tenant, or two (2) wall signs with a combined total area not to exceed two hundred fifty (250) one hundred (100) square feet for each tenant.

~~[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.

(3) Temporary signs. Signs for the purpose of announcing a special day or event and not to exist more than ~~fifty-six (56)~~ thirty (30) 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.

K. Permit not required. The following types of signs do not require a permit from 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.

EXPLANATION FOR CHANGE: *The Planning Board decided that they want to simplify the Article by delaying changes to Downtown Business and Business East, Business West and Business South signs until a future Town Meeting.*

Thank you for your attention to this matter. Please let me know if you have any follow up questions.

Sincerely,



Laurie Connors
Director

Town of Northborough



Annual Town Meeting
April 22, 2024

DRAFT
Revised 3/25/2024

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**TOWN OF NORTHBOROUGH
ANNUAL TOWN MEETING WARRANT
APRIL 22, 2024
6:00 P.M.**

WORCESTER, SS

GREETINGS:

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

In the name of the Commonwealth of Massachusetts, you are hereby commanded to warn and notify the legal voters of the Town of Northborough to meet at THE ALGONQUIN REGIONAL HIGH SCHOOL on MONDAY the 22nd day of April 2024 at 6:00 p.m., to act on the following warrant articles:

ARTICLE 1: Appointing Deputy Moderator

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

ARTICLE 2: Compensating Balance Agreement

To see if the Town will vote to authorize the Treasurer, with the approval of the Select Board, 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 provides authorization for the Town to pay four bills for goods and services that were incurred in the prior fiscal year.

ARTICLE 4: Town Budget

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Twenty-Six Million Four Hundred Forty-Five Thousand Seven Hundred Eighty-Eight Dollars (\$26,445,788) 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 Sale of Lots	\$ 14,250
Cemetery Trust Income	\$ 25,842
Transfer from Debt Exclusion Premium Reserve	\$ 454
Transfer from DPU Transportation Fund	\$ 2,982
Transfer from Conservation Commission Fees	\$ 175
Transfer from Fire Emergency Medical Services	\$377,861
Revolving Fund	
Transfer from Recreation Revolving Fund	\$100,000
Transfer from Animal Control Revolving Fund	\$ 30,600
Transfer from PEG Access Cable Related Fund	\$300,847
Medicare Part D Subsidy	\$ 84,632
Free Cash	\$500,000

for a total of One Million Four Hundred Thirty-Seven Thousand Six Hundred Forty-Three Dollars (\$1,437,643) and that the sum of Twenty-Five Million Eight Thousand One Hundred Forty-Five Dollars (\$25,008,145) 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 Nine Hundred Seventy-Three Thousand Three Hundred Thirty-Seven Dollars (\$6,973,337) 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	\$ 210,441
	Solid Waste Fund Free Cash	\$ 175,650

Raise and Appropriate by Taxation:

Solid Waste General Fund Subsidy	\$597,000
----------------------------------	-----------

for a total of Nine Hundred Eighty-Three Thousand Ninety-One Dollars (\$983,091) and that the sum of Five Million Nine Hundred Ninety Thousand Two Hundred Forty-Six Dollars (\$5,990,246) be financed from Water, Sewer and Solid Waste Revenues, with said sums to be allocated as follows:

Water Fund	\$2,910,441
Sewer Fund	\$2,760,246
Solid Waste	\$1,302,650
<u>Total</u>	<u>\$6,973,337</u>

ARTICLE 6: Northborough K-8 Schools Budget

To see if the Town will vote to raise and appropriate by taxation the sum of Twenty-Nine Million One Hundred Nineteen Thousand Five Hundred Ninety-Seven Dollars (\$29,119,597) 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 the sum of Fifteen Million One Hundred Ninety-Three Thousand Eight Hundred Forty-Seven Dollars (\$15,193,847) for Northborough’s share of the assessment for the operation and debt service of the Northborough-Southborough Regional School District, 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 the sum of One Million Four Hundred Nine Thousand One Hundred Eighty-Six Dollars (\$1,409,186) for Northborough’s share of the assessment for the operation and debt service of the Assabet Valley Regional Vocational School District, or take any action relative thereto.

ARTICLE 9: Establishment of Stabilization Fund by Assabet Valley Regional Vocational School District

To see if the Town will vote to approve the Assabet Valley Regional Vocational Technical School Committee’s vote on **January 9, 2024**, to establish a Stabilization Fund for the Assabet Valley Regional Vocational Technical School District, pursuant to Section 16G ½ of Chapter 71 of the Massachusetts General Laws, said Stabilization Fund to be invested and to retain its own interest earnings as provided by law and further set up an operational line item to be created to transfer available monies into said Stabilization Fund; or take any other action relative thereto.

ARTICLE 10: Revolving Funds Authorization of Expenditure Limits

To see if the Town will vote to authorize revolving fund annual expenditure limits for Fiscal Year 2025 as shown in the table below:

Revolving Fund	Annual Expenditure Limit
Fire Department (EMS and Haz Mat)	\$750,000
Animal Control	\$50,000
Family & Youth Services	\$20,000
Council on Aging	\$300,000
Community Affairs	\$20,000
Library	\$20,000
Health Department	\$150,000

or take any other action relative thereto.

- Pursuant to the Town’s Revolving Fund Bylaw (Code § 1-56-051) 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 11: Appropriations Committee Reserve Fund

To see if the Town will vote to appropriate the sum of One Hundred Seventy-Five Thousand Dollars (\$175,000) for a Reserve Fund to provide for extraordinary or unforeseen expenditures in accordance with Massachusetts General Laws Chapter 40, Section 6, and to meet said appropriation the sum of 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 12: Adoption of Provisions of Building Rental Fund for 4 West Main Street

To see if the Town will vote to adopt the provisions of MGL Chapter 40 Section 3, which allow for the balances of rental receipts remaining at the end of a fiscal year in the building rental fund established for 4 West Main Street to remain in the fund to be expended without further appropriation for the upkeep and maintenance of the building.

- Rental receipts for 4 West Main Street are currently maintained in an account and the receipts may be expended by the Select Board during the year for the upkeep of the property. At present, any balance remaining in the account at the end of the fiscal year goes into the general fund. This Article would allow for the account balance to carry over to the next fiscal year rather than close to the general fund

ARTICLE 13: Stabilization Fund Contribution

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

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

ARTICLE 14: Senior Tax Relief

To see if the Town will vote:

- A. to accept section 5C ½ of Chapter 59 of the Massachusetts General Laws for the purpose of allowing a real estate tax exemption, up to 100 percent, for all persons who qualify for property tax exemptions under the clauses listed in the first paragraph of section 5 of Chapter 59, or take any action relative thereto.
- B. to increase the maximum qualifying gross receipts that seniors (persons 65 or older) may have in the prior calendar year to be eligible to defer property taxes under Massachusetts General Laws Chapter 59, section 5, clause 41A to \$69,000, or take any action relative thereto.
- C. to adjust the exemption authorized under Massachusetts General Laws, Chapter 59, Section 5K, concerning the so-called “Senior Work-Off Program” under which seniors may reduce their property tax liability in exchange for services provided to the Town by allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than the statutory dollar amount of \$2,000, or take any action relative thereto.

ARTICLE 15: Appropriation of Funds for Legal Settlement for Marlborough Sewer Case

To see if the Town will vote to appropriate a sum of money for payment toward the settlement of the sewer use fee litigation with the City of Marlborough in Worcester Superior Court, Civil Action No. 1685CV01772, including the entry of a legal judgment against the Town, and to meet said appropriation the sum be transferred from Sewer Enterprise Free Cash, such appropriation to be available for expenditure in Fiscal Year 2024, or take any other action relative thereto.

- The Town has been in litigation with the City of Marlborough following the 2010 expiration of the Intermunicipal Agreement (IMA) governing the Town’s use of the Westerly Sewer Treatment Plant located in Marlborough. The Town and City continued following the terms of the expired IMA whereby the Town paid an operating assessment for its share of the sewage processed at the plant until the City adopted an “out-of-city” rate and applied it to the Town’s use in 2015. The Town objected to the method, did not pay the fees, and instead continued paying estimated payments under the terms of the expired agreement with the hope agreement over a successor IMA could be reached. The City pursued a lawsuit against the Town to enforce its billed amounts. If a

judgment is rendered or a settlement can be reached, the Town's Sewer Free Cash should be applied to pay for it, as the Town has set its Sewer rates and retained Sewer Enterprise Fund balance in anticipation of the judgement and/or settlement.

ARTICLE 16 (CIP): Police – Police Cruiser Replacements

To see if the Town will vote to appropriate the sum of One Hundred Forty Thousand Dollars (\$140,000) for the use of the Police Department for the purchase of two new police vehicles, and to meet said appropriation the sum of One Hundred Forty Thousand Dollars (\$140,000) be raised by taxation, transferred from available funds, borrowed, or otherwise appropriated.

- This Article provides funds for the purchase of two replacement patrol vehicles. This article supports the continued annual replacement of police vehicles on an established schedule of three vehicles one year, then two the next.

ARTICLE 17 (CIP): Fire – Rescue 1 Replacement

To see if the Town will vote to appropriate the sum of One Million Two Hundred Fifty Thousand Dollars (\$1,250,000) for the use of the Fire Department for the purchase of new rescue truck, and to meet said appropriation the sum of One Million Two Hundred Fifty Thousand Dollars (\$1,250,000) be raised by taxation, transferred from available funds, borrowed, or otherwise appropriated.

- This Article provides funds for the replacement of a 2004 rescue pumper. It was designed to perform many functions, however, due to the design it is overloaded and overtasked. This proposal is to purchase a true rescue truck designed and equipped to function as a rescue truck.

ARTICLE 18 (CIP): DPW/FACILITIES – Facilities HVAC Upgrades/Modernization

To see if the Town will vote to appropriate the sum of Two Hundred Fifty Thousand Dollars (\$250,000) for the use of the Department of Public Works to fund the replacement of select heating, ventilation, and air conditioning equipment at the Police Station, Library and Senior Center, and to meet said appropriation the sum of Two Hundred Fifty Thousand Dollars (\$250,000) be raised by taxation, transferred from available funds, borrowed, or otherwise appropriated.

- This Article provides funds for the replacement of portions of the HVAC systems at the Police Station, Library, and Senior Center. As noted in the 2023 Facility Condition Assessment, there are several systems well past their useful life. Completing these replacements will ensure that potential future issues are addressed in a proactive manner. Thus, preventing the need for costly emergency repairs and/or the risk of additional damage caused by down systems.

