



SELECT BOARD
MEETING AGENDA
April 1, 2024
7:00 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/82299986023>
When prompted, enter Password 061705
- CATV Government Channels: Verizon Channel 30, Charter Channel 192
- Call 1-646-876-9923
When prompted, enter Meeting ID 822 9998 6023 and Password 061705

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 ***

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1. Public Comment
 2. Approval of Meeting Minutes:
 - [January 22, 2024](#)
 - [February 12, 2024](#)
 - [February 26, 2024](#)
 3. **7:00 pm: CONTINUED JOINT PUBLIC HEARING – Select Board and Appropriations Committee on FY2025 Proposed Budget**
 4. [Approval and Execution of the April 22, 2024 Town Meeting Warrant](#)
 5. [Discussion regarding the use of Code Red and advertising strategies for Town Meeting](#)
 6. Adjourn

**SELECT BOARD
MEETING MINUTES –January 22, 2024**

7:00 p.m. - Chair’s Introduction to Remote Meeting

Chair Cohen read the current remote meeting notice and confirmed the following Select Board members and others could hear and be heard.

Select Board (SB)

Mitch Cohen, Chair
Kristen Wixted, Vice Chair
Laura Ziton, Clerk
Julianne Hirsh
Lisa Maselli

Others

Timothy McInerney, Town Administrator
Diane Wackell, Assistant Town Administrator

PUBLIC COMMENT

Chair Cohen invited comments from the public. The following residents made comments:

Jorge Ruiz, 268 Whitney Street – expressed support for the police department hiring more officers and asked the Board to do the same.

Ginny Lemmerman, 176 Howard St – asked when the warrant will be available. Chair Cohen replied that the Town Administrator is putting the articles together and anticipates a draft should be available by the second meeting in February.

APPROVAL OF MINUTES – DECEMBER 18, 2023

Postponed to next meeting.

7:01 PM PUBLIC HEARING

To consider the Town’s right of first refusal pursuant to G.L. c. 61A, s. 14 to purchase the property located at 432 Whitney Street, described in a deed recorded with the Worcester South District Registry of Deeds in Book 44712, Page 129, and being shown as Assessors Map 15, Lot 22.

The Chair added context to the purpose of the public hearing. He explained that if the board decides to move forward with this process this would initiate the next steps, which include determining funding options and placing the matter on the warrant for town meeting. The Chair highlighted that town meeting would likely have the final say on any funding decisions, including the potential use of Community Preservation Act funds or most other town revenue sources, emphasizing the community's role in the decision-making process. Ms. Connors was invited to provide further details on the matter.

Ms. Connors provided a PowerPoint presentation to the Board. In summary, Ms. Connors reviewed the Chapter 61A Right of First Refusal process. This property is currently enrolled within the Chapter 61A Tax Abatement Program for just under 10 years. In early December 2023, the town received a notice of intent from the owner to sell and convert the property to other use, which includes a purchase and sales agreement for Howland Development Corporation to purchase the property for \$1.7 million, to construct a 40,000-60,000 sq ft building and convert the parcel to commercial/industrial/warehouse/distribution purposes to be potentially served by freight rail line. As a result of early withdrawal from the program (acquisition less than 10 years) the town is expected to make \$98,963.51 in rollback taxes. The Town’s option of right of first refusal was triggered upon receipt of the notice of intent to sell the property. The Town has the right to match a bona fide offer to purchase or assign that right to an eligible conservation organization.

Ms. Connors reviewed potential funding sources. If acquired for undesignated municipal purposes:

- Town Meeting appropriation
- Overlay appropriations
- ARPA funds

If acquired for open space/recreation/affordable housing purposes (restricted uses), the funding source would be Community Preservation Act:

- New revenue: \$820,000
- Conservation fund open space reserves: \$664,073
- Affordable Housing reserve funds: \$279,863
- Unreserved funds: \$1,060,714
- Bonding with future years' CPA revenue

Following the presentation, Ms. Connors referred to the letters of support from the Planning Board, Open Space Committee and Conservation Committee that were provided in the Board's meeting packet, adding that all three voted unanimously in support of acting on the Right of First Refusal.

Board members thanked Ms. Connors for the presentation. Members discussed revenue options, expanding open space, affordable housing, environmental challenges and rail transport.

Atty. Katherine Klein, Town Counsel with K-P Law, indicated that if using CPA funds for any designated purpose, it needs to be supported by an appraisal. The property has to be worth \$1.7M, or if split, that portion allocated to CPA use must be appraised at that amount. Atty Klein noted that if CPA funds are used to acquire the property for open space, the law requires that a conservation restriction is placed on it, which would make that land not unable to be converted to another use.

The Chair asked for Public Comment.

The following residents provided public comments in opposition of the right of first refusal based on concerns with reducing the tax base and paying a premium for industrial land for open space.

Mickael Horgan, 17 Reservoir Street

Douglas Stone, 33 Birch Hill Road

The following residents provided comments in support of the right of first refusal based on concerns about the neighbors who have had to deal with the odor issues caused by SA Farm, environmental challenges, environmental assessment, affordable housing, increased open space, including expanding a connection between the aqueduct and the town of Berlin, it was also stressed that if the town passes on this piece of property, they will never get it back.

Jorge Ruiz, 268 Whitney Street

Bill Pierce, 367 Whitney Street

Fran Bakstran, 76 Cedar Hill Rd

Michael Tietjen, 30 Auger Ave

Ginny Lemmerman, 176 Howard Street

Jeanne Cahill, 1 Thayer Street

Amy Porestky, 47 Indian Meadow Drive

John Rappa, 105 Wesson Terrace

John Campbell, 29 Spruce Hill Drive, member of Open Space Committee – the committee voted unanimously in favor of the right of first refusal.

Rick Leif, 30 Wiles Farm Road, member of Northborough Affordable Housing Corp (NAHC) – indicated that NAHC is always in favor of affordable housing projects, however, they currently have two affordable housing projects, one on Boundary Street and the other on Village Drive.

