ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS

For the Annual Town Meeting

on

May 22, 2021

10:00 A.M.
1. To Hear Reports ................................................................. 9
2. Acceptance of Monies from Contributors ........................ 9
3. Borrowing Authorization .................................................. XX
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*Green* = article indefinitely postponed at June 2020 ATM  
*Blue* = new article for 2021 ATM  
*Black* = annual ATM article
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 and exemptions as granted.

**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

Southborough’s Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined 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. In other words, we gather for the purpose of conducting the Town’s business thoughtfully and efficiently.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the 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 proceedings. He may also officiate Town 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 the Moderator’s 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. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. 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 Town 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 for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first 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 shall 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 Town 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 participating without disclosing that fact.

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.
Introduction to the Rules of Town Meeting (continued)

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator’s approval.

In order to give all a fair opportunity to speak, no one who has addressed 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 are for the bringing of questions, or propositions, before Town Meeting for consideration. Only one main motion can be considered at a given time, and once introduced such a motion excludes all other main motions until it has been disposed.

Subsidiary Motions
Motions of this group have are for 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 then under consideration, it is in order to propose them when a main motion is pending and to vote upon them before voting upon the main motion.

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

Incidental Motions
Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name “incidental” applies because they arise only incidentally out of the business of Town Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first 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 its substance is contained within the scope of a Warrant article. 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 Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

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 to an amendment is of the second rank; there can be no amendment beyond that of the second rank.

Some motions do not lead to a final determination by Town 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 shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

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

<table>
<thead>
<tr>
<th>May Req. interrupt a speaker</th>
<th>May Req. a sec.</th>
<th>May Req. Debatable</th>
<th>Vote Required</th>
<th>Motions that may apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIVILEGED MOTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. To dissolve</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td>2. To adjourn</td>
<td>no</td>
<td>yes</td>
<td>limited</td>
<td>majority</td>
</tr>
<tr>
<td>3. Point of no quorum</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td>4. Recess</td>
<td>no</td>
<td>yes</td>
<td>limited</td>
<td>majority</td>
</tr>
<tr>
<td>5. Question of privilege</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>chair rules</td>
</tr>
<tr>
<td>SUBSIDIARY MOTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. To lay on the table</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>2/3</td>
</tr>
<tr>
<td>7. Previous question</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>2/3</td>
</tr>
<tr>
<td>8. Limit or extend debate</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>2/3</td>
</tr>
<tr>
<td>9. To postpone to time certain</td>
<td>no</td>
<td>yes</td>
<td>limited</td>
<td>majority</td>
</tr>
<tr>
<td>10. To commit or refer</td>
<td>no</td>
<td>yes</td>
<td>limited</td>
<td>majority</td>
</tr>
<tr>
<td>11. To amend</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>12. To postpone indefinitely</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>MAIN MOTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Motions</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>majority*</td>
</tr>
<tr>
<td>To reconsider or rescind</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>2/3</td>
</tr>
<tr>
<td>To take from the table</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td>To advance an article</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>majority</td>
</tr>
<tr>
<td>INCIDENTAL MOTIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Point of order</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>chair rules</td>
</tr>
<tr>
<td>Division of a question</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td>Separate consideration</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td>To withdraw a motion</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>majority</td>
</tr>
<tr>
<td>To suspend rules</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>2/3</td>
</tr>
<tr>
<td>Orders of the day</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>none</td>
</tr>
</tbody>
</table>

*The vote required to pass an affirmative main motion is a matter of substantive law, but is usually a majority.
**Introduction to the Rules of Town Meeting (continued)**

**FORM USED IN MAKING MOTIONS**

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

**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 if a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other “point of order” is proper.

**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 hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

**ADJOURNMENT AND DISSOLUTION**

Sessions of Town Meeting normally adjourn at eleven o’clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.
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 town affairs, to meet at the baseball field adjacent to Neary School, 53 Parkerville Road, in said Southborough, on

Saturday, May 22, 2021

at 10:00 a.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:
Advisory Committee Recommendation:
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, 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:
Advisory Committee Recommendation:
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, 2021 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:
Advisory Committee Recommendation:
Summary: This article allows the Town Treasurer to short-term borrow in anticipation of revenue.

ARTICLE 4: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Board of Selectmen or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Board Recommendation:
Summary: This article allows the Selectmen and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.

ARTICLE 5: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: The Personnel By-Law governs policies and pay structures for non-union employees.

ARTICLE 6: To see if the Town will vote to transfer a sum of money between and among various accounts for the fiscal year ending June 30, 2021, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: This article is intended to address any unexpected or unusual funding needs for the current fiscal year via transfers between accounts.

ARTICLE 7: To see if the Town will vote to raise a sum of money as may be necessary for the Town’s use for Fiscal Year 2022, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

Proposed by: BOARD OF SELECTMEN

Summary: See budget report including Advisory Committee and Board of Selectmen’s FY22 recommendations. If the Advisory Committee recommendation differs from that of the Board of Selectmen, it shall be noted in that departmental budget.

ARTICLE 8: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund’s use for Fiscal Year 2022, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

INSERT

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates, which supports all aspects of the department’s operation.

ARTICLE 9: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of $250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: This is an annual appropriation into the Town’s OPEB Trust Fund that began back in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article. The funding amount has been the same each year since 2015, and is not changing for FY22.

ARTICLE 10: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

<table>
<thead>
<tr>
<th>Description</th>
<th>Request</th>
<th>Levy</th>
<th>Other Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. LIBRARY: Interior Renovations, Floor Coverings and Painting</td>
<td>$115,000</td>
<td>$115,000</td>
<td></td>
</tr>
<tr>
<td>B. TOWN HOUSE: Bathroom Renovation</td>
<td>$ 40,000</td>
<td>$ 40,000</td>
<td></td>
</tr>
<tr>
<td>C. DPW: Chipper</td>
<td>$ 30,000</td>
<td>$ 30,000</td>
<td></td>
</tr>
<tr>
<td>D. DPW: Equipment Trailer Replacement</td>
<td>$ 12,000</td>
<td>$ 12,000</td>
<td></td>
</tr>
<tr>
<td>E. DPW: Road Maintenance</td>
<td>$325,000</td>
<td>$325,000</td>
<td></td>
</tr>
<tr>
<td>F. FIRE: Thermal Imaging Cameras</td>
<td>$ 30,000</td>
<td>$ 30,000</td>
<td></td>
</tr>
<tr>
<td>G. FIRE: Fire Hose &amp; Nozzle Replacement</td>
<td>$ 20,000</td>
<td>$ 20,000</td>
<td></td>
</tr>
<tr>
<td>H. FIRE: Turnout Gear Fund</td>
<td>$ 40,000</td>
<td>$ 40,000</td>
<td></td>
</tr>
<tr>
<td>I. INFORMATION TECHNOLOGY: Server and Storage</td>
<td>$ 40,000</td>
<td>$ 40,000</td>
<td></td>
</tr>
<tr>
<td>J. POLICE: Defibrillators</td>
<td>$ 18,200</td>
<td>$ 18,200</td>
<td></td>
</tr>
<tr>
<td>K. POLICE: Police Cruisers (2)</td>
<td>$101,000</td>
<td>$101,000</td>
<td></td>
</tr>
</tbody>
</table>

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:

Summary:
A.
B.
C.
D.
E.
F.
G.
H.
I.
J.
K.

ARTICLE 11: To see if the town will authorize, under General Laws Chapter 44, Section 21C, upon the recommendation of the Board of Selectmen, the following lease purchase financing agreements for the acquisition of equipment that may be acquired through the issuance of debt under G.L. c. 44 or improvement of a capital asset the improvement of which may be financed by the issuance of debt under G.L. c. 44, the term of such agreement not to exceed the useful life of the equipment or improvement as determined by the Board of Selectmen, and to authorize the departments specified below to enter into such agreements on behalf of the town, and to approve appropriation for the first year payments of the agreements as stated below:
<table>
<thead>
<tr>
<th>Equipment</th>
<th>Maximum Term</th>
<th>Authorized Department</th>
<th>Source of Appropriation</th>
<th>First Year Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. 1 - Fire Tender 2,000 Gallon</td>
<td>7</td>
<td>Fire Department</td>
<td>FY22 Capital Budget - Ambulance Fund</td>
<td>$61,127</td>
</tr>
<tr>
<td>B. 1 - Horton Type Ambulance</td>
<td>7</td>
<td>Fire Department</td>
<td>FY22 Capital Budget - Ambulance Fund</td>
<td>$42,025</td>
</tr>
<tr>
<td>C. 1 - Swaploader Hook Lift Truck</td>
<td>7</td>
<td>Dept. of Public Works</td>
<td>FY22 Capital Budget - General Fund</td>
<td>$25,215</td>
</tr>
<tr>
<td>D. 1 - Pick Up Diesel F-350</td>
<td>7</td>
<td>Dept. of Public Works</td>
<td>FY22 Capital Budget - General Fund</td>
<td>$10,697</td>
</tr>
<tr>
<td>E. 1 - Fire Dept Chief Vehicle Jeep Cherokee</td>
<td>7</td>
<td>Fire Department</td>
<td>FY22 Capital Budget - General Fund</td>
<td>$9,169</td>
</tr>
<tr>
<td>F. 1 - Pick Up Diesel F-350</td>
<td>7</td>
<td>Dept. of Public Works</td>
<td>FY22 Capital Budget - Water Fund</td>
<td>$10,697</td>
</tr>
<tr>
<td>G. 1 - Swaploader Hook Lift Truck</td>
<td>7</td>
<td>Dept. of Public Works</td>
<td>FY22 Capital Budget - Water Fund</td>
<td>$9,169</td>
</tr>
</tbody>
</table>

, or do or act anything in relation thereto.