ARTICLE 19 (CIP): DPW/FACILITIES – Police Station Siding Replacement

To see if the Town will vote to appropriate the sum of Five Hundred Forty Thousand Dollars (\$540,000) for the use of the Department of Public Works to fund the replacement of exterior building siding and trim at the Police Station building, and to meet said appropriation the sum of Five Hundred Forty Thousand

Dollars (\$540,000) be raised by taxation, transferred from available funds, borrowed, or otherwise appropriated.

- This Article provides funds for the replacement of the building exterior at the Police Station building. Replacing deteriorating exterior materials is essential for safeguarding structural integrity and improving the energy efficiency of the building. This Article includes \$70,000 to be re-appropriated in from Article 16 of the 2023 Annual Town Meeting.

ARTICLE 20 (CIP): DPW/FACILITIES – Fire Station Brick Repointing and Sealing

To see if the Town will vote to appropriate the sum of Eighty Thousand Dollars (\$80,000) for the use of the Department of Public Works to fund brick repointing and sealing at the Fire Station building, and to meet said appropriation the sum of Eighty Thousand Dollars (\$80,000) be raised by taxation, transferred from available funds, borrowed, or otherwise appropriated.

- This Article provides funds for repointing and sealing of the bricks at the Fire Station at 11 Pierce Street. Repointing will restore the facade's strength and prevent future damage from water intrusion. Sealing the brick facade serves as an additional protective barrier against future moisture infiltration.

ARTICLE 21 (CIP): DPW/HIGHWAY – Road Improvements and Maintenance

To see if the Town will vote to appropriate the sum of Three Hundred Ten Thousand Dollars (\$310,000) for Road Improvements and Maintenance, and to meet said appropriation the sum of Three Hundred Ten Thousand Dollars (\$310,000) be raised by taxation, transferred from available funds, borrowed or otherwise appropriated.

- 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 22 (CIP): DPW/HIGHWAY – Enclosed Public Health Trailer

To see if the Town will vote to appropriate the sum of Ninety-Five Thousand Dollars (\$95,000) for the use of the Department of Public Works for the purchase of an enclosed public health trailer, and to meet said appropriation the sum of Ninety-Five Thousand Dollars (\$95,000) be raised by taxation, transferred from available funds, borrowed, or otherwise appropriated.

- This Article provides funds for the purchase of a new enclosed trailer. The current enclosed trailer serves as an emergency facility with power, temperature control, cabinetry, and lighting. The new trailer will provide improved service for community events and activities such as elections, Applefest, health clinics, and other Town events.

ARTICLE 23 (CIP): DPW/HIGHWAY – Drainage/Sidewalk Improvement Program

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 and/or sidewalks, and to meet said appropriation the sum of Three Hundred Thousand Dollars (\$300,000) be raised by taxation, transferred from available funds, borrowed, or otherwise appropriated.

- This Article provides funds for repair and replacement of failing drainage and sidewalk infrastructure. The specific work funded herein will be derived through engineering analysis and may also vary based upon emergency needs.

ARTICLE 24 (CIP): DPW/HIGHWAY– Bucket Truck

To see if the Town will vote to appropriate the sum of Three Hundred Thirty Thousand Dollars (\$330,000) for the use of the Department of Public Works for the purchase of a bucket truck, and to meet said appropriation the sum of Three Hundred Thirty Thousand Dollars (\$330,000) be raised by taxation, transferred from available funds, borrowed, or otherwise appropriated.

- This Article provides funds the purchase of a bucket truck to replace a 2010 model 30,000-pound GVW bucket truck that is used by the Highway and Tree Divisions. As part of this capital item the existing vehicle chassis will be repurposed to extend its useful life.

ARTICLE 25 (CIP): DPW/HIGHWAY – Sidewalk Plow 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 for the purchase of a sidewalk plow, and to meet said appropriation the sum of Three Hundred Thousand Dollars (\$300,000) be raised by taxation, transferred from available funds, borrowed, or otherwise appropriated.

- This Article provides funds for the purchase of a sidewalk plow to replace a 2012 model sidewalk plow with various attachments that is used by the Highway Division. As part of this capital item the existing equipment will be traded in.

ARTICLE 26 (CIP): DPW/HIGHWAY – Hook Lift Truck

To see if the Town will vote to appropriate the sum of Zero Dollars (\$0) for the use of the Department of Public Works for the purchase of a hook lift truck, and to meet said appropriation the sum of Zero Dollars (\$0) be raised by taxation, transferred from available funds, borrowed, or otherwise appropriated.

- The intent is to pass over this Article this year.

ARTICLE 27 (CIP): DPW/WATER – One-Ton Utility Truck with Plow Replacement

To see if the Town will vote to appropriate the sum of One Hundred Forty Thousand Dollars (\$140,000) for the use of the Department of Public Works for the purchase of a one-ton utility body truck with plow,

and to meet said appropriation the sum of One Hundred Forty Thousand Dollars (\$140,000) be raised by taxation, transferred from available funds, borrowed, or otherwise appropriated.

- This Article provides funds for the purchase of a utility body truck to replace a 2014 model one-ton utility body truck that is used by the Water and Sewer Divisions. As part of this capital item the existing vehicle will be transferred to the Northborough/Southborough Regional School District.

ARTICLE 28 (CIP): DPW/SEWER – Inflow & Infiltration (I&I) Mitigation

To see if the Town will vote to appropriate the sum of Three Hundred Eighty Thousand Dollars (\$380,000) to perform the third year of inflow and infiltration elimination from the sanitary sewer system, and to meet said appropriation the sum of Three Hundred Eighty Thousand Dollars (\$380,000) be raised by taxation, transferred from available funds, borrowed or otherwise appropriated.

- 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 third year of implementation. For each gallon of storm/groundwater that is removed from the sewer system, that is one less gallon that must be treated and one more gallon of capacity available for future use.

ARTICLE 29 (CIP): PEASLEE ELEMENTARY – Asbestos Encapsulation – Chimney

To see if the Town will vote to raise and appropriate by taxation the sum of Thirty Thousand Dollars (\$30,000) for the encapsulation of chimney ductwork at the Marguerite E. Peaslee Elementary School, including all costs incidental and related.

- During the District’s 3-year Asbestos Hazard Emergency Response Act (AHERA) inspection and report, Hub Environmental Testing, Inc., identified the sheathing around the boiler chimney at the Marguerite E. Peaslee School is compromised and needs to be stabilized and rewrapped per AHERA regulations. This is a new project for the FY25 Capital Plan and requires our immediate attention. The estimated cost is \$30,000 and includes consultation services for AHERA compliance and the construction of the sheathing to secure the encapsulation. The goal of the project will be to provide compliance and safety to the boiler space.

ARTICLE 30 (CIP): MELICAN MIDDLE – Hot Water System Upgrade

To see if the Town will appropriate the sum of Thirty Thousand Dollars (\$30,000) for upgrades to the hot water system at Melican Middle School, including all costs incidental and related, and to meet said appropriation transfer from the surplus balance in Article 28 from the April 2011 Annual Town Meeting for Robert E. Melican Middle School Green Repairs.

- The Public Schools of Northborough identified that the valving system for the Robert E. Melican Middle School hot water system is original to the 1971 construction. The ability to modulate the mixing valve is compromised and needs to be brought up to code from cast iron to copper and bronze piping, valves, and fittings. The replacement provides the ability to control the temperature of hot water to all Robert E. Melican Middle School fixtures.

ARTICLE 31 (CIP): MELICAN MIDDLE – Pneumatic Control Repairs

To see if the Town will vote to appropriate the sum of Seventy-Two Thousand Dollars (\$72,000) for repairs to the pneumatic controls at the Robert E. Melican Middle School, including all costs incidental and related, and to meet said appropriation transfer from the surplus balance in Article 28 from the April 2011 Annual Town Meeting for Robert E. Melican Middle School Green Repairs.

- The Public Schools of Northborough has identified the air pressure-based pneumatic control needs restoration. The air pressure provided to each univent heating unit controls the outside air dampers and hot water valves that support the heating system. By restoring the air pressure to consistent levels, the system will work more efficiently and can be calibrated to support a more comfortable learning environment. The restoration of air pressure to the three floors of Robert E. Melican Middle School will add efficiency and comfort to the building.

ARTICLE 32 (CIP): Feasibility Study for Marguerite E. Peaslee Elementary School

To see if the Town will vote to appropriate, borrow, or transfer from available funds, an amount of money to be expended under the direction of the Marguerite E. Peaslee School Building Committee for a feasibility study for the options related to renovating or rebuilding the Marguerite E. Peaslee Elementary School at 31 Maple Street, Northborough, MA, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority (MSBA), with the Town's acknowledgement that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town.

- The Massachusetts School Building Authority (the "MSBA") Board of Directors has voted to invite the Statement of Interest (the "SOI") for the Marguerite E. Peaslee Elementary School in the Town of Northborough into the MSBA's Eligibility Period. The invitation for the Marguerite E. Peaslee Elementary School is for grades Kindergarten through Grade 5 and the potential during the feasibility study phase to examine the reconfiguration of the Town's elementary school grades to create districtwide grade spans for Pre-K through Grade 2 and Grades 3-5, resulting in two schools with Grades 3-5 including the Marguerite E. Peaslee Elementary School. The future plans for the renovation or rebuilding of the Peaslee School have been part of the Capital Plan for almost ten years. The estimated cost of a Feasibility Study is \$900,000. This study will provide the town with the options of what to do with the aging capital asset. The Peaslee School was built in 1962 and has not been significantly

renovated. It is clear through the analysis of major building systems including - HVAC, electrical, and plumbing that the Peaslee School is ready for modernization and enhancement.

ARTICLE 33: Lease and Power Purchase Agreement (PPA) for Solar Power Purchase for Roof of Proctor Elementary School

To see if the Town will authorize the Select Board to lease all or a portion of the roof of Fannie E. Proctor Elementary School located at 26 Jefferson Road for a term of 20 years, upon such terms and conditions as are acceptable to the Select Board, to solar energy providers for the purposes of constructing, maintaining, and operating a solar facility on the property and to enter into a power purchase agreement with the solar energy providers; and further, to authorize the Select Board to grant an easement to National Grid and other utility companies and/or providers to install, maintain, operate, repair, reinstall, or replace any utilities required for interconnection to the solar facility project, or take any other action in relation thereto.

- The Solar Feasibility Study Group and leadership team have identified the new Proctor Modified Bitumen EPDM roof system as a viable option for the installation of a 168 kW solar system. The request to enter into a lease and PPA is a new request for FY25. There is no outlay for the town as the construction of the solar system is built into the 20-year PPA, which in return will be energy efficient and cost savings to the school at approximately \$10,000 and would significantly reduce our carbon footprint. No funding is required to enter into a lease and PPA.

