Town of Southborough, MA  
Meeting of the Board of Selectmen  
Tuesday, May 7, 2019, 6:30 P.M.  
McAuliffe Hearing Room  
Town House, 17 Common Street, Southborough MA

Note: Scheduled start times are approximate, with the exception of public hearings.

I. Call Meeting to Order

II. Public Comment

III. Scheduled Appointments (Board may vote)
   a. Representative Dykema flag dedication
   b. Brian Ballantine, Finance Director – Discussion of public safety bonding strategy
   c. YFS Director Sarah Cassell – Mental Health Awareness
   d. Karen Galligan, DPW Superintendent – Transfer Station Rules and Regulations
   e. Jason Malinowski, PSBC – Project update

IV. Reports
   a. Town Administrator Report
   b. Chairman’s Report
   c. Members’ Reports

V. Consent Agenda (Board may vote)
   a. Approval of Meeting Minutes: April 23, 2019
   b. Sign MOU between SEMA and Pilgrim Church
   c. One-day alcohol license requests, Chestnut Hill Farm
      i. May 11, 2019 - Trail Run, 9am – 2pm
      ii. May 12, 2019 – Mother’s Day Brunch, 11am – 1pm
      iii. May 17, 2019 – Brew Moon Hike, 6:30pm – 8:30pm
   d. Approve request to continue Opt-out benefit
   e. Approve bond reduction request for 84 Main Street
   f. Accept $52,036.00 PILOT donation from The New England Center for Children
   g. Accept resignation from Sarah Rositano as Part Time Dispatcher/PD
   h. Appoint Jeff Norton as Part Time Dispatcher/PD
   i. Appoint Bea Ginga as the State Appointee on the Southborough Housing Authority
   j. Appoint Fire Chief Steven E. Achilles to Southborough Emergency Planning Committee as:
      i. Fire/Rescue/HazMat Representative
      ii. Emergency Management Director
   k. Dissolve Fire Chief Screening Committee
   l. Accept resignations as BOS Representative from Bonnie J. Phaneuf for Affordable Housing Trust Fund Committee, Master Plan Committee and Southborough Housing Opportunity Partnership Committee

VI. Other Matters Properly Before the Board (Board may vote)
   a. Discussion of EDC downtown initiative and bylaw updates

VIII. Adjournment

Lisa M. Braccio, Chairman

UPCOMING MEETINGS
May 21, 2019
June 4, 2019
PS BUILDING FINANCING

- Need to structure remainder of issuance of debt for PS Building
- Issue large permanent amount in June 2019 or split to a June 2019 amount and June 2020 amount
- Term of loan (30 Years or 25 Years)
TIMING

- Cash Flow on PS project has been rapid.
  - $16,701,000 paid out (including land) thru April 2019
- Issuance costs could be 2x versus 1x
- Short term loan may be required during FY20 for cashflow
- Interest rate environment may change between June 2019 and June 2020 (now at very low rates)
- Rating – AAA now – maintain in June 2019 & June 2020?
FY20 Budget Consequences

- Town Meeting Tax Rate = 2.62%
- Options range from a new tax rate of 2.62% – 3.18%
- State allows debt to be raised during the tax rate setting process (recognizing large capital projects can have unknown amounts to appropriate) – TM not necessary
- Adhere as close to FY20 TM estimates as possible or consider mitigating long term interest costs and be willing to absorb some higher tax impact?
- Although decision rests with Finance Director in conjunction with the signing authority (BOS), preference is for support with Advisory, BOS, and TA.
- MAY be able to offset increase in debt expense in FY20 when tax rate is set or thru transfer during year.
PROCLAMATION

WHEREAS, Southborough, Massachusetts welcomes a multitude of families - an essential part of the cultural, social, and spiritual fabric that is Southborough, Massachusetts; and

WHEREAS, Southborough, Massachusetts recognizes that breaking the stigmas related to mental health and wellness is essential to strong communities;

WHEREAS, everyone plays a role in breaking said stigma to celebrate wellness and being successful includes neighborhood organizations, businesses, nonprofit agencies, policymakers, and, of course, families themselves;

WHEREAS, during the month of May as well as the whole year through we must take time to care for our whole selves which must include our mental health;

WHEREAS, we all should commit to seeking help when needed as well as support our neighbors to show mental health is a part of our whole health;

WHEREAS, with the assistance and resources of agencies and organizations such as the Youth and Family Department for the Town of Southborough, we can help all families and individuals to create a better future for all of Southborough, Massachusetts;

NOW, THEREFORE, we the elected Select Board of Southborough, Massachusetts do hereby proclaim May 1st through May 31st, Southborough Mental Health Awareness Month, and we commit this observance to the people of Southborough, MA.

