

**TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS**

ANNUAL TOWN MEETING

Worcester, ss.

March 24, 2009

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in elections and town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

Monday, April 13, 2009

at 7:00 p.m., then and there to take action on the following Articles:

ARTICLE 1: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *To hear reports of Town Boards, Committees or Commissions.*

ARTICLE 2: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

ARTICLE 3: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2009 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article allows the Town Treasurer to short term borrow in anticipation of revenue.*

ARTICLE 4: To hear the report of the Capital Budget Planning Committee, or do or act anything in relation thereto.

Proposed by: CAPITAL BUDGET PLANNING COMMITTEE

Board of Selectmen Recommendation:

Advisory Committee Recommendation:

Summary: *The Capital Budget Planning Committee does not have a report this year.*

ARTICLE 5: To see if the Town will vote to delete the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, and insert in its place the following:

**SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS
OF THE TOWN OF SOUTHBOROUGH**

This by-law establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the by-law and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A (“Classification Schedule”) as set forth in Section 20 of this by-law.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this by-law, the following words and phrases shall have the following meanings:

“Administrative Authority” means the elected or appointed official or board having jurisdiction over a function or activity.

“Anniversary Date” means the date 180 days after (i) the first day of employment or (ii) the date of any promotion, whichever is later.

“Base Pay” means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the by-laws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week, (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan, the By-Laws of the Town, or any collective bargaining agreement in force (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

“Class” means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

“Classification Schedule” means any of Schedules A, B, C, D, E and F of Section 20 hereof.

“Compensation Grade” means a range of salary/wage rates as may appear in the Classification Schedules.

“Continuous Full-Time Service” means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

“Continuous Employment” means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

“Department” means a functional unit of Town government.

“Department Head” means the person appointed and responsible to carry out the duties of a Department.

“Full-Time Employment” means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

“Group” means a group of classes as may appear in the Classification Schedules.

“Maximum Rate” means the highest compensation rate to which an Employee is entitled.

“Minimum Rate” means the lowest rate in a Range, and is normally the hiring rate of a new employee.

“Part-Time Employment” means employment for less than Full-Time Employment.

“Position” means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time Employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

“Position Class” means the same as “Class” (note that a class may include only one position, in which event it is defined as a “single position class”).

“Promotion” means a change from one position to another position in a higher class and/or compensation grade.

“Range” means the difference between minimum and maximum rates of an assigned grade.

“Rate” means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

“Salary Administration Plan” means this Salary Administration Plan and Personnel By-Laws of the Town of Southborough.

“Single Rate” means a rate for a specific position class that is not in a designated range.

“Step Rate” means a rate in a Range of compensation grade.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any Position under any title other than those of the Classification Schedule for which the duties are actually performed. The Position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate change therefor.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS AND INTERPRETATIONS

The Personnel Board shall maintain written job descriptions of the position classes in the Classification Schedule, each consisting of a statement describing the essential nature of the work required of such classes. Each Department Head shall be required to retain current job descriptions and to submit any revisions to the Personnel Board (following any review by the Board of Selectmen or their designated appointee or the appropriate Commissioners or Trustees). The description for any class shall not be deemed to limit the duties or responsibilities of any position, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

- a. The **bi-weekly** pay period shall begin at 12:01 a.m. Thursday and shall end at 12:00 a.m. **a week after** the following Wednesday.
- b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their normal pay period, provided such extra hours were authorized by the Department Head.
- c. The salary schedules set forth in Schedules A, B, C, D, E and F of Section 20 hereof reflect the maximum and minimum salaries for each grade.
- d. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