Seeing as there were no more public comments, Hirsh moved that the Board vote to close the public hearing; Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

Ziton moved the Board recommend that the Town exercise its Right of First Refusal pursuant to G.L. Chapter 61A, Section 14 to purchase the property located at 432 Whitney Street, described in a Deed recorded with the Worcester South District Registry of Deeds in Book 44712, Page 129, and being shown as Assessors Map 15, Lot 22, and that this matter be referred to the 2024 Annual Town Meeting for approval of the acquisition and an appropriation of funds to purchase the property; Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

PLANNING DIRECTOR, LAURIE CONNORS

Consideration of request for ARPA funding for Design of Phase I Downtown Streetscape Project.

Town Planner, Laurie Connors was present for this discussion. She noted that there was a joint meeting held on Thursday, January 11th with the Master Plan Implementation Committee (MPIC) and the Select Board, where she provided a presentation on her concept for the Downtown Revitalization Phase I Streetscape Project.

Ms. Connors anticipated the design costs for the project, which would include permitting and preparation of construction ready bid documents, to be approximately \$250,000. Potential funding options were to seek a municipal appropriation at Town Meeting, to use ARPA funds (a swifter option), apply for grants (the slowest option). She asked the board if they would be interested in funding the project with ARPA funds or if they would prefer her to ask for municipal appropriation.

At Maselli’s request, Ms. Connors presented a quick run-through of the PowerPoint presentation she made at the joint meeting.

The Board thanked Ms. Connors for providing the presentation again for this meeting.

The Chair asked for Public Comment.

Rick Leif, 30 Wiles Farm Road, and Chair of Master Plan Implementation Committee – strongly encouraged support for this proposal.

Maselli moved the Board vote to approve the use of ARPA funds in the amount of \$250,000 for the estimated cost of design, community outreach and permitting services relative to the Phase I Downtown Revitalization Project, and for expenditure of such sum by the Planning Director pursuant to Massachusetts General Law Chapter 44, Section 53A; Hirsh seconded the motion; The roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

PLANNING DIRECTOR, LAURIE CONNORS

Consideration of request for ARPA funding for the White Cliffs Reuse/Redevelopment Community Outreach and Engagement Project.

Planning Director Laurie Connors reviewed the submittals she received relative to community outreach for White Cliffs:

- Proposal for Support Services and Community Outreach for the Town of Northborough – White Cliffs, submitted by Capital Strategic Solutions (\$18,740)
- Schedule of Hourly Rates and Terms and Project Fee & Staffing Workshop submitted by DBVW Architects (\$4,620)
- TOTAL COST: \$23,360

Following discussion by the members, the Chair noted that there was a consensus by the Board to hold off on this request for ARPA funds since the Town Offices Feasibility Study just got underway and White Cliffs is on the list as one of the options for the new Town Offices location. This needs to go through that process first and if it gets eliminated as an option, then come back and ask the Board to reconsider the request.

TOWN CLERK, ANDREW DOWD

Demonstration and consideration of electronic voting devices for Town Meeting.

Andrew Dowd and Town Moderator, Fred George were present for the demonstration of the electronic voting devices, and review the transition process for using these electronic voting devices at Town Meeting.

Before he introduced Mr. Babel, Mr. Dowd noted the benefits and challenges of these devices.

Benefits are: the system eliminates the need to hand count votes or have a secret ballot; may increase voter participation; quickly calculates the required majority votes (simple, 2/3, 4/5); produces a permanent record of each warrant vote.

Challenges could be: not having enough devices for large crowds which would require the town to revert to traditional voting methods (the thought is to purchase 500 devices); voters may

question the integrity and security of the technology; technology seems to go against the basic concept of Town Meeting; technical support needed to manage the systems; routine maintenance requires thoroughly checking the devices batteries before each use; there is a significant cost associated with the purchase, approximately \$15,000 depending on the vendor and number of units purchased; several of our neighboring towns use the Meridia system, which, we may have the option of borrowing units from if we anticipate a larger than normal crowd.

Mr. Babel provided a PowerPoint demonstration of the clicker devices, which showed what the device looks like, how the device operated, and what the process would look like at Town Meeting from residents' point of view.

Mr. George's recommendation to the Board is to identify why do you want to improve the current system and does this system address that.

Mr. Dowd agreed with Mr. George and he is open to this idea.

The Chair indicated that there was no action required from the Board. Mr. Dowd confirmed that he was just looking for their thoughts and general consensus. If favorable, his staff will start the procurement process and he will come back to the Board to request funding.

The Chair confirmed that there was a consensus to move forward with the electronic voting devices for Town Meeting. He thanked Mr. Dowd, Mr. George and Mr. Babel for the information and demonstration provided.

EXECUTION OF ALGONQUIN REGIONAL HIGH SCHOOL ATHLETIC COMPLEX INTERMUNICIPAL AGREEMENT

Mr. McInerney indicated that the agreement is part of the ARHS Athletic Complex funding plan. The Town of Southborough's CPC accepted the proposal to fund their portion of the project, which allowed them to make a lump sum payment. The Town of Northborough's CPC declined the proposal and the project was approved at the 2023 Annual Town Meeting for borrowing authorization by the Regional School District. The IMA is the agreement developed by the District's Bond Counsel and requires approval by the Select Boards in each town.

Wixted moved the Board vote to approve and execute the Intermunicipal Agreement between the Town and the Northborough Southborough Regional School District for the funding of the Algonquin Regional High School Athletic Complex Project as presented by School Superintendent Gregory Martineau; Ziton seconded the motion; the roll call vote was taken as follows:

Hirsh	"aye"	Maselli	"abstain"
Wixted	"aye"	Cohen	"aye"
Ziton	"aye"		

REPORTS

Laura Ziton

- Attended the joint MPIC meeting and the Fire Station Building Committee meeting.

Lisa Maselli

- Participated in a ride-along with the Fire Department.
- Attended the first Traffic Safety Committee meeting.
- Attended the Fire Station Building Committee meeting at the Library.
- Toured 4 West Main Street.
- Noted that the Town Offices Feasibility Study Committee meeting is Wednesday at 6:30 pm via Zoom.