**Proposed by:** BOARD OF SELECTMEN

**Board of Selectmen Recommendation:**

**Advisory Committee Recommendation:**

**Summary:**

A.  
B.  
C.  
D.  
E.  
F.  
G.

**ARTICLE 12:** To see if the Town will vote to raise and appropriate the sum of $5,000 for the purpose of paying the Town’s share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

**Proposed by:** BOARD OF SELECTMEN

**Board of Selectmen Recommendation:**

**Advisory Committee Recommendation:**

**Summary:** This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.

**ARTICLE 13:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Advisory Committee as requested, or do or act anything in relation thereto.

**Proposed by:** BOARD OF SELECTMEN

**Board of Selectmen Recommendation:**

**Advisory Committee Recommendation:**

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

**ARTICLE 14:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $40,000 for the ongoing replacement of Personal Protective Equipment for the Fire Department.
ARTICLE 15: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2022:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Immunization/emergency dispensing clinic</td>
<td>$12,000</td>
</tr>
<tr>
<td>2.</td>
<td>Inspectional services</td>
<td>$100,000</td>
</tr>
<tr>
<td>3.</td>
<td>9-11 Field Maintenance</td>
<td>$100,000</td>
</tr>
<tr>
<td>4.</td>
<td>Wetland Protection</td>
<td>$30,000</td>
</tr>
<tr>
<td>5.</td>
<td>Hazardous materials</td>
<td>$75,000</td>
</tr>
<tr>
<td>6.</td>
<td>CPR classes</td>
<td>$6,500</td>
</tr>
<tr>
<td>7.</td>
<td>Community garden</td>
<td>$2,500</td>
</tr>
<tr>
<td>8.</td>
<td>Recreation programs</td>
<td>$400,000</td>
</tr>
<tr>
<td>9.</td>
<td>Tobacco Control Program</td>
<td>$4,000</td>
</tr>
<tr>
<td>10.</td>
<td>Golf Course maintenance</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

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

ARTICLE 16: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2022 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)
- State Match (projected FY2022 State match)
- FY2021 State Match Adjustment
- Total Projected Revenue

Set Aside - Open Space

$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2022 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

$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2022 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

Set Aside – Community Housing
$XX,XXX to be set aside, held in the Community Preservation Fund, and spent in FY2022 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**

$XX,XXX to defray the administrative and operating expenses of the Community Preservation Committee in
FY2022 for the Community Preservation Fund (discretionary)

**Set Aside -Budgeted Reserve/Discretionary**

Reserved For FY22 CPF (Budgeted Reserve/Discretionary) $XXX,XXX

, or do or act anything in relation thereto.

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Board of Selectmen Recommendation:**

**Advisory Committee Recommendation:**

**Summary:** The budget and set asides are an annual requirement under the Community Preservation Act.

**ARTICLE 17:** To see if the Town will vote to appropriate $XX,XXX to be applied towards the bond for the
Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic
Preservation. $XX,XXX from the CPA Historic Preservation Reserve Fund and $XX,XXX from the CPA FY2022
Budgeted Reserve Fund. Said funds to be expended under the direction of the Community Preservation Committee
and the Town Treasurer; or do or act anything in relation thereto.

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Board of Selectmen Recommendation:**

**Advisory Committee Recommendation:**

**Summary:** This article is the Community Preservation Fund payment towards the FY2022 debt funding for the
Preservation Restriction of 84 Main Street as approved at the 2016 Annual Town Meeting.

**ARTICLE 18:** To see if the Town will vote to appropriate a total of $XXX,XXX to be applied towards the bond for
the renovation and restoration of the Historic Southborough Library building, $XX,XXX for interest due September
2020 and $XX,XXX to be applied towards the bond for the purpose of Historic Preservation. $XX,XXX from the
CPA historic Preservation Reserve Fund and $XX,XXX from CPA General Unreserved Fund. Said funds to be
expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act
anything in relation thereto.

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE

**Board of Selectmen Recommendation:**

**Advisory Committee Recommendation:**

**Summary:** This article is the Community Preservation Fund payment toward the FY2022 debt funding for the
renovation and restoration of the Historic Southborough Library as approved at the 2019 Annual Town Meeting.

**ARTICLE 19:** To see if the Town will vote to appropriate $238,750 from the CPA Fund FY2021 Budgeted Reserve
for the renovation and restoration of Kallander Field, located on Kallander Drive in Southborough (Parcel ID 56-0000-012-0) for recreation purposes as requested by the Recreation Department. This consists of $210,100 in project
costs and an additional $28,650 in contingency funding. Contingency funds only available after approval of the CPC
for unexpected costs unforeseen at the time of application. Project to be completed in conformance with details as
presented to the members of the CPC and to be documented in the application and signed Memorandum of
Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the
Town Treasurer; or do or act anything in relation thereto.

**Proposed by:** COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: Under the direction of the Recreation Director Tim Davis and the Southborough Recreation Department, said funds will be used to restore and renovate Kallander Field, to address significant drainage issues that plague the field.

**ARTICLE 20:** To see if the Town will vote to appropriate $300,000 for the restoration and preservation of the Historic St. Mark’s Bell Tower located at 27 Main Street Southborough for Historic purposes. $23,061.76 from the CPA Historic Preservation Reserve Fund and $276,938.24 from CPA General Unreserved Fund. Project to be completed in conformance with details as presented to the members of the CPC and to be documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: Under the direction of the St. Mark’s Building Committee said funds will be used to restore and preserve the St. Marks Bell Tower in conformance with a Preservation Restriction held by the Massachusetts Historical Commission. The goal is to preserve St. Mark’s Bell Tower for many future generations of Southborough residents to enjoy. Built in 1891 on land donated by Joseph Burnett, the tower has fallen into major disrepair over the years. Issues include water penetration, unevenly faced stones, cracked mortar joints, and stone slippage. Without restoration of the tower, the historic viewscape of our town will be forever changed. Satisfying the Community Preservation Act goal to preserve and maintain historic landmarks, this project would preserve the tower and keep its historical significance. St. Mark’s Church is part of the Southborough Historical Commission project to add downtown Southborough to the State and National Register of Historic Places. The tower restoration project strictly falls under historic preservation and does not contain any religious depiction. This $300,000 request is for partial funding of total project costs of $565,000 with remainder raised by St. Mark’s.

**ARTICLE 21:** Restoration and preservation of the Historic Southborough Town House

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

**ARTICLE 22:** Flagg School Assessment

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

**ARTICLE 23:** Trail on DCR land

Proposed by: COMMUNITY PRESERVATION COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

**ARTICLE 24:** To see if the Town will vote to authorize the Board of Selectmen to dispose of a parcel of land with structures thereon deemed surplus property with no further public purpose, by deed of conveyance, grant or transfer after appraisals have been obtained and upon such terms and conditions as the Board of Selectmen deem appropriate. Said parcel of land being described as follows: 21 Highland Street, having been acquired by deed dated June 26,
1911 and recorded in the Worcester Registry of Deeds at Book 1974, Page 229; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

_ARTICLE 25_: To see if the Town will vote to amend the interest rate per annum from 4% to 2% and increase the income limit (gross receipts) from $20,000 to $45,000 under the provisions of Massachusetts General Laws, Chapter 59, §5 (41A) which regulates tax deferral for homeowners 65 years or older pursuant to the authority contained in Chapter 136 of the Acts of 2005 of the General Court thereby amending M.G.L. Ch. 59, §5 (41A), or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN, BOARD OF ASSESSORS & COUNCIL ON AGING
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: The senior property tax deferral program, known as Clause 41A, allows people 65 or over to defer their property taxes until their home is sold or conveyed. This article will change the interest rate charged on “deferred tax” liens from the current 4% to 2%. It also will increase the income limits of applicants from $20,000 to $45,000.

_ARTICLE 26_: To see if the Town will vote to amend Section 9-24 “Qualification of elected and appointed officials” of the Town Code, by deleting the text in its entirety, and replacing with the following:

“All elected and appointed officials shall be qualified by the Town Clerk within 30 days of their election except where a different period is specified in the General Laws. If an appointed official is not qualified in this period, his/her appointment shall terminate, and the appointing authority shall be so notified by the Town Clerk.”

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: Currently, elected and appointed officials have 15 days to be sworn in by the Town Clerk’s office; this article will allow those officials additional time to be sworn in following their appointment or election. The current requirement of 15 days was found to be too limiting, as appointment dates often conflicted with the 4th of July holiday and summer vacations. The Board of Selectmen was having to reappoint certain positions multiple times due to the inability of individuals to be sworn in within the required timeframe.

_ARTICLE 27_: To see if the Town will vote to amend the provisions of the Southborough Code, Chapters 41-29 entitled Notice of Town Meetings and § 41-26 Availability of Annual Report and Warrant by:

1) Deleting § 41-2 in its entirety and replacing it with:
A. Notice of every Town Meeting shall be given by posting attested copies of the warrant on the Town website, at the Town House, the Southborough Library, the Senior Center and the Transfer Station seven days at least before the time appointed for the Annual Town Meeting and fourteen days at least before the time appointed for a Special Town Meeting.