ARTICLE 34: Lease and Power Purchase Agreement (PPA) for Solar Power Purchase for Roof of Lincoln Street Elementary School

To see if the Town will authorize the Select Board to lease all or a portion of the roof of Lincoln Street Elementary School located at 76 Lincoln Street for a term of 20 years, upon such terms and conditions as are acceptable to the Select Board, to solar energy providers for the purposes of constructing, maintaining, and operating a solar facility on the property and to enter into a Power Purchase Agreement (PPA) with the solar energy providers; and further, to authorize the Select Board to grant an easement to National Grid and other utility companies and/or providers to install, maintain, operate, repair, reinstall, or replace any utilities required for interconnection to the solar facility project, or take any other action in relation thereto.

- The Solar Feasibility Study Group and leadership team have identified the metal roof sections at the Lincoln Street School as a viable option for the installation of a 237 kW solar system. The metal roof section was part of the 2016 renovation project. The request to enter into a lease and PPA is a new request for FY25. There is no outlay for the Town as the construction of the solar system is built into the 20-year PPA, which in return will be energy efficient and cost savings to the school at approximately \$15,000 per year and would significantly reduce our carbon footprint. No funding is required to enter into a lease and PPA.

ARTICLE 35: Lease and Power Purchase Agreement (PPA) for Solar Power Purchase for Roof of Zeh Elementary School

To see if the Town will authorize the Select Board to lease all or a portion of the roof of Marion E. Zeh Elementary School located at 33 Howard Street for a term of 20 years, upon such terms and conditions as are acceptable to the Select Board, to solar energy providers for the purposes of constructing, maintaining, and operating a solar facility on the property and to enter into a Power Purchase Agreement with the solar energy providers; and further, to authorize the Select Board to grant an easement to National Grid and other utility companies and/or providers to install, maintain, operate, repair, reinstall, or replace any utilities required for interconnection to the solar facility project, or take any other action in relation thereto.

- The Marion E. Zeh Elementary School roof is an optimal location for a solar system. However, in order for a system to be installed the roof will need to be replaced. The Public Schools of Northborough with the support of the Select Board have submitted a Statement of Interest (SOI) to the Massachusetts School Building Authority (MSBA) Accelerated Repair Program for a full roof replacement. If that SOI is accepted and a new roof is installed the Solar Feasibility Study Group and leadership team have identified that a new roof for the Marion E. Zeh School is a viable option. The roof replacement has been part of the Capital Plan since 2021, however, the solar proposal is new for the FY25 Capital Plan. There is no outlay for the town as the construction of the solar system is built into the 20-year PPA, which in return will be energy efficient and provide cost savings to the school at approximately \$10,000 per year and would significantly reduce our carbon footprint. No funding is required to enter into a lease and PPA. However, this is contingent upon the roof replacement project being completed.

ARTICLE 36: 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 36 – Consolidated Personnel Bylaw Amendments – 2024 Annual Town Meeting,” a copy of which is viewable on the Town’s website at <https://www.town.northborough.ma.us>.

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 Board of Selectmen 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 Board of Selectmen 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 Board of Selectmen 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 Board of Selectmen 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 Board of Selectmen 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 Board of Selectmen 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 Board of Selectmen 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.

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 Board of Selectmen 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.~~

ARTICLE 39: Authorization to Fund Spaces for Public Parking

To see if the town will vote to appropriate and/or transfer the sum of Ten Thousand Dollars (\$10,000) for the purpose of leasing land along route 20 for the purpose of providing public parking, or take any other relative action thereto.

ARTICLE 40: Community Preservation Fund – Acquisition of 432 Whitney Street

To see if the Town will vote to appropriate the sum of Eight Hundred Seventeen Thousand Six Hundred Fifty-Three Dollars (\$817,653), or any other sum, from the Community Preservation Unreserved Fund, the sum of Six Hundred Sixty-Four Thousand Seventy-Three Dollars (\$664,073), or any other sum, from the Conservation Fund, and the sum of Two Hundred Eighteen Thousand Two Hundred Seventy-Four Dollars (\$218,274), or any other sum, from the Community Preservation Fund revenues, for a total of One Million Seven Hundred Thousand Dollars (\$1,700,000), to the Select Board for the purpose of acquiring the 23.77± acres of land located at and known as 432 Whitney Street, and shown on Northborough Assessors' Map 15 as Parcel 22, for open space/passive recreation purposes and the development of up to eight affordable low-income dwelling units, or take any other action relative thereto.

- This Article would fund the purchase of 23.77 acres of undeveloped land for open space/recreation purposes and development of a small-scale affordable housing project consisting of 4-8 multi-family dwelling units.

ARTICLE 41: Community Preservation Fund – Soundproofing of Outdoor Pickleball Courts at Ellsworth McAfee Park

To see if the Town will vote to appropriate the sum of Fifty-Four Thousand Dollars (\$54,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Recreation Department for the installation of soundproofing at the pickleball courts at Ellsworth McAfee Park, or take any other action relative thereto.

- This Article would fund installation of ultraviolet (UV) tolerant soundproofing onto the top line of the existing fencing system to block the impact noise generated by pickleball sports.

ARTICLE 42: Community Preservation Fund – Affordable Housing Reserve

To see if the Town will vote to appropriate the sum of One Hundred Twenty-Six Thousand Eight Hundred Fifty-Six Dollars (\$126,856), or any other sum, from the Community Preservation Fund revenues to the Northborough Affordable Housing Corporation, for the purpose of the creation of affordable housing, or take any other action relative thereto.

- This Article would set aside funds for the future creation of affordable housing.

ARTICLE 43: Community Preservation Fund – Restoration of First Parish Church Steeple

To see if the Town will vote to appropriate the sum of Two Hundred and Ten Thousand Dollars (\$210,000), or any other sum, from the Community Preservation Fund revenues to the First Parish Northborough Unitarian-Universalist Church for the structural restoration of the steeple, or take any other action relative thereto.

- This Article would fund structural repairs to the steeple, including replacement of wood stairs, wood flooring, wood trusses that support the flooring and stairs, and wood “cradle” that supports the brass bell.

ARTICLE 44: Community Preservation Fund – Aqueduct Historic Marker

To see if the Town will vote to appropriate the sum of Four Thousand Seven Hundred Twenty-Nine Dollars (\$4,729), or any other sum, from the Community Preservation Fund revenues to the Northborough Historic District Commission for the purchase and installation of a historic marker for the Aqueduct Bridge, or take any other action relative thereto.

- This duplicate marker would replace one stolen in October 2023. Originally installed in 2013, the Aqueduct Historic Marker celebrates the history of the eight arch stone bridge, which

carried water from the Wachusett Reservoir to the Sudbudy Reservoir for Greater Boston’s drinking water supply.

ARTICLE 45: Community Preservation Fund – White Cliffs Debt Service

To see if the Town will vote to appropriate the sum of One Hundred Seventy-Six Thousand Dollars (\$176,000), with One Hundred Sixty-Four Thousand Six Hundred Forty-One Dollars (\$164,641) from the Community Preservation Fund revenues and Eleven Thousand Three Hundred Fifty-Nine Dollars (\$11,359) from the Community Preservation Premium Reserve, or any other sum, to the Northborough Community Preservation Committee for Fiscal Year 2025 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 seventh debt service payment associated with the purchase of the White Cliffs facility at 167 Main Street.

ARTICLE 46: Community Preservation Fund – Administrative Fund

To see if the Town will vote to appropriate the sum of Forty-One Thousand Dollars (\$41,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for expenses associated with the implementation of the Community Preservation Act including but not limited to clerical assistance, office supplies, property surveys, appraisals, attorney’s fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2025, or take any other action relative thereto.

- This Article would fund the administrative expenses of the Community Preservation Committee.

ARTICLE 47: Rescission of Authorized, Unused Debt for Various Capital Projects

To see if the Town will vote to rescind the authorization to borrow the following amounts representing the unused borrowing capacity no longer needed for the purposes for which borrowing was initially approved:

Original Purpose	Date of Approval	Warrant Article Number	Amount Authorized	- Issued - Retired - Rescined	= Unissued Amount 6/30/2023
Church St Bridge	04/25/2016	23	1,027,000	927,000	100,000
Lincoln St School Add/Ren	04/21/2014	19	25,530,553	24,740,921	789,632
Edmunds Hill Water Tank	04/21/2014	32	325,000	0	325,000
Lincoln St School Feasibility	04/23/2012	31	500,000	484,535	15,465
Middle School Green Repair	04/25/2011	28	780,000	712,921	67,079

Brigham St Well	04/27/2009	22	4,000,000	223,370	3,776,630
Total					5,073,806

ARTICLE 48: Amendment to Town Code Chapter 2-28 Earth Removal, Section 2-28-060

To see if the Town will vote to amend Part 2 of the Northborough Town Code, General Legislation, Chapter 2-28 Earth Removal, Section 2-28-060, by adding the underlined text and deleting the text shown with strike-through, or take any action relative thereto.

“2-28-060 Performance bond; duration of permit; public hearing

The Earthwork Board, or in the case of land in the Industrial zoning district, the Planning Board, may require, as a condition to the granting of a permit for the removal or importation of soil, loam, sand, gravel, stone or other earth material, that the permittee furnish cash, a certified check or a surety company bond to the town as obligee in a penal sum to be fixed by said Earthwork Board as it shall deem sufficient to cover the cost of the performance of all labor and material as shall be required to carry out all the conditions, limitations and safeguards as may be imposed by said Earthwork Board in connection with the removal or importation of the particular substances for which the permit is issued. No permit shall be issued under the provisions of this chapter for a period of more than ~~one~~ three years, though permits may be renewed upon written request by the permittee. Prior to issuing ~~or renewing or amending~~ any permit, the Earthwork Board shall appoint a time and place for a public hearing, notice of which shall be given to the applicant and all abutters and shall be published at least ~~21~~ 14 days before such hearing in a newspaper having a circulation in the town.”

ARTICLE 49: Zoning Map – Multi-family Development Overlay District

To see if the Town will vote to amend the Northborough Zoning Map to create the “Multifamily Development Overlay District (MDOD)” consisting of subdistricts “Southwest Connector Multifamily Development Sub-District” and “Downtown Multifamily Development Sub-District” shown on the map entitled “Multifamily Development Overlay District Map” placed on file with the Town Clerk and Planning Department, or take any action relative thereto.

(INSERT MAP)

ARTICLE 50: Zoning Bylaw Section 7-04-010 Classification of Districts and Section 7-07-050, Multifamily Development Overlay District

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw Section 7-04-010 and add a new Section 7-07-050 as set forth in the underlined text below, or take any action relative thereto.