Signed this __________ day
Of ______________ in the year of
our Lord Two Thousand and Nineteen.

Chairman..............................
Member..............................
Member..............................
Member..............................
Member..............................

Board of Selectmen
Attached are the proposed 2019-2020 Transfer Station Rules and Regulations.

Additions are in blue, deletions are in red. There is also a clean copy with only the additions included.

The significant changes are outlined below:

1) **Due to the increased cost for recycling – the Recycle Only permit has been eliminated**
   a. the current recycling issues in China have changed the Town’s cost for recyclables;
   b. prior to the recycling issues, the Town’s recyclables were removed and processed for free;
   c. currently it is costing the Town $80/tn for recyclables – refuse is $68.18/tn;
   d. recycling is a law – recyclable items are prohibited from the waste stream.

2) **Transfer Station permits can now be purchased online, by mail at the Clerk’s Office or at the DPW**
   a. being able to purchase a permit at the DPW adds convenience for residents – it increases the number of hours that permits can be purchased and allows residents to stop at the DPW Office on their way to the Transfer Station;
   b. this also helps the Clerk’s Office since the Town Clerk had a concern that budget cuts would affect his ability to sell permits while the Assistant Town Clerk was at training in July – so he suggested starting selling permits on August 1 – it is not a problem for the DPW to sell permits during July and it is more convenient for residents to have 2.5 months to get their permits.

3) **The Town will not be paying the 2.95% credit and debit card charges for online purchases**

The Public Works Planning Board (PWPB) discussed these proposed regulations at their meeting Monday, April 29. They voted for the above changes. The PWPB also discussed permit placement, and voted that the permit should be affixed to the outside of the vehicle. Funding the Transfer Station was also discussed. The PWPB discussed the budget issues and determined that, even though their recommendation is to phase the Transfer Station costs into the tax base by lowering the permit fees over several years, it may be prudent to wait an additional year before implementation in order to see how the FY21 budget looks as well as how the recycling stream issues are going.

Therefore, instead of beginning to phase out the permit fee with the 2020-2021 Transfer Station permit, the PWPB believes that the Town should wait and look into that change for the 2021-2022 Transfer Station permit. I have attached the proposed 3-year schedule that the DPW and Treasurer had prepared for the PWPB meeting.

Although not recommended by the PWPB, I believe that the Selectmen need to discuss this funding approach for the 2020-2021 permit, because, in my experience, it is never a good time to move items into the tax base. Whether the Selectmen will even entertain this approach needs to be determined, and if the Selectmen are interested in looking at a 4 or 5-year plan, the Treasurer and I can put those schedules together. Ultimately, each residence is paying less per year to run this service through the tax base.

Please approve these Rules and Regulations allowing for any typos and date edits to be changed after the vote.
TOWN OF SOUTHBOROUGH TRANSFER STATION – RECYCLE. IT IS THE LAW - NO SMOKING AT TRANSFER STATION
VIOLATING THESE REGULATIONS CAN RESULT IN A $250 FINE

Transfer Station Hours of Operation: Wednesday through Saturday 8am-6pm
The SWAP SHOP will close daily at 5:00pm and will be closed if conditions warrant
Gate at entrance & exit will close promptly at 6:00 p.m. All users should plan on coming well before
6:00 p.m., especially if they are recycling materials & brush, or discarding large quantities of refuse.

A. GENERAL
The Southborough Transfer Station is for the disposal of RESIDENTIAL refuse and the recycling of RESIDENTIAL materials generated in Southborough by Southborough residents. Residents are required to purchase a Transfer Station permit, in the form of a sticker, each year to gain access to the Transfer Station. See the Town’s website, southboroughtown.com, for further clarification regarding residential versus commercial refuse.

There are two types of Transfer Permits - All Access Permits, which allow residents to access all areas of the Transfer Station and Recycle-Only Permits, which allow residents to access all areas of the Transfer Station EXCEPT the REFUSE HOPPER.