Creating a new section §41-2.1 entitled Location of Town Meeting
B. The warrant for an annual or special town meeting may specify that the meeting is to be held in a suitable auditorium or other facility in Southborough or in any town contiguous to Southborough. Town meeting may also vote to adjourn to such a facility if it deems appropriate.

2) Change the Title of Article III from Availability of Annual Report and Warrant to Availability of Annual Report.
3) Strike § 41-26 in its entirety and replace with:

§ 41-26 Availability of Annual Report.

At least fourteen (14) days prior to the Annual Town Meeting, the Selectmen shall place a notice on the town website and on Southborough Access Media advising that copies of the Annual Town Report are available to the public on the town website, at the Southborough Town House, at the Southborough Library and at the Southborough Senior Center.

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: This article would correct the conflicting language in Southborough Code sections 41-2 and 41-26. This article would also allow a Town Meeting to be held in any of the towns contiguous to Southborough. For example, a town meeting could be held at Algonquin Regional High School if the town were unable to hold the meeting in Southborough for any reason.

ARTICLE 28: To see if the Town will accept the provisions of Chapter 41, Sec. 110A of the Massachusetts General Laws “Office hours on Saturday”: “Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday.”

; or do or act anything in relation thereto.

Proposed by: TOWN CLERK
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: Acceptance of this provision of the General Law would extend a voter registration deadline which occurs on a Saturday to the following Monday.

ARTICLE 29: To see if the Town will vote to adopt MGL c.90, Section 17C to allow the Board of Selectmen to reduce the statutory speed limit from 30MPH to 25MPH on any or all town-owned roadways in thickly settled or business district areas, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: This article provides the Selectmen with the authority to reduce speed limits on certain town-owned streets in the interest of public safety.

ARTICLE 30: To see if the Town will vote to adopt MGL c.90, Section 18B to allow the Board of Selectmen to establish regulatory 20MPH safety zones on public streets within the Town of Southborough, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: This article provides the Selectmen with the authority to establish safety zones on streets in the interest of public safety.

ARTICLE 31: To see if the Town will vote to impose a .75% meals tax on the sales of restaurant meals by accepting Massachusetts General Laws, Chapter 64L, Section 2(a), or do or act anything in relation thereto.
Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation:

Advisory Committee Recommendation:

Summary: This article will require all local restaurants to charge an additional .75% in meals tax, which will come back to the Town as unallocated revenue through State Local Aid. Most other communities in our area have adopted this local option as well. The local meals tax has been identified as an additional revenue source to help alleviate increases to residential property taxes.

**ARTICLE 32:** To see if the Town will vote to adopt as Chapter 9, Article IX Southborough Public Accessibility Committee, Sections 9.34 through 9.35 of the Town bylaws, the following:

**Article IX Southborough Public Accessibility Committee**

§9.34 Purpose

Numerous laws, statutes, policies and regulations require and/or encourage access to facilities, programs and services for all members of the public. These include, but are not limited to:

- Regulations promulgated by the Massachusetts Architectural Access Board (521 CMR)
- The Individuals with Disabilities Education Act – 20 U.S.C. §§ 1400 et seq
- Massachusetts Employment Law MGL ch 151B
- Massachusetts Public Accommodation Law - MGL ch 272
- Massachusetts Equal Rights Act -  MGL Ch. 93 §§ 102
- Massachusetts Constitution Article CXIV (114)
- Massachusetts Service Animals Law – MGL Ch. 272 §§ 98A

Southborough supports a coordinated approach to monitoring and increasing public accessibility and ensuring compliance with local, state and federal requirements. In addition, it is desirable to encourage property owners to consider adopting optional policies that increase accessibility. As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for developing and implementing this coordination. It will report on status and progress to the Board of Selectmen and the Town Meeting.

§9.34.A Establishment; Membership; Qualifications

There shall be a Southborough Public Accessibility Committee (“SPAC”), which shall consist of five voting members appointed by the Board of Selectmen, plus the non-voting, ex-officio members identified below. Any non-voting, ex-officio member shall not count toward the calculation of a quorum for the SPAC for voting purposes.

Each voting member shall be a registered voter in the Town and shall not be a Town officer (where a “Town officer” means a Town official who serves in an elected position) or a Town employee (where a “Town employee” is any person holding a non-elected, paid position in the Town other than a volunteer who is deemed a Special Municipal employee solely for the purposes of MGL Chapter 268A).

The Board of Selectmen shall designate a Public Accessibility Coordinator (“Coordinator”), in consultation with the SPAC. The Coordinator shall be responsible for accepting and recording concerns, coordinating reviews, and such other duties as may be assigned.

The Building Commissioner and Coordinator shall be ex-officio members of the SPAC.

§9.34.B Appointments; Terms

Voting members shall be appointed for two-year terms. The initial appointments shall be divided between one and two-year terms, so as to establish overlapping terms.
§9.34.C Organization
The voting SPAC members shall select annually, from among themselves by majority vote, a Chairman and a Secretary.

§9.34.D Funding
The SPAC shall have a budget, as may be approved through the Town’s regular budget process, for consultants and other expenses. The SPAC shall submit its projected expenses annually as input to the Town's regular budget process. Any expenditures from the SPAC budget shall require a majority vote of the SPAC, and shall be subject to the Town's policies for such expenditures.

§9.35 Powers and Duties
The SPAC Powers and Duties include, but are not limited to, the following:

- To monitor and enhance the Town’s compliance with all applicable laws, statutes, policies, and regulations that require (or encourage) access to facilities, programs and services for all members of the public.
- In coordination with Town officers, departments, and other government entities, to endeavor to ensure that all Town citizens have equal access to:
  - Town government offices and communications
  - Public and commercial buildings
  - Programs
  - Goods and services
  - Transportation
  - Telecommunications, including the internet
  - Recreational facilities and programs
- To review existing and proposed facilities, programs, and projects undertaken by the Town, and to notify the responsible official or entity of its comments. The SPAC may request that other Town officials, committees, departments, and/or entities provide input to these reviews.
- To undertake public outreach and advocacy for accessibility in the Town,
- To periodically, but no less than once per calendar year, report to the Board of Selectmen and the Town Meeting on its activities and findings.
- To provide a mechanism for the public and/or any Town employee to raise concerns about the accessibility of any Town facility, service or program.
- The SPAC (or its designee) shall maintain records of such concerns and their dispositions. To the extent permissible by law, the identities of persons raising such concerns shall be confidential, unless confidentiality is waived by such person.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: This article replaces the current ad-hoc Accessibility Compliance Committee with a standing committee. The existing committee was established to address the issues raised by the 1990 Americans with Disabilities Act, and was thought to be needed for a short time. In the time since, regulations in this area have increased and public demand for accessibility has increased. Since the need has persisted for several decades, a standing committee that is not limited to the ADA is the more appropriate construct.

ARTICLE 33: Amend Town Code – Advisory Committee (change membership from 9 to 7; allow members to participate in one standing committee or one ad-hoc committee).

Proposed by: ADVISORY COMMITTEE
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:
ARTICLE 34: To see if the Town will vote to adopt as Chapter 9, Article IX Capital Improvement and Planning Committee, Sections 9.30 through 9.33 of the Town bylaws, the following:

§ 9-30 Purpose.
As more fully described in the remainder of this Article IX, this article establishes a committee that will be responsible for creating and maintaining a rolling ten-year Capital Plan across all government entities and will ensure consistent interpretation and execution of that plan. The Committee will work in collaboration with the various government entities that propose capital expenditures. It will report on the plan to the Town Meeting and advise Town Meeting on proposed capital expenditures.

§ 9-30.1 Establishment; membership; qualifications.
A. There shall be a Capital Improvement and Planning Committee ("CIPC"), which shall consist of seven voting members and the two nonvoting ex-officio members identified below.
B. Each voting member shall be a resident of the Town.
C. The voting members shall be appointed by the Board of Selectmen.
D. One appointed member should be a member of the Board of Selectmen and one member should be a member of the Advisory Committee.
E. At no time should any elected or appointed board have more than one representative that also is appointed to CIPC.
F. The Town Administrator and Finance Director shall be appointed as ex-officio members and may be nonresident Town employees. The Town Administrator or Finance Director, after collaboration with the Board of Selectmen as appointing authority, may recommend that another member of the town’s finance team (treasurer, assessor, or accounting departments) serve as ex-officio in their place.

§ 9-30.2 Appointments; terms; vacancies; removal.
A. Voting members shall be appointed for three-year terms. The initial appointments shall be three members for three years, two members for two years, and two members for one year, so as to establish overlapping terms. For subsequent appointments, the appointing authority shall request that the CIPC review the qualifications of prospective appointees, but the final determination of who is selected shall rest with the appointing authority.

§ 9-30.3 Organization; meetings.
A. The members shall select, from among themselves, a Chair, Vice Chair and a Clerk.
B. The CIPC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.
C. All reports and recommendations of the CIPC made to the Town shall be voted by a majority of the voting members of the CIPC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the nonvoting members.

§ 9-30.4 Funding.
The CIPC shall have a budget or warrant article for consultants and other expenses. It shall submit its projected expenses to the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the CIPC, and be subject to the Town's policies for such expenditures.