SECTION 7. ADJUSTMENT POLICIES

- a. Every employee that is in Continuous Full-Time Service of the Town, as computed from the date of their latest employment, shall be eligible annually for consideration of a merit increase advance to the next higher step rate, one year from the date of his/her latest increase. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one step rate in any single twelve-month period until the maximum of the grade is obtained, and such one-step increase shall be subject to the approval of the Department Head, the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees. Upon receiving such approvals, the Personnel Board shall have final review and approval of all adjustments, in advance. An evaluation of the employee's performance, in format approved by the Personnel Board, must accompany a letter requesting a merit increase. An employee may appear before the Personnel Board prior to its action on any request for a merit increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.
- b. Regular Part-Time employees in Schedule C shall be eligible for consideration for merit increases within their grade one year from the date of their last increase.
- c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

SECTION 8. TRANSFERS AND PROMOTIONS

- a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board. The employee may also receive at the time a one step rate increase, provided the maximum for the job is not exceeded, if the Department Head recommends that qualifications and performance warrant it and the Personnel Board approves. If the Department Head recommends that there should be a trial period before the promotional one step rate increase, then the Personnel Board may approve such a deferred promotional increase at the conclusion of the trial period (which shall not exceed three months).

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL

a. **Pre-employment** physical examinations will be required of employees consistent with the Town's policies.

b. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

c. For new hires for which there is a rate range and step rates, the first six months of employment shall be a probationary period at the end of which the employee may advance one step rate, provided that the Department Head recommends and the Personnel Board approves. The employee shall thereafter be reviewed for a step rate increase one year from the date of the employee's latest increase. This probationary step rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another. During any such probationary period the employee nevertheless will earn vacation, sick and personal time in accordance with Section 11(b) hereof.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made therefrom only in accordance with this Salary Administration Plan and with the approval of the Personnel Board.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require.

a. **Holidays with Pay**

Each eligible Employee shall receive one day's pay at their regular rate for the following:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day
	Day before <u>or</u> after Christmas Day (as set by the Town from year to year)

To be eligible for holiday pay, an Employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay the following week in lieu of holiday pay, with the specific choice of day subject to Department Head approval.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

- (1) Regular Full-Time Employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned per month
0-5	6.666
6-10	10.0
11-15	13.333
16 or more	16.666

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position in another municipality or similar government agency will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three weeks vacation for the first year of employment with the Town. The probationary period for new hires would still apply.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year up to one year's worth of earned vacation. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year.

(4) If in the opinion of the Department Head there are unusual circumstances that warrant it, an Employee may, upon request and approval by the Department Head, continue at work and receive vacation pay in lieu of taking vacation.

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time.

(6) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) All regular Full-Time Employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation. Sick leave shall be payable only in cases of genuine illness, non-work-connected accident, or work-connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave.

(3) Employees who because of genuine illness or a non-work-connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason and period of time the employee was absent.

(4) An employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Each employee shall be entitled to three personal days per year, to be granted annually on the employee's Anniversary Date (new employees shall be granted three personal days when they commence employment). Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head:

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and disposition of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, then for any such appearance that is made outside of the employee's normal working hours the employee shall be entitled to overtime compensation for every hour or fraction thereof during which they appear (but in no event less than three hours of such overtime pay).

i. Employee Educational Support

(1) Degree Bonus: All Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus **subject to appropriation**, according to the following schedule:

Associates Degree...	\$ 800.00
Bachelors Degree...	\$1,200.00
Masters Degree...	\$1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head.

(2) Tuition reimbursement: As administered through the Personnel Board and subject to the procedure below, the Town may provide college tuition reimbursement to any Full-Time employee for a course that applies to the employee's specific position and for which the employee attained a grade of "B" or better.

(3) Approval Procedure: Town funds must first be appropriated by Town Meeting in the Personnel Board's fiscal year budget. If funds are appropriated, then no later than August 31st of each year interested employees shall advise the Personnel Board in writing of their interest in taking work-related courses during the fiscal year. The request should be routed through the employee's Department Head, and should include detailed information regarding the desired coursework and cost of tuition. Thereafter the Personnel Board will review all such requests and make recommendations for reimbursement based on available funds and the number of requests. The Board will then notify the employee and their department head of the decision.

(4) Reimbursement: Tuition reimbursed shall be paid only after the employee presents to the Department Head written verification of (a) course completion (with a grade of at least B) and (b) full payment by the employee. If an employee resigns employment within twelve months of such reimbursement, the employee shall be responsible to repay it to the Town.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan.

SECTION 12. UNPAID LEAVES OF ABSENCE

- a. A leave of absence without compensation may be granted by the Personnel Board.
- b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. TRANSITIONS BETWEEN FULL-TIME AND PART-TIME STATUS

- a. A Part-Time employee shall be eligible for Full-Time status when the employee has worked 20 hours or more per week for a period of at least three consecutive months, subject to approval by the Department Head.
- b. A Full-Time employee whose hours of employment total less than 20 hours per week for a period of more than three consecutive months shall thereafter be deemed a Part-Time employee.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate commissioners or trustees may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen and the Personnel Board for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan and Personnel By-Laws. Said Board to be appointed by the Moderator, consisting of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. All members shall continue to hold office until their successors have been appointed and qualified. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and Personnel By-Laws and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Board shall meet annually in July and organize by the choice of a Chairman and Clerk. The Board shall meet at least monthly, except for the month of August. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan and Personnel By-Laws.

c. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Assistant Town Administrator, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

d. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan and Personnel By-Laws. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting.

e. On or before November 30th of each year the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for Step 9 employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information, including, but not limited to U.S. Department of Labor Cost of Living indices and salaries paid by equivalent towns for comparable positions.

f. Matters that are sent to the Chairman of the Personnel Board by registered mail must be brought before the Board at its next scheduled meeting. Failure of the board to vote to approve or disapprove requests at the next regular meeting shall constitute approval of the request. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

g. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan and Personnel By-Laws as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan and Personnel By-Laws. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan and Personnel By-Laws may be amended in the same manner that Town By-Laws may be amended. However, no amendment to the Plan shall be made until it has been presented by a signed petition to, and acted upon by, the Personnel Board. Upon receipt of such a written petition, the Board, after giving the petitioner(s), the Department Head(s) and the affected employee(s) at least two weeks' written notice, shall hold a hearing to consider the proposed amendment. If the Personnel Board approves of any proposed amendment, it shall bring it before the next Annual Town Meeting for its consideration. If the Personnel Board disapproves any proposed amendment or shall fail to act thereof within fifteen days after the hearing (which failure shall be deemed disapproval), the petitioner(s) may the present the petition to the next Annual Town Meeting for its consideration. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this by-law, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this by-law.

SECTION 20: CLASSIFICATION SCHEDULE

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
I	32,448	33,746	35,096	36,500	37,960	39,478	40,662	41,882	*
II	37,856	39,370	40,945	42,583	44,286	46,058	47,440	48,863	*
III	43,264	44,995	46,794	48,666	50,613	52,637	54,216	55,843	*
IV	48,672	50,619	52,644	54,749	56,939	59,217	60,994	62,823	*
V	59,488	61,868	64,342	66,916	69,593	72,376	74,547	76,784	*
VI	64,896	67,492	70,192	72,999	75,919	78,956	81,325	83,764	*
VII	81,120	84,365	87,739	91,249	94,899	98,695	101,656	104,706	*

**Step 9 salary is determined annually on a case by case basis, based on a performance evaluation & department head recommendation, per Section 16(e) of this plan.*

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

Maintenance Custodian (Hourly)	I
Staff Librarian (Hourly)	I
After-School Program Coordinator	II
Assistant Director, Council on Aging	II
Maintenance Mechanic	II
Outreach Coordinator	II
Program Coordinator,	II
Assistant Director, Youth & Family Services	III
Children’s Librarian	III
Maintenance Supervisor	III
Staff Engineer	III
Director, Council on Aging	IV
Director of Recreation Commission	IV
Assistant Superintendent, DPW	V
Assistant Town Administrator	V
Building Inspector	V
Facilities Manager	V
Library Director	V
Police Lieutenant	V
Principal Assessor	V
Public Health Director	V
Town Accountant	V
Town Planner	V
Town Engineer	V
Treasurer-Collector	V
Director, Youth & Family Services	V
Finance Director	VI
Superintendent of Public Works	VII

SCHEDULE B: [RESERVED]

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

Library Page (P.T.)..... 1
 Seasonal Laborer 1
 Electrician 2
 Seasonal Laborer II 2
 Summer Program Assistant, Youth Commission 2
 Election Worker (P.T.)..... 3
 Page, Library 3
 Election Warden (P.T.) 4
 Clerk, Library 5
 Library Custodian..... 5
 Substitute Custodian..... 5
 Receptionist..... 8
 Secretary, Town Committee..... 8
Part-Time Police Dispatcher 9
Reserve Police Officer 10
 Cable Access Facilitator..... 11
 Tree Warden..... 11
 Administrative Assistant 11
 Animal Control Officer 11
 Nurse 13
 Electrician 13

Hourly Rates for Part-Time Positions

Grade	Minimum	Maximum
1	\$6.55	\$7.70
2	\$8.34	\$12.35
3	\$8.84	\$12.98
4	\$9.26	\$13.78
5	\$9.71	\$14.49
6	\$10.25	\$15.22
7	\$10.73	\$15.95
8	\$11.26	\$16.77
9	\$11.82	\$17.62
10	\$12.54	\$18.66
11	\$13.87	\$20.70
12	\$21.00	\$28.00
13	\$29.00	\$41.00

**The federal minimum wage will be raised to \$7.25 per hour effective July 24, 2009.*

SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

<u>Grade</u>	<u>Proposed Pay Structure</u>	<u>Drills</u>	<u>Boxes</u>	<u>Signal 55</u>
1	Firefighter (Entry Level)	0.00	0.00	0.00
2	Firefighter I Certified	18.00	16.00	16.00
3	Firefighter I/II Certified	19.00	17.00	17.00
4	Firefighter I Certified/Operator	20.00	18.00	18.00
5	Firefighter I/II Certified/Operator	21.00	19.00	19.00
6	EMT (Entry Level)	0.00	0.00	0.00
7	EMT	18.00	16.00	16.00
8	EMT-I	20.00	18.00	18.00
9	Firefighter I Certified/EMT	20.00	18.00	18.00
10	Firefighter I/II Certified/EMT	21.00	19.00	19.00
11	Firefighter I Certified/Operator/EMT	22.00	20.00	20.00
12	Firefighter I/II Certified/Operator/EMT	23.00	21.00	21.00
13	Lieutenant	24.00	22.00	22.00
14	Lieutenant/EMT	26.00	24.00	24.00

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Clerk, Board of Registrars.....	\$1,638.33
Emergency Management Coordinator.....	\$1,500
Registrar of Voters.....	\$205.66
Town Counsel (not including fees).....	\$1,704.33
Tree Warden.....	\$2,500
Veterans' Agent and Director of Veterans' Services.....	\$10,000

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Junior Playground Counselor.....	1
Senior Playground Counselor.....	2
Assistant Instructor.....	2
Assistant Supervisor.....	3
Monitors.....	3
Lifeguards.....	4
Instructors I.....	5
School Monitors.....	6
Activity Coordinator.....	6
Program Driver.....	6
Coordinator/Supervisor.....	11
Program Assistant/Coordinator.....	11
Instructor II.....	12
Master Instructor.....	13
Seasonal Nurse.....	13

LONGEVITY SCHEDULE: Full-Time Employees – Compensated annually at Anniversary Date

After 5 years.....	\$400
After 10 years.....	\$600
After 15 years.....	\$700
After 20 years.....	\$850
After 25 years.....	\$1,000
After 30 years.....	\$1,200
After 40 years.....	\$1,500

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This version of the Salary Administration Plan [Personnel by-law] replaces the existing by-law. Changes are noted in **bold**.*

ARTICLE 6: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use, and make appropriations of the same, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES (Pages 15 through 37)

Proposed by: BOARD OF SELECTMEN

Summary: *Budget-See budget report which includes the Advisory Committee and Board of Selectmen's recommendations for FY 10.*

ARTICLE 7: To see if the Town will vote to amend the Northborough-Southborough Regional School Integrated Agreement by adding a new Section IV(h) as follows:

(h) With respect to the \$10,000,000 General Obligation bonds, dated October 15, 2002, and \$14,724,539 General Obligation bonds, dated August 1, 2008, issued by the District to finance an addition to and renovation of Algonquin Regional High School, beginning with the Fiscal Year 2011 and ending with the Fiscal Year 2027, the apportionment to each town of the installments of principal and interest on said bonds due in each such fiscal year as determined in accordance with the preceding Section IV(d) shall be adjusted by reducing the amount apportioned to the Town of Northborough by \$40,372 and increasing the amount apportioned to the Town of Southborough by \$40,372. With respect to the apportionment of any external payments received by the District in association with the capital improvements for which said bonds were issued, the Town of Northborough and the Town of Southborough shall not initiate any litigation against each other, the Committee, the District or any officers of the District, or do or act anything in relation thereto.

Sponsored by: NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL

Board of Selectmen Recommendation: Do not support

Advisory Committee Recommendation: Do not support

Summary: *The purpose of this warrant article is to address the way debt for the Algonquin Regional High School building project will be assessed. All reimbursements received from the Massachusetts School Building Authority have been used to pay down the original debt, so the focus of this warrant article is on how the remaining debt will be assessed for Southborough and for Northborough. The language in this warrant is a compromise between assessing debt according to the four year rolling average and assessing debt according to the provisions of Chapter 70B.*

ARTICLE 8: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \$250,000 for the maintenance of Town roads, or do or act anything in relation thereto.

Proposed by: DEPARTMENT OF PUBLIC WORKS

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Each year the DPW manages a contract to maintain roadways.*

ARTICLE 9: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for General Government capital items for the following purposes:

#	ITEM	TOTAL	Recommend	Recommend
			ADVISORY	SELECTMEN
1.	Public Works Equipment	\$155,000	Support	Support
2.	Transfer Station Hopper	\$60,000	Support	Support
3.	MCP compliance and close-out of DPW site remediation	\$40,000	Not support 4-3	2 Support 1 Recuse
4.	EMS Reporting System	\$40,000	At Town Meeting	Support
5.	New Police Cruiser and an SUV	\$62,000	Support \$30,000	Only support \$41,000

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: See above

Advisory Committee Recommendation: See above

- Summary:**
1. \$155,000 to purchase a service/dump truck for daily use and plowing and to replace the 1985 roadside mower which is used for seasonal mowing and brush cutting on road shoulders and at intersections.
 2. Rehabilitation and repair of the Transfer Station Hopper.
 3. To further investigate a PCE release that was discovered during underground storage tank removal in 1995.
 4. For hardware, software, training and licensing to enable the EMS department to submit Patient Trip Reports electronically to the Mass Office of Emergency Medical Services (OEMS).
 5. To replace two police cruisers: Chief's car (2003 Crown Vic) with 63,985 miles to be replaced with a new cruiser and a 2004 Crown Vic cruiser with mileage of 94,501 with an SUV. The older cruisers will either be redistributed, sold or traded in.

ARTICLE 10: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds \$250,000 for water tank improvements on Oak Hill Road and site improvements to Tara Road and \$500,000 for water meter replacements, or do or act anything in relation thereto.

Proposed by: DEPARTMENT OF PUBLIC WORKS

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: To strip and repaint the water tank on Oak Hill road, site improvements to Tara Road tank and replace all water meters.

ARTICLE 11: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of money for Southborough schools' capital items for the following purposes:

#	ITEM	TOTAL	Recommend	Recommend
			ADVISORY	SELECTMEN
1.	Trottier Fire Panel	\$15,000	Support	Support
2.	Neary parking lot seal and coat	\$12,000	Not Support	Not Support
3.	Neary sidewalk extension	\$10,000	Not Support	Not Support
4.	Woodward-heat in kitchen	\$25,000	Not Support	Not Support
5.	Finn Sidewalk repairs	\$5,000	Not Support	Not Support
6.	Finn School Plumbing repairs	\$15,000	Support	Support

, or do or act anything in relation thereto

Proposed by: SOUTHBOROUGH SCHOOLS

Board of Selectmen Recommendation: See above

Advisory Committee Recommendation: See above

Summary: 1. Fire panel is obsolete and requires replacement.

2. Parking lot requires repairs, seal coating and restraining to allow new traffic patterns.
3. Extend side walk from Parkerville Road to the Neary School.
4. There is no heat in the Woodward kitchen.
5. Repair expansion joints that have no expansion material in them.
6. Many rooms have difficulty getting hot water. Need to evaluate and repair.

ARTICLE 12: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \$205,763 for purchase or lease of technology equipment for the Southborough Public Schools, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH SCHOOLS

Board of Selectmen Recommendation: Support \$64,991

Advisory Committee Recommendation: Support \$64,991

Summary: *This is a yearly article to update the computer technology in the Southborough schools. The Selectmen recommend appropriating only \$64,991 to pay for the 3rd year of a lease arrangement.*

ARTICLE 13: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds \$66,500 (Sixty six thousand five hundred) for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager, or Town Administrator in his absence, shall recommend appropriate projects to the Board of Selectmen. The Board of Selectmen shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *\$66,500 This article will provide for the maintenance and repair of capital equipment and systems associated with the town's buildings and facilities.*

ARTICLE 14: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, \$10,000 (ten thousand dollars) for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *\$10,000 This article will fund any vacation and sick pay due to employees upon their retirement.*

ARTICLE 15: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate, up to the sum of \$1,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: Not Support

Summary: *This is an annual article allowing Town departments, with the approval of the Board of Selectmen, to hire outside expertise when the need arises. As there is a balance in previous years, therefore all that is needed to appropriate is \$1,000.*

ARTICLE 16: To see if the Town will vote to transfer a sum of money from the Excess and Deficiency Fund (Free Cash), Stabilization Fund or from other available funds for the purpose of affecting the tax rate for the period beginning July 1, 2009, and ending June 30, 2010, or do or act anything in relation thereto.

Sponsored by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *To utilize free cash or stabilization funds to reduce the tax rate.*

ARTICLE 17: To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 32B, Section 18A, or do or act anything in relation thereto.

Sponsored by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *Adoption of this section would require any future Medicare eligible retiree (after the date this article is approved) who wishes to continue health care benefits, only be offered the Medicare Supplemental Health plan.*

ARTICLE 18: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2010 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer’s projections):	\$254,600.00
State Match (based on actual surcharge receipts).....	\$ 89,110.00
Total Revenue.....	\$343,710.00

Set Aside- Open Space

\$34,371.00 to be set aside, held in the Community Preservation Fund, and spent in FY2010 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

Set Aside – Historic Preservation

\$34,371.00 to be set aside, held in the Community Preservation Fund, and spent in FY2010 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

Set Aside – Community Housing

\$34,371.00 to be set aside, held in the Community Preservation Fund, and spent in FY2010 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

Administrative Costs – Community Preservation Committee

\$17,185.50 to defray the administrative and operating expenses of the Community Preservation Committee in FY2010 for the Community Preservation Fund (discretionary)

Set Aside - Discretionary

Reserved For CPF (Discretionary) \$223,411.50

FY 2008 Interest/Adjustments

To accept \$19,585.40 of interest/adjustments received in FY08 and to set aside 10% in each of the Historic, Open Space and Housing Reserve Accounts and 70% to the General Reserve Account.

- \$ 1,958.54 Set Aside – Open Space
- \$ 1,958.54 Set Aside – Community Housing
- \$ 1,958.54 Set Aside – Historic Preservation
- \$13,709.78 General Unreserved

, or take any other action relative thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *These set asides are an annual requirement under the Community Preservation Act.*

ARTICLE 19: To see if the Town will vote to appropriate \$100,000 of which \$36,329.54 is from the CPA Housing Reserve Fund and \$63,670.46 is from the CPA General Unreserved Fund, as requested by the Southborough Affordable Housing Trust. Monies will be used for the purchase and/or construction of new affordable housing in accordance with the Southborough Affordable Housing Trust rules and regulations, and in compliance with the Community Preservation Act. Said funds to be expended under the direction of the Community Preservation Committee, or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Funds from the CPA and from Southborough's inclusionary zoning bylaw used in the flexible structure of the Housing Trust Fund will allow the Town to act quickly and creatively in meeting the Town's affordable housing needs.*

ARTICLE 20: To see if the Town will vote to appropriate the amount of \$166,000 of which, \$36,329.54 is from the CPA Historic Fund, and \$129,670.46 is from the CPA General Unreserved Fund, as requested by the Town of Southborough. Monies will be used for the restoration of the South Union School for the purpose of historic preservation. Said funds to be expended under the direction of the Community Preservation Committee; or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Not Support

Summary: *The Town of Southborough is requesting funds for the historical restoration of South Union School, restoration of the windows addition of storm windows, and other external renovations.*

ARTICLE 21: To see if the Town will vote to appropriate \$26,389.00 from the CPA General Unreserved Fund to fund Phase III of the Southborough Town Clerk's project. Monies will be used for the preservation and microfilming of historic town records; said funds to be expended under the direction of the Community Preservation Committee, or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Paul J. Berry, Town Clerk, who has presided over the Town's records for many years, will be responsible for this project in which public records will be preserved. Unless this is done important records will continue to deteriorate under damp storage conditions and will eventually become illegible. This is the third year of funding this project.*

ARTICLE 22: To see if the Town will vote to appropriate \$12,000 from the CPA Discretionary Fund to hire a curator/consultant to assess and prioritize the existing collection of items for preservation and historical importance. Said funds to be expended under the direction of the Community Preservation Committee, or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Southborough Historical Society has hundreds of artifacts/items in its care that require an expert's assessment concerning its importance and urgency for preservations. Funds will be used for the assessment and to preserve items in need of immediate attention. Once assessment is complete a future application for funds can be submitted detailing priority and cost for preservation.*

ARTICLE 23: To see if the Town will vote to appropriate \$190,950.00 of which \$36,329.54 is from the Open Space Reserve Fund, and \$154,620.46 is from the CPA General Unreserved Fund, to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee, or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article is the Community Preservation Fund's portion of the annual payment of the bond funding for the preservation of Chestnut Hill Farm.*

ARTICLE 24: To see if the Town will vote to appropriate \$6,000 from the CPA Discretionary Fund, to assess existing and/or new property for the use of recreation fields for Town of Southborough. Said funds to be expended under the direction of the Community Preservation Committee and the Board of Selectmen, or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *Monies are to be used to hire an engineering firm to evaluate the condition/work required on a piece of property that the town owns or is considering purchasing for the purpose of recreation. Use of the funds is contingent upon approval of the Board of Selectmen.*

ARTICLE 25: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic for the Board of Health to a maximum of \$6,500
2. Inspection services for the Sealer of Weights and Measures, plumbing and wiring for receipts to a maximum of \$80,000
3. Recreation Department for 9-11 Field Maintenance and usage to a maximum of \$50,000
4. Hazardous Materials for charges and expenses related to hazardous incidents to a maximum of \$75,000

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN AND RECREATION DEPARTMENT

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *This article, which provides for revolving funds must be approved annually and will:*

- 1. Allow the Board of Health to collect fees for vaccines and use these fees to offset the costs of running the immunization clinic;*
- 2. To use the fees collected for the Sealer of Weights and Measures, Plumbing and Wiring Inspector to pay the inspectors;*
- 3. Allow the Recreation Commission to collect rental fees for use of 9-11 field to pay for maintenance for the field and pay DCR an annual field usage fee;*
- 4. To use money collected from hazardous incidents to cover the departmental expense related to the incident.*

ARTICLE 26: To see if the Town will vote to amend the general By-laws of the Town, Chapter 6, Article IV thereof entitled "Southborough Housing Opportunity Partnership Committee" by striking therefrom in its entirety sections 6-11 and 6-12 and inserting in place thereof the following new sections:

§6-11. Establishment.

The Selectmen shall appoint a committee to be called the Southborough Housing Opportunity Partnership Committee, to be comprised of four (4) members, serving staggered terms of three (3) years each. Said committee shall also include one member each from the following: Planning Board, Board of Selectmen, and Southborough Housing Authority for a total committee membership of seven (7).

§6-12. Purpose.

Said Committee's purpose shall be to study, promote, and act as facilitators to create affordable housing in the Town of Southborough, and any other action related thereto.

Proposed by: SHOPC

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

Summary: *The purpose of this article is to change the membership status of the members of the Planning Board, Board of Selectmen and Housing Authority members from ex-officio (non-voting) to full membership status with voting authority.*

And to notify the inhabitants of the First Precinct of said Town of Southborough qualified to vote in elections to meet in the Albert S. Woodward Memorial School, 28 Cordaville Road, in said Southborough; the inhabitants of the Second Precinct of said Town to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough; and the inhabitants of the Third Precinct of said Town to meet in the Mary Finn School, 60 Richards Road, in said Southborough on

Monday, May 11, 2009

then and there at those places to bring in their votes to the Election Officers at the respective Precinct:

Seats available	ELECTED POSITION	Term
1	Town Moderator	1 year
1	Board of Selectmen	3 years
1	Board of Commissioners of Trust Funds	3 years
1	Board of Assessors	3 years
1	Board of Health	3 years
2	Board of Trustees Southborough Library	3 years
2	School Committee	3 years
2	Northborough-Southborough Regional School District Committee SOUTHBOROUGH CANDIDATES	3 years
2	Northborough-Southborough Regional School District Committee NORTHBOROUGH CANDIDATES	3 years
1	Planning Board	5 years
1	Southborough Housing Authority	5 years

The Polls in each Precinct will be open at 8:00 a.m. and will be closed at 8:00 p.m. of said day.

And you are to give notice hereby by posting true and attested copies of the Warrant at Southborough Town House, 17 Common Street, Cordaville Hall, 9 Cordaville Road, Mauro’s Village Café, 2 Main Street, Mauro’s Market, 4 Main Street, Southborough Library, 25 Main Street, Fayville Post Office, Turnpike Road, Albert S. Woodward Memorial School, 28 Cordaville Road, Margaret A. Neary School, 53 Parkerville Road, Mary E. Finn School, 60 Richards Road, P. Brent Trottier Middle School, 49 Parkerville Road, Fitzgerald General Store, 110 Southville Road, Turnpike Food & Liquor Store, 65 Turnpike Road; seven days at least before the time appointed for such meeting.

Given under our hand this twenty-fourth day of March, 2009.

William J. Boland, Chairman

Salvatore M. Giorlandino

Bonnie J. Phaneuf

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

Attest:

Jane Moran, Constable