1. DISPOSAL RULES
i. The attendants on duty have full authority over the disposal and recycling areas. Residents using the transfer station must follow the attendant’s directions. If a DPW attendant sees that a permit is not affixed they have the authority to affix it for you, if the registration number does not: match your vehicle, they will confiscate your permit and you will be fined.
ii. Identification, proof of payment (permit) and temporary passes must be shown upon request of the attendant.
iii. Only household trash generated in Southborough shall be disposed.
iv. Residents with Recycle Only Permits shall not dispose of refuse anywhere in the Transfer Station.

B. OBTAINING TRANSFER STATION PERMITS (ALL ACCESS & RECYCLE ONLY)

PERMITS ARE ISSUED AT THE DPW AND THE TOWN CLERK’S OFFICE
Please call the Clerk’s Office 508-485-0710 x3005 or the DPW 508-485-1210 with any questions

1. PROVING RESIDENCY
To prove residency in Southborough you must have filled out the Annual Town Census.
If you did not fill out the Town Census, you must purchase the Transfer Station Permit in person where you will have the opportunity to fill out a Town Census.

2. PURCHASING PERMITS
There are four ways to purchase your Transfer Station permit: Permits can NOT be purchased at the Transfer Station

| ONLINE | www.01772clerk.com | There is a transaction fee of 2.95% for credit and debit card transactions
| --- | --- | ---
| BY MAIL: *ADDRESS HAS CHANGED* | City Hall Systems 3 Rosenfeld Drive Hopedale, MA 01747 | **NOTE MAIL-IN ADDRESS CHANGE** use the online forms or the forms mailed to you with these Rules and Regulations
| IN PERSON AT THE DPW | Southborough DPW 147 Cordaville Road Southborough, MA 01772 | Monday through Friday 7:30AM to 4:00 PM
| IN PERSON AT THE CLERK’S OFFICE | Southborough Town Clerk 17 Common Street Southborough, MA 01772 | Monday, Wednesday, Thursday 8:00 a.m. to 5:00 p.m.
| | | Tuesday 8:00 a.m. to 7:00 p.m.
| | | Friday 8:00 a.m. to 12:00 p.m.

PURCHASE PERMITS WITH CASH, CHECK OR CREDIT CARD

3. ALL ACCESS PERMIT FEE SCHEDULE

THE PERMIT FEE IS NON-REFUNDABLE

<table>
<thead>
<tr>
<th>Senior Residents *</th>
<th>Non-Senior Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anytime After July 1</td>
<td>Anytime After July 1</td>
</tr>
<tr>
<td>1st Permit</td>
<td>$0.00</td>
</tr>
<tr>
<td>2nd Permit</td>
<td>$0.00**</td>
</tr>
<tr>
<td>3rd+ Permit</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

| Replacement Permit w/ Return of Original Permit | $0.00 |
| Replacement Permit w/o Return of Original Permit | $10.00 |

Fee to upgrade from a Recycle Only Permit to an All-Access Permit will have their Recycle Only Permit Fee applied toward the cost of an All Access Permit

Resident Upgrading from a Recycle Only Permit to an All-Access Permit will have their Recycle Only Permit Fee applied toward the cost of an All Access Permit

- Senior Residents - Residents who are the owners of record of a Southborough residence who will turn age 65 on or before 12/31/19
- 2nd Senior Permit must be for another senior or the spouse at the same residence - children residing with the senior will pay for a 1st permit

$250.00 less the cost of the previously paid Recycle Only Permit Fee

Voted by the BOS xxxxxxxx
4. RECYCLE ONLY PERMIT FEE SCHEDULE

<table>
<thead>
<tr>
<th>The Permit Fee is Non-Refundable</th>
<th>Non-Senior Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Residents are not eligible for the Recycle Only Permit</td>
<td>Anytime After July 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1st Permit</th>
<th>$75.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Permit</td>
<td>$0.00</td>
</tr>
<tr>
<td>Replacement Permit</td>
<td>$0.00</td>
</tr>
<tr>
<td>w/ Return of Original Permit</td>
<td>$10.00 for same plate #</td>
</tr>
</tbody>
</table>

5. PRO-RATED PERMIT FEE SCHEDULE
Transfer permit fees are pro-rated