§ 9-31 Functions and definitions.
A. Work with Town Finance Team to maintain town's 10-year capital plan. This will be achieved by regular meetings and discussions with Town Departments, Boards, and Committees that will put forward requests for Capital Funding as part of an Annual or Special Town Meeting. While this Committee will have no oversight of the annual operating
budget, they need to be aware and receive regular updates of the operating budgets and other revolving or enterprise funds to ensure that capital needs are considered in an appropriate order and timing.

B. The CIPC shall follow any capital or other financial policies adopted by the town and provide regular feedback for any potential improvements or enhancements to these policies.

§ 9-32 Project Oversight.
A. In the absence of a formal building committee for a specific project, CIPC will serve as point of initial approval for all project expenses, change orders, and invoices. Projects falling under the oversight of the CIPC will specifically be decided as part of or immediately following any Town Meeting appropriation by a vote of the Board of Selectmen.

B. If any elected board decides to have a separate Building Committee for any specific project, then at least one member but not more than two members of the CIPC shall be appointed.

§ 9-33 Reports
A. Prior to any annual or special town meeting, CIPC shall provide a recommendation on any capital article to appear on the warrant. This recommendation should be communicated to both the Board of Selectmen and Advisory Committee.

Proposed by: BOARD OF SELECTMEN
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary:

ARTICLE 35: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Zoning Article I entitled “Miscellaneous Provisions” and Article V entitled “Nonconforming Uses and Structures” by amending thereto Section 174-9 entitled “Special Permit Requirements” and 174-19 entitled “Extensions” as hereinafter specified.

***Bold text are insertions. Strikethrough text are deletions.

Article I: Miscellaneous provisions
§ 174-9 Special permit requirements.
[Amended 4-14-1986 ATM by Art. 46]

E. Nonconforming uses, lots and structures. Special permits may be issued for the extension, alteration, reconstruction or structural change of legally nonconforming uses, structures and lots, including a change in the nonconforming use to another non-conforming use, provided that the Board of Appeals finds that such extension, alteration, reconstruction or structural change shall not be substantially more detrimental to the neighborhood, will not increase the extent of non-conformance in size or in impact and that the cost thereof shall not exceed 50% of the assessed value of the non-conforming structure at the time of application, and further provided that the estimate of the cost of any extension, alteration, reconstruction or structural change utilized by the Board of Appeals in evaluating the above specified 50% requirement of the assessed value shall not be less than a cost estimate of such extension, alteration, reconstruction or structural change based on a nationally recognized building cost estimate manual or system acceptable to the Zoning Board of Appeals. No special permits under this subsection shall be granted for nonconforming signs subject to Chapter 93 or 93D of the General Laws.
[Amended 4-15-2008 ATM by Art. 38]

§ 174-19 Extensions, alteration, reconstruction or structural changes.
[Amended 4-10-2000 ATM by Art. 55]
A. Nonconforming structures or uses shall not be extended, altered, reconstructed or structural changes made except to make them conforming, unless the Board of Appeals authorizes such extension, alteration, reconstruction or structural change by special permit upon making findings as provided in § 174-9E.

B. Single-family and two-family residential structures. In the following circumstances, Notwithstanding the provisions of Section A above, as provided in M.G.L. c.40A, § 6, if any proposed extension, alteration, reconstruction, extension or structural change to a single or two-family residential structure complies with one of the conditions set forth in subsections (1) through (5) below, such extension, alteration, reconstruction or structural change shall not be considered an increase in the non-conforming nature of the structure and shall be permitted as of right.

[Amended 10-7-2013 STM by Art. 9]

(1) Extension, alteration, reconstruction or structural change to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient area, where the alteration will also comply with all of said current requirements;

(2) Extension, alteration, reconstruction or structural change to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient frontage, where the alteration will also comply with all of said current requirements;

(3) Extension, alteration, reconstruction or structural change to a structure which encroaches upon one or more required setbacks, where the alteration will comply with all current setbacks, open lot coverage and building height requirements. The provisions of this subsection shall apply regardless of whether the lot complies with current area and frontage requirements.

(4) Extension, alteration, reconstruction or structural change to the rear, side or fascia of a structure which encroaches upon a required yard or setback area where the alteration will not encroach upon such area to a distance greater than the existing structure. The provisions of this subsection shall apply regardless of whether the lot complies with current area and frontage requirements.

(5) Extension, alteration, reconstruction or structural change to a non-conforming structure which will not increase the footprint of the existing structure providing that existing height restrictions shall not be exceeded.

In the event that the Building Commissioner determines that none of the exemptions set forth in subsections (1) through (5) apply, and the Building Commissioner determines that the non-conforming nature of such structure would be increased by the proposed extension, alteration, reconstruction or structural change, then the Board of Appeals may, by special permit, allow such extension, alteration, reconstruction or structural change where the proposed modification will not be substantially detrimental than the existing non-conforming structure to the neighborhood.

; or do or act anything in relation thereto.

Proposed by: ZONING BOARD OF APPEALS
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: This article proposes to amend the Special Permit Requirements and Exemptions by the addition of language for the purpose of clarity and the inclusion of exemptions to comply with current case law.

ARTICLE 36: To see if the Town will vote to amend the Zoning Code of the Town of Southborough Article III entitled “Use Regulations” by replacing thereto Section 174-12.1 thereof entitled “Outdoor illumination” as hereinafter specified.

***Bold text are insertions. Strikethrough text are deletions.

§ 174-12.1
Outdoor illumination.
[Added 4-11-2005 ATM by Art. 40]
A. Purpose. This section recognizes the benefits of outdoor lighting and provides clear guidelines for its installation, so as to help maintain and complement Southborough's character. The intent of this section is to:

(1) encourage lighting that provides safety, utility and security, **productivity, enjoyment and commerce**;
(2) prevent glare on public roadways;
(3) protect the privacy of residents;
(4) promote energy-efficient outdoor lighting;
(5) limit the total allowable illumination of lots located in the Town of Southborough; to reduce atmospheric light pollution.
(6) minimize adverse offsite impact such as light trespass, and obtrusive light;
(7) curtail light pollution and reduce skyglow to create a healthy night-time environment for residents of Southborough.

The Planning Board is authorized to promulgate rules and regulations to carry forth the purpose and intent of these Bylaw provisions. Appropriately regulated, and properly installed, outdoor lighting will contribute to the safety and welfare of the residents of Southborough.

B. Applicability. Outdoor illumination by flood or spot luminaries rated at 900 lumens or more (which is approximately equal to one sixty-watt incandescent light bulb) or by any other luminaires rated at 1,800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) shall be subject to the provisions of this section including application to single and two-family residential lots, with the following exceptions:

(1) emergency lighting;
(2) hazard warning;
(3) temporary decorative or holiday lighting or public roadway illumination.

It shall also not apply to any luminaire intended solely to illuminate any freestanding sign, flag or the walls of any building, but such luminaire shall be shielded so that its direct light is confined to the surface of such sign, flag or building.

(1) The replacement of existing fixtures shall be subject to the provisions of this section; however, the replacement of existing nonconforming lamps or fixtures with the same or lower output nonconforming lamps or fixtures is exempted.

The replacement of fixtures or luminaires shall be subject to the provisions of this section and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. Non-conforming fixtures or luminaires requiring replacement for any reason (including but not limited to end of life, breakdown, vandalism) shall be replaced in compliance with this Bylaw.

(2) The Planning Board, in performing review pursuant to § 174-10, Site plan approval, may determine that special circumstances of the site, context or design make an alternative lighting design at least equally effective in meeting the purposes of this section and, in such cases, may modify the requirements of this section.

C. Enforcement. The owner of any lot or property on which a luminaire subject to this Bylaw is located or proposed to be located shall have the burden of demonstrating that the existing or proposed luminaire complies with the standards established by this Bylaw.

(1) Violations of this Bylaw shall be subject to the provisions of the Town of Southborough Article VI entitled “Administration” Section 174-24 thereof entitled “Enforcement; procedures; violations and penalties.”

D. Definitions. For the purposes of this section, the following terms shall be defined as indicated below. Although set forth here for convenience, the terms shall have the same effect as if in § 174-2 of this Bylaw.

**BACKLIGHT** – For an exterior luminaire is the 90-degree quarter-sphere located behind and below the light source. For luminaires with symmetric distribution, backlight will be the same as front light.
BUG RATING – A luminaire classification system that classifies backlight (B), uplight (U), and glare (G) per IES TM-15-11.

CORRELATED COLOR TEMPERATURE (CCT) – A specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured in degrees Kelvin (K).

FIXTURE – The assembly that houses a lamp or lamps, and which may include a housing, a mounting bracket or pole socket, a lamp holder, a ballast, a reflector or mirror, and/or a refractor, lens or diffuser lens.

FRONTLIGHT – For an exterior luminaire is the 90-degree quarter-sphere located in front and below the luminaire.

FULL CUTOFF – A luminaire designed with an opaque shield surrounding and extending below the lamp, such that no direct light is emitted above a horizontal plane.

FULLY SHIELDED LUMINAIRE — A luminaire constructed and installed in such a manner that all light emitted by the luminaire, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal plane through the luminaire's lowest light-emitting part.

GLARE – Light emitted from a luminaire with intensity great enough to produce annoyance, discomfort or a reduction in a viewer's ability to see, and in extreme cases causing momentary blindness.

HARDSCAPE – Permanent hardscape improvements to the site including parking lots, drives, entrances, curbs, ramps, stairs, steps, medians, walkways, and non-vegetated landscaping that is 100 feet or less in width. Materials may include but are not limited to concrete, asphalt, stone, and gravel.

INDIRECT LIGHT – Light scatter caused by direct light being redirected from a surface.

LAMP – The component of a luminaire that produces the actual light.

LED LAMP– (Light Emitting Diode) An electric lamp with a much longer lifespan than incandescent lighting and low energy consumption.

LIGHT TRESPASS – The shining of direct or indirect light produced by a luminaire beyond the boundaries of the lot on which it is located.

LUMEN – A measure of light energy generated by a light source. One footcandle is one lumen per square foot. For purposes of this bylaw, the lumen output shall be the initial lumen output of a lamp, as rated by the manufacturer.

LUMINAIRE – A complete lighting system, including a lamp or lamps and a fixture, unit (fixture), consisting of a lamp, or lamps and ballast(s) (when applicable), together with the parts designed to distribute the light (reflector, lens, diffuser), to position and protect the lamps, and to connect the lamps to the power supply.

LUMINAIRE LUMENS - For luminaires with relative photometry per Illuminating Engineering Society (IES), it is calculated as the sum of the initial lamp lumens for all lamps within an individual luminaire, multiplied by the luminaire efficiency. If the efficiency is not known for a residential luminaire, assume 70%. For luminaires with absolute photometry per IES LM-79, it is the total luminaire lumens. The lumen rating of a luminaire assumes the lamp or luminaire is new and has not depreciated in light output.

MOUNTING HEIGHT - The height of the photometric center of a luminaire in feet above grade level. Feet above grade level refers to the overall average grade of the area being illuminated.

UPLIGHT - For an exterior luminaire is all of the light escaping above the luminaire.
E. Lighting zones. The Lighting Zone shall determine the limitations for lighting as specified in this section.

LZ-0: No ambient lighting
Areas where the natural environment will be seriously and adversely affected by lighting. Impacts include disturbing the biological cycles of flora and fauna and/or deterring from human enjoyment and appreciation of the natural environment. Human activity is subordinate in importance to nature. The vision of human residents and users is adapted to the darkness, and they expect to see little or no lighting. When not needed, lighting should be extinguished.
Zoning Districts: Conservation and Research, Scientific & Professional

LZ-1: Low ambient lighting
Areas where lighting might adversely affect flora and fauna or disturb the character of the area. The vision of human residents and users is adapted to low light levels. Lighting may be used for safety and convenience but it is not necessarily uniform or continuous. After curfew, most lighting should be extinguished or reduced as activity levels decline.
Zoning Districts: Residence A and Residence B

LZ-2: Moderate ambient lighting
Areas of human activity where the vision of human residents and users is adapted to moderate light levels. Lighting may typically be used for safety and convenience, but it is not necessarily uniform or continuous. After curfew, lighting may be extinguished or reduced as activity levels decline.
Zoning Districts: Business Village

LZ-3: Moderately high ambient lighting
Areas of human activity where the vision of human residents and users is adapted to moderately high light levels. Lighting is generally desired for safety, security and/or convenience and it is often uniform and/or continuous. After curfew, lighting may be extinguished or reduced in most areas as activity levels decline.
Zoning Districts: Business Highway, Industrial and Industrial Park

Non-shielded wall packs, barn lights, and floodlights not aimed downward are prohibited in all zones.

F. Total site lumen limit. The total installed initial luminaire lumens of all outdoor lighting shall not exceed the total site lumen limit. The total site lumen limit shall be determined using the hardscape area and table below. For sites with existing lighting, existing lighting shall be included in the calculation of total installed lumens. The total installed initial luminaire lumens are calculated as the sum of the initial luminaire lumens for all luminaires.

Table 1: Allowed Total Initial Lumens Per Site for Outdoor Lighting by Hardscape Method

<table>
<thead>
<tr>
<th>LZ-0</th>
<th>LZ-1</th>
<th>LZ-2</th>
<th>LZ-3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
G. Correlated Color Temperature (CCT). All proposed LEDs shall have a correlated color temperature (CCT) between 2200K and 3000K.

H. Exterior lighting plan. Applications subject to the provisions of § 174-10, Site plan approval, shall submit a lighting plan which shall include the following information, except to the extent waived by the Planning Board. All other lighting not subject to the provisions of said § 174-10 does not require a lighting plan but shall meet the standards as set forth in this Bylaw section, unless as may otherwise be provided herein. The installation of fixtures or luminaires shall be subject to the provisions of this bylaw and comply with guidance outlined in the Rules and Regulations for Outdoor Illumination maintained by the Planning Board. The lighting plan shall include the following information and comply with the regulations adopted pursuant to this Bylaw:

1. Location, orientation and type of outdoor luminaire, including the height of the luminaire, both existing and proposed;
2. Type of lamp, such as metal halide, compact fluorescent, high pressure sodium, LED;
3. Luminaire manufacturer's specification data, including lumen output and photometric data showing cutoff angles, as well as a description of all illuminating devices, fixtures, lamps, supports, reflectors, both existing and proposed; this may include, but is not limited to, catalog cuts and illustrations by manufacturers;
4. Complete report of BUG rating data for all luminaires (if not already included in the manufacturer’s specification data) calculated from photometric data (as per IES TM-15-11) showing compliance with the Planning Board Rules and Regulations for Outdoor Illumination;
5. Photometric plan showing the intensity of illumination expressed in footcandles at ground level within the interior of the property and at the property boundaries that also includes the Total Site Lumen Limit; Limits to Off Site Impact; Light Shielding for LED lighting; and the Correlated Color Temperature; according to adopted regulations;
6. Evidence that the plan complies with light trespass restrictions as set forth herein.

I. Waivers. An applicant may make a waiver request to the Planning Board for increased lighting levels within any given lighting zone and the Planning Board shall have such waiver authority hereunder.

J. Lighting control requirements. Automatic switch controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic time switch or equivalent functions from a programmable lighting controller, building automation system or lighting energy management system, all with battery or similar backup power or device. The Exterior Lighting Plan shall establish curfew time(s) after which total outdoor lighting lumens shall be reduced by at least 30% or extinguished. Lighting reductions are not required for any of the following:

1. Lighting for residential properties including multiple residential properties not having common areas; with the exception of landscape lighting
2. When the outdoor lighting consists of only one luminaire.
3. Code required lighting for steps, stairs, walkways, and building entrances.
4. Lighting under canopies, in tunnels, parking garages, and similar conditions.
5. When in the opinion of the Planning Board, lighting levels must be maintained.
6. Motion activated lighting.
7. Lighting regulated by special use in which times of operation are specifically identified.
(8) Businesses that operate on a 24-hour basis.

K. Community outdoor sports/recreational lighting requirements. These requirements are an exemption from the total site lumen limit based on hardscape metrics. Community outdoor sports or recreational facilities will be held to the IDA, IES criteria for outdoor sports lighting. On-field illuminance values will be determined by current IDA, IES set forth in the Rules and Regulations for Outdoor Illumination adopted to implement the intent and purpose of this bylaw. Standard regulations include:

1. Color, luminaire correlated color temperature (CCT) may not exceed 5700 Kelvin;

2. Other lighting, parking and concession area lighting will be considered a separate luminaire system and must meet the applicable lighting standards for the relevant lighting zones;

3. Shut-off, curfew time shall be no later than 10:00PM (2200 hrs.); for good cause shown, the Planning Board may waive the compliance requirement of this subsection

L. Street lights. Light emitted by the fixture shall have a correlated color temperature no greater than 3000 Kelvin and/or comply with Massachusetts DPU Tariff standards if applicable. All other street light features are exempt from regulation under this bylaw.

M. Light shielding for parking lot illumination. All parking lot lighting shall have no light emitted above 90 degrees from the installed vertical axis.

N. Flickering and flashing lights. No flickering or flashing lights shall be permitted. Processes, such as arc welding, which create light flashes shall be confined within buildings or shielded to prevent either direct glare or flashing.

O. Fixture mounting heights.

1. Wall-mounted fixtures. In nonresidential districts, a luminaire attached to the exterior of a building or structure for area lighting shall be mounted no higher than 15 feet above grade and shall be shielded to control glare. “Wal-pac” lighting fixtures are prohibited.

2. Pole-mounted fixtures. Pole-mounted exterior lighting fixtures shall not exceed the pole-mounted height limitation of 20 feet in all zones. Types are defined and restricted as follows:

Existing non-conforming light heights may remain as mounted until modification is proposed, at which time the height must be brought into compliance.

1. Type A: no light cutoff.

2. Type B: luminaire shielded such that peak candlepower is at an angle of 75° or less from straight down, and essentially no light is emitted above the horizontal.

3. Type C: luminaire shielded such that total cutoff is at less than 90° from straight down, and no light source is in direct view of an observer five feet above the ground at any point off the premises.

H. Pole-mounted fixtures height limitation. Illustrations of pole mounted exterior lighting fixture types are shown in Chart I herein. Pole-mounted fixtures shall not exceed the applicable pole-mounted height limitation set forth in Chart II in any district. The Type A pole mounted exterior lighting fixture is prohibited in all nonresidential districts, unless equipped with shields.