Julianne Hirsh

- Expressed concerns about the Ellsworth tree on Blake Street and asked if we can we get information on treatment or a plan as there are a lot of emotions regarding this tree.
- Noted that the Garden Club is sponsoring a Legacy Tree Program on Saturday February 10th at the Library at 1:00 pm.

Kristen Wixted

- Announced that she will not be running for reelection.

Mitch Cohen

- Attended a goodbye gathering for Katrina Ireland, who has been the Children's Librarian for the last 9 years.
- Attended the Massachusetts Municipal Association's annual conference. He noted some presentations he attended: negotiating residential trash pickup; municipal cyber security; and using AI to build better communities. He encouraged members to attend the conference next year.
- Has been asked many questions regarding the start of hybrid meetings so wanted to mention that equipment is being installed now, and there may be a chance that their first hybrid meeting could be as early as February 12th.

Tim McInerney

- Reported that the Senior Center will be closed tomorrow due to a pipe that burst. They are hoping to get the building up and running by Thursday.

Diane Wackell

- Regarding the hybrid technology, installation is scheduled for Conference Room B this Friday. They are awaiting delivery of materials for the Select Board's meeting room so we may not have the hybrid meeting as early as February.

OTHER BUSINESS

None.

PUBLIC COMMENT

Chair Cohen invited comments from the public. There were none.

ADJOURNMENT

Hirsh moved the Board vote to adjourn; Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

The meeting adjourned at 11:46 pm.

Respectfully submitted,

Lynda LePoer
Executive Assistant to the
Board of Selectmen

A recording of this meeting is available at:

<https://www.youtube.com/watch?v=B7nOGGoGR4IM&list=PL2mWMhvXDP2jbO2c8kLs09TR8zry9oUyV&index=4>

Document used for the meeting:

1/22/2024 Meeting Agenda

12/18/2023 Meeting Minutes

Public Hearing Notice dated 1/12/2024

Notice of Intent to Sell Property at 432 Whitney St signed 12/5/2023

P&S Agreement dated 11/28/2023

Maps and photos of the 432 Whitney Street property

Memo from Town Clerk regarding electronic voting devices

Memo from School Superintendent regarding Athletic Complex IMA

**SELECT BOARD
MEETING MINUTES –February 12, 2024**

7:00 p.m. - Chair’s Introduction to Remote Meeting

Chair Cohen read the current remote meeting notice and confirmed the following Select Board members and others could hear and be heard.

Select Board (SB)

Mitch Cohen, Chair
Kristen Wixted, Vice Chair
Laura Ziton, Clerk
Julianne Hirsh
Lisa Maselli

Others

Timothy McInerney, Town Administrator
Diane Wackell, Assistant Town Administrator

PUBLIC COMMENT

Chair Cohen invited comments from the public.

Ginny Lemmerman – 176 Howard Street: member of Sustainable Northborough. Trying to put together environmentally related walk & tucks sent list to Mitch. Mitch referred Ginny to the Town Administrator. The Town Administrator can follow-up
Also had questions on 432 Whitney Street. Status of the EPA report? Has been in contact with Jean Cahill. Update in his report

APPROVAL OF MINUTES

December 18, 2023 – Wixted moved the Board vote to approve the meeting minutes as presented; Ziton seconded the motion. The roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

January 8, 2024 – Postponed

MUNICIPAL ELECTRIC AGGREGATION PROGRAM PRESENTATION

Marlana Patton and Paul Gromer with MassPowerChoice, the Town’s Aggregation Consulting Company were present for this discussion. Ms. Patton stated that this presentation will kickoff a 30-day public comment period. The period will be open to accept comments starting tomorrow until March 13, 2024.

In summary, Northborough Power Choice program is an electricity aggregation program offered by the Town of Northborough. Key Features will include:

Price Stability and Competitive Pricing

The Town will seek to provide greater stability when compared with the electric distribution company’s Basic Service. The Town will also seek to provide competitive prices and possible cost savings , but savings cannot be guaranteed.

Customer Choice

The Town will offer program options, giving customers a choice in their electricity supply.

All retail electricity customers within the town will have the right to participate in the program. Eligible customers will be enrolled automatically unless they opt out. All customers have the right to leave the program and return to electric distribution company's basic service or enroll with another competitive supplier at any time with no penalty or fee.

Products to be offered include:

1. Northborough Economy – This will have the state-required minimum amount of renewable energy content.
2. Northborough Standard – This option will have more renewable energy content than Northborough Economy.
3. Northborough Green – This option will have 100% renewable energy content, including both the state-required renewable and additional renewable energy added by the Town.

National Grid will still deliver electricity. They will continue to send bills. Any discounts will still be applied (i.e. low income discount). If you have National Grid's basic service, you will be eligible for automatic enrollment in the program. You will be notified, but you will have the opportunity to opt out if you wish.

Review of Next Steps:

- Aggregation plan development & public review stage (we are in this process now)
 - Regulatory review of aggregation plan (currently a 12-month process)
 - Northborough chooses an electricity supplier & signs an electricity supply contract
 - Public education & outreach efforts
- Program launch

Public Comment:

Michael Tietjen, 30 Auger Ave – would prefer the lowest option as the default

Dick Swee, 230 Brewer Street – major objective is to come up with the lowest prices for electricity so would prefer the default be the cheapest option

Jeanne Cahill, 1 Thayer Street – new renewable sources are coming on cheaper so this may actually be in our price interest.

Following a discussion of the options and public comment, the Board, by consensus chose to go with the 3 options, with the lowest set as the default.

FIRE CHIEF DAVID PARENTI – REQUEST FOR APPROVAL OF AMBULANCE FEE ADJUSTMENTS

The Chief indicated that the ambulance fees have not been changed since 2020. In December of last year, he did a review of the current rates and provided a memo to the Board with his recommendations, which was to increase the fees based on an increase of 4.78% Medicare Medicaid rates. Based on the Chief's analysis, it is his recommendation that Select Board increase the Ambulance fees by 4.76% to stay consistent with the previous policy decision and to increase the mileage charge from \$35.00 per mile to \$36.00 per mile.

