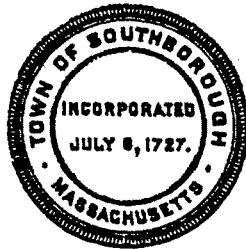


*ANNUAL WARRANT*  
*of the*  
*TOWN OF SOUTHBOROUGH*  
*MASSACHUSETTS*



*For the Annual Town Meeting on*

*April 11, 2011*

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## ***Town Finance Terminology***

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions.

***Surplus Revenue:*** (Often referred to as “Excess and Deficiency”)

The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

***Available Funds:*** (Often referred to as “Free Cash”)

The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes “free cash” or “available funds”.

***Overlay:***

The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements granted and avoiding fractions.

***Overlay Reserve:***

This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

***Stabilization Fund:***

An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project’s impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community’s equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board,

***Reserve Fund:***

This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both.

Transfers from the Reserve fund may be made only by the Advisory Committee and are for “extraordinary or unforeseen expenditures” only.

***Conservation Fund:***

For land purchases and any other conservation use.

## ***Introduction to the Rules of Town Meeting***

### ***TOWN MEETING***

Southborough's Town Meeting is an open town meeting in which all registered voters may participate in the voting. The Meeting is a deliberative assembly, conducted in the democratic process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together.

### ***AUTHORITY***

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Town Clerk and the Moderator. Of these three the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the Meeting. He may also officiate at the Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is his responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

### ***THE WARRANT***

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. By state law, Town by-law, or custom several business articles such as budget appropriations must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the warrant, making recommendations on all the items of business to be presented. In accordance with the by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order.

### ***PARTICIPATION***

Anyone wanting to ask questions, make a statement, or otherwise participate in the meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, state your name and address and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks should be limited to the subject then under discussion. It is improper to indulge in references to personalities and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from the Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for speaking to or voting at the Meeting without disclosing that fact.

There is no fixed time limit to the debate of any question. However, each individual who speaks to the Meeting should make an effort to be as brief as possible, out of consideration for the others attending the Meeting and the need to give adequate time to all matters coming before it.

## ***Introduction to the Rules of Town Meeting (continued)***

Anyone who wishes to make a special presentation with respect to any article must, prior to the Meeting, inform the Moderator of the length of time required and the nature of the presentation in seeking his approval.

In order to give all a fair opportunity to speak, no one who has addressed the Meeting on any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

### ***HOW ARE MOTIONS CLASSIFIED?***

#### **Main Motions**

Motions of this group have for their object the bringing of questions, or propositions, before the Meeting for consideration. Only one main motion can be considered at a given time by the Meeting, and such a motion, when introduced, excludes all other main motions until it has been disposed of.

#### **Subsidiary Motions**

Motions of this group have for their object the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question before the Meeting, it is "in order" to propose them when a main motion is still before the Meeting and to vote upon them before voting upon the main motion.

#### **Privileged Motions**

Motions of this group have no connection whatsoever with the main motion before the Meeting, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of setting aside temporarily the main business before the Meeting.

#### **Incidental Motions**

Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name, "incidental," has been chosen because they arise only incidentally out of the business of the Meeting.

### ***RULES RELATIVE TO MOTIONS***

A motion is the means of bringing a proposal or question before the Meeting for consideration. When put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it is contained within a warrant article (main motion, take from the table, reconsider, rescind, advance an article, postpone indefinitely or postpone to a time certain). Upon completion of debate, articles will be voted upon. The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the "scope of the article." That is, the motion and the debate must be relevant to the article as written in the Warrant. Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment is an amendment of the second rank; there can be no amendment beyond that of the second rank.

Some motions avoid a final determination by the Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote.

As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

***Introduction to the Rules of Town Meeting (continued)***

Motions to reconsider are in order and shall be entertained when moved by a person who voted on the prevailing (winning side) side of the original vote on the article. Articles may be reconsidered and defeated only once. A motion to reconsider, when passed by the necessary 2/3 vote, will bring the original article back to the floor (requires a new motion and additional debate) or, if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. The person making the motion for reconsideration is under no obligation to state why said article should be reconsidered (although informing the hall of a reason(s) is the usual process). Actions to reconsider can be taken at the same session or any subsequent session of the Meeting. A notice of reconsideration may be filed with the Town Clerk stating that, at a specific point during the current Town Meeting, a person will move for reconsideration on a particular article. The Moderator, when so informed by the Town Clerk of this pending motion, will inform the hall of said action.

All motions other than purely procedural motions must be in writing and signed by the sponsor.

***CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES***

	May interrupt <u>a speaker</u>	Reg. a <u>sec.</u>	<u>Debatable</u>	<u>Vote Required</u>	<u>Motions that may apply</u>
<b><u>PRIVILEGE MOTIONS</u></b>					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
6. Orders of the day	yes	no	no	none	none
<b><u>SUBSIDIARY MOTIONS</u></b>					
7. To lay on the table	no	yes	no	2/3	none
8. Previous question	no	yes	no	2/3	none
9. To postpone definitely	no	yes	limited	majority	amend, reconsider previous question
10. To refer to a committee	no	yes	limited	majority	amend, reconsider previous question
11. To amend	no	yes	yes	majority	amend, reconsider previous question
12. To postpone indefinitely	no	yes	yes	majority	reconsider previous question
<b><u>MAIN MOTIONS</u></b>					
Main Motions	no	yes	yes	majority*	all
To take from the table	no	yes	no	majority	none
To reconsider	no	yes	yes	2/3	table previous question postpone definitely
To rescind	no	yes	yes	2/3	all
To amend after passage (requires a 2/3 vote to reconsider the prior vote)	no	yes	yes	majority	all
<b>Consideration of Articles</b>					
a) To advance	no	yes	yes	majority	reconsider previous question
b) To postpone definitely	no	yes	yes	majority	amend, reconsider previous question
c) To postpone indefinitely	no	yes	yes	majority	reconsider previous question

***Introduction to the Rules of Town Meeting (continued)***

	May interrupt a speaker	Reg. a sec.	Debatable	Vote Required	Motions that may apply
<b><u>INCIDENTAL MOTIONS</u></b>					
To suspend rules	no	yes	no	2/3	none
To withdraw a motion	no	no	no	majority	reconsider
Point of order	yes	no	no	chair rules	none
Parliamentary inquiry	no	no	no	none	none
Point of information	no	no	no	none	none
Division of the assembly	no	no	no	none	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none

\*The vote required to pass an affirmative main motion is a matter of substantive law, and it is usually a majority.

***FORM USED IN MAKING MOTIONS***

- |                                       |  |
|---------------------------------------|--|
| 1. Main Motion                        | Mr. Moderator, I move that...(statement of the proposal)                 |
| 2. Adjourn                            | Mr. Moderator, I move to adjourn to...(state time)                       |
| 3. Amend                              | Mr. Moderator, I move to amend by adding...                              |
|                                       | Mr. Moderator, I move to amend by inserting...before...                  |
|                                       | Mr. Moderator, I move to amend by stroking out...                        |
|                                       | Mr. Moderator, I move to amend by striking out...and inserting...        |
|                                       | Mr. Moderator, I move to substitute...for...                             |
| 4. Amend an Amendment                 | Mr. Moderator, I move to amend the pending amendment by (see above)      |
| 5. Amend Something Previously Adopted | Mr. Moderator, I move to amend the resolution under Article...by...      |
| 6. Commit or Refer                    | Mr. Moderator, I move that the proposal be referred to a committee of... |
| 7. Division of the Assembly           | Mr. Moderator, I call for a division.                                    |
| 8. Division of a Question             | Mr. Moderator, I move to divide the question.                            |
| 9. Lay on the Table                   | Mr. Moderator, I move that the proposal be laid on the table.            |
| 10. Point of Order                    | Mr. Moderator, point of order.   |
| 11. Postpone definitely               | Mr. Moderator, I move to postpone the question to...                     |
| 12. Postpone Indefinitely             | Mr. Moderator, I move that the question be postponed indefinitely.       |
| 13. Previous Question                 | Mr. Moderator, I move the previous question.                             |
| 14. Question of Privilege             | Mr. Moderator, I rise to a question of privilege.                        |
| 15. Recess                            | Mr. Moderator, I move to recess for...                                   |
| 16. Reconsider (2/3)                  | Mr. Moderator, I move to reconsider the vote under Article...            |
|                                       | Mr. Moderator, I move to reconsider the vote on the amendment to...      |
| 17. Separate Consideration            | Mr. Moderator, I move for separate consideration.                        |
| 18. Suspend the Rules                 | Mr. Moderator, I move to suspend the rules which interfere with...       |
| 19. Take from the Table               | Mr. Moderator, I move to take from the table the motion relating to...   |

***INTERRUPTING A SPEAKER***

No one may interrupt a speaker except for a point of order or a question of privilege.

***POINT OF ORDER***

A point of order is a question of the Moderator about whether the speaker is entitled to be speaking, whether the discussion is irrelevant, illegal or contrary to proper procedure.