**CHART I. ILLUSTRATIONS**
HART II. POLE MOUNTING HEIGHT LIMITATIONS

Maximum Luminaire Mounting Height (feet above grade)*
"District" is that in which fixtures are located.

<table>
<thead>
<tr>
<th>District</th>
<th>Residential</th>
<th>Nonresidential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixture Type A</td>
<td>10</td>
<td>Not allowed (unless shielded)</td>
</tr>
<tr>
<td>Fixture Type B</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td>Fixture Type C</td>
<td>20</td>
<td>20</td>
</tr>
</tbody>
</table>

* Note: Feet above grade refers to the overall average grade of the area being illuminated.

P. Ceiling-mounted fixtures. In nonresidential districts, luminaires mounted on an exterior ceiling such as under a canopy shall be mounted with the refractor or lens flush with or recessed in the ceiling or fixture.

Q. Lighting levels. Any luminaire with a lamp or lamps rated at a total of 1,800 lumens or more (which is approximately equal to one one-hundred-twenty-watt incandescent light bulb) and all flood or spot luminaires rated at 900 lumens or more (which is approximately equal to one 60-watt incandescent light bulb) shall not emit any direct light above a horizontal plane through the lowest direct-light-emitting part of the luminaire. If any spot or flood luminaire rated 900 lumens or less is directed or focused such as to cause direct light from the luminaire to be cast toward residential buildings on adjacent or nearby land, or to create glare perceptible to persons operating motor vehicles on public ways, the luminaire shall be redirected or its light output controlled as necessary to eliminate such conditions. The Planning Board reserves the right to limit and regulate the amount of illumination on a project site between the hours of 10:00 p.m. and 6:00 a.m., while understanding the need for safety and security lighting.

R. Light trespass limitations. There shall be no light trespass by a luminaire beyond the property boundaries of the lot on which it is located, except as within a street right-of-way for which there shall be no limit.

Proposed by: PLANNING BOARD
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: The article proposes to replace the current language in Section 174-12.1 Outdoor illumination with new language to reduce blue lighting and increase public health based on recommendations from the American Medical Association and the International Dark-sky Association.
ARTICLE 37: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Article III entitled “Use Regulations” by amending thereto Section 174-10, entitled “Site Plan Approval” as hereinafter specified.

***Bold text are insertions. Strikethrough text are deletions.

§ 174-10
Site plan approval.
[Amended 4-8-1985 ATM by Art. 39; 4-14-1986 ATM by Art. 48; 4-13-1987 ATM by Art. 43; 4-11-1988 STM by Art. 4; 4-26-1990 ATM by Art. 41]

A. The purpose of the site plan review procedure is to encourage a desirable and compatible character of development within the Town of Southborough and to assure safety, promote logic, imagination and innovation in the design process while complying with all zoning requirements. The requirements of this section shall be applicable to the following:

(1) Any nonresidential development that results in an increase in on-site parking.

(2) All modifications to existing development projects which fall within the applicability of the Town's regulations for parking and loading (§ 174-12) or landscaping (§ 174-13).

(3) Any change in use or reactivation of a facility that has not been in use for a period of two years.
[Added 4-8-1996 ATM by Art. 51]

(4) Multifamily housing for the elderly.
[Added 4-15-1997 ATM by Art. 56]

(5) Adaptive reuse of historic buildings.
[Added 4-25-2017 ATM by Art. 30]

B. Site plan review will be processed by one of the following means:

(1) Minor plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds less than 2,000 square feet of floor area or which would require at least five but fewer than 20 parking spaces regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals less than 2,000 square feet shall be subject to minor plan review by the Planning Board Site Plan Review Committee. The Site Plan Review Committee shall be chaired by the Town Planner and will consist of a Selectmen or its designee, Building Inspector, Highway Superintendent, Board of Health Agent, Superintendent of the Water Department, Police Chief and Fire Chief or their designee, who will meet at a regularly scheduled time and place to review plans. The Planning Board Committee shall also seek the advice of the Conservation Commission in the review of all minor plan submissions.
[Amended 4-8-1996 ATM by Art. 51]

(a) Minor plan review will require 10 copies of the site plan to be submitted to the office of the Planning Board, together with an application form and filing fee. A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form. All plans will be prepared at a scale no greater than one inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum:

[1] All existing and proposed buildings, including setbacks.


[8] Location of all wetlands.


[12] Such other information as the Planning Board Site Plan Review Committee may reasonably request.

(b) Any dispute arising from the minor plan review process or any plan not receiving unanimous approval from the Site Plan Review Committee shall be referred to the Planning Board for action. The Committee may also refer any site plan that, due to unusual circumstances or a unique situation, it feels should be approved by the Planning Board. All site plans sent to the Planning Board by the Site Plan Review Committee for action will be handled through the minor plan review process.

[Amended 4-8-1996 ATM by Art. 51]

(b) Minor site plan is not a public hearing.

(c) The Planning Board Site Plan Review Committee shall approve, or disapprove or refer to the Planning Board all submittals for minor site plan review within the required 30 days of a completed application to the office of the Planning Board, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk. The actions allowed by the minor site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application will be required.

(d) Where applicable, all other criteria and conditions of this section will govern minor plan review.

(2) Major plan review. Any new development, or expansion in use other than a single-family or two-family residence which adds 2,000 square feet or more of floor area or which would require 20 or more parking spaces, regardless of the number of parking spaces existing on the premises, or any change of use of a facility that totals 2,000 square feet or more shall be subject to major plan review by the Planning Board. The major site plan submission shall consist of the following elements:

[Amended 4-8-1996 ATM by Art. 51]

(a) Ownership, zoning, use and the general location of structure and topography within 300 feet of the property lines of the site or adjacent land contiguously owned with the site.

(b) All plans will be prepared at a scale no greater than one inch equals 40 feet on standard twenty-four-by-thirty-six-inch sheets and shall show, as a minimum, all site features, existing or proposed, including but not limited to the following:

[1] Driveways, including widths.
[2] Parking facilities, including dimensions thereof.
[5] Street line, including widths.
[7] Pedestrian walks, including widths and types of surface.
[9] Screening.
[10] Signs, including proposed sizes, mounting heights, types and drafted design.
[11] Lighting, including plan location and detail information, size, type and wattage.
[13] Existing trees on the site which are a caliper of six inches or larger.

[15] Drainage, including detailed design data, pipe sizing, etc.

[16] Stone walls.


[18] Sewage disposal, including detailed design information.


[21] Such other information as the Planning Board may reasonably request.

(c) The construction of the work as detailed on the site plan shall not deviate from the work shown on the approved site plan. Accordingly, the site plan shall contain a sufficient level of detail to ensure the constructability of the project. Supporting details and documentation shall be presented as part of the site plan submission.

(3) Incomplete applications for both the minor and major review shall not be accepted by the Planning Board. Following submission of a site plan to the Planning Board, the Board or its designee shall review the application/plan for completeness within three business days of the submission. Completeness shall be based on the requirements of the respective subsections for minor or major review. If the submission is determined incomplete by the Planning Board or its agent, notice will be mailed to the applicant within three business days of the submission specifying the deficiencies.

C. The plans for minor or major site plan approval shall be prepared by a professional engineer, land surveyor, architect or landscape architect registered to practice in the Commonwealth of Massachusetts. A complete application form, filing fee and multiple copies of all submission documents shall be submitted to the office of the Planning Board according to instructions on the application form.

D. Approval required.

(1) Site plan approval shall be granted by a majority vote upon determination by the Planning Board that the following are complied with. Any new building construction or other site alteration shall provide adequate access to each structure for fire and service equipment; shall provide and adequate provision for utilities and stormwater drainage consistent with the functional requirements of the Southborough Planning Board's Rules and Regulations for the Subdivision of Land; and shall be so designed that for the given location, type and extent of land use, the design of building form, building location, egress points, grading and other elements of the development shall be so as to:

(a) Minimize the volume of cut and fill, the number of removed trees six inches in caliper and larger, the length of removed stone walls, the area of wetland vegetation displaced, the extent of stormwater flow increase from the site, soil erosion and the threat of air or water pollution.

(b) Maximize pedestrian and vehicular safety and convenience within the site and egressing from it.

(c) Minimize obstruction of scenic views from publicly accessible locations.

(d) Minimize visual intrusion by minimizing the visibility of parking, storage or other outdoor service areas viewed from public ways or premises residentially used or zoned; minimizing glare from headlights through plantings or other screening; minimizing lighting intrusion through use of such devices as cutoff luminaires confining direct rays to the site; fixture mounting height not higher than 20 feet except adjacent to Route 9; and avoiding unreasonable departure from the character of buildings in the vicinity.

(2) The Planning Board shall adopt and from time to time amend reasonable regulations for the administration of these guidelines.
E. The Planning Board shall hold a public hearing on the application for major site plan approval, with a written notice of the time and place of said hearing being given the applicant and the Board of Selectmen. The applicant is responsible for sending this notice to the certified abutters by certified mail return receipt requested, at least 10 days before the scheduled hearing. The Planning Board shall not act on the application until it has received and given due consideration to the recommendations of the Board of Selectmen or until 10 days have elapsed after the public hearing without receipt of the Selectmen's comments.

F. The Planning Board shall act on a complete application for major site plan approval and shall notify, in writing, the applicant, the Board of Selectmen and the Building Inspector of its action within 60 days of the receipt of a complete application, but the required time may be extended by written agreement between the applicant and the Board, a copy of said agreement to be filed with the Town Clerk. Failure of the Planning Board to so act and to notify the applicant within said 60 days shall constitute approval of the site plan. The actions allowed by the major site plan approval are authorized for a one-year period from the date of grant thereof. The applicant shall be granted a single one-year extension by applying to the Planning Board, in writing, prior to the date of expiration. If the actions permitted are not exercised or the approval not extended, they shall lapse, and a new application notice and hearing will be required.

G. Any person aggrieved by the action of the Planning Board on a either minor or major site plan approval application may appeal said action to a Court of competent jurisdiction in accordance with M.G.L. c.40A, Section 17, as amended.

[Amended 5-22-2018 STM by Art. 3]

H. Minor departures from the site plan as approved, may be authorized by the Building Commissioner Inspector after approval of the Planning Board Site Plan Review Committee if required by engineering or other circumstances not foreseen at the time of plan approval. Any change increasing the size of any building or structure, changing the location of any building, parking or access road by more than 10 feet or reducing landscaping or screening may be made only through review by the Planning Board following the same procedures as for an original submittal. Any departure must be requested, in writing, with the basis for the change given. Any change authorized shall be recorded on the file copy of the site plan with the Building Commissioner Inspector's signature and the date.

I. The removal, fill or change of grade of earth materials, including soil, loam, sand or gravel, undertaken in order to construct or locate buildings, structures and such features accessory thereto as ways, driveways, areaways, walks or parking areas, and therefore exempt from regulations under Chapter 85 of this Code, is a part of construction and development process regulated by the Zoning Chapter. Except as necessary for the construction of detached one- or two-family dwellings and of features accessory thereto, the removal, fill or change of grade of earth materials for the purposes defined above shall be subject to approval under this section. Where the commencement of removal, fill or change of grade of earth materials precedes construction by three months or more, the submission and approval of the site plan may be undertaken in two stages, with the information for the first stage limited to property boundaries, existing and proposed topography at two-foot or lesser contour intervals, the character of the soil to be removed, added or relocated, the location and depth of any service and drainage conduits or pipes and the approximate location of any existing or proposed buildings, structures or physical features accessory thereto. Each stage shall be treated as a separate site plan for the purposes of this section, and the approval of Stage 1 of a site plan shall not be construed to assure the subsequent approval of Stage 2.

J. Compliance. The issuance of an occupancy permit will not be given prior to the satisfactory completion of all elements and conditions of the approved site plan. A temporary occupancy permit may be issued after the satisfactory completion of all items essential to public health and safety and sufficient bonding acceptable to the Planning Board is provided to the Town to cover all outstanding items.

; or do or act anything in relation thereto

**Proposed by:** PLANNING BOARD

**Board of Selectmen Recommendation:**
Advisory Committee Recommendation:

Summary: This article proposes to amend the Site Plan Approval bylaw by bringing minor site plan approval under the purview of the Planning Board, as opposed to the Site Plan Review Committee and further clarify steps for minor and major site plan approval.

**ARTICLE 38:** Amend Town Code – Zoning – Downtown District

or act or do anything in relation thereto.

**Proposed by:** BOARD OF SELECTMEN

Board of Selectmen Recommendation:

Advisory Committee Recommendation:

Summary:

**ARTICLE 39:** To see if the Town of Southborough will vote to approve the Southborough Noise Bylaw proposal attached to this document, as amended, or do or act anything in relation thereto.

**SOUTHBOROUGH NOISE BYLAW**

1.1 Declaration of Policy

Whereas excessive sound can be a serious hazard to the public health and welfare and safety and the quality of life; and whereas a substantial body of science and technology exists by which excessive sound may be substantially abated; and whereas the citizens of Southborough have a right to and should be ensured an environment free from excessive sound that may jeopardize their health or welfare or safety or degrade the quality of life; now, therefore, it is the policy of the Town of Southborough (the “Town”) to prevent excessive sound which may jeopardize the health and welfare or safety of its citizens and/or degrade the quality of life.

It shall be unlawful for any person to make, continue to make, permit or cause to be made or continued, any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities. Furthermore, it shall be unlawful for any person who has custody and control of the premises to allow or permit another person to make, continue or permit to be made or continued any loud, excessive, unnecessary or unusually loud noise or any noise which either annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of normal sensitivities within the limits of the Town of Southborough.

1.2 Definitions

Except as may be specified herein, acoustical terminology used throughout this Bylaw is that approved as American National Standard Acoustical Terminology [ANSI S1.1-1994] by the American National Standards Institute (ANSI). The following words, phrases and terms as used in this Bylaw shall have the meanings as indicated below:

A. BACKGROUND SOUND LEVEL shall mean the sound level associated with a given environment, being a composite of sounds from all sources excluding the alleged offensive noise, at the location and approximate time at which a comparison with the alleged offensive noise is to be made.

B. CONSTRUCTION shall mean those activities requiring a building permit, and shall also include any site preparation, cemetery burial and caretaking operations, seismic surveys grading, assembly, erection, substantial repair, alteration, or similar action, including demolition, for or of public or private rights-of-way, structures, utilities or similar property.

C. The abbreviation dBA shall mean the A-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals. The abbreviation dBC shall mean the C-weighted sound pressure level expressed in decibels and referenced to 20 Micropascals.
D. EMERGENCY VEHICLE: shall mean any vehicle operated in an effort to protect, provide or restore public safety, including, but not limited to, ambulances, police vehicles and fire vehicles.

E. EMERGENCY WORK: shall mean any work performed in an effort to protect, provide or restore public safety, or work by private or public utilities when restoring utility service or any work performed for the purpose of preventing or alleviating the physical trauma or physical damage threatened or caused by an emergence – an occurrence or set of circumstances involving actual or imminent physical trauma or property damage.

F. ENFORCING PERSON: shall mean any police officer, building official or public health official of the Town or any other Town employee designated by the Town Manager for this purpose.

G. IMPACT DEVICE: shall mean a construction device in which or by which a hammer, meaning a moving mass of hard solid material, is mechanically by means of a working fluid or compressed air caused to repetitively impact upon and transmit kinetic energy to a tool. The tool may be included as a part of the device, as in the case of a moil on a paving breaker or the drill steel of a jackhammer, or it may be a mass to which the impact device is temporarily connected as in the case of a pile and pile driver. Examples of impact devices are pile drivers, paving breakers, power impact hammers, impact wrenches, riveters and stud drivers.

H. INTRUDING NOISE: shall mean the total sound level created, caused, maintained by, or originating from an alleged offensive source at a specified location while the alleged offensive source is in operation.

I. PERSON: shall mean a person, firm, association, co-partnership, joint venture, corporation or any entity recognized by applicable law, public or private in nature.

J. SOUND LEVEL: shall mean the instantaneous A-weighted sound pressure level, in decibels, (dBA) as measured with a sound level meter set to the “A” weighting scale, slow response. On the decibel scale a sound level increase of 10 means the sound is 10 times more intense or powerful.

Decibel levels of some common activities are listed below:

<table>
<thead>
<tr>
<th>Sound Level - dB</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 - 65</td>
<td>normal conversation</td>
</tr>
<tr>
<td>60 - 65</td>
<td>laughter</td>
</tr>
<tr>
<td>70</td>
<td>hair dryer, vacuum</td>
</tr>
<tr>
<td>80</td>
<td>garbage disposal</td>
</tr>
<tr>
<td>85 - 90</td>
<td>lawnmower</td>
</tr>
<tr>
<td>100</td>
<td>garbage truck</td>
</tr>
<tr>
<td>120</td>
<td>walk behind leaf blower</td>
</tr>
<tr>
<td>130</td>
<td>jet takeoff/landing</td>
</tr>
<tr>
<td>145</td>
<td>fireworks</td>
</tr>
</tbody>
</table>

K. SOUND LEVEL METER: shall mean an instrument meeting American National Standard Institute's (ANSI) Standard S1.4-1983 for Type 1 or Type 2 sound level meters or an instrument and the associated recording and analyzing equipment, which will provide equivalent data.

1.3 Designated Noise Zones

The properties hereinafter described are hereby assigned to the following noise zones:
NOISE ZONE I: All properties utilized as residential uses in accordance with the Town of Southborough Zoning Bylaws and the grounds of any school, hospital or similar health care institution, house of worship or library while the same is in use, and any Cemetery or Open Space.

NOISE ZONE II: All other property used in accordance with the Town’s Zoning Bylaw.

1.4 Exterior Noise Standards
It shall be unlawful for any person at any location within the area of the Town to create any loud noise, or to allow the creation of any noise, on property owned, leased, occupied or otherwise controlled by such person, which causes the sound level when measured on complainant's property to exceed the greater of:

A. The maximum allowable exterior sound level outlined in Table I; or
B. Five dB over the background sound level.

<table>
<thead>
<tr>
<th>Noise Level</th>
<th>Daytime level&lt;br&gt;7:00 AM to 10:00 PM</th>
<th>Nighttime level&lt;br&gt;10:00 PM to 7:00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>60 dBA</td>
<td>50 dBA</td>
</tr>
<tr>
<td>II</td>
<td>70 dBA</td>
<td>65 dBA</td>
</tr>
</tbody>
</table>

If the intruding noise source is continuous and cannot reasonably be discontinued or stopped for a time period whereby the background sound level can be determined, the measured sound level obtained while the source is in operation shall be compared directly to the maximum allowable exterior sound level outlined in Table I.

1.5 Construction Noise Standards
A. Noise associated with construction is permitted between 7:00 AM and 6:00 PM on weekdays and 9:00 AM and 5:00 PM Saturdays provided the sound level from:

1. Non-impact devices do not exceed 70 dBA as measured over a time interval of 1 minute with the sound meter set to slow located on any other property, but at least 50 feet from the construction activity;

2. Impact devices does not exceed 90 dBA as measured with a sound level meter set to slow response located on any other property, but at least 30 feet from the construction activity.

B. Between the hours of 6:00 PM and 7:00 AM on weekdays, noise associated with construction, shall be limited by the standards of Section 1.4.

C. Construction activities shall not be allowed on Sundays or legal holidays.

1.6 Maintenance Noise Standards
A. Noise associated with maintenance is permitted between 7:00 AM and 6:00 PM on weekdays, 8:00 AM and 6:00 PM on Saturdays and between the hours of 9:00 AM and 6:00 PM on Sunday, provided the sound level does not exceed 70 dBA as measured with a sound level meter set to slow response on any other property, but at least 50 feet from the maintenance;

B. Between the hours of 6:00 PM and 7:00 AM on weekdays, 6:00 PM and 8:00 AM on Saturday and between the hours of 6:00 PM and 9:00 AM on Sunday or a legal holiday, noise associated with maintenance, shall be limited by the standards of Section 1.4.

1.7 Commercial Trash Collection and Deliveries or Pick-up
A. The operation of commercial trash compactors or collection of trash, rubbish, refuse or debris, which generates noise in excess of the criteria given in Section 1.4 at any point of public or common pass-by between the hours of 7:00 PM and 7:00 AM is prohibited.
B. Deliveries or pick-ups for commercial or business purposes between 10:00 PM and 6:00 AM are prohibited unless the noise level of such deliveries or pick-ups in nearby residential areas does not exceed the noise criteria listed in Section 1.4.

1.8 Motor Vehicles or Motorcycles
Motor vehicles or motorcycles operated on public ways in the Town of Southborough or in any place where the public has the right of access as invitees or licensees may not exceed a maximum sound level of 85 dBA. It is also in violation of the Bylaw to operate a motor vehicle or motorcycle without a sound-limiting device connected to the exhaust system. This prohibits so-called "straight pipe" exhaust systems. This section shall not include screeching sounds emitted from emergency braking. Measurement for the purposes of this Section shall be at a distance of 36 inches from the noise source.

1.9 Special Provisions
Noise associated with the following activities shall be exempted from the provisions of this Bylaw:

A. Emergency work or emergency vehicles.

B. The operation of any vehicular alarm provided it terminates within 15 minutes of the initially recorded complaint.

C. Occasional outdoor gatherings, public dances, shows, and sporting and entertainment events provided said events are conducted pursuant to a permit or license issued by the appropriate jurisdiction relative to the staging of said events.

D. The intermittent or occasional use, during the daytime, of homeowners' light residential outdoor equipment

E. Snow removal performed by snow blowers, snow throwers or snow plows when appropriately outfitted with a muffler.

F. Any activity to the extent regulation thereof has been preempted by Town, State or Federal Law or by agreement between Town, State or the Federal Government.

1.10 Prima Facie Violations
Any measured noise exceeding the sound level standards as specified in Sections 1.4 through 1.10 may be deemed by the enforcing person to be prima facie evidence of a violation of the provisions of this Bylaw.

1.11 Penalties for Violations
A. Violations under Article 1, in the discretion of the enforcing person, may be enforced by non-criminal disposition as provided in MGL Chapter 40, Section 21D.

B. The penalty for a violation under this Bylaw shall be $100 for a first offense, $250 for a second offense, $500 for a third offense, and for each succeeding offense each day or part thereof shall constitute a separate offense.

Proposed by: PETER LAPINE, et al.
Board of Selectmen Recommendation:
Advisory Committee Recommendation:
Summary: As the population of Southborough grows, it has transitioned from a rural community to one that is more suburban. People move to Southborough to enjoy its natural beauty and peaceful environment. With increased housing density, practices of earlier times increasingly encroach upon the tranquility of Town residents, resulting in conditions characterized as being out of balance. There is an ever-growing requirement to place limits on these practices – a rebalancing - so that everyone, business owners and homeowners alike, may prosper. This article, a Noise Bylaw, seeks to harmonize the needs of Town residents with those of local business owners.

ARTICLE 40: To see if the Town of Southborough will vote to pass a bylaw to reduce plastic waste

Section 1 Purpose and Intent
The production and use of single-use plastics such as polystyrene food packing and thin-film plastic checkout bags have significant impacts on the environment, including, but not limited to, contributing to the potential death of aquatic and land animals through ingestion and entanglement; contributing to pollution of the natural environment; creating a burden to solid waste collection and recycling facilities; clogging drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture. Additionally, polystyrene contains known carcinogens, and readily leaches into certain foodstuffs. Measurable levels of polystyrene are now found almost 100% of human fat samples.

The purpose of this bylaw is to preserve the Town’s water, wildlife and natural resources—as well as to enhance the health of its citizens—by banning within the Town of Southborough two of the largest contributors of non-recyclable plastics to the environment—single-use polystyrene retail food packaging and single-use plastic checkout bags—while promoting the adoption of more environmentally friendly alternatives.

Section 2 Definitions

“Polystyrene food packaging” – means any holder of food or beverage made from polystyrene, either in solid or foam (Styrofoam) form, such as cups, plates, or take-out containers, as well all other single-use plastic products made to facilitate the consumption of foods, such as straws, lids and utensils made from polystyrene or other non-compostable plastic materials.

“Checkout bag” – means a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or checkout area of the store.

“Retail Store” – means any business facility that sells goods directly to the consumer whether for or not-for-profit, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, as well as seasonal and temporary businesses.

“Reusable checkout bag” – means a bag with handles that is specifically designed and manufactured for multiple reuse and is either polyester, polypropylene, cotton or other durable material, or durable plastic that is at least 4.0 mils in thickness.

“Thin-film single-use plastic bags” – are those bags typically with handles, constructed of high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), or polypropylene (other than woven and non-woven polypropylene fabric), if said film is less than 4.0 mils in thickness.

“Recyclable paper bag” – means a paper bag that is 100 percent recyclable and contains at least 40% post-consumer recycled content, and displays the words “recyclable” and “made from 40% post-consumer recycled content” in a visible manner on the outside of the bag.

Section 3 Use Regulations

(A) Polystyrene food packaging shall not be distributed, used, or sold by any retail store within the town of Southborough.

(B) Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail store within the Town of Southborough.

(C) If a retail store provides or sells checkout bags to customers, the bags must be one of the following (1) recyclable paper bags, or (2) reusable checkout bags. The retail store may charge for said bags.

(D) Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, are still permissible.

(E) Violation of the By-Law to Reduce Plastic Waste: First offense – written warning; 2nd offense - $100 per offense; 3rd and subsequent offenses - $250 per offense.

Section 4 Effective Date
This bylaw shall take effect six (6) months following Town Meeting approval of the bylaw. Upon application of the owner or the owner's representative, the Board of Selectmen or their designee may exempt a retail store from the requirements of this section for a period of up to two (2) months upon a finding by the Board of Selectmen or their designee that (1) the requirements of this section would cause undue hardship; or (2) a retail store requires additional time in order to draw down an existing inventory of straws or checkout bags.

Section 5 Enforcement

Enforcement of this bylaw shall be the responsibility of the Board of Selectmen or their designee. The Board of Selectmen or their designee shall determine the monitoring process to be followed, which may be limited to responding to citizen reports, and incorporating the monitoring process into other town duties as appropriate. Any retail store distributing plastics in violation of this bylaw shall be subject to fines as described in Section 3 (E) above. Any such fines shall be paid to the Town of Southborough. No licenses shall be renewed for any establishment with outstanding violations under this section.

Section 6 Severability

If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.

; or to do or act anything in relation thereto.

**Proposed by:** MICHAEL WEISHAN, ET AL.

**Board of Selectmen Recommendation:**

**Advisory Committee Recommendation:**

**Summary:** This proposed bylaw would make a marked contribution to the health of both the citizens of Southborough and the overall environment by banning single-use plastic bags, Polystyrene cups, straws, utensils etc. at all retail establishments in Southborough.

**ARTICLE 41:** To see if the Town of Southborough will vote to strongly request that the Board of Selectmen direct DPW to conduct an analysis of Flagg Road for the purpose of instituting a commercial truck exclusion (similar to Latisquama Road), or do or act anything in relation thereto.

**Proposed by:** JONAS LINDEN, ET AL.

**Board of Selectmen Recommendation:**

**Advisory Committee Recommendation:**

**Summary:**
And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, and Southborough Transfer Station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this XX (XXth) day of February, 2021.

___________________________________________
Martin F. Healey, Chairman

___________________________________________
Lisa M. Braccio, Vice-Chairman

___________________________________________
Brian E. Shea

___________________________________________
Sam Stivers

___________________________________________
Chelsea M. Malinowski

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH