

Town Meeting

The Town's Legislature and Budget-making Authority

Southborough has the most democratic form of self-government—open Town Meeting. This means that at Town Meetings any registered voter may attend and has the opportunity to speak (in keeping with parliamentary procedure) and to vote. The Town Meeting must approve every penny spent by the town in the coming fiscal year as it votes individual department budgets and warrant articles presented for particular projects. Town bylaws, such as zoning or the appointment of various officials, may be added to and changed—amended—by the Town Meeting. An Annual Town Meeting must approve the budget for the coming fiscal year before any funds can be expended. Also the Annual Town Meeting must be formally concluded after dealing with all of the business represented in the warrant before an action of the meeting becomes official.

The Town Moderator presides over the meeting, maintaining order and making public all votes of the meeting. An explanation of parliamentary procedure is included in the front of the Warrant. The Moderator also appoints members to various town committees: the (Finance) Advisory Committee, Department of Public Works Planning Board, and the Personnel Board which sets salaries of the town employees.

Annual Town Meeting is held on the second Monday in April. Special Town Meetings may be called as needed either by vote of the Board of Selectmen or by petition of 200 voters.

The Warrant

Articles for the Warrant are under the jurisdiction of the Selectmen, Town residents have the right of free petition by the signatures of ten registered voters for an annual town meeting, 100 signatures for a special town meeting. Town departments present their articles for the Warrant to the Selectmen. Warrant articles are checked by the Town Counsel for legal form and are then passed on to the Advisory Committee and/or Capital Budget Committee for recommendations. The Warrant and the Annual Town Report are available to all citizens at least two weeks before an Annual Town Meeting or a Special Town Meeting. All residents are urged to pick up copies available at the Town House, Southborough Library, the Police Department office, and the Transfer Station to prepare themselves for informed participation.

Special Town Meetings

May be called by the Board of Selectmen from time to time if issues arise that can not wait for the Annual Town Meeting. A special town meeting shall be called by the Board of Selectmen upon request in writing of two hundred registered voters.

Board of Selectmen

The Board of Selectmen are the chief executive officers of the Town. The Board has general supervision over all matters that are not specifically delegated by law, or by vote of the town, to another officer or board. The Board is empowered to prepare the town meeting warrant, to make appointments of town boards and officers, to employ professional administrative staff and town counsel, to sign warrants or the payment of all

town bills and the authority to grant licenses and permits.

The Town Administrator, appointed by the Board of Selectmen, is the chief administrative officer of the Town, responsible for daily management direction. The Town Administrator supervises all staff appointed by the Board of Selectmen and negotiates town collective bargaining agreements. She/he is the daily contact for all business required the attention of the Board of Selectmen. The TA is responsible for managing town projects, keeping the Board fully informed as to the needs of the town and makes recommendations for adoption, communicating important information to appropriate officials, speaks on behalf of the Selectmen when required and oversees town budgets, implementation of town meeting votes, prepares town meeting warrants and all other correspondence coming out of the office of the Selectmen.

The Board of Selectmen also employs an Assistant Town Administrator/Personnel Administrator, an Executive Assistant to the Board of Selectmen and a Town House Receptionist. This office handles all general inquiries, oversees various licenses issued by the Board, develops the annual town report, maintains contact with many town boards and commissions, maintains the Town website (www.southboroughma.com), maintains the Town's insurance program, purchasing and procurement needs and handles personnel matters on behalf of the Personnel Board and Board of Selectmen.