*Introduction to the Rules of Town Meeting (continued)*

***QUESTION OF PRIVILEGE***

A question of privilege most often relates to the rights and privileges of those in attendance such as asking the Moderator to quiet the meeting so that discussion can be heard.

***PARLIAMENTARY INQUIRY***

A parliamentary inquiry is a question directed to the Moderator to obtain information on a matter of parliamentary law of the rules of the Meeting bearing on the business at hand. It is the Moderator's duty to answer such questions when it may assist a voter to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion. The Moderator is not obliged to answer hypothetical questions.

***PREVIOUS QUESTION***

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

***VOTING***

Voting is by had vote and the Moderator declares the results of such votes. If seven or more registered voters immediately question the vote, so declared, the Moderator shall determine the results by a standing count of votes by the tellers. After the vote, as counted by the tellers, is presented to the Moderator and announced to the floor, any further motions for recount are out of order. Moreover, the Moderator may disallow the request for a count if he believes the voice was beyond a reasonable doubt.

If a law or by-law requires more than a simple majority for action by the Meeting, the Moderator may first determine whether the vote is unanimous. If the vote is not unanimous, the voters shall be counted by means of a standing vote.

***ADJOURNMENT AND DISSOLUTION***

Sessions of the Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as the Meeting upon vote of the majority may determined.

The Meeting shall not dissolve until all articles in the warrant have been properly considered.

**TOWN WARRANT  
COMMONWEALTH OF MASSACHUSETTS  
ANNUAL TOWN MEETING**

Worcester, ss.

March 15, 2011

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 11, 2011*

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: At Town Meeting**

**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: At Town Meeting**

**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, 2011 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: At Town Meeting**

**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: At Town Meeting**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *The Capital Budget Planning Committee will present their report.*

**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 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 newly-hired 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. **Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.**

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 anniversary date of **the employee's date of hire**. New employees shall be granted three personal days **which shall be pro-rated based on hours worked per pay period**. 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 31<sup>st</sup> 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 is to be appointed by the Moderator. **The Board shall consist 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 **February 14<sup>th</sup>** 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 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	32,124	33,409	34,745	36,135	37,580	39,083	40,256	41,463	*
II	37,477	38,976	40,536	42,157	43,843	45,597	46,965	48,374	*
III	42,831	44,545	46,326	48,179	50,107	52,111	53,674	55,284	*
IV	48,185	50,113	52,118	54,202	56,370	58,625	60,384	62,195	*
V	58,893	61,249	63,699	66,247	68,897	71,652	73,802	76,016	*
VI	64,247	66,817	69,490	72,269	75,160	78,166	80,511	82,927	*
VII	80,309	83,521	86,862	90,337	93,950	97,708	100,639	103,658	*

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
<b>Library Technician</b> .....	<b>II</b>
Maintenance Mechanic .....	II
Program Coordinator .....	II
Assistant Director, Youth & Family Services .....	III
Children's Librarian .....	III
Maintenance Supervisor.....	III
Outreach Coordinator.....	<b>III</b>
Staff Engineer [ <b>vacant</b> ].....	III
Director of Recreation Commission.....	IV
Assistant Superintendent, DPW [ <b>vacant</b> ] .....	V
Assistant Town Administrator.....	V
Building Inspector.....	V
Director, Council on Aging.....	V
Facilities Manager.....	V
Library Director .....	V
Principal Assessor.....	V
Public Health Director.....	V
Town Accountant .....	V
Town Engineer.....	V
Town Planner .....	V
Treasurer-Collector [ <b>combined with Finance Director</b> ].....	V
Director, Youth & Family Services.....	V
Finance Director.....	VI
Superintendent of Public Works.....	VII

SCHEDULE B: [RESERVED]

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

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  
**Technical Specialist..... 9**  
 Reserve Police Officer ..... 10  
 Administrative Assistant ..... 11  
 Animal Control Officer ..... 11  
 Cable Access Facilitator..... 11  
 Tree Warden..... 11  
 Nurse..... 13  
 Electrician ..... 13

Hourly Rates for Part-Time Positions

Grade	Minimum	Maximum
1	<b>Min. wage</b>	\$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

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

Grade	Proposed Pay Structure	Drills	Boxes	Signal 55
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

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, etc.) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner:

\$40.00 per hour

**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.....	\$4,000
Veterans' Agent and Director of Veterans' Services.....	\$10,000
Website Administrator.....	\$2,800

**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

**SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS**

**Effective July 1, 2011, the Police Lieutenant would be classified under Schedule G. In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union's collective bargaining agreement.**

**As a result, a separate policy is adopted by the Southborough Board of Selectmen and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.**

**Police Lieutenant:**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
62,668	65,175	67,782	70,493	73,313	76,245	78,532	80,889	*

**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

**Proposed by: PERSONNEL BOARD**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: At Town Meeting**

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

**ARTICLE 6:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to add to the clerical union department budgets for FY11 for the purpose of funding the collective bargaining agreement between the Town and SEIU Local 888, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation: At Town Meeting**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *The contract has not been ratified as of the date of printing of the warrant. If it does become ratified by Town Meeting, terms of the agreement will be summarized at that time.*

**ARTICLE 7:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to add to the DPW budget for FY11 for the purpose of funding the collective bargaining agreement between the Town and AFSCME Council 93, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation: At Town Meeting**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *The contract has not been ratified as of the date of printing of the warrant. If it does become ratified by Town Meeting, terms of the agreement will be summarized at that time.*

**ARTICLE 8:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to add to the Police Department budget for FY11 for the purpose of funding the collective bargaining agreement between the Town and Local 167, Massachusetts Coalition of Police (Patrol Officers and Sergeants), or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation: At Town Meeting**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *The contract has not been ratified as of the date of printing of the warrant. If it does become ratified by Town Meeting, terms of the agreement will be summarized at that time.*

**ARTICLE 9:** To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to add to the Fire Department budget for FY11 for the purpose of funding the collective bargaining agreement between the Town and Southborough Permanent Firefighters Union Local 3129 IAFF, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation: At Town Meeting**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *The contract has not been ratified as of the date of printing of the warrant. If it does become ratified by Town Meeting, terms of the agreement will be summarized at that time.*

**ARTICLE 10:** 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 36)**

**Proposed by: BOARD OF SELECTMEN**

**Summary:** *Budget-See budget report which includes the Advisory Committee and Board of Selectmen's recommendations for FY12.*

**100-199 GENERAL GOVERNMENT**

**110-119 Legislative**

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>114 MODERATOR</b>					
51000-51990 Personal Services	50	50	50	50	
57000-57990 Other Charges and Expenses	0	0	25	25	
<b>MODERATOR TOTAL</b>	<b>50</b>	<b>50</b>	<b>75</b>	<b>75</b>	<b>0.00%</b>

**121-129 Executive**

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>121 ELECTED BOARD OF SELECTMEN</b>					
51000-51990 Personal Services	3,000	2,400	2,400	2,400	
<b>ELECTED BOARD OF SELECTMEN TOTAL</b>	<b>3,000</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>	<b>0.00%</b>

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>122 BOARD OF SELECTMEN</b>					
51000-51990 Personal Services	257,077	267,450	269,144	278,009	
52000-53990 Purchase of Services	74,850	79,199	81,740	85,355	
54000-55990 Supplies	6,343	7,198	6,165	6,315	
57000-57990 Other Charges and Expenses	8,281	4,703	4,833	4,325	
<b>BOARD OF SELECTMEN TOTAL</b>	<b>346,551</b>	<b>358,550</b>	<b>361,882</b>	<b>374,004</b>	<b>3.35%</b>

**131-149 Financial Administration**

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>131 ADVISORY COMMITTEE</b>					
54000-55990 Supplies	180	0	30	30	
57000-57990 Other Charges and Expenses	0	120	120	120	
<b>ADVISORY COMMITTEE TOTAL</b>	<b>180</b>	<b>120</b>	<b>150</b>	<b>150</b>	<b>0.00%</b>

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>132 RESERVE FUND</b>					
57000-57990 Other Charges and Expenses	126,018	62,337	150,000	150,000	
RESERVE FUND TOTAL	126,018	62,337	150,000	150,000	0.00%

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>135 TOWN ACCOUNTANT</b>					
51000-51990 Personal Services	101,668	105,897	107,972	110,077	
52000-53990 Purchase of Services	11,206	4,612	1,000	1,500	
54000-55990 Supplies	370	1,244	797	900	
57000-57990 Other Charges and Expenses	709	514	450	450	
58000-58990 Capital Outlay	0	0	0	0	
TOWN ACCOUNTANT TOTAL	113,953	112,267	110,219	112,927	2.46%

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>136 AUDIT</b>					
52000-53990 Purchase of Services	21,000	30,000	23,500	34,000	
AUDIT TOTAL	21,000	30,000	23,500	34,000	44.68%