Wixted moved the Board vote to increase the ambulance fees effective March 1, 2024 as presented by Fire Chief Parenti and further outlined in a memorandum dated January 19, 2024 as follows:

BLS Emergency Base Rate	From \$1,398 to \$1,465
ALS Non-Emergency Base Rate	From \$1,048 to \$1,098
ALS-1 Emergency Base Rate	From \$1,660 to \$1,739
ALS-2 Emergency Base Rate	From \$2,402 to \$2,517
Mileage	From \$ 35 to \$ 36

Ziton seconded the motion. The roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

TOWN CLERK ANDREW DOWD – REQUEST FOR ARPA FUNDING FOR ELECTRONIC VOTING DEVICES FOR TOWN MEETING

Hirsh moved the Board vote to approve the use of ARPA funds in the amount of \$16,425 for the purchase of an electronic voting system for use at Town Meetings, and for expenditure of such sum by the Town Clerk pursuant to Massachusetts General Law Chapter 44, Section 53A. Wixted seconded the motion. The roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

DISCUSSION REGARDING DUTIES OF MUNICIPAL CODE & BYLAW COMMITTEE

Also present for this discussion was Megan Robbins, a member of the Municipal Code & Bylaw Committee.

Chair Cohen provided some background regarding the traditional way the Committee has functioned in the past. They would meet once a year prior to the Annual Town Meeting and they would review the bylaw changes and provide their recommendations for Town Meeting. At Town Meeting, the Moderator would ask the Committee for their recommendations on these articles.

The current Town Meeting warrant has no new General Bylaws, and as such, would not need to anticipate the Municipal Code & Bylaw Committee needing to meet prior to the upcoming Town Meeting.

After discussion, the Select Board set the following policy direction for the Municipal Code and Bylaw Committee subject to Town Counsel review:

The Municipal Code and Bylaw Committee shall advise Town Meeting on new General Bylaws. The Committee shall not advise on amendments to existing General Bylaws, new Zoning Bylaws, nor amendments to existing Zoning Bylaws.

The Board also made note of other duties of the Municipal Code and Bylaw Committee, such as to organize the Municipal Code and to annually report recommendations for future legislation to the Board.

TOWN ADMINISTRATOR TIMOTHY MCINERNEY – REQUEST FOR ARPA FUNDING FOR STREETLIGHT CONVERSION PROJECT

Mr. McInerney referred to his memo to the board regarding a streetlight proposal and cost reduction strategies to convert streetlights to LED, offering potential cost savings for the community. The estimated return on investment is less than 2 1/2 years, and considering recent increases in electricity costs for streetlights, this project could provide significant long-term savings. Mr. McInerney was hoping to seek ARPA funding to reduce the ongoing operational cost that impacts the budget annually.

Maselli moved the Board vote to approve the use of ARPA funds in the amount of \$376,015 for the purpose of upgrading streetlights to LED as a cost reduction strategy and for expenditure of such sum by the Town Administrator pursuant to Massachusetts General Law Chapter 44, Section 53A.; Hirsh seconded the motion. The roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

REVIEW AND CONSIDERATION OF SELECT BOARD POLICY REGARDING MEETING MINUTES

The Town Administrator presented the Board with a draft policy regarding meeting minutes. This was an attempt to standardize the format and process for creating meeting minutes for the various boards and committees. The proposal aims to streamline the process, improve transparency, and reduce staff workload involved in documenting meetings.

Board members expressed support for the initiative. However, they had some concerns and the consensus was to solicit feedback from other boards and committees that would be affected by this policy to ensure it meets their needs. The discussion was to be continued after feedback was received.

VOTE TO AUTHORIZE SUBMISSION OF THE ACCELERATED REPAIR PROGRAM (ARP) STATEMENT OF INTEREST (SOI) FOR THE MARION E. ZEH SCHOOL ROOF PROJECT

Mr. McInerney referred the Board to a memo in the packet from School Superintendent Greg Martineau. The Massachusetts Building Authority’s (MSBA) grant program is a non-entitlement, competitive program. Its grants are distributed by the MSBA Board of Directors, based on need and urgency. The MSBA completes a review of available information regarding all districts that submit a Statement of Interest (SOI) for the Accelerated Repair Program (ARP) each year.

Wixted moved the Board vote to authorize the School Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated during the month of February in 2024, for the Marion E. Zeh Elementary School located at 33 Howard Street which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future for replacement of the EPDM and shingled roofing system under Priority #5 and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building

Authority, or commits the Town of Northborough to filing an application for funding with the Massachusetts School Building Authority; Ziton seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

EXECUTION OF ELECTION WARRANT FOR THE MARCH 5, 2024 PRESIDENTIAL PRIMARIES

Hirsh moved the Board vote to execute the Election Warrant for the March 5, 2024 Presidential Primaries; Wixted seconded the motion; The roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

REPORTS

Laura Ziton

- Attended the Community Preservation Committee meeting where they discussed 432 Whitney Street in great detail
- Highlighted one of the police department’s website posts on a grandparent’s scam and urged anyone who has experienced this to contact the police department before doing anything.
- Attended kindness week kickoff by the Community Affairs Committee.
- Acknowledged the Dull Men’s Club’s 10th Anniversary on February 2st at the Senior Center

Julianne Hirsh

- Referenced correspondence from Mr. Swee regarding changing the cable committee to advisory committee to update their tasks and referenced projects for them to do. Chair Cohen responded by saying that we have a cable department which handles the projects.

Lisa Maselli

- Extend condolences to Adrienne Cost family. Council of Aging Vice Chair, calling hours Wed 14th from 10:00 – 11:45 am at Hays Funeral Home.
- Attended Mass Legacy Tree presentation by the Garden Club.
- Discussed several issues where she would like to meet with the Town Planner and Town Administrator

Kristen Wixted

- Acknowledged and congratulated the Police Department on receiving their 7th Accreditation Award
- Noted and thanked that the Fire Department and Police Department for submitting monthly reports to the Board
- Mentioned the Fire Department Building Committee has a webpage and asked if the Town Offices Feasibility Study Committee could also have a page.