- 1: Amend Section 7-04-010 Classification of districts.

B. Overlay districts. There are hereby established the following overlay districts:

- (1) Groundwater Protection Overlay District (GPOD).
- (2) Floodplain Overlay District (FOD).
- (3) Major Commercial Development Overlay District (MCDOD).
- (4) Residential- Open Space Planning Overlay District (ROPOD).
- (5) Multifamily Development Overlay District (MDOD).

2: Add Section 7-07-050 Multifamily Development Overlay District.

7-07-050 Multifamily Development Overlay District.

A. Purposes. The purposes of the Multifamily Development Overlay District, hereinafter referred to as the “MDOD”, are:

- (1) To comply with the requirements for MBTA communities as set forth in MGL c. 40A, § 3A;
- (2) To diversify the Northborough housing stock and create pedestrian-friendly development by promoting the creation of multi-family housing within close proximity to shopping, eateries, local services, and major transportation corridors;
- (3) To encourage the adaptive reuse, development and redevelopment of vacant and underutilized buildings and properties;
- (4) To support local businesses and promote the revitalization of downtown Northborough by increasing the size of the customer base;
- (5) To respond to the local and regional need for affordable housing by requiring housing options that are affordable and add to the Northborough SHI (Subsidized Housing Inventory);
- (6) To meet the housing and economic development goals articulated in the 2020 Master Plan.

B. Applicability. The MDOD is an overlay district superimposed over the underlying zoning districts as set forth on the map entitled “Multifamily Development Overlay District Map”. This map is hereby made part of the Zoning Map – Town of Northborough, and is on file in the Office of the Town Clerk.

The MDOD contains the following sub-districts:

- (1) Southwest Connector Multifamily Development Sub-District
- (2) Downtown Multifamily Development Sub-District

C. Relationship to existing zoning. In the MDOD, all requirements of the underlying district shall remain in effect except where these regulations provide an alternative to such requirements, in which case these regulations shall supersede. Where the provisions of the MDOD are silent on a zoning regulation that applies in the underlying district, the requirements of the underlying district shall apply.

Permitted Uses in the MDOD as set forth in Section E, herein, are exempt from the requirements of the Groundwater Protection Overlay District provided that the proponent shall demonstrate and

certify that: a) runoff waters leaving the site via surface flow will not violated Class B water quality standards (314 CMR 4.00) and that runoff waters leaving the site via groundwater recharge will not violate Class 1 groundwater quality standards (314 CMR 6.00); b) the increase in post-development net runoff volume shall not exceed existing conditions by more than fifteen percent (15%); and c) any on-site sewage disposal is less than or equal to one hundred ten (110) gallons per day per ten thousand (10,000) square feet of lot area, such determinations to be made by the Building Inspector in conjunction with a staff/consulting civil engineer and other relevant Town staff.

D. Procedures and Regulations. Development under this section requires Site Plan Review by the Planning Board under Section 7-03-050 and design review by the Design Review Committee under Section 7-03-060. The Planning Board may adopt design guidelines for the MDOD that are not inconsistent with this Section or other applicable sections of the Northborough Zoning Bylaws.

E. Use regulations.

(1) Permitted uses. The following uses shall be permitted by-right in the MDOD, subject to site plan approval under Section 7-03-050. Uses are as defined in Section 7-05-020 unless otherwise specified below:

(a) Attached single-family dwelling or townhouse.

(b) Multifamily dwelling, defined as a building with three (3) or more residential dwelling units or two (2) or more buildings on the same lot with more than one (1) residential dwelling in each building.

(c) Mixed-Use Development containing a mix of residential uses and non-residential uses. Developments in the MDOD may include the following non-residential uses within a vertical or horizontal mixed-use development provided that non-residential uses are located on the first floor and, when combined, do not exceed 8,000 square feet within the Southwest Connector Multifamily Development Sub-District. Non-residential uses that require a special permit or are otherwise not permitted in the underlying district shall require a special permit by the Planning Board in the MDOD.

1. Retail store.

2. Personal service establishment.

3. Professional, medical and dental, or business office.

4. Bank or automated teller machine.

5. Deli, sandwich shop, pizza shop, or take-out food service.

6. Restaurant, excluding alcoholic beverages.

7. Restaurant, including alcoholic beverages.

8. Brew pub.

9. Commercial recreation, indoor.

10. Cultural use.

11. Co-Working space.

12. Artist studio or gallery.

- 13. Catering services.
- 14. Educational uses, nonexempt.
- 15. Exempt uses in accordance with MGL C. 40A, § 3.

(2) The following accessory uses are permitted by-right in the MDOD:

- (a) Clubhouse for residents of the development.
- (b) Home professional office with no employees and who do not have regular customers/clients come to the office.
- (c) Parking.
- (d) Garage or carport.
- (e) Solar photovoltaic installation, roof-mounted.
- (f) Solar photovoltaic installation, canopy-mounted.
- (g) Passive recreation, open space or conservation.

F. Density and dimensional regulations. The density and dimensional regulations of the underlying zoning districts are to be adhered to within the MDOD, except as follows:

Southwest Connector Multifamily Development Sub-District:

<u>Use</u>	<u>Maximum Height (stories)</u>	<u>Maximum Height (feet)</u>	<u>Maximum Density (dwelling units per acre)</u>
<u>Attached single-family or townhouse</u>	<u>3</u>	<u>40</u>	<u>8</u>
<u>Multi-family dwelling</u>	<u>5</u>	<u>60</u>	<u>15</u>
<u>Vertical mixed-use development</u>	<u>5</u>	<u>60</u>	<u>15</u>
<u>Horizontal mixed-use development</u>	<u>5</u>	<u>60</u>	<u>15</u>
<u>Clubhouse</u>	<u>=</u>	<u>35</u>	<u>N/A</u>

Downtown Multifamily Development Sub-District:

<u>Use</u>	<u>Maximum Height (stories)</u>	<u>Maximum Height (feet)</u>	<u>Maximum Density (units per acre)</u>
<u>Attached single-family or townhouse</u>	<u>2.5</u>	<u>35</u>	<u>8</u>
<u>Multi-family dwelling</u>	<u>3</u>	<u>35*</u>	<u>15</u>
<u>Vertical mixed-use development</u>	<u>4</u>	<u>45</u>	<u>15</u>
<u>Horizontal mixed-use development</u>	<u>4</u>	<u>45</u>	<u>15</u>
<u>Clubhouse</u>	<u>=</u>	<u>35</u>	<u>N/A</u>

*Where parking is to be provided on the first floor of a multi-family dwelling, the maximum height may increase to 45 feet.

G. Affordable housing.

- (1) Number of Affordable Dwelling Units. For all MDOD Projects containing a minimum of 10 dwelling units, not less than 15% of dwelling units constructed shall be permanently restricted to households who qualify as low income, as that term is defined for the area by the Massachusetts Executive Office of Housing and Liveable Communities (EOHLC), or successor agency. For purposes of calculating the number of units of Affordable Dwelling Units required within the Project, any fractional unit shall be deemed to constitute a whole unit.
- (2) Affordable Dwelling Units shall be constructed on the same site as market rate units and shall be indistinguishably interspersed throughout the MDOD Project. The Affordable Dwelling Units shall be equal in quality, layout, construction materials, fixtures, and interior and exterior finishes to the base level market rate units in the MDOD.
- (3) Occupants of Affordable Dwelling Units shall have the same access to common areas, facilities and services as occupants of market rate units in the MDOD.
- (4) The total number of bedrooms in Affordable Dwelling Units shall be proportionate to the total number of bedrooms in all units of the MDOD Project.
- (5) In Projects that are constructed in phases, Affordable Dwelling Units shall be constructed and occupied in proportion to the number of units in each phase of the Project.
- (6) To the extent permitted by applicable law, otherwise qualified Northborough residents shall have a first opportunity and preference for the Affordable Housing Dwelling Units in the MDOD. For the purposes of this requirement, “Northborough residents” shall be defined as a current Town of Northborough resident (as established through certification by the Northborough Town Clerk based on census, voting registration, or other acceptable evidence), or a current employee of the Town of Northborough or business establishment located in Northborough, or household with children attending the Northborough/Southborough Regional Public School District.
- (7) Affordable Housing Restriction. Affordable Dwelling Units shall be Local Action Units developed in compliance with the requirements for the same as specified by Commonwealth of Massachusetts Executive Office of Housing and Liveable Communities (EOHLC), or successor agency as part of the Local Initiative Program, 760 CMR 56.00, or otherwise. All such affordable dwelling units shall qualify for inclusion of the Subsidized Housing Inventory (SHI) maintained by the EOHLC, and shall be subject to an affordable housing restriction, consistent with the universal deed rider used in the Local Initiative Program, 760 CMR 56.00, which shall be recorded with the Worcester Registry of Deeds or district registry of the Land Court. The term of the Affordable Housing Restriction shall be in perpetuity. Each Affordable Dwelling Unit shall comply with MA Executive Office of Housing and Livable Communities’ Affirmative Fair Housing Marketing and Resident Selection Plan Guidelines. No certificate of occupancy for a dwelling unit in a MDOD Project shall be issued until the Affordable Housing Restriction is recorded.

H. Design Standards. In addition to the Site Design Standards set forth in Section 7-09-020 and the Off-street parking and loading requirements set forth in Section 7-09-030, the following standards shall apply to any use or activity approved under this Section.

(1) Buildings

- (a) Multiple buildings are allowed on one lot.
- (b) The front façade of new building(s) shall be oriented parallel to the public street that provides the lot with frontage. For a MDOD Project with buildings set back from the public street, buildings shall face the access way that serves them or a courtyard.
- (c) New building(s) parallel to the public street shall be compatible with the height and architecture of noteworthy buildings that share a functional or visual relationship to the proposed buildings. For a MDOD Project with multiple buildings, taller buildings shall be set back from the public street. To create a unified and defined street, consistent alignment of buildings is encouraged.
- (d) Stucco, metal or fiberglass as a primary building finish material shall not be used.
- (e) Front building facades shall be modulated with horizontal offsets, recessed entries, or protrusions, where applicable. Vertical articulation may include colonnades, bay windows, porches or balconies, architectural detailing, and fenestration patterns.
- (f) Buildings with multiple non-residential tenants on the first floor shall articulate the façade in a manner that distinguishes the location of tenants through the use of decorative raised or depressed vertical surfaces, variations in signage, awnings marquees, colonnades or arcades.
- (g) Blank walls adjacent to streets, parking lots or open spaces shall not be permitted. Where windows are not possible or appropriate given the intended use, vertical articulation in the form of raised or recessed surfaces, shall be used to break up blank walls.
- (h) Flat roofs shall only be allowed if they are capped by an architectural parapet or cornice that acts as a structural expression of the building façade and materials.
- (i) Rooftop mechanical equipment shall be screened so it is not visible from the pedestrian level. It can be integrated into the overall design of the building by use of materials, placement, roof shape or form, or other means.
- (j) The placement of gas meters, electric meters, compressors, transformers, etc. along the street-facing façade should be avoided unless there are compelling reasons to do so, and they are screened from view.