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>140 ELECTED BOARD OF ASSESSORS</b>					
51000-51990 Personal Services	2,250	2,250	2,250	2,250	
ELECTED BOARD OF ASSESSORS TOTAL	2,250	2,250	2,250	2,250	0.00%

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>141 ASSESSORS</b>					
51000-51990 Personal Services	145,460	149,978	145,080	142,649	
52000-53990 Purchase of Services	20,716	17,228	18,400	19,200	
54000-55990 Supplies	5,838	8,210	7,251	7,500	
57000-57990 Other Charges and Expenses	2,843	2,651	2,550	2,800	
58000-58990 Capital Outlay	0	500	0	0	
<b>ASSESSORS TOTAL</b>	<b>174,858</b>	<b>178,567</b>	<b>173,281</b>	<b>172,149</b>	<b>-0.65%</b>

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>145 TREASURER/COLLECTOR</b>					
51000-51990 Personal Services	190,708	181,377	169,890	166,461	
52000-53990 Purchase of Services	5,055	4,056	5,075	5,140	
54000-55990 Supplies	2,025	3,219	2,694	2,680	
57000-57990 Other Charges and Expenses	2,956	1,993	1,915	1,980	
58000-58999 Capital Outlay	1,000	0	0	0	
<b>TREASURER/COLLECTOR TOTAL</b>	<b>201,744</b>	<b>190,645</b>	<b>179,574</b>	<b>176,261</b>	<b>-1.84%</b>

***151-159 Operations Support***

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>151 LEGAL</b>					
52000-53990 Purchase of Services	95,000	95,000	95,000	95,000	
<b>LEGAL TOTAL</b>	<b>95,000</b>	<b>95,000</b>	<b>95,000</b>	<b>95,000</b>	<b>0.00%</b>

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>152 PERSONNEL BOARD</b>					
51000-51990 Personal Services	0	450	1,230	1,230	
52000-53990 Purchase of Services	9,006	3,381	4,550	4,550	
54000-55990 Supplies	151	21	0	0	
57000-57990 Other Charges and Expenses	200	490	220	220	
<b>PERSONNEL BOARD TOTAL</b>	<b>9,357</b>	<b>4,342</b>	<b>6,000</b>	<b>6,000</b>	<b>0.00%</b>

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>153 SPECIAL LEGAL COUNSEL</b>					
52000-53990 Purchase of Services	36,329	104,964	55,000	55,000	
<b>SPECIAL LEGAL COUNSEL TOTAL</b>	<b>36,329</b>	<b>104,964</b>	<b>55,000</b>	<b>55,000</b>	<b>0.00%</b>

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>155 MANAGEMENT INFORMATION SYSTEMS</b>					
20 GEOGRAPHIC INFORMATION SYSTEMS					
52000-53990 Purchase of Services	31,244	23,617	18,600	18,600	
54000-55990 Supplies	166	1,641	4,000	2,000	
58000-58990 Capital Outlay	0	0	0	0	
Geographic Information Systems Total	31,411	25,258	22,600	20,600	
21 OTHER INFORMATION SYSTEMS					
51000-51990 Personal Services	0	2,800	2,800	2,800	
52000-53990 Purchase of Services	130,086	116,141	122,870	127,045	
54000-55990 Supplies	3,337	4,506	4,700	4,700	
58000-58990 Capital Outlay	33,323	26,822	17,030	17,030	
Other Information Systems Total	166,747	150,268	147,400	151,575	
<b>MANAGEMENT INFORMATION SYSTEMS TOTAL</b>	<b>198,158</b>	<b>175,526</b>	<b>170,000</b>	<b>172,175</b>	<b>1.28%</b>

***160-169 Licensing and Registration***

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>160 ELECTED TOWN CLERK</b>					
51000-51990 Personal Services	37,000	38,110	38,110	39,254	
<b>ELECTED TOWN CLERK TOTAL</b>	<b>37,000</b>	<b>38,110</b>	<b>38,110</b>	<b>39,254</b>	<b>3.00%</b>

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>161 TOWN CLERK</b>					
51000-51990 Personal Services	48,496	47,745	48,444	49,407	
52000-53990 Purchase of Services	1,095	1,452	1,700	1,800	
54000-55990 Supplies	558	670	800	800	
57000-57990 Other Charges and Expenses	420	200	325	325	
58000-58990 Capital Outlay	0	0	0	0	
<b>TOWN CLERK TOTAL</b>	<b>50,569</b>	<b>50,067</b>	<b>51,269</b>	<b>52,332</b>	<b>2.07%</b>

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>162 ELECTIONS &amp; REGISTRATION</b>					
51000-51990 Personal Services	57,918	47,897	63,649	52,589	
52000-53990 Purchase of Services	12,575	13,489	13,247	10,370	
54000-55990 Supplies	2,011	2,372	2,050	1,500	
57000-57990 Other Charges and Expenses	581	480	600	600	
58000-58990 Capital Outlay	0	0	0	0	
<b>ELECTIONS &amp; REGISTRATION TOTAL</b>	<b>73,084</b>	<b>64,238</b>	<b>79,546</b>	<b>65,059</b>	<b>-18.21%</b>

*171-179 Land Use*

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>171 CONSERVATION COMMISSION</b>					
51000-51990 Personal Services	28,938	29,499	30,457	30,844	
52000-53990 Purchase of Services	6,037	3,526	5,200	5,100	
54000-55990 Supplies	307	285	300	250	
57000-57990 Other Charges and Expenses	656	694	725	775	
58000-58990 Capital Outlay	0	0	0	0	
<b>CONSERVATION COMMISSION TOTAL</b>	<b>35,938</b>	<b>34,004</b>	<b>36,682</b>	<b>36,969</b>	<b>0.78%</b>

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>BUDGET NAME</b>					
<b>175 PLANNING BOARD</b>					
51000-51990 Personal Services	126,855	116,776	121,656	123,477	
52000-53990 Purchase of Services	909	794	1,350	1,665	
54000-55990 Supplies	654	771	925	1,195	
57000-57990 Other Charges and Expenses	4,500	4,426	4,573	4,784	
<b>PLANNING BOARD TOTAL</b>	<b>132,918</b>	<b>122,767</b>	<b>128,504</b>	<b>131,121</b>	<b>2.04%</b>

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>BUDGET NAME</b>					
<b>176 ZONING BOARD OF APPEALS</b>					
51000-51990 Personal Services	9,047	9,414	10,081	9,905	
52000-53990 Purchase of Services	4,640	2,415	4,925	4,925	
54000-55990 Supplies	447	1,588	340	300	
57000-57990 Other Charges and Expenses	500	0	0	0	
<b>ZONING BOARD OF APPEALS TOTAL</b>	<b>14,635</b>	<b>13,417</b>	<b>15,346</b>	<b>15,130</b>	<b>-1.41%</b>

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>BUDGET NAME</b>					
<b>177 OPEN SPACE</b>					
52000-53990 Purchase of Services	0	0	90	90	
54000-55990 Supplies	73	230	150	150	
<b>OPEN SPACE TOTAL</b>	<b>73</b>	<b>230</b>	<b>240</b>	<b>240</b>	<b>0.00%</b>

***191-199 Other***

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>BUDGET NAME</b>					
<b>192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE</b>					
51000-51990 Personal Services	293,778	274,730	272,254	265,839	
52000-53990 Purchase of Services	235,090	142,556	146,325	164,265	
54000-55990 Supplies	47,957	19,310	8,000	22,000	
57000-57990 Other Charges & Expenses	1,103	738	1,710	1,750	
58000-58990 Capital Outlay	0	0	0	0	
<b>PUBLIC BLDGS. &amp; PROPERTY MAINT. TOTAL</b>	<b>577,928</b>	<b>437,334</b>	<b>428,289</b>	<b>453,854</b>	<b>5.97%</b>

**200-299 PUBLIC SAFETY**

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
<b>BUDGET NAME</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>210 POLICE DEPARTMENT</b>					
51000-51990 Personal Services	1,433,879	1,410,903	1,450,451	1,437,551	
52000-53990 Purchase of Services	93,259	68,848	61,434	75,425	
54000-55990 Supplies	21,111	23,290	23,520	24,881	
57000-57990 Other Charges and Expenses	1,939	3,521	3,998	4,618	
58000-58990 Capital Outlay	3,122	1,983	2,000	15,170	
<b>POLICE DEPARTMENT TOTAL</b>	<b>1,553,310</b>	<b>1,508,545</b>	<b>1,541,403</b>	<b>1,557,645</b>	<b>1.05%</b>

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
<b>BUDGET NAME</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>220 FIRE DEPARTMENT</b>					
51000-51990 Personal Services	1,556,281	1,558,345	1,570,075	1,596,095	
52000-53990 Purchase of Services	93,215	93,053	102,563	102,399	
54000-55990 Supplies	65,670	65,838	45,152	49,431	
57000-57990 Other Charges and Expenses	2,956	3,178	3,105	3,105	
58000-58990 Capital Outlay	2,826	11,575	7,105	18,000	
<b>FIRE DEPARTMENT TOTAL</b>	<b>1,720,949</b>	<b>1,731,989</b>	<b>1,728,000</b>	<b>1,769,030</b>	<b>2.37%</b>