Mitch Cohen

- Attended the Mass IT CISO Council remote meeting on cyber security threats to municipalities.
- Fire Station design phase is complete, next meeting is Wednesday
- Town Library has won an award for the 7th highest in the state for program attendance.
- Thanked Isabella Caruso for updating the odor complaint form on the website.
- Attended Mass Legacy Tree presentation by the Garden Club.
- Asked DPW and safety officials to be safe in the storm tomorrow.

Town Administrator Report

- a. We have an appraiser for 432 Whitney Street – James Daly- Massachusetts Commercial Real Estate Appraiser | Daly Appraisal Services
- b. As a reminder, if appraisal does not come in at \$1.7 million- we will have to seek delta from other sources if TM approves purchase.
- c. Survey on web and in the community for FYS- this is part of study CMRPC is doing for Health and Human Services Health and Human Services Survey | Northborough MA
- d. 3 Power choice info is on website Northborough Power Choice | Northborough MA
- e. many updates to web site- chipping away it
- f. green communities grant for COA and Library for:
 - g. ● \$20,212, Northborough Senior Center — Duct Air Sealing
 - h. ● \$72,867, Northborough Free Library — Weatherization and insulation
 - i. ● \$29,115, Northborough Senior Center — Weatherization and insulation
- j. called Jeff Nutting about a goal setting retreat for the SB- waiting on return call
- k. toured white cliffs with prospect

EXECUTION OF CEMETERY DEED 1183

Maselli moved the Board vote to execute Cemetery Deed 1183; Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

OTHER BUSINESS

None.

PUBLIC COMMENT

SB Chair Cohen invited comments from the public. There were none.

ADJOURNMENT

Hirsh moved the Board vote to adjourn; Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye		

The meeting adjourned at 10:57 pm.

A recording of this meeting is available at:

https://www.youtube.com/watch?v=3lS_PiJ1qcM&list=PL2mWMhvXDP2jbO2c8kLs09TR8zry9oUyV&index=3

Respectfully submitted,

Lynda LePoer
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. February 12, 2024 Meeting Agenda
2. Meeting Minutes December 18, 2023
3. Municipal Aggregation program presentation
4. Memo from Fire Chief
5. Memo from Town Clerk
6. Memo from Town Administrator
7. Draft minutes policy
8. Election warrant
9. School ARP SOI document
10. Cemetery Deed 1183

**SELECT BOARD
MEETING MINUTES –February 26, 2024**

6:00 p.m. - Chair’s Introduction to Remote Meeting

Chair Cohen read the current remote meeting notice and confirmed the following Select Board members and others could hear and be heard.

Select Board (SB)

Mitch Cohen, Chair
Kristen Wixted, Vice Chair
Laura Ziton, Clerk
Julianne Hirsh
Lisa Maselli

Others

Timothy McInerney, Town Administrator
Diane Wackell, Assistant Town Administrator
Jason Little, Finance Director (present for open session)

6:04 p.m. – EXECUTIVE SESSION

Ziton moved the Board vote to enter into Executive Session pursuant to M.G.L., Chapter 30A, Section 21 (a) (3) to discuss strategy with respect to litigation – SA Farm; and pursuant to M.G.L., Chapter 30A, Section 21 (a) (7) for the Review and Consideration of the December 18, 2023 Executive Session meeting minutes 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. Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

Chair Cohen announced that the Select Board was entering into Executive Session for the purpose previously voted and that the Board will return to Open Session at approximately 7:00 pm.

7:19 p.m. – RETURN TO OPEN SESSION

Chair Cohen announced the Board’s return to Open Session.

PUBLIC COMMENT

Chair Cohen invited comments from the public. There were none.

APPROVAL OF MINUTES

January 8, 2024 –

Maselli moved the Board vote to approve the version of the January 8, 2024 meeting minutes dated today at 4:27pm as presented; Wixted seconded the motion; The roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

January 22, 2024 – postponed to the next meeting.

REVIEW OF PRELIMINARY TOWN MEETING WARRANT SUMMARY

Mr. McInerney provided the Board with an overview of the draft warrant summary. He noted that there could be changes, deletions and/or additions made to the articles up until the Board votes to close the warrant on March 11th.

Following a review of the articles and some suggested changes by Board members, Mr. McInerney reminded the Board that the warrant will be closed on March 11th and the Joint Budget Hearing with Appropriations Committee will be held on March 25th.

REVIEW OF DRAFT LEGISLATIVE PRIORITIES

The Board was presented with a draft of the legislative priorities letter. In addition to the standard legislative priorities, also included is a supplemental list of potential specific earmark requests for various infrastructure projects, including the Fire Station Building project, sidewalk repair project and Assabet Hill drainage repair project. The letter will be forwarded to the Governor and the State Legislators in preparation for the legislative priorities discussion at the Board’s April 8th meeting.

Board members offered their input and discussed items that they would like our legislators to support.

Wixted moved the Board vote to authorize the Chair and the Town Administrator to finalize and sign the Legislative Priorities letter and Supplemental Earmark Requests for discussion with our State Legislative Delegation at the April 8th Board Meeting; Ziton seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

REPORTS

Julianne Hirsh

- Cultural Council – discussed the draft minutes policy from the last meeting and wondered if we should send it out to boards & committee chairs to comment. Some members on Cultural Council had concerns about when they do grants and how to be respectful of people’s privacy.
- Asked interested citizens to apply for boards & committees under the annual reappointment process by March 15th.

Kristen Wixted

- Town Offices Feasibility Study Committee is holding a public input session on February 27th in the Town Hall gym.
- March 20th at 7 pm CAC annual town clean up planning meeting at the library, in the big meeting room.
- Attended morning coffee hour with Chief Parenti at Aero coffee this morning, thanks to the CAC. We had some good conversations.

Lisa Maselli

- Attended Traffic Safety Committee, where they discussed HCVE on Lincoln St and Pleasant Streets, crosswalk blinking lights on Lincoln St, Pleasant St, Church St and Northgate Rd and Howard St.
- Participated in a walk through at 432 Whitney Street with reps from Sudbury Valley Trustees and DCR, Planning Director and Conservation Agent.
- 2/20: Spoke to Hudson Town Planner and Director of DBI (Downtown Business Improvement) They offered to make a presentation to the board on their success with downtown business development or invited members to come to Hudson for lunch and tour.
- 2/21: Co-presented congratulatory certificate for 10-year anniversary of Dull Men's Club with Laura Ziton
- 2/21: Town Offices Feasibility Committee met and presented the four (4) options for locating the town offices. Joint Meeting tomorrow at 6:30 p.m., Town Offices Gym, for public participation to help with final choices
- 2/22: Attended Appropriations Committee Meeting with DPW budget presentation. Long standing member, Richard Neiber, resigned. The Board would like to extend their heartfelt appreciation for his years of service. The Committee is now a member short. Those interested in applying, please send application and letter of interest to Diane Wackell
- 2/23 - Attended OARS Workshop at the library and learned of the potential project, including dam removal and invasive cleanup Bartlet Pond and section of the Assabet on Hudson Street.
- Sustainable Northborough will offer a walk/workshop on invasive plants led by Sudbury Valley Trustees on April 6 at Edmund Hill Woods.
- Recommend that we put aside time to prepare and create the policy for the Traffic Safety Mission.
- Recommend a town wide municipal sign policy of appearance consistency for Senior Center, Library, Town Offices, Police and Fire as well as DPW and any other municipal building we have or acquire. Chair agreed and suggested to pass it to Design Review.

Laura Ziton

- Celebrated the Dull Men's 10th Anniversary. They appreciated the proclamation from the board.
- Looking forward to Thursday when she will be holding office hours with SB Member Maselli at the C'LeVie Bistro. Thanked Community Affairs for putting this together.
- Early voting for the Presidential primary is all week at town hall during regular business hours and the election is March 5th. Polls are open from 7:00 am – 8:00 pm.

Mitch Cohen

- Congratulated the Dull Men's Club on their 10th anniversary and thanked to SB Members Ziton and Maselli for representing the board at that event
- Just received a letter from Town Counsel regarding Municipal Code & Bylaw Committee. Has not had a chance to read the letter yet but will provide an update

Town Administrator Report

- In keeping with the terms of his contract of employment, Mr. McNerney informed the Board that he took the 3-day Inspector General's purchasing class and passed the test to be a certified purchasing agent
- Noted the joint meeting tomorrow night with the TOFST at 6:30 pm in the gym
- Reached out to Jeff Nutting about a Goal Setting workshop.

- Spoke to an Amazon corporate rep and is working to reestablish that connection and have a discussion on truck traffic
- Will be meeting with the Mayor of Marlborough to introduce himself and find creative ways to work together with the city
- Will be setting a meeting in late March with the DPU for the electric energy aggregation plan process
- Working on led light conversion and trying to find a more cost effective vendor
- Continue to work on the FY25 budget. Committee meetings are held every Tuesday and Thursday . He can send a note to the Board with the department meeting schedule.
- Announced that the town's payroll process to be moving to an online portal system.

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

Chair Cohen invited comments from the public. There were none.

ADJOURNMENT

Wixted moved the Board vote to adjourn; Zitton seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Zitton	“aye”		

The meeting adjourned at 9:21 pm.

A recording of this meeting is available at:

<https://www.youtube.com/watch?v=3W7MS6iVwm0&list=PL2mWMhvXDP2jbO2c8kLs09TR8zry9oUyV&index=2>

Respectfully submitted,

Lynda LePoer
Executive Assistant to the
Select Board

Documents used during meeting:

1. February 26, 2024 Meeting Agenda
2. Meeting Minutes January 8, 2024
3. Draft Warrant Articles Summary
4. Draft Legislative Priorities letter

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 Debt Exclusion	\$ (1,918,035)	\$ (1,868,380)		
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		

Town of Northborough



Annual Town Meeting
April 22, 2024

DRAFT
Revised 3/28/2024

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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
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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
<u>Solid Waste</u>	<u>\$1,302,650</u>
Total	\$6,973,337

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 appropriate 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 vote to 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 Select Board and the specific policy directives of the Board of Library Trustees. The Department shall operate

and maintain and develop the resources of the Northborough Free Library and shall have all of the powers and duties and obligations that such head librarians and departments may have under the Constitution and laws of the commonwealth, the Town Charter, town bylaws and this Administrative Code.

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

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

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

§ 1-40-030 Office of Veterans Services.

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

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

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

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

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

§ 1-40-040 Recreation Department.

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

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

§ 1-40-050 Town Undertaker.

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

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

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

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

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

C. The Health Agent shall act as an agent of the Board of Health in inspecting facilities, including food establishments. The Sanitation Inspector shall perform inspections of septic systems and approve permits for installations of septic systems and other inspections as necessary. The Public Health Nurse shall provide community health screenings, vaccinations, prevention programs, and health education. The Epidemiologist

shall monitor and analyze health data, disease surveillance, and assist with grant writing and administration. The Animal Inspector shall regularly and thoroughly inspect all meat cattle, sheep and swine, and domestic animals within the town. As agents of the Board of Health, each official shall have that Board's authority and may complain about violations of any law, regulation, or bylaw relative to public health. They shall report their actions to the Board of Health for approval within two days of said action. Each official shall have all the powers, duties, and obligations that such official may have under the Constitution and laws of the Commonwealth, the Town Charter, town bylaws, and this Administrative Code.

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

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

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

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

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

§ 1-44-080 ~~Health Department.~~

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

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

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

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 Five Hundred Dollars (\$54,500), 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 Corporation

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 Sudbury 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, Unissued Debt for Various Capital Projects

To see if the Town will vote to rescind the authorization to borrow the following amounts representing the unissued 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 - Rescinded	= Unissued Amount
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 lesson 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).~~
- (34) 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%	-	-
HBSW	<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>
I⁴	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+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 Select Board 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 Select Board.

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

FY2025 General Fund Budget Summary (Warrant Article 4)

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%
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%
Veterans Services	97,801	97,801	-	0.00%
Cable TV	301,085	300,847	(238)	-0.08%
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%

FY2025 General Fund Budget Summary Continued

Department	FY2024 Budget	FY2025 Proposed Budget	\$ Change	% Change
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%
<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%
<u>OTHER NON-APPROPRIATED AMOUNTS</u>				
Reserve for Abatements	334,564	375,000	40,436	12.09%
Offsets	39,968	39,445	(523)	-1.31%
<u>ENTERPRISE FUNDS</u>				
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%
<u>CALCULATION OF NET TOTAL TOWN</u>				
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 Debt Exclusion	(1,918,035)	(1,868,380)		
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%
<u>CALCULATION OF TOWN APPROPRIATION</u>				
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 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		

FY2025 Enterprise Funds Budget Summary (Operating Budget - Article 5)

REVENUE	FY2024	FY2025	\$ Change	% Change
Water Fees, Charges & Betterments	2,550,000	2,700,000	150,000	5.88%
Transfer from Water Fund Free Cash	222,795	210,441	(12,354)	-5.55%
SUBTOTAL WATER REVENUES	2,772,795	2,910,441	137,646	4.96%
Sewer Fees, Charges & Betterments	2,508,481	2,760,246	251,765	10.04%
Transfer from Sewer Fund Free Cash	0	0	0	
TOTAL SEWER FUND REVENUES	2,508,481	2,760,246	251,765	10.04%
Solid Waste Fees	530,000	530,000	0	0.00%
General Fund Subsidy	345,160	597,000	251,840	72.96%
Transfer from Solid Waste Free Cash	165,524	175,650	10,126	6.12%
SOLID WASTE FUND REVENUES	1,040,684	1,302,650	261,966	25.17%
WATER, SEWER & SOLID WASTE REVENUES	6,321,960	6,973,337	651,377	10.30%
EXPENDITURES	FY2024	FY2025	\$ Change	% Change
Wages, Benefits & Expenses	2,461,606	2,612,692	151,086	6.14%
Debt Service	311,189	297,749	(13,440)	-4.32%
WATER FUND EXPENDITURES	2,772,795	2,910,441	137,646	4.96%
Wages, Benefits & Expenses	1,903,405	2,177,270	273,865	14.39%
Debt Service	605,076	582,976	(22,100)	-3.65%
SEWER FUND EXPENDITURES	2,508,481	2,760,246	251,765	10.04%
SOLID WASTE FUND EXPENDITURES	1,040,684	1,302,650	261,966	25.17%
WATER, SEWER & SOLID WASTE EXPENDITURES	6,321,960	6,973,337	651,377	10.30%

FY2025 Public Education Summary (Warrant Articles 6, 7 & 8)

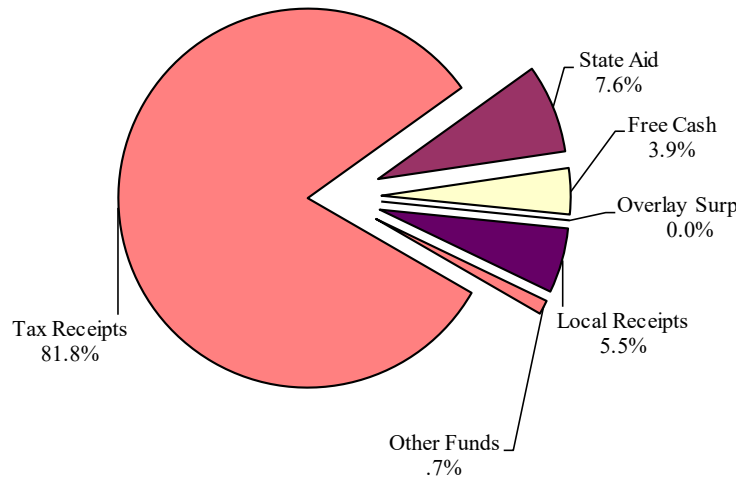
PUBLIC EDUCATION	FY2024	FY2025	\$ Change	% Change
Northborough K-8	\$28,001,227	\$29,119,597	\$1,118,370	3.99%
Northborough K-8 Total (Article 6)	\$28,001,227	\$29,119,597	\$1,118,370	3.99%
Algonquin Reg HS 9-12 Operating	\$13,421,085	\$14,119,879	\$698,794	5.21%
Algonquin Reg HS 9-12 Capital	\$0	\$242,077	\$242,077	
Algonquin HS Debt (Excluded)	\$651,454	\$645,281	(\$6,173)	-0.95%
Algonquin HS Debt (Non-Excluded)	\$0	\$186,610	\$186,610	
Algonquin Total (Article 7)	\$14,072,539	\$15,193,847	\$1,121,308	7.97%
Assabet Valley Regional HS	\$1,175,405	\$1,286,838	\$111,433	9.48%
Assabet Valley Debt Assessment	\$126,176	\$122,348	(\$3,828)	-3.03%
Assabet Total (Article 8)	\$1,301,581	\$1,409,186	\$107,605	8.27%
TOTAL PUBLIC EDUCATION	\$43,375,347	\$45,722,630	\$2,347,283	5.41%

* Please see separate handouts for detail regarding School Budgets.

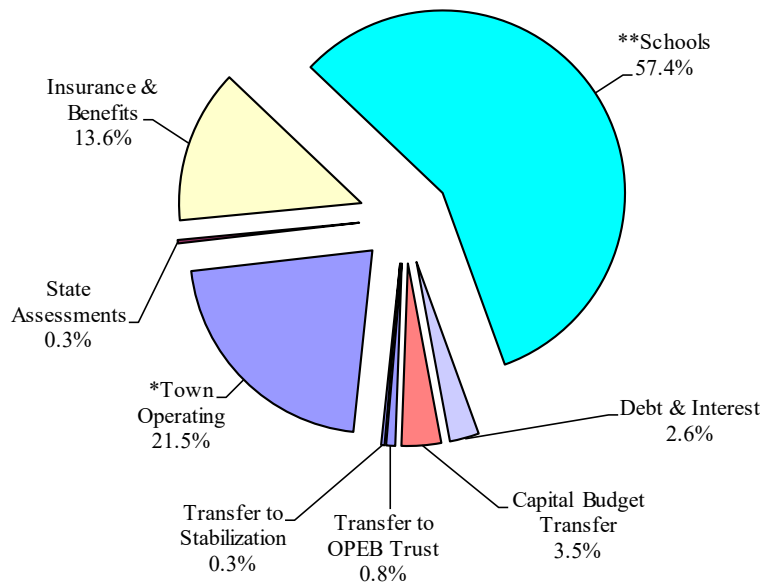
TOWN OF NORTHBOROUGH
REVENUE & EXPENDITURE SUMMARY FISCAL YEARS 2024–2025

	<u>PROPOSED</u> FY2024	<u>REVISED</u> FY2024	<u>PROPOSED</u> FY2025	\$ CHANGE	% CHANGE
LEVY LIMIT CALCULATION					
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 (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					
	<u>PROPOSED</u> FY2024	<u>REVISED</u> FY2024	<u>PROPOSED</u> 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%
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%

Fiscal Year 2025 Revenue Sources



Fiscal Year 2025 Expenditures



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

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



TOWN OF NORTHBOROUGH

Town Offices, 63 Main Street
Northborough, MA 01532-1994
508-393-5040 Phone
508-393-6996 Fax
www.town.northborough.ma.us

MEMO

TO: Members of the Select Board
Town Administrator
Assistant Town Administrator

FROM: Lynda LePoer, Executive Assistant to the Select Board

DATE: March 29, 2024

RE: Discussion regarding the use of Code Red for town meeting messages

The Fire Chief and the Police Chief were in attendance at your last meeting when the Board briefly discussed the use of code red as an option for sending messages for town meeting. They have provided the attached memos with their thoughts for discussion at your meeting on Monday, April 1, 2024.



NORTHBOROUGH FIRE DEPARTMENT

David Parenti, Fire Chief/EMD
Neal Aspesi Deputy Chief
11 Pierce Street
Northborough MA 01532
508-393-1537



MEMORANDUM

TO: Northborough Select Board Members

FROM: Chief Parenti

RE: Code Red Use

DATE: 03/28/2024

CC: TA Tim McInerney, ATA Diane Wackell

During the Select Board meeting on March 25, 2024, there was a discussion on the use and application of the Towns Emergency Notification service known as Code Red.

There were several questions about limits on the number of calls and appropriate use. As I said during the meeting, we have upgraded to a version of the product which does not limit the number of notifications we can make, which is a positive thing. The second question is on the appropriateness of using the emergency notification system for non-emergency applications. Notifications from Code Red can be sent out in two ways, Emergency or General. There are two databases in the program and when people register, they can choose one or both from which to receive notifications. In the case of notifying people about upcoming events such as the Town Meeting the General database would be selected. As to who can send out the notifications, we have a select group of users, that is limited, to help prevent messages being sent out that are not appropriate or have not been approved. I would recommend that this list be kept as is to maintain operational integrity.

So yes, we can send out non-emergency notifications to people who have signed up to receive them, the real question is should we. When code Red was put into operation by the Town it was decided to restrict its use to emergency notifications only. One of the reasons was that when a Code Red Notification was received people knew it was an important notice. Another reason was a fear that people would remove their names from the database if they were inundated with mundane notifications. I am of the belief that a happy medium can be found.

As you know we just recently began using the system to notify employees of closing due to inclement weather. I have long advocated for a bi-annual test of the system so that people who have registered to receive notifications know that the system is still working. This is something I am hoping to initiate soon. I also am in favor of using the system for limited public notifications of critical upcoming events. This could include things like the annual Town Meeting or a Special Town Meeting. A notification of work on our water or sewer system that

we feel citizens should know about, or information about other critical events. I do not support using the system as a public service announcement platform. Putting out notifications about Concerts, Applefest, or other such events are not an appropriate use.

In short, I do support the use of the system for limited public notifications, but it is critical to establish who has the authority to ask for a notification to be initiated and what the process is to receive approval. This list should remain short. Currently the Fire Chief/EMD, Police Chief, DPW Director, and Town Administrator are the only employees who can approve a message for disbursement. I would keep the list as is, and when a non-emergency notification request is received, an email is sent to all the above to see if they have any concerns or comments.

I will be at the meeting on April 1st, to speak about this item and I am always open to any additional questions.



NORTHBOROUGH POLICE DEPARTMENT

211 Main Street
Northborough, MA 01532



Phone: 508-393-1515
Fax: 508-393-1521

To: Northborough Selectboard

From: Brian T. Griffin, Chief of Police

Date: March 28, 2024

Re: Code Red

Cc: Tim McInerney, Town Administrator, Diane Wackell, Assistant Town Administrator

I am writing to express my thoughts regarding the use of the Code Red Emergency Alert System in Northborough. As you are aware, this system is currently promoted on the town website, as well as the police and fire department websites, as an emergency notification service.

Introducing non-emergency notifications through Code Red, such as informing residents about trash pickup delays, runs the risk of overuse. If residents begin to disregard notifications due to their perceived lack of urgency, it could undermine the effectiveness of the system when it is truly needed for emergency situations.

However, I would support using Code Red for limited public notifications, such as town elections and the annual town meeting. These are events of significant importance to the community and using Code Red for such purposes could help ensure that residents are informed.

That being said, town officials would need to discuss and establish clear guidelines on what types of public notifications are deemed appropriate for dissemination through Code Red, in order to avoid overuse of the platform.

Should you have any questions please feel free to reach out to me.

Respectfully submitted,

Brian T. Griffin, Chief of Police

[RETURN TO AGENDA](#)