(2) Site Design

- (a) Clearly delineated pedestrian walkways or pathways shall be provided between buildings on the same lot and between buildings and parking areas, recreation facilities, and adjacent lots to ensure a continuous pedestrian pathway throughout the district. All new sidewalks and pedestrian walkways shall be designed and constructed to be accessible in accordance with applicable laws, including the Rules and Regulations of the Massachusetts Architectural Access Board (AAB).

- (b) No use other than landscaping, pedestrian amenities, outdoor dining, sidewalks, and signs shall be permitted within the minimum required front yard of any lot.
- (c) Outdoor lighting for streets, parking areas, walkways, and gathering spaces shall be decorative and of a scale that is appropriate for a multi-family or mixed-use development. Light poles and fixtures shall not exceed 20 feet in height measured from the base to the highest point of the fixture.

(3) Off-Street Parking

- (a) Parking requirements shall be consistent with Section 7-09-030 except MDOD Projects approved under this section may provide fewer parking spaces where, in the determination of the Planning Board, proposed parking is found to be sufficient to meet the needs of the Project. The Planning Board may consider proximity to municipal and on-street parking, mixed uses, as well as the existence of a reciprocal agreement for shared parking that is consistent with Section 7-09-030C.(3). The Applicant shall demonstrate that parking will meet demand by using accepted methodologies (e.g. the Urban Land Institute Shared Parking Report, ITE Shared Parking Guidelines, or other approved studies).
- (b) Parking areas shall be located to the side and rear of buildings, underground, within a parking garage, or on the first floor of multifamily structures.
- (c) Abutting property owners are encouraged to coordinate parking layouts, including combining and connecting with adjacent parking lots, and coordinating access to their parking lots, including utilizing common curb-cuts and driveways under reciprocal agreements. The Planning Board may permit such shared driveways, curb cuts and combined parking lots if the applicant can demonstrate that the proposed design improves on-site and off-site circulation and/or results in a small parking area.

(4) Common Open Space

Within the Southwest Connector Multifamily Development Sub-District, common open space requirements shall be as follows:

- (a) Common open space shall comprise a minimum of 40% of the tract.
- (b) Common open space shall be large, contiguous and of a location suitable to assure its use for conservation, park and recreation purposes.
- (c) Common open space shall not include parking lots, driveways, roads, or ways necessary for access and egress to the site.
- (d) Common open space shall be left in its natural state, landscaped or developed for outdoor recreational facilities. Outdoor recreational facilities may include features and incidental recreational structures such as courtyards, boardwalks, walkways, trails, a clubhouse, swimming pools, decks, patio areas, grill stations, fire pits, seating and tables, playgrounds, basketball courts, tennis courts and/or bocce courts, dog parks, gardens, boat launch and fishing areas, and other similar features.
- (e) MDOD Projects containing 40 or more dwelling units shall include an appropriate outdoor amenity.

Within the Downtown Multifamily Development Sub-District, common open space requirements shall be as follows:

- (a) Common open space shall comprise a minimum of 20% of the tract.
 - (b) Common open space should be visible to the public wherever possible.
 - (c) Common open space shall not include parking lots, driveways, roads, or ways necessary for access and egress to the site.
 - (d) Common open space shall be left in its natural state, landscaped, or developed for outdoor recreation purposes. Outdoor recreation amenities may include features and incidental recreational structures such as courtyards, gardens, walkways, trails, decks, patio areas, seating, pocket parks, and similar amenities. MDOD Projects containing 40 or more dwelling units shall include an appropriate outdoor amenity such as boardwalks, grill stations, tables, fire pits, playgrounds, boat launch and fishing areas, dog parks, community gardens, and similar amenities.
- I. Waivers. The Planning Board is authorized to waive any requirements of this Section for compelling reasons of safety, aesthetics, site design, or to lessen environmental, neighborhood or public service impacts.

ARTICLE 51: Zoning Bylaw – Sections 7-03-030 and 7-050-010.A Use Variances

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

1: Amend Section 7-03-030.B.(2) as follows:

- (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.

2: Amend Section 7-05-10.A. as follows:

- 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 52: Zoning Map –Re-Zoning Industrial District off of Southwest Connector

To see if the Town will vote to amend the Northborough Zoning Map to rezone that portion of the Industrial District located in the vicinity of the Southwest Connector as a new Highway Business Southwest (HBSW) District, as shown on the map entitled “Southwest Cutoff Rezoning Map” placed on

file with the Town Clerk and the Planning Department, and further to delete the Major Commercial Development Overlay (MCDOD) District from the Zoning Map, or take any action relative thereto.

(INSERT MAP)

ARTICLE 53: Zoning Bylaw Section 7-03-060 Design Review, Section 7-04-010 Classification of Districts, Section 7-05-030, Table of Uses, Table 1, Part B. Commercial and Industrial Districts, Section 7-06-020, Table 2. Table of Density and Dimensional Regulations, Section 7-09-020 Site design standards, Section 7-09-030 Off-street parking and loading, Section 7-09-040 Signs, Section 7-07-030 Major Commercial Development Overlay District

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Sections 7-03-060, 7-04-010, 7-05-030, 7-06-020, 7-09-020, 7-09-030, and 7-09-040 by adding the text shown below as underlined, and deleting Section 7-07-030 Major Commercial Development Overlay in its entirety, or take any action relative thereto.

1: Amend Section 7-03-060 Design review, as follows:

B. Applicability.

- (1) Design review by the design review committee shall be required as part of the site plan approval or a special permit with site plan approval for any of the following:
 - (a) In any business district, new construction or exterior alterations or expansion of any commercial, municipal, institutional or multifamily structure;
 - (b) In the Downtown Neighborhood District, new construction or exterior alterations or expansion of any multifamily structure or any structure requiring a special permit;
 - ~~(c) In the Major Commercial Development Overlay District, new construction or exterior alterations or expansion of any multifamily structure or any structure requiring a special permit;~~
 - ~~(d)~~ (c) In any industrial district, new construction of any extensive uses, institutional uses, mixed uses, business uses, public service or public utility, or industrial uses; ~~or~~
 - ~~(e)~~ (d) In the RC, GR, MSR, and DN districts, any special permit application to the Planning Board for a two-family dwelling;

2: Amend Section 7-04-010 Classification of districts, as follows.

A. Districts

- (2) Nonresidential districts.
 - (a) Business districts.
 - [1] Downtown Business (DB).
 - [2] Business East (BE).
 - [3] Business West (BW).
 - [4] Business South (BS).
 - [5] Highway Business (HB).

[6] Highway Business Southwest (HBSW)

B. Overlay districts. There are hereby established the following overlay districts:

- (1) Groundwater Protection Overlay District (GPOD).
- (2) Floodplain Overlay District (FOD).
- ~~(3) Major Commercial Development Overlay District (MCDOD).~~
- (3) Residential- Open Space Planning Overlay District (ROPOD).

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

USES	DB	BE	BW	BS	HB	<u>HBSW</u>	I
EXEMPT USES							
See Section 7-05-020(A)	Y	Y	Y	Y	Y	<u>Y</u>	Y
RESIDENTIAL USES							
A. Principal Uses							
Single-family dwelling, attached ⁹	BA	N	N	N	N	<u>N</u>	N
Multifamily dwelling ¹⁰	BA	N	BA	N	N	<u>N</u>	N
Congregate residence	BA	BA	BA	N	N	<u>N</u>	N
Assisted living facility	BA	BA	BA	N	N	<u>BA</u>	N
B. Accessory Uses							
Accessory dwelling unit	BA	BA	BA	N	N	<u>N</u>	N
Boarding house	BA	N	N	N	N	<u>N</u>	N
Solar photovoltaic installation, roof-mounted	Y	Y	Y	Y	Y	<u>Y</u>	Y
Solar photovoltaic installation, canopy-mounted ¹¹	Y	Y	Y	Y	Y	<u>Y</u>	Y
Small-scale ground-mounted solar photovoltaic installation	Y	Y	Y	Y	Y	<u>Y</u>	Y
Home occupation							

Home professional office	N	N	N	N	N	<u>N</u>	N
Home personal service	N	N	N	N	N	<u>N</u>	N
Home business workshop	N	N	N	N	N	<u>N</u>	N
Home hospitality or tourism establishment	N	N	N	N	N	<u>N</u>	N
Home specialty retail	N	N	N	N	N	<u>N</u>	N
EXTENSIVE USES							
Golf course	N	N	N	N	BA	<u>N</u>	PB
INSTITUTIONAL USES							
Cultural use	Y	Y	Y	N	BA	<u>BA</u>	N
Hospital	N	N	N	N	N	<u>PB</u>	PB
Medical clinic or ambulatory surgery center	N	N	BA	BA	Y	<u>Y</u>	Y
Nursing home or rest home	BA	BA	BA	N	BA	<u>BA</u>	N
Adult day care	BA	BA	BA	BA	BA	<u>BA</u>	BA
Non-profit club or membership organization	Y	Y	Y	Y	BA	<u>BA</u>	N
MIXED USES							
Limited mixed-use building	Y	Y	Y	BA	N	<u>N</u>	N
Artist live/work unit	Y	BA	BA	BA	N	<u>N</u>	N
Shop for custom work	Y	Y	Y	BA	BA	<u>PB</u>	PB
Vertical mixed-use development	Y	Y	Y	BA	N	<u>N</u>	N
Horizontal mixed-use development	BA	N	BA	BA	N	<u>N</u>	N
Farm business	N	Y	Y	N	N	<u>N</u>	N
Continuing care retirement community	N	N	BA	N	N	<u>BA</u>	N
BUSINESS USES							