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
<b>BUDGET NAME</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>241 BUILDING DEPARTMENT</b>					
51000-51990 Personal Services	83,036	91,812	92,809	95,945	
52000-53990 Purchase of Services	4,964	1,595	2,715	2,475	
54000-55990 Supplies	381	640	275	1,075	
57000-57990 Other Charges and Expenses	1,875	3,267	3,280	3,950	
58000-58990 Capital Outlay	0	0	0	0	
<b>BUILDING DEPARTMENT TOTAL</b>	<b>90,256</b>	<b>97,314</b>	<b>99,079</b>	<b>103,445</b>	<b>4.41%</b>

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
<b>BUDGET NAME</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>291 CIVIL DEFENSE</b>					
51000-51990 Personal Services	2,426	2,426	2,426	2,426	
52000-53990 Purchase of Services	482	207	245	245	
54000-55990 Supplies	662	476	0	0	
57000-57990 Other Charges and Expenses	0	0	100	100	
58000-58990 Capital Outlay	0	152	0	0	
<b>CIVIL DEFENSE TOTAL</b>	<b>3,571</b>	<b>3,261</b>	<b>2,771</b>	<b>2,771</b>	<b>0.00%</b>

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
<b>BUDGET NAME</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR</b>					
51000-51990 Personal Services	0	0	0	0	
52000-53990 Purchase of Services	28,039	28,438	28,156	28,156	
54000-55990 Supplies	32	40	200	200	
<b>ANIMAL CONTROL OFFICER TOTAL</b>	<b>28,071</b>	<b>28,478</b>	<b>28,356</b>	<b>28,356</b>	<b>0.00%</b>

**400-499 PUBLIC WORKS & FACILITIES**

	FY 2009	FY 2010	FY 2011	FY 2012	Percent
	ACTUAL	ACTUAL	BUDGET	REQUEST	Inc./Decr.
<b>BUDGET NAME</b>					
<b>420, 430, 490 DEPT. OF PUBLIC WORKS</b>					
(Highway, Cemetery, Tree)					
51000-51990 Personal Services	836,988	863,442	914,340	920,789	
52000-53990 Purchase of Services	684,690	820,731	812,949	809,950	
54000-55990 Supplies	405,867	412,842	360,575	359,700	
56000-56990 Intergovernmental	2,550	0	2,550	2,550	
57000-57990 Other Charges and Expenses	1,680	1,999	4,950	2,375	
58000-58990 Capital Outlay	14,530	58,003	6,500	6,500	
ALL OTHER DEPT. OF PUBLIC WORKS TOTAL	1,946,305	2,157,017	2,101,864	2,101,864	0.00%

	FY 2009	FY 2010	FY 2011	FY 2012	Percent
	ACTUAL	ACTUAL	BUDGET	REQUEST	Inc./Decr.
<b>BUDGET NAME</b>					
<b>450 DEPT. OF PUBLIC WORKS - WATER</b>					
51000-51990 Personal Services	322,709	363,028	386,080	391,541	
52000-53990 Purchase of Services	149,706	156,013	190,350	190,650	
54000-55990 Supplies	81,429	93,119	58,845	60,400	
56000-56990 Intergovernmental	724,357	669,715	700,000	740,000	
57000-57990 Other Charges and Expenses	788	788	625	900	
58000-58990 Capital Outlay	5,597	13,531	3,500	3,500	
DEPT. OF PUBLIC WORKS - WATER TOTAL	1,284,587	1,296,194	1,339,400	1,386,991	3.55%

**500-599 HUMAN SERVICES**

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>BUDGET NAME</b>					
<b>510 ELECTED BOARD OF HEALTH</b>					
51000-51990 Personal Services	450	450	450	450	
<b>ELECTED BOARD OF HEALTH TOTAL</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>0.00%</b>

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>BUDGET NAME</b>					
<b>512 BOARD OF HEALTH</b>					
51000-51990 Personal Services	83,130	91,986	90,598	91,952	
52000-53990 Purchase of Services	39,794	38,836	40,817	42,497	
54000-55990 Supplies	3,499	2,995	1,600	1,600	
57000-57990 Other Charges and Expenses	900	1,727	1,400	1,530	
58000-58990 Capital Outlay	0	0	0	0	
<b>BOARD OF HEALTH TOTAL</b>	<b>127,324</b>	<b>135,544</b>	<b>134,415</b>	<b>137,579</b>	<b>2.35%</b>

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>BUDGET NAME</b>					
<b>541 COUNCIL ON AGING</b>					
51000-51990 Personal Services	159,122	164,726	166,808	180,892	
52000-53990 Purchase of Services	26,568	26,047	24,310	19,010	
54000-55990 Supplies	4,472	4,044	4,420	4,650	
57000-57990 Other Charges and Expenses	1,661	1,015	1,540	1,575	
58000-58990 Capital Outlay	2,225	2,485	0	0	
<b>COUNCIL ON AGING TOTAL</b>	<b>194,047</b>	<b>198,317</b>	<b>197,078</b>	<b>206,127</b>	<b>4.59%</b>

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>BUDGET NAME</b>					
<b>542 YOUTH COMMISSION</b>					
51000-51990 Personal Services	117,635	119,940	116,176	119,394	
52000-53990 Purchase of Services	4,362	3,720	4,123	3,820	
54000-55990 Supplies	373	524	0	1,000	
57000-57990 Other Charges and Expenses	2,728	2,552	1,500	2,500	
<b>YOUTH COMMISSION TOTAL</b>	<b>125,098</b>	<b>126,736</b>	<b>121,799</b>	<b>126,714</b>	<b>4.04%</b>

<b>BUDGET NAME</b>	<b>FY 2009 ACTUAL</b>	<b>FY 2010 ACTUAL</b>	<b>FY 2011 BUDGET</b>	<b>FY 2012 REQUEST</b>	<b>Percent Inc./Decr.</b>
<b>543 VETERANS' SERVICES</b>					
51000-51990 Personal Services	9,837	10,000	10,000	10,000	
52000-53990 Purchase of Services	263	318	360	450	
54000-55990 Supplies	123	90	375	400	
57000-57990 Other Charges and Expenses	18,916	30,259	25,300	29,400	
<b>VETERANS' SERVICES TOTAL</b>	<b>29,138</b>	<b>40,667</b>	<b>36,035</b>	<b>40,250</b>	<b>11.70%</b>

**600-699 CULTURE & RECREATION**

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>610 LIBRARY</b>					
51000-51990 Personal Services	248,406	279,365	284,784	284,851	
52000-53990 Purchase of Services	28,442	28,248	29,666	26,650	
54000-55990 Supplies	79,149	79,441	73,000	67,625	
57000-57990 Other Charges and Expenses	14,036	15,196	14,800	14,744	
58000-58990 Capital Outlay	3,220	0	0	0	
<b>LIBRARY TOTAL</b>	<b>373,252</b>	<b>402,250</b>	<b>402,250</b>	<b>393,870</b>	<b>-2.08%</b>

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>630 RECREATION COMMISSION</b>					
51000-51990 Personal Services	110,382	113,902	98,476	103,178	
52000-53990 Purchase of Services	2,563	0	0	0	
54000-55990 Supplies	793	0	24	0	
57000-57990 Other Charges and Expenses	1,221	0	0	0	
58000-58990 Capital Outlay	0	0	0	0	
<b>RECREATION COMMISSION TOTAL</b>	<b>114,958</b>	<b>113,902</b>	<b>98,500</b>	<b>103,178</b>	<b>4.75%</b>

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>691 HISTORICAL COMMISSION</b>					
51000-51990 Personal Services	0	0	0	0	
52000-53990 Purchase of Services	2,162	2,500	1,885	885	
54000-55990 Supplies	117	0	115	115	
<b>HISTORICAL COMMISSION TOTAL</b>	<b>2,280</b>	<b>2,500</b>	<b>2,000</b>	<b>1,000</b>	<b>-50.00%</b>

	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 BUDGET	FY 2012 REQUEST	Percent Inc./Decr.
<b>BUDGET NAME</b>					
<b>692 MEMORIAL DAY</b>					
52000-53990 Purchase of Services	350	350	350	350	
54000-55990 Supplies	1,838	1,850	1,500	1,650	
<b>MEMORIAL DAY TOTAL</b>	<b>2,188</b>	<b>2,200</b>	<b>1,850</b>	<b>2,000</b>	<b>8.11%</b>

**700-799 DEBT SERVICE**

	<b>FY2009</b>	<b>FY2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>BUDGET NAME</b>					
<b>710 RETIREMENT OF DEBT-GENERAL FUND</b>					
59000-59490 Debt Service					
59100 Principal Long Term Debt	3,193,880	3,229,526	3,183,780	3,161,181	
59350 Principal Short Term Debt	0	0	0	0	
59000-59490 Total Debt Service-General Fund	3,193,880	3,229,526	3,183,780	3,161,181	-0.71%

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>BUDGET NAME</b>					
<b>751 INTEREST ON DEBT-GENERAL FUND</b>					
59000-59490 Debt Service					
59150 Interest Long Term Debt	1,320,022	1,223,403	1,078,190	958,696	
59250 Interest on Notes	6,176	0	0	0	
59000-59490 Total Debt Service-General Fund	1,326,198	1,223,403	1,078,190	958,696	-11.08%

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>BUDGET NAME</b>					
<b>6161-710 RETIREMENT OF DEBT-WATER FUND</b>					
59000-59490 Debt Service					
59100 Principal Long Term Debt	50,000	130,000	195,000	195,000	
59000-59490 Total Debt Service-Water Fund	50,000	130,000	195,000	195,000	0.00%

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>BUDGET NAME</b>					
<b>6161-751 INTEREST ON DEBT-WATER FUND</b>					
59000-59490 Debt Service					
59150 Interest Long Term Debt	26,678	42,355	54,943	46,256	
59000-59490 Total Debt Service-Water Fund	26,678	42,355	54,943	46,256	-15.81%

**900-999 UNCLASSIFIED**

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
<b>BUDGET NAME</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>910 EMPLOYEE BENEFITS</b>					
51000-51990 Total Personal Services					
51700 Police/Fire Accident and Workers' Comp.	128,464	136,228	140,156	142,049	
51710 Unemployment Payments	5,823	14,338	50,000	50,000	
51720 Health Insurance	3,299,951	3,518,208	3,810,597	3,925,747	
51730 Retirement Fund	834,435	911,918	996,544	1,220,759	
51740 Life Insurance	5,768	5,750	5,847	5,777	
51770 Medicare	239,400	247,676	257,880	259,788	
51780 Dental Insurance	132,730	135,054	140,706	145,845	
<b>EMPLOYEE BENEFITS TOTAL</b>	<b>4,646,571</b>	<b>4,969,173</b>	<b>5,401,730</b>	<b>5,749,965</b>	<b>6.45%</b>

	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>Percent</b>
<b>BUDGET NAME</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>REQUEST</b>	<b>Inc./Decr.</b>
<b>945 LIABILITY INSURANCE</b>					
52000-53990 Purchase of Services					
	0	0	0	0	
57100-57990 Other Charges and Expenses	214,493	202,921	220,110	199,421	
<b>LIABILITY INSURANCE TOTAL</b>	<b>214,493</b>	<b>202,921</b>	<b>220,110</b>	<b>199,421</b>	<b>-9.40%</b>

**300-399 EDUCATION**

<b>BUDGET NAME</b>	<b>FY 2010 ACTUAL</b>	<b>FY 2011 BUDGET</b>	<b>FY 2012 REQUEST</b>	<b>Percent Inc./Decr.</b>
<b>300 ELECTED SCHOOL COMMITTEE</b>				
51000-51990 Personal Services	500	500	500	
<b>ELECTED SCHOOL COMMITTEE TOTAL</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>0%</b>

<b>BUDGET NAME</b>	<b>FY 2010 ACTUAL</b>	<b>FY 2011 BUDGET</b>	<b>FY 2012 REQUEST</b>
<b>301 SOUTHBOROUGH SCHOOLS</b>			
REGULAR DAY PROGRAMS			
<b>ADMINISTRATION</b>			
School Committee	12,136	13,600	13,600
Superintendent's Office	91,379	96,839	94,839
Administrative Support	317,955	324,722	328,048
<b>INSTRUCTION</b>			
Supervision	39,200	39,200	39,200
Principals	827,980	832,011	744,589
Teaching	6,905,968	6,965,252	7,124,761
Professional Development	91,480	64,800	94,800
Textbooks & Materials	288,202	191,028	192,184
Instructional Hardware & Software	216,850	55,444	165,945
Library Services	243,725	252,155	224,382
Instructional Equipment	66,766	69,906	68,886
Guidance Services	213,102	228,770	238,514
<b>OTHER STUDENT SERVICES</b>			
Personnel Services	500	500	500
Health Services	251,431	271,764	274,226
Transportation	350,159	367,943	359,548
Athletics	27,198	31,050	31,050
Student Body Activities	18,110	18,280	18,280
<b>OPERATION AND MAINTENANCE OF BUILDINGS</b>			
Operation of Buildings	1,205,244	1,252,735	1,237,078
Maintenance of Buildings	390,102	307,338	304,086
Networking & Telecommunications	60,549	80,131	78,120
<b>FIXED CHARGES</b>			
Rentals & Leases	1,640	4,100	4,100
<b>CONTRACTUAL OBLIGATIONS</b>			
Contractual Obligations	0	0	302,968
<b>REGULAR DAY PROGRAMS</b>	<b>11,619,676</b>	<b>11,467,568</b>	<b>11,939,704</b>

<b>BUDGET NAME</b>	<b>FY 2010 ACTUAL</b>	<b>FY 2011 BUDGET</b>	<b>FY 2012 REQUEST</b>	
<b>301 SOUTHBOROUGH SCHOOLS (cont.)</b>				
SPECIAL EDUCATION PROGRAMS - CHAPTER 766				
<b>INSTRUCTION</b>				
Legal	12,866	5,000	5,000	
Administrative Technology	2,751	2,800	2,800	
Director	121,798	123,581	122,943	
Teaching	2,385,165	2,594,256	2,761,501	
Professional Development	421	2,300	2,200	
Instructional Technology	7,133	11,000	11,000	
Psychological Services	286,757	332,063	357,296	
<b>OTHER STUDENT SERVICES</b>				
Health Services	67,111	37,000	41,959	
Transportation Sped	347,920	271,280	271,280	
<b>OPERATION AND MAINTENANCE OF EQUIPMENT</b>				
Operation of Equipment	9,809	10,000	10,000	
<b>PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS</b>				
Tuition, Out	1,213,347	1,413,178	1,293,678	
<b>PROGRAMS, MEMBER OF COLLABORATIVE</b>				
Assabet Collaborative Assessment	1,667	1,700	1,750	
Tuition Out, Collaborative	62,475	175,000	64,350	
SPECIAL EDUCATION - CHAPTER 766	4,519,220	4,979,158	4,945,757	
SUMMARY				
	<b>FY 2010 ACTUAL</b>	<b>FY 2011 BUDGET</b>	<b>FY 2012 REQUEST</b>	<b>Percent Inc./Decr.</b>
REGULAR DAY PROGRAMS	11,619,676	11,467,568	11,939,704	
SPECIAL EDUCATION - CHAPTER 766	4,519,220	4,979,158	4,945,757	
<b>GRAND TOTAL OPERATING BUDGET</b>	<b>16,138,896</b>	<b>16,446,726</b>	<b>16,885,461</b>	<b>2.67%</b>

<b>BUDGET NAME</b>	<b>FY 2010 ACTUAL</b>	<b>FY 2011 BUDGET,</b>	<b>FY 2012 REQUEST</b>
<b>302 ALGONQUIN REGIONAL HIGH SCHOOL</b>			
REGULAR DAY PROGRAMS			
<b>ADMINISTRATION</b>			
School Committee	52,230	63,286	63,286
Superintendent's Office	96,553	94,638	94,638
Administrative Support	320,714	331,734	330,760
<b>INSTRUCTION</b>			
Supervision	74,907	77,374	77,374
Principals	642,603	627,697	621,522
Teaching	6,563,222	7,046,346	7,095,357
Professional Development	71,791	75,375	72,175
Textbooks & Materials	267,034	226,516	169,349
Instructional Hardware & Software	29,309	18,235	15,101
Instructional Equipment	25,885	24,957	21,716
Library Services	126,586	135,201	135,201
Guidance Services	549,690	593,293	584,110
<b>OTHER STUDENT SERVICES</b>			
Testing	3,173	3,500	3,500
Health Services	124,929	140,146	146,200
Transportation	1,030,948	1,066,585	1,047,120
Athletics/Student Body Activities	366,703	368,989	428,804
Other Student Activities	4,740	4,500	4,500
<b>OPERATION AND MAINTENANCE OF BUILDINGS</b>			
Operation of Buildings	1,276,582	1,323,758	1,301,992
Maintenance of Buildings	429,874	360,553	287,897
Payment for Local Northboro Services	43,815	50,000	50,000
Networking & Telecommunications	87,243	100,062	99,878
<b>FIXED CHARGES</b>			
Rentals and Leases	52,169	69,891	69,466
Insurance	2,357,891	2,716,453	2,717,368
Retirement Liability	225,987	252,040	276,511
<b>NEW EQUIPMENT</b>			
New Equipment	20,137	20,000	20,000
<b>CONTRACTUAL OBLIGATIONS</b>			
Contractual Obligations	0	0	227,849
<b>TUITION, OTHER PUBLIC SCHOOLS</b>			
School Choice	202,986	85,555	134,429
<b>REGULAR DAY PROGRAMS</b>	<b>15,047,701</b>	<b>15,876,684</b>	<b>16,096,103</b>