Trade							
Retail store ¹²	Y	Y	Y	Y	Y	<u>Y</u>	N
Drive-through retail ¹³	N	BA	BA	BA	BA	<u>BA</u>	N
Art studio or gallery	Y	Y	Y	N	Y	<u>Y</u>	N
Commercial greenhouse	N	Y	Y	BA	Y	<u>PB</u>	N
Wholesale trade	N	N	BA	BA	Y	<u>PB</u>	Y
Grain, lumber, construction or garden supply sales	N	N	BA	N	Y	<u>PB</u>	Y
Temporary outdoor sales of holiday horticultural products	Y	Y	Y	Y	Y	<u>Y</u>	Y
Hospitality and Food Services							
Bed and breakfast; inn	Y	Y	Y	BA	BA	<u>BA</u>	N
Hotel, motel or conference center	BA	N	BA	BA	Y	<u>PB</u>	PB
Restaurant, excluding alcoholic beverages	Y	Y	Y	BA	Y	<u>Y</u>	N
Restaurant, including alcoholic beverages	BA	BA	BA	BA	Y	<u>Y</u>	N
Nanobrewery or brew pub	BA	BA	BA	BA	BA	<u>Y</u>	PB
Microbrewery	N	BA	BA	BA	BA	<u>Y</u>	PB
Brewery, distillery, or winery	N	N	N	N	N	<u>PB</u>	PB
Deli, sandwich shop, pizza shop	Y	Y	Y	Y	Y	<u>Y</u>	N
Drive-through food service	N	BA	BA	BA	BA	<u>BA</u>	N
Catering service	BA	Y	Y	Y	Y	<u>Y</u>	N
Recreation and Entertainment							
Commercial recreation, indoor	BA	BA	BA	BA	BA	<u>Y</u>	Y
Commercial recreation, outdoor	N	N	BA	N	BA	<u>PB</u>	PB
Commercial amusement	BA	BA	BA	BA	BA	<u>BA</u>	N

Financial or Professional Services							
Bank	Y	Y	Y	BA	Y	<u>Y</u>	N
Automated teller machine ¹⁴	Y	Y	Y	BA	Y	<u>Y</u>	N
Professional or business office	Y	Y	Y	Y	Y	<u>Y</u>	Y
Medical or dental office	Y	Y	Y	Y	Y	<u>Y</u>	Y
Services							
Personal service establishment	Y	Y	Y	Y	Y	<u>Y</u>	N
Postal service	Y	Y	Y	BA	N	<u>N</u>	N
Educational use, nonexempt	N	N	BA	BA	N	<u>Y</u>	PB
Repair shop	BA	Y	Y	BA	Y	<u>PB</u>	N
Vehicle Sales and Service							
Auto filling or service station	N	N	N	N	BA	<u>PB</u>	PB
Auto repair shop	N	N	N	BA	BA	<u>PB</u>	PB
Auto body shop	N	N	N	N	BA	<u>PB</u>	PB
Auto sales	N	N	N	N	BA	<u>PB</u>	PB
Commercial parking	N	BA	BA	N	BA	<u>PB</u>	PB
Other Business Uses							
Veterinary clinic	N	BA	BA	BA	BA	<u>Y</u>	N
Kennel	N	N	BA	N	N	<u>PB</u>	Y
Funeral home	BA	BA	BA	N	N	<u>N</u>	N
Adult uses	N	N	N	N	BA	<u>N</u>	N
Commercial storage facility	N	N	N	BA	N	<u>N</u>	PB
Marijuana establishment ¹⁵	N	N	N	N	N	<u>N</u>	N
Medical marijuana treatment center ¹⁵	N	N	N	N	N	<u>N</u>	N

PUBLIC SERVICE OR PUBLIC UTILITY							
Bus stop, sheltered	BA	BA	BA	BA	BA	<u>PB</u>	PB
Public transportation terminal	N	N	N	N	BA	<u>PB</u>	PB
Public service or public utility	BA	BA	BA	BA	BA	<u>PB</u>	Y
Communication tower (including wireless communication facility)	PB	PB	PB	PB	PB	<u>PB</u>	PB
INDUSTRIAL USES							
Light manufacturing	N	N	N	BA	N	<u>N</u>	PB
Research and development	N	N	N	N	N	<u>N</u>	Y
Data processing center and records storage	N	N	N	BA	N	<u>N</u>	Y
Printing and publishing	N	N	N	N	N	<u>N</u>	Y
Large-scale ground-mounted solar photovoltaic installation	N	N	N	N	N	<u>N</u>	Y
Transportation and Distribution Uses							
Warehouse	N	N	N	BA	N	<u>N</u>	PB
Trucking, rail or freight facility, or parcel distribution facility	N	N	N	N	N	<u>N</u>	PB
Other Industrial Uses							
Natural resource extraction	N	N	N	N	N	<u>N</u>	PB
Fuel storage	N	N	N	N	N	<u>N</u>	PB
Contractor's yard or lumber yard	N	N	N	N	N	<u>N</u>	PB
Heliport	N	N	N	N	N	<u>N</u>	PB
Accessory uses; see Section 7-05-020(J)	N	N	N	BA	N	<u>N</u>	Y
Hazardous waste facility	N	N	N	N	N	<u>N</u>	PB
Solid waste disposal facility	N	N	N	N	N	<u>N</u>	PB

4: Amend Section 7-06-020, Table 2. Table of Density and Dimensional Regulations, as follows:

District	Minimum Lot Area	Minimum Lot Frontage	Minimum Lot Width	Minimum Yard Setbacks			Maximum Front Setback ²	Maximum Lot Coverage	Minimum Open Space	Maximum Height	
	(sq. ft.)	(feet)	(feet)	Front	Side	Rear				Stories	Feet
RA	80,000	200	200	30	15	25	-	25%	-	-	35
RB	40,000	150	150	30	15	25	-	25%	-	-	35
RC ³	20,000	100	100	30	15	25	-	30%	-	-	35
GR ³	15,000	100	100	30	15	25	-	30%	-	-	35
MSR ³	15,000	100	100	30	15	25	-	30%	-	-	35
DN ³	10,000	50	None	15	20	20	30	30%	20%	-	35
DB	4,000	50	None	6	None	None	20	-	15%	-	45
BE	20,000	150	None	15	20	25	75	-	20%	3.0	45
BW	20,000	150	None	15	20	25	75	-	20%	3.0	45
BS	40,000	150	None	40	25	25	-	-	25%	3.0	45
HB	40,000	150	None	50	25	25	-	-	25%	-	-
<u>HBSW</u>	<u>40,000</u>	<u>150</u>	<u>None</u>	<u>50</u>	<u>25</u>	<u>25</u>	<u>-</u>	<u>50%</u>	<u>25%</u>	<u>-</u>	<u>-</u>
I ⁴	60,000	150	None	40	20	25	-	50%	25%	-	60

5: Amend Section 7-09-020 Site design standards, as follows:

D. Additional standards for business uses. New construction or substantial alteration of existing nonresidential buildings in the Downtown Business District, the Business East District, Business West District, Business South District, Highway Business District, Highway Business Southwest District, or the Downtown Neighborhood District shall conform to the following standards. Where any of the standards in this subsection conflict with subsection (C) of this section, this subsection shall govern.

6: Amend Section 7-09-030 Off-street parking and loading, as follows:

C. Off-street parking design standards. The following design standards shall apply in the Downtown Business, Business East, Business West, Business South, Highway Business, Highway Business Southwest, and Downtown Neighborhood Districts to all uses except detached single-family or two-family dwellings, and shall be addressed in any plans submitted under Section 7-03-050. Where physical constraints on a site make it infeasible to comply with any standard in this section, the proponent may request a modification or waiver and propose an alternative design. In such cases, it shall be the proponent's burden to demonstrate that it is infeasible to comply and that the proposed alternative meets the intent of the standard for which a waiver has been requested.

7: Amend Section 7-09-040 Signs, as follows:

G. Signs in business districts.

(c) Highway Business and Highway Business Southwest Districts.

ARTICLE 54: Zoning Bylaw 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 Section 7-09-030.C.(2)(a), by adding the text shown below as underlined and deleting the text shown with strike-through, or take any action relative thereto.

- (a) Off-street parking spaces shall be located behind or beside the principal structure on the lot. No parking shall be located closer to the front lot line than the nearest point ~~front line~~ of the principal structure nearest to the front lot line. However, the applicable special permit granting authority may grant a special permit to locate up to twenty-five percent (25%) of the required off-street parking spaces in front of a principal structure, except in the Downtown Business District, and may also authorize a change in any maximum front yard setback where necessary to accommodate such parking. In granting a special permit, the special permit granting authority may impose design, surface treatment, landscaping, lighting and other requirements to mitigate the visual impact of parking areas on views from the road, and may regulate the location of the remaining parking to achieve the purposes of this section.

ARTICLE 55: Zoning Bylaw Section 7-05-020, Classification of uses and Section 7-05-030, Table 1. Table of Uses. Part B. Commercial and Industrial Districts

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

1: Amend Section 7-05-020 Classification of Uses, as follows:

Section 7-05-020G.(4)(e) Co-working space: A building or part thereof consisting of a shared office environment, which contains desks or other workspaces and facilities, including but not limited to, dedicated workstations, office suites, meeting rooms, event space, resource libraries, and business or administrative support services, and is used by a recognized membership who share the site to interact and collaborate with each other as part of a community. Rules for membership and participation in the co-working space are explicit, transparent, and available to the public. Co-working spaces may host classes or networking events which are open either to the public or to current and prospective members.

7-05-020 I.(1)(a) Maker space: A building or part thereof used for the on-site production of parts or finished products by individual or shared use of hand-tools, mechanical tools, and electronic tools. Maker Spaces may include space for design and prototyping of new materials, fabrication methodologies, and products, as well as space for packaging, incidental storage, sales, and distribution of such projects.

Typical uses include but are not limited to: electronic goods; printmaking; leather products; jewelry and clothing/apparel; metal work; furniture; woodworking and cabinet shops; glass or ceramic production; and paper manufacturing. Maker Spaces may host classes or networking events which are open to the public. Maker Spaces may also include a membership component.

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

Financial or Professional Services							
	DB	BE	BW	BS	HB	<u>HBSW</u>	I
<u>Co-working space</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>

INDUSTRIAL USES							
	DB	BE	BW	BS	HB	<u>HBSW</u>	I
<u>Maker space</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>PB</u>

ARTICLE 56: Zoning Bylaw Section 7-07-010, Groundwater Protection Overlay District

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw Section 7-07-010, by adding the text shown below as underlined and deleting the text shown with strike-through, and renumber the remaining internal sections of Subsection D.(3)(c) accordingly, or take any action relative thereto.

Subsection D.(1)(c)[3]:

Commercial development as allowed per underlying zoning that does not involve as accessory uses the manufacture, storage, application, transportation and/or disposal of toxic or hazardous materials, limited to retail shopping, business or professional office, on lots of at least twenty thousand (20,000) square feet in area where sewage disposal is on-site, such that; a) the impervious cover of the building lot is increased over existing conditions by no more than forty percent (40%) or, where lot coverage will comply with underlying zoning, the proponent can demonstrate and certify that runoff waters leaving the site via surface flow will not violate Class B water quality standards (314 CMR 4.00) and that runoff waters leaving the site via groundwater recharge will not violate Class I groundwater quality standards (314 CMR 6.00); b) the increase in post-development net runoff volume shall not exceed existing conditions by more than

fifteen percent (15%); and c) any on-site sewage disposal is less than or equal to one hundred ten (110) gallons per day per ten thousand (10,000) square feet of lot area, such determination to be made by the Building Inspector in conjunction with a staff/consulting civil engineer and other relevant Town staff.

Subsection (3)(c)[3]:

~~[3] Commercial development as allowed per underlying zoning, such that the increase in post-development net runoff volume shall not exceed existing conditions by more than fifteen percent (15%), the impervious cover of the building lot is increased over existing conditions by no more than forty percent (40%) or there is no restriction of lot coverage beyond that provided by underlying zoning where proponent can demonstrate and certify that runoff waters leaving the developed site via surface flow will not violate Class B water quality standards (314 CMR 4.00) and runoff waters leaving the site via groundwater recharge will not violated Class I groundwater quality standards (314 CMR 6.00), and any on-site sewage disposal is less than or equal to one hundred ten (110) gallons per day per ten thousand (10,000) square feet of lot area.~~

ARTICLE 57: Zoning Bylaw Section 7-07-010, Groundwater Protection Overlay District

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw Section 7-07-010, by adding the text shown below as underlined and deleting the text shown with strike-through, and renumber the remaining internal sections of Subsection D.(3)(c) accordingly, or take any action relative thereto.

Subsection D.(1)(c)[2]

Residential development of single-family, two-family and multifamily dwellings as allowed in the underlying district on lots of at least twenty thousand (20,000) square feet in area where sewage disposal is on-site, such that the increase in post-development net runoff volume shall not exceed existing conditions by more than fifteen percent (15%) or such that the impervious cover of the building lot is increased over existing conditions by no more than fifteen percent (15%) and any on-site sewage disposal is less than or equal to two hundred twenty (220) gallons per day per ten thousand (10,000) square feet of lot area, such determination to be made by the Building Inspector Department in conjunction with a staff/consulting civil engineer and other relevant Town staff. ~~the Town Engineer.~~

Subsection D.(3)(c)[6]

~~[6] Two family and multifamily residential development on lots of at least twenty thousand (20,000) square feet in area, such that the increase in post-development net runoff volume shall not exceed existing conditions by more than fifteen percent (15%) or such that the impervious cover of the building lot is increased over existing conditions by no more than fifteen percent (15%) and any on-site sewage disposal is less than or equal to two hundred twenty (220) gallons per day per ten thousand (10,000) square feet of lot area.~~

[7]

ARTICLE 58: Zoning Bylaw Section 7-03-060, Design Review

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw Section 7-03-060, by adding the text shown below as underlined and deleting the text shown with strike-through, or take any action relative thereto.

B. Applicability.

- (1) Design review by the design review committee shall be required as part of sign permit approval in the Downtown Business District, ~~the~~ or site plan approval or a special permit with site plan approval for any of the following:
 - (a) In any business district, new construction or exterior alterations or expansion of any commercial, municipal, institutional or multifamily structure;
 - (b) In the Downtown Neighborhood District, new construction or exterior alterations or expansion of any multifamily structure or any structure requiring a special permit;
 - (c) In the Major Commercial Development Overlay District, new construction or exterior alterations or expansion of any multifamily structure or any structure requiring a special permit;
 - (d) In any industrial district, new construction of any extensive uses, institutional uses, mixed uses, business uses, public service or public utility, or industrial uses; ~~or~~
 - (e) In the RC, GR, MSR, and DN districts, any special permit application to the Planning Board for a two-family dwelling;
 - (f) In the DB District, any wall, freestanding, or permanent window sign;
 - (g) In the Multifamily Development Overlay District, new construction or expansion of any structure.

C. Submission requirements and procedures. The submission requirements and procedures for design review shall be in accordance with the Design Review Committee's rules and regulations.

- (1) As a part of the sign permit, site plan approval or special permit with site plan approval process, the Design Review Committee shall review a proposed project and provide written recommendations to the applicable issuing authority within the review periods prescribed in Section 7-03-050. The Design Review Committee may conduct one (1) or more pre-application meetings with the proponent.

E. Appointment of the Design Review Committee.

- (1) The Planning Board shall appoint a Design Review Committee. Such Committee shall be chaired by a member of the Planning Board, and shall additionally consist of four (4) members, who shall be residents or employed within the Town of Northborough, with a preference given to the following disciplines for three-year terms:
 - (a) ~~Two (2)~~ One (1) degreed architects;
 - (b) One (1) degreed landscape architect or person qualified by training in landscape design; ~~and~~
 - (c) ~~One (1)~~ Two (2) residents of the town with a related background such as real estate development, landscape design, architecture, historic preservation, interior design, graphic design, lighting design, civil engineering, or building/construction; or
 - (d) A balance of representation as close as possible to this mix.

ARTICLE 59: Zoning Bylaw Section 7-09-020, Site design standards

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw Section 7-09-020.C., by adding the text shown below as underlined and deleting the text shown with strike-through, or take any action relative thereto.

- (2) Outdoor lighting. In the area of the new construction or addition, outdoor lighting, including lighting on the exterior of a building or lighting in parking areas, shall be full cutoff and conform to “Dark Skies” guidelines, as stated by the International Dark Sky Association (IDA), arranged to minimize glare and light spilling over to neighboring properties. Energy-efficient lighting with timers or motion sensors are strongly encouraged. ~~Except for low level intensity pedestrian lighting with a height of less than eight (8) feet, all outdoor lighting shall be designed and located so that the luminaire has an angle of cutoff less than seventy six degrees (76 degrees) and a line drawn from the height of the luminaire along the angle of cutoff intersects the ground at a point within the development site.~~
- (6) Primary entrances to buildings shall be situated on pedestrian ways (i.e. sidewalks, plazas or open space) and shall have a minimum width of seven (7) feet.
- (7) New sidewalks shall be composed of four (4) inch thickness of reinforced cement concrete, however they may include a decorative band of brick or pavers.
- (8) Curbing shall be either vertical granite or vertical concrete with a minimum reveal of six (6) inches.

ARTICLE 60: Zoning Bylaw Section 7-09-020, Site design standards

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw Section 7-09-020.D.(1), by adding the text shown below as underlined, or take any action relative thereto.

- (1) Building placement, design, and orientation.
 - (e) Metal or fiberglass as a primary building finish material shall not be used;
 - (f) Flat roofs may be allowed on buildings as long as the roofline projects upward from the building surface as a decorative cornice or parapet;

ARTICLE 61: 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 adding the text shown below as underlined and deleting the text shown below in strikethrough, 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.

D. Basic Requirements.

(12) Window signs are allowed in business districts only. All combined window signage shall be limited to 10% of the total glass area on any one façade/side of a building.

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, damage, or inadequate maintenance.

(3) Any sign, together with its structural elements, which advertises or calls attention to any business or services of owner or tenant which are no longer operational shall be removed by the owner within thirty (30) days of the date on which the operation ceased.

G. Signs in business districts.

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

(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) and address of the facility, 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 10% of the wall size to which the sign is affixed or two-one hundred fifty (250+00) square feet, whichever is smaller, for each tenant, or two (2) wall signs with a combined total area not to exceed two hundred fifty (250) one hundred (100) square feet for each tenant.

[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 and address 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, size not to exceed 10% of the wall size to which the sign is affixed or two-one hundred fifty (250) square feet, whichever is smaller, for each tenant, or two (2) wall signs with a combined total area not to exceed two hundred fifty (250) one hundred (100) square feet for each tenant.

[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.

(3) Temporary signs. Signs for the purpose of announcing a special day or event and not to exist more than ~~fifty-six (56)~~ thirty (30) 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.

K. Permit not required. The following types of signs do not require a permit from 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.

ARTICLE 62 Street Acceptances

To see if the Town will vote to accept as a public way the roadway known as Harrington Lane, situated west of Washburn Street in the central section of the Town of Northborough, as heretofore laid out by the Select Board and shown on a plan entitled: "Roadway Acceptance Plan of Harrington Lane in Northborough, MA", prepared by Connorstone Engineering Inc., dated December 4, 2023, last revised March 6, 2024, a copy of which has been placed on file at the Town Clerk's Office, and to authorize the Select Board to acquire on behalf of the Town, by purchase, gift, eminent domain, or otherwise, interests in property, including public way, drainage and open space easements, sufficient to use said way for all purposes for which public ways are used in the Town of Northborough, or take any action relative thereto.

ARTICLE 63: Citizen Petition – Section 7-03-060 Design Review

To see if the Town will vote to amend Part 7 of the Northborough Town Code, and the Northborough Zoning Bylaw Section 7-03-060, by removing the text in its entirety (as shown below in strikethrough).

The Design Review and “Design Review Committee” would be terminated and no longer a function within the Town of Northborough. Removing Design Review and Design Review Committee from all references in the Northborough Zoning Bylaw and the Northborough Town Code wherever it appears.

7-03-060 ~~Design review.~~

~~A. Purpose. The purpose of design review is to preserve historic land uses and structures and to promote architectural and ecological considerations for the betterment of the community. Further, the design review process is intended to provide guidance to the proponent in the development or evaluation of site and building design, to establish principles and standards to guide development, and to promote the following objectives:~~

- ~~(1) To strengthen the character of Downtown Northborough as the focal point of a prosperous rural New England community and as a destination for shopping, services and government;~~
- ~~(2) To encourage development that is distinctive and appropriate to locations within other business districts, supportive of the function of the Highway Business District and Business South District as gateways into Northborough, and supportive of the function of the Business East and Business West Districts as neighborhood business areas and as gateways to Downtown Northborough;~~
- ~~(3) To encourage development within the Downtown Neighborhood District that respects the character of established neighborhoods; and to encourage that more intensive uses, where they occur, draw upon appropriate local or regional models of traditional neighborhood design; and~~
- ~~(4) To assure that future construction, alterations or additions maintain a relationship to the historic development of the town through appropriate design.~~

~~B. Applicability.~~

- ~~(1) Design review by the design review committee shall be required as part of the site plan approval or a special permit with site plan approval for any of the following:
 - ~~(a) In any business district, new construction or exterior alterations or expansion of any commercial, municipal, institutional or multifamily structure;~~
 - ~~(b) In the Downtown Neighborhood District, new construction or exterior alterations or expansion of any multifamily structure or any structure requiring a special permit;~~
 - ~~(c) In the Major Commercial Development Overlay District, new construction or exterior alterations or expansion of any multifamily structure or any structure requiring a special permit;~~
 - ~~(d) In any industrial district, new construction of any extensive uses, institutional uses, mixed uses, business uses, public service or public utility, or industrial uses; or~~
 - ~~(e) In the RC, GR, MSR, and DN districts, any special permit application to the Planning Board for a two-family dwelling.~~~~
- ~~(2) Nothing in this section shall be construed to conflict with MGL C. 40, § 3, which prohibits the regulation or restriction of the use of materials or methods of construction of structures regulated by the State Building Code. In addition, nothing in this section shall be constructed to conflict with Chapter 1-60, Historic District Commission. Where there is a conflict between this section and said Chapter 1-60, that latter shall govern.~~

- C. ~~Submission requirements and procedures. The submission requirements and procedures for design review shall be in accordance with the Design Review Committee's rules and regulations.~~
- (1) ~~As a part of the site plan approval or special permit with site plan approval process, the Design Review Committee shall review a proposed project and provide written recommendations to the applicable issuing authority within the review periods prescribed in Section 7-03-050. The Design Review Committee may conduct one (1) or more pre-application meetings with the proponent.~~
- (2) ~~When a proponent applies for a special permit prior to submitting a site plan for review by the special permit granting authority, the Design Review Committee's review shall occur in conjunction with the special permit granting authority's review of the site plan under Section 7-03-050(D). The Design Review Committee shall review such plans in accordance with its design guidelines and any special permit conditions imposed by the special permit granting authority.~~
- D. ~~Design guidelines. The Design Review Committee shall prepare and adopt design guidelines to assist property owners, proponents, architects and landscape architects with project planning and developing submissions for review under this section. The guidelines shall serve as a supplement to, and shall not be inconsistent with, the site development standards in Section 7-09-020. The guidelines shall be on file in the Office of the Town Clerk and the Planning Department.~~
- E. ~~Appointment of the Design Review Committee.~~
- (1) ~~The Planning Board shall appoint a Design Review Committee. Such Committee shall be chaired by a member of the Planning Board, and shall additionally consist of four (4) members, who shall be residents, with a preference given to the following disciplines for three-year terms:~~
- (a) ~~Two (2) degreed architects;~~
- (b) ~~One (1) degreed landscape architect; and~~
- (c) ~~One (1) resident of the town with a related background such as real estate development, interior design, graphic design, lighting design, or building/construction; or~~
- (d) ~~A balance of representation as close as possible to this mix.~~
- (4-27-09 ATM, Art. 31; 4-26-10 ATM, Art. 28; 4-27-15 ATM, Art. 47; 4-23-18 ATM, Art. 39; 4-22-19 ATM, Art. 29.)

ARTICLE 64: Status Report from Fire Station Building Committee

To see if the Town will vote to hear an update from the Fire Station Building Committee on the fire station building project.

ARTICLE 65: Reports

DRAFT

WARRANT – TOWN OF NORTHBOROUGH
April 22, 2024 ANNUAL TOWN MEETING

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, SS:

TO: either of the Constables of the Town of Northborough, in said county:

GREETINGS:

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, 79 Bartlett St. in said Town, on Monday, April the Twenty Second day, in the year Two Thousand and Twenty-Four at 6:00 PM to act upon the following Articles of the Town Meeting Warrant.

Hereof fail not and make due return of this warrant by your doings thereon to the Town Clerk, at or before the time of the meeting aforesaid.

Given under our hands, at Northborough, on Monday, this Twenty-Fifth Day of March, in the year Two Thousand and Twenty-Four.

NORTHBOROUGH SELECT BOARD

Mitchell S. Cohen, Chair

Kristen P. Wixted, Vice Chair

Laura Ziton, Clerk

Julianne S. Hirsh

Lisa Maselli

ATTEST: _____
Andrew T. Dowd, Town Clerk

RETURN OF SERVICE

I have served the Warrant for the April 22, 2024 Annual Town Meeting by posting attested copies of same at the following places: Municipal Office Building, U.S. Post Office, Northborough Public Library, and Melican Middle School

Date

ATTEST: _____
Andrew T. Dowd, Town Clerk

WARRANT - TOWN OF NORTHBOROUGH

May 14, 2024 ANNUAL TOWN ELECTION

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, SS:

TO: Either of the Constables Town of Northborough, in said county;

GREETINGS:

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 four Voting Precincts in said Town, on TUESDAY May 14, 2024, beginning at 7:00 AM to bring and deposit their votes in one ballot for the following offices:

Moderator	Vote for ONE for 1 Year
Select Board	Vote for TWO for 3 Years
Planning Board	Vote for TWO for 3 Years
Northborough School Committee	Vote for TWO for 3 Years
Assabet Valley Regional School Committee	Vote for ONE for 4 Years
Northborough/Southborough Regional School Committee – Northborough	Vote for TWO for 3 Years
Northborough/Southborough Regional School Committee – Southborough	Vote for TWO for 3 Years

The polls will open at 7:00 AM, and close at 8:00 PM, at the following places:

Precinct 1	Melican Middle School	145 Lincoln Street
Precinct 2	Melican Middle School	145 Lincoln Street
Precinct 3	Melican Middle School	145 Lincoln Street
Precinct 4	Melican Middle School	145 Lincoln Street

Hereof fail not and make due return of this warrant by your doings thereon to the Town Clerk, at or before the time of the election aforesaid.

Given under our hands, at Northborough, this Twenty Fifth day of March, in the year Two Thousand and Twenty-Four.

NORTHBOROUGH SELECT BOARD

Mitchell S. Cohen, Chair

Kristen P. Wixted, Vice-Chair

Laura Zitton, Clerk

Julianne S. Hirsh

Lisa Maselli

ATTEST: _____
Andrew T. Dowd, Town Clerk

Return of Service: I have served the Warrant for the May 14, 2024 Annual Town Election by posting attested copies of same at the following places:

Municipal Office Building, U.S. Post Office, Northborough Public Library, and Melican Middle School

Date

ATTEST: _____
Andrew T. Dowd, Town Clerk



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF
ENERGY AND ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENERGY RESOURCES
100 CAMBRIDGE ST., 9th FLOOR
BOSTON, MA 02114
Telephone: 617-626-7300

Maura T. Healey
Governor

Rebecca L. Tepper
Secretary

Kimberley Driscoll
Lt. Governor

Elizabeth Mahony
Commissioner

September 27, 2023

Robert Reed, Interim Town Administrator
Town of Northborough
63 Main Street
Northborough, MA 01532

Dear Administrator Reed:

I am pleased to inform you that the Department of Energy Resources (DOER) Green Communities Division has approved an award of **\$127,194** for the following projects proposed in the Town of Northborough's Green Communities Competitive Grant application.

List of projects funded:

- \$5,000, Town — Administrative assistance
- \$20,212, Northborough Senior Center — Duct Air Sealing
- \$72,867, Northborough Free Library — Weatherization and insulation
- \$29,115, Northborough Senior Center — Weatherization and insulation

The Division reviewed Northborough's grant application and has determined these are viable projects that meet the eligibility requirements of our Competitive Grant program. **Please note that, due to the competitive nature of this grant program, the use of these funds is restricted to the specifically-approved projects listed above.**

Jane Pfister, Green Communities Grant Coordinator, will follow up with the contact listed in your competitive grant application to discuss next steps, including coordination of the grant contract process. The Green Communities Division looks forward to working with the Town of Northborough on your grant projects. We congratulate you on your grant award and applaud your efforts to create a cleaner energy future for your community and the Commonwealth as a whole.

Please do not hesitate to contact me at 617-823-4029 or by email at Joanne.Bissetta@mass.gov with any questions you may have regarding your grant award.

Sincerely,

A handwritten signature in black ink that reads "Joanne Bissetta". The signature is written in a cursive, flowing style.

Joanne Bissetta, Director
Green Communities Division

Cc: Mitch Cohen, Chair Board of Selectmen
Shawn Thompson, Facilities Manager
Gloria Agossou, Assistant Planner
Kelly Brown, Central Regional Coordinator



TOWN OF NORTHBOROUGH

Timothy P. McInerney

Town Administrator

63 Main Street


Northborough, MA 01532-1994

(508) 393-5040 x1 Phone

town.northborough.ma.us

MEMORANDUM

TO: Select Board

FROM: Tim McInerney 

SUBJECT: State Earmark Award
Reservoir Dam Removal Project

DATE: March 22, 2024

The Town Administrator's office annually submits a Legislative Priorities letter to Northborough's elected delegation. This letter contains numerous topics with the majority related to funding needs, including both Statewide programs and local earmark requests. The past several years' letters have included an earmark request to support Northborough's Reservoir Dam Removal Project. The State found this dam to be in poor condition and mandated the Town to repair or remove the dam. As the dam serves no purpose to the Town, the project approach has been removal.

In 2021, the Department of Conservation and Recreation (DCR) awarded Northborough a \$168,750 grant through their competitive Dam and Seawall funding program. Due to State permitting changes implemented thereafter, we received an additional \$72,800 grant through the same program. These resources, coupled with \$50,000 appropriated at the 2021 Annual Town Meeting, have funded the design and permitting phase of the project.

We are pleased to inform you that the State, through the direct support of Senator Kennedy, has awarded Northborough a \$25,000 earmark in support of this project. These additional resources will fund preparation of final design and construction bidding documents.

The board will be asked to accept the earmark funds of \$25,000 at your March 25th meeting.



Memorandum

Date: March 13, 2024
To: Select Board
Copy: Timothy P. McInerney
Town Administrator
From: Traffic Safety Committee
CO: Scott D. Charpentier, P.E.
Public Works Director

A handwritten signature in black ink, appearing to read "SJC", is written over the name "Scott D. Charpentier, P.E." in the "From" field.

**Subject: Bartlett Street Safety Speed Zone
Algonquin Regional High School (ARHS)**

The Select Board (SB) approved at their August 23, 2021 meeting a Safety Speed Zone on Bartlett Street in proximity to ARHS. The operating hours were decided to be 7am-8:30am and 2pm-9pm with the caveat that the times be reconsidered in six months. It appears that the item was not considered at a future SB meeting.

The PM hours of operation for the Bartlett Street Safety Speed Zone was discussed at the March 12, 2024 meeting of the Traffic Safety Committee (TSC) in response to a citizen inquiry. The discussion included consideration of after-school programming and if a timing adjustment would be warranted. The Committee voted unanimously to recommend the SB consider changing the PM end time from 9pm to 7:30pm and that it be reevaluated one-year thereafter.