<b>BUDGET NAME</b>	<b>FY 2010 ACTUAL</b>	<b>FY 2011 BUDGET</b>	<b>FY 2012 REQUEST</b>	
<b>302 ALGONQUIN REGIONAL HIGH SCHOOL (cont.)</b>				
SPECIAL EDUCATION PROGRAMS - CHAPTER 766				
<b>ADMINISTRATION</b>				
Legal Services	108	4,000	3,000	
Administrative Technology	0	2,800	2,800	
<b>INSTRUCTION</b>				
Director	107,401	108,877	107,378	
Teaching	753,789	786,900	833,301	
Professional Development	1,847	3,100	2,600	
Textbooks	1,318	1,500	1,500	
Instructional Technology	4,789	6,500	6,500	
Psychological Services	80,118	92,467	103,467	
<b>OTHER STUDENT SERVICES</b>				
Health Services	8,340	11,150	11,150	
<b>OPERATION AND MAINTENANCE OF BUILDINGS</b>				
New Equipment	2,400	3,000	3,000	
Equipment Maintenance	155	500	500	
<b>PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS</b>				
Tuition, Out	223,120	243,553	180,411	
Transportation	253,300	138,097	149,939	
<b>PROGRAMS, MEMBER OF COLLABORATIVE</b>				
Assabet Collaborative Assessment	1,667	2,500	2,500	
Tuition Out, Collaborative	114,330	241,014	115,068	
SPECIAL EDUCATION - CHAPTER 766	1,552,682	1,645,958	1,523,114	
SUMMARY				
	<b>FY 2010 ACTUAL</b>	<b>FY 2011 BUDGET</b>	<b>FY 2012 REQUEST</b>	
REGULAR DAY PROGRAMS	15,047,701	15,876,684	16,096,103	
SPECIAL EDUCATION - CHAPTER 766	1,552,682	1,645,958	1,523,114	
GRAND TOTAL OPERATING BUDGET	16,600,383	17,522,642	17,619,217	0.55%
<b>FY 2012 SOUTHBOROUGH ASSESSMENT</b>				
	<b>NON EXEMPT 6,094,184</b>	<b>EXEMPT 848,322</b>	<b>TOTAL 6,942,506</b>	

**NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT  
FY2012 BUDGET & ASSESSMENTS - D.O.E. RECOMMENDED METHOD**

RSC voted 3-16-11

57.99%      42.01%  
Northboro      Southboro

**Step 1**

FY 2012 Proposed Budget	17,619,217.00		
Less Transportation			
SPED Transportation	1,176,559.00		
Less Fixed Charges	0.00		
Net School Spending	16,442,658.00		
Less revenues	20,000.00		
Subtotal	16,422,658.00		
Less Chapter 70 Aid - Preliminary	2,721,210.00		
Less State ward reimbursement	0.00		
Net Budget	13,701,448.00		

**Step 2**

Minimum Local Contribution required by Ed Reform	11,147,301.00	6,235,557.00	4,911,744.00
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**Step 3**

Difference between Min. Contrib. & Net budget balance	2,554,147.00		
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**Step 4**

Apportion Step 3 amount by agreement		1,481,149.85	1,072,997.15
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**Step 5**

Transportation Budget			
Less Aid to Transportation Preliminary	660,451.00	382,995.53	277,455.47

**Step 6**

Other Operational Costs			
Less Revenues	0.00		

**Step 7**

Debt Payments Not Exempt from Proposition 2 1/2	0.00	0.00	0.00
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**Step 8**

Total assessments, Minimum local contribution plus apportionments	14,361,899.00	8,099,702.38	6,262,196.62
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**Step 9**

Excess & Deficiency	450,000.00	260,955.00	189,045.00
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<b>FY2012 Assessment Not Exempt from Proposition 2 1/2</b>	13,911,899.00	7,838,747.38	6,073,151.62
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**Step 10**

Debt Payments Exempt from Proposition 2 1/2	2,115,951.26	1,267,629.17	848,322.09
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<b>Total FY2012 Assessment</b>	16,027,850.26	9,106,376.55	6,921,473.71
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**NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT  
FY2012 BUDGET & ASSESSMENTS - D.O.E. RECOMMENDED METHOD  
RSC voted 3-16-11**

**Assessment Comparison**

<b>Northborough</b>			
	Non Exempt	Exempt	Total
FY2012 Assessment	7,838,747.38	1,267,629.17	9,106,376.55
FY2011 Assessment	7,696,524.38	1,131,426.71	8,827,951.09
Dollar Increase	142,223.00	136,202.46	278,425.46
Percent increase	1.85%	12.04%	3.15%

<b>Southborough</b>			
	Non Exempt	Exempt	Total
FY2012 Assessment	6,073,151.62	848,322.09	6,921,473.71
FY2011 Assessment	5,702,400.62	725,391.84	6,427,792.46
Dollar Increase	370,751.00	122,930.25	493,681.25
Percent increase	6.50%	16.95%	7.68%

**FY 2011 Minimum Contribution Adjustment  
Assessment Comparison**

<b>Northborough</b>			
	Non Exempt	Exempt	Total
FY2012 Assessment	7,838,747.38	1,267,629.17	9,106,376.55
FY2011 Minimum Contribution Adjustment	-21,032.00		-21,032.00
<b>Adjusted FY2012 Assessment</b>	<b>7,817,715.38</b>	<b>1,267,629.17</b>	<b>9,085,344.55</b>
FY2011 Assessment	7,696,524.38	1,131,426.71	8,827,951.09
Dollar Increase	121,191.00	136,202.46	257,393.46
Percent increase	1.57%	12.04%	2.92%

<b>Southborough</b>			
	Non Exempt	Exempt	Total
FY2012 Assessment	6,073,151.62	848,322.09	6,921,473.71
FY2011 Minimum Contribution Adjustment	21,032.00		21,032.00
<b>Adjusted FY2012 Assessment</b>	<b>6,094,183.62</b>	<b>848,322.09</b>	<b>6,942,505.71</b>
FY2011 Assessment	5,702,400.62	725,391.84	6,427,792.46
Dollar Increase	391,783.00	122,930.25	514,713.25
Percent increase	6.87%	16.95%	8.01%

<b>BUDGET NAME</b>	<b>FY 2011 BUDGET</b>	<b>FY 2012 REQUEST</b>	<b>Percent Inc./Decr.</b>
<b>304 ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL</b>			
General Administration (School Committee)	10,950	11,200	
District Administration (Superintendent)	222,731	235,633	
Finance & Admin. Services	25,000	33,000	
Finance & Business Office	354,941	363,294	
Human Resources, Benefits, Personnel	65,500	66,500	
Legal Services	40,000	40,500	
Legal Settlements	0	0	
Districtwide Information Management	22,500	22,500	
Districtwide Academic Leadership	246,498	259,349	
Curriculum Directors (Supervisory)	260,063	268,781	
Department Heads (Non-supervisory)	288,843	296,959	
School Building Leadership	22,000	23,000	
Principal's Office	154,801	188,136	
Instruction - Teaching Services	6,518,651	6,452,983	
Specialist Teachers	538,927	648,729	
Medical/Therapeutic Services	5,000	6,000	
Librarians/Media Center Directors	104,562	106,939	
Professional Development	85,400	92,150	
Director of Curr./Professional Development	76,875	81,969	
Prof. Dev. Stipends, Providers, Expenses	14,850	14,850	
Instructional Materials and Equipment	239,285	233,055	
Textbooks and Related Software	82,500	82,500	
Instructional Equipment	0	171,000	
Instructional Technology	48,000	54,950	
Audio/Visual	2,000	2,000	
Guidance	487,538	547,403	
Testing and Assessment	39,550	40,820	
Psychological Services	113,000	135,000	
Attendance and Parent Liaison Services	30,720	31,965	
Health Services	90,485	92,767	
Student Transportation Services	1,167,452	1,139,891	
Athletic Services	417,246	426,267	
Other Student Services	127,352	126,250	
School Security	57,000	55,000	
Operations and Maintenance of Plant	81,173	85,150	
Custodial Services	606,000	629,000	
Heating of Buildings	675,500	694,000	
Utility Services	161,000	161,000	
Maintenance of Grounds	109,700	160,700	
Maintenance of Buildings	329,900	487,300	
Maintenance of Equipment	5,500	7,500	
Extraordinary Maintenance	0	0	
Networking and Telecommunications	70,257	71,700	
Technology Maintenance	98,000	99,560	

<b>BUDGET NAME</b>	<b>FY 2011 BUDGET</b>	<b>FY 2012 REQUEST</b>	<b>Percent Inc./Decr.</b>
<b>304 ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL (cont.)</b>			
Employee Retirement	200,000	206,500	
Insurance Programs - Employees	1,983,250	1,865,250	
Insurance Programs - Retirees	0	237,500	
Non-employee Insurance	140,500	140,500	
Acquisition and Improvement of Sites	50,000	0	
Acquisition and Improvement of Buildings	155,000	0	
Acquisition and Improvement of Equipment	0	0	
Capital Technology	85,000	0	
Replacement of Equipment	86,000	0	
Replacement of Motor Vehicles	84,000	84,000	
Tuition to Collaboratives	19,000	19,000	
<b>TOTAL</b>	<b>16,900,000</b>	<b>17,300,000</b>	
<b>SOUTHBORO ASSESSMENT</b>	<b>139,496</b>	<b>152,121</b>	<b>9.05%</b>

<b>BUDGET NAME</b>	<b>FY 2011 BUDGET</b>	<b>FY 2012 REQUEST</b>	<b>Percent Inc./Decr.</b>
<b>305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL</b>			
Tuition/Transportation Assessment	28,218	66,654	
<b>NORFOLK COUNTY AGRICULTURAL H S TOTAL</b>	<b>28,218</b>	<b>66,654</b>	<b>136.21%</b>

**ARTICLE 11:** 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	Recommend
			ADVISORY	SELECTMEN	CAPITAL BUDGET PLANNING
1.	DPW equipment	\$315,000	AT TOWN MEETING	SUPPORT \$226,000 (equipment 1, 2 and 3)	SUPPORT \$168,000 (equipment 1 and 2 )
2.	Fire Dept. incident command vehicle	\$54,000	AT TOWN MEETING	SUPPORT out of ambulance reserves	SUPPORT out of ambulance reserves
3.	Town House	\$60,000	AT TOWN MEETING	SUPPORT	SUPPORT \$50,000
4.	Senior Center	\$49,000	AT TOWN MEETING	SUPPORT \$36,000	SUPPORT
5.	Police cruisers	\$72,000	AT TOWN MEETING	SUPPORT \$36,000 (1 cruiser)	SUPPORT

, 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:**

- The DPW maintains a capital equipment program. This money includes: 1) purchasing a USED 35,000GVW cab and chassis with plow and a stainless steel sander body (to replace a 2002 35,000GVW cab and chassis with a sander body), 2) purchasing a NEW diesel 4x4 pick-up truck with plow (to replace a 1999 pick-up truck with plow), 3) purchasing a NEW 1 ton 18,000GVW diesel dump truck with plow (to replace a 2002 16,000GVW utility dump truck), 4) retrofitting the 2002 16,000GVW dump truck with a service body (to replace a 1988 service truck), 5) repairing the frame, replacing the crane and stripping priming and painting the 1983 catch basin cleaning (CB) truck and 6) funding the stripping, priming and painting of a 35,000GVW truck.*
- The current ICV, operated by the Fire Chief, is a 2002 Chevy Tahoe with over 93,000 miles. This vehicle is equipped with interoperable communications equipment, response information for various buildings and facilities, as well as miscellaneous tools and equipment which allows the Incident Commander to effectively direct and manage fire, medical, rescue and other emergency incident of all types. The vehicle is used by the Fire Chief to respond to emergency calls both on and off duty, as well as used in the normal performance of the Fire Chief's required duties. The current vehicle will be reassigned to the fire prevention officer to replace a very worn 2003 Ford Crown Victoria former police cruiser. By reassigning the vehicle to fire prevention, the life expectancy of the vehicle will be extended approximately three to five years.*
- To replace 2 HVAC air handlers and rebuild 3 HVAC air handlers in the Town House.*
- To replace 2 boilers and controls and repave a portion of the parking area at the Senior Center.*
- To replace two police cruisers and equipment including video cameras.*

**ARTICLE 12:** 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 (with \$100,000 from overlay account)**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This money is used for the Town's paving contract and other street maintenance contracts such as crack sealing and infrared repair.*

**ARTICLE 13:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \$155,000 to perform engineering required to develop 25% plans for Route 85, from the Hopkinton Town Line to Route 30, to be listed for Federal Transportation Improvement Plan (TIP) money, or do or act anything in relation thereto.

**Proposed by: DEPARTMENT OF PUBLIC WORKS**

**Board of Selectmen Recommendation: At Town Meeting**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This article will fund the engineering required for the Town to develop plans for listing on the TIP. A commitment to reimburse the Town a sum of this money has been obtained from Legacy Farms Project in Hopkinton.*

**ARTICLE 14:** To see if the Town will vote to transfer from the Water Reserves Fund and appropriate the sum of \$75,000 to be expended in amounts requested by the DPW Superintendent and a vote of the Board of Selectmen for any unforeseen project costs or water system improvements requiring immediate appropriation, or do or act anything in relation thereto.

**Proposed by: DEPARTMENT OF PUBLIC WORKS**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This article will allow the Board of Selectmen to approve additional funding for water projects with unforeseen complications, that are above the appropriation estimate or repairs that constitute or arise from an emergency.*

**ARTICLE 15:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money 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: At Town Meeting**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

**ARTICLE 16:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate the sum of \$30,000 for the purpose of purchasing three Thermal Imaging Units for the Fire Department, or do or any act anything in relation thereto.

**Proposed by: FIRE CHIEF**

**Board of Selectmen Recommendation: Support \$20,000 (2 thermal imagers)**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *The fire department currently has 2 thermal imaging units which are approaching 10 years old. Because of the extremely rough environment they are exposed to in fire situations, they have become extremely unreliable and expensive to maintain. Thermal imagers are invaluable while searching buildings for signs of fire and trapped occupants, as well as searching for the source of heat. One thermal imager would be added, which would provide a unit in each of the three primary fire trucks.*

**ARTICLE 17:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate the sum of \$25,000 for legal fees associated with the legal suit with Northborough over the Algonquin reimbursement formula, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *Funding for special legal counsel who will assist the Town in the suit filed by Northborough regarding the regional school debt assessment.*

**ARTICLE 18:** To see if the Town will vote to repeal the vote Article 49 of the April 12, 1999 town meeting to repeal the provisions of Massachusetts General Laws, Chapter 41, Section 108L, the Career Incentive Pay Program for Police Officers (also known as the Quinn bill), or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation: At Town Meeting**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This article is on the warrant in the event the Board of Selectmen negotiates an educational incentive that will replace the Quinn bill.*

**ARTICLE 19:** To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, \$30,000 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: At Town Meeting**

**Summary:** *This article will fund any vacation and sick pay due to eligible employees upon their retirement.*

**ARTICLE 20:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \$14,248.25 to reimburse four town employees for legal fees and expenses they incurred defending allegations of misconduct for which no discipline was recommended, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This article will authorize the Town to reimburse three current and one former employee for legal bills they incurred and paid as a result of an allegation that comments were made after work during a social gathering.*

**ARTICLE 21:** To see if the Town will vote to transfer from overlay surplus a sum of money to stabilization, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation: At Town Meeting**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This article would transfer a sum of money from the overlay surplus fund to the stabilization fund. This article may be postponed indefinitely.*

**ARTICLE 22:** To see if the Town will vote to amend the Town of Southborough's local room occupancy excise under Massachusetts General Laws, Chapter 64G, §3A at the rate of 6 percent, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *Acceptance of this general law will allow the town to increase its hotel/motel/room occupancy tax from 4% to 6% and will produce approximately \$16,000 in additional town receipts.*

**ARTICLE 23:** To see if the Town will vote to accept Massachusetts General Laws, Chapter 138, Section 33B, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This article will allow the sale of alcoholic beverages beginning at 10 a.m. on Sundays. Currently alcoholic beverages cannot be sold until noon on Sundays.*

**ARTICLE 24:** To see if the Town will vote to grant, as a drainage easement, to the Massachusetts Department of Transportation, 500 Square Feet of land on the north side of Southville Road and west side of Constitution Drive. This land is described as “Proposed Drainage Easement, Area = 500 SQ. FT.” on the plan entitled “Easement Plan of Land in Southborough, Massachusetts”, prepared by Vanasse, Hangen and Brustlin, Inc. and dated December 21, 2010. Plan is on file with the Town Clerk’s office, or do or act anything in relation thereto.

**Proposed by: DEPARTMENT OF PUBLIC WORKS**  
**Board of Selectmen Recommendation: Support**  
**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This article allows new drainage, created as part of the Southville Road sidewalk project, from the portion of Southville Road that is owned by the MassDOT to cross over property owned by the Town of Southborough.*

**ARTICLE 25:** To see if the Town will vote to accept the report of the Community Preservation Committee for the FY2012 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) .....	\$252,499.04
State Match (projected State match) .....	\$ 71,282.19
Total Projected Revenue .....	\$323,781.23

**Set Aside - Open Space**

**\$32,378.12** to be set aside, held in the Community Preservation Fund, and spent in FY2012 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**

**\$32,378.12** to be set aside, held in the Community Preservation Fund, and spent in FY2012 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

**Set Aside – Community Housing**

**\$32,378.12** to be set aside, held in the Community Preservation Fund, and spent in FY2012 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**

**\$16,189.06** to defray the administrative and operating expenses of the Community Preservation Committee in FY2012 for the Community Preservation Fund (discretionary).

**Set Aside - Budgeted Reserve/Discretionary**

Reserved For FY12	CPF (Budgeted Reserve/Discretionary)	\$240,803.46
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**FY 2010 Interest/Adjustments**

To accept \$38,985.00 of interest/adjustments received in FY2010 and to set aside 10% in each of the Historic, Open Space and Housing Reserve Accounts and 70% to the Budgeted Reserve/Discretionary.

- \$ 3,898.50 Set Aside – Open Space
- \$ 3,898.50 Set Aside – Community Housing
- \$ 3,898.50 Set Aside – Historic Preservation
- \$ 27,289.50 – CPF (Budgeted Reserve/Discretionary)

, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: At Town Meeting**

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

**ARTICLE 26:** To see if the Town will vote to appropriate \$36,276.62 from the CPA Housing Reserve 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 do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: At Town Meeting**

**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 27:** To see if the Town will vote to appropriate \$189,374.28 (\$36,276.62 from the Open Space Reserve Fund, and \$153,097.66 from the CPA General Unreserved/Fund Balance), 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 do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: At Town Meeting**

**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 28:** To see if the Town will vote to appropriate \$21,000 from the Historical Reserve fund, for a Historic Residential Village designation, for the purpose of Historic Preservation. Said funds to be expended under the direction of the Community Preservation Committee, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation: Not Support**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *Monies will be used to fund a Preservation Consultant to research and prepare a National Register Historic District nomination and to coordinate between town officials, committees and resident groups with the Massachusetts Historic Commission.*

**ARTICLE 29:** To see if the Town will vote to appropriate \$4,000 from the General Unreserved/Fund Balance for the purpose of creating a sand volleyball court at Neary School, for the purpose of recreation. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *Monies will be used to create a sand volleyball court at Neary School.*

**ARTICLE 30:** To see if the Town will vote to appropriate \$133,000 from the General Unreserved/Fund Balance for the purpose of creating Splash Pad & Playground adjacent to the South Union School (the Recreation Department), for the purpose of recreation. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation: Not Support**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *Monies will be used to create a Splash Pad & Playground adjacent to the Recreation Department.*

**ARTICLE 31:** To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to reauthorize 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 Inspector and Wiring Inspector for receipts to a maximum of \$80,000.
3. Department of Public Works for 9-11 Field Maintenance and usage and DCR annual fee to a maximum of \$50,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of \$25,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of \$75,000.
6. CPR classes by the Fire Department for the cost of running CPR classes to a maximum of \$6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of \$1,500.
8. Recreation Commission for a portion of recreation program costs to a maximum of \$323,175.

, or do or act anything in relation thereto.

**Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION AND CONSERVATION COMMISSION**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: At Town Meeting**

**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 fees collected under the Southborough Wetland Bylaw and Regulations to cover departmental and consultant costs incurred for the review, issuance and ongoing monitoring of permitted projects;
5. To use money collected from hazardous incidents to cover the departmental expense related to the incident;
6. The money collected will cover the cost of running CPR classes;
7. The fees collected from plot rentals to cover the costs of running the Community Garden;
8. To cover a portion of the costs associated with Recreation programming.

**ARTICLE 32:** To see if the Town will vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, Zoning; by deleting Section 174-8.9 in its entirety and inserting in place thereof the following text:

174-8.9 WFP Wetland and Floodplain District

- A. The Wetland and Floodplain District is considered to be an overlay district. The District includes all special flood hazard areas within the Town of Southborough designated as Zone A and AE, on the Worcester County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Worcester County FIRM that are wholly or partially within the Town of Southborough are panel numbers 25027C0654E, 25027C0658E, 25027C0659E, 25027C0662E, 25027C0666E, 25027C0667E, 25027C0668E, 25027C0669E, 25027C0678E and 25027C0686E dated July 4, 2011. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 4, 2011. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official, Conservation Commission and Department of Public Works.
- B. Base Flood Elevation and Floodway Data
  - (1) Floodway Data. In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

- (2) Base Flood Elevation Data. Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or 5 acres, whichever is the lesser, within unnumbered A zones.
- C. Notification of Watercourse Alteration – In a riverine situation, the Conservation Commission shall notify the following of any alteration or relocation of a watercourse:
  - (1) Adjacent Communities
  - (2) NFIP State Coordinator  
Massachusetts Department of Conservation and Recreation  
251 Causeway Street, Suite 600-700  
Boston, MA 02114-2104
  - (3) NFIP Program Specialist  
Federal Emergency Management Agency, Region I  
99 High Street, 6th Floor  
Boston, MA 02110
- D. Reference to Existing Regulations
  - (1) The Floodplain District is established as an overlay district to all other districts. All development in the district, including structural and non-structural activities, whether permitted by right or by special permit must be in compliance with Chapter 131, Section 40 of the Massachusetts General Laws and with the following:
    - (a) Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas (currently 780 CMR 120.G, "Flood Resistant Construction and Construction in Coastal Dunes");
    - (b) Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);
    - (c) Inland Wetlands Restriction, DEP (currently 310 CMR 13.00);
    - (d) Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5);
  - (2) Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.
- E. Other Use Regulations
  - (1) All subdivision proposals must be designed to assure that:
    - (a) such proposals minimize flood damage;
    - (b) all public utilities and facilities are located and constructed to minimize or eliminate flood damage; and
    - (c) adequate drainage is provided to reduce exposure to flood hazards.
  - (2) In Zones AE, along watercourses in the Town of Southborough that have a regulatory floodway designated on the Worcester County FIRM encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge,

, or do or act anything in relation thereto.

**Sponsored by: BOARD OF SELECTMEN AND PLANNING BOARD**

**Board of Selectmen Recommendation: At Town Meeting**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This article replaces the Town's zoning regulations relative to development within floodplains, including adoption of newly amended Flood Insurance Rate Maps to establish the Wetland and Floodplain District. Amendment of the floodplain bylaw is required to maintain compliance with FEMA's National Flood Insurance Program.*

**ARTICLE 33:** To see if the Town will act to create a Committee of five members, "The Drafting Committee for Town Manager Legislation", appointed by the Moderator, to draft special municipal legislation whose purpose shall be to enact a Town Manager form of government with an elected Board of Selectmen, consisting of five persons, this Committee to present the proposed legislation in a Warrant for consideration by the Annual Town Meeting of 2012, or such earlier Special Town Meeting as may arise; further, to raise and appropriate or transfer and appropriate a sum of money for the purpose of providing legal counsel to said Committee, or do or act anything in relation thereto.

**Proposed by: PETITION OF JOHN B. BUTLER JR. AND 31 OTHERS**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This article creates a committee to draft language that implements the recommendations of the Town Government Study Committee. Up to \$10,000 will be used for legal or other professional services to assist the committee in drafting the municipal legislation.*

**ARTICLE 34:** To see if the Town will act to raise and appropriate or transfer and appropriate \$14,248.25 for the purpose of paying attorney's fees incurred by Town employees in responding to or dealing with a Town investigation during 2009 and 2010, or do or act anything in relation thereto.

**Proposed by:** PETITION OF JAMES F. HEGARTY AND 16 OTHERS

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *See article 20*

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 9, 2011**

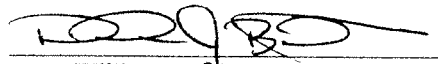
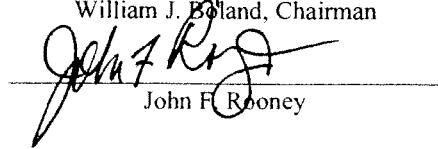
then and there at those places to bring in their votes to the Election Officers at the respective Precinct:

Seats available	ELECTED POSITION	Term
1	Town Clerk	3 years
1	Board of Selectmen	3 years
1	Town Moderator	1 year
1	Assabet Valley Regional Vocational School District Committee	1 year
1	Board of Assessors	3 years
1	Board of Commissioners of Trust Funds	3 years
1	Board of Health	3 years
2	Board of Trustees Southborough Library	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
2	School Committee	3 years
1	Southborough Housing Authority	2 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.

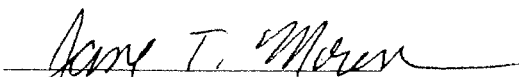
And you are to give notice hereby by posting true and attested copies of the Warrant at Southborough Town House, 17 Common Street, Cordaville Hall, 9 Cordaville Road, Mauro's Village Café, 2 Main Street, Mauro's Market, 4 Main Street, Southborough Library, 25 Main Street, Fayville Post Office, Turnpike Road, Albert S. Woodward Memorial School, 28 Cordaville Road, Fayville Village Hall, 42 Central Street, 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 fifteenth day of March, 2011

  
 William J. Boland, Chairman  
  
 John F. Rooney

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

Attest:

  
 Jane Moran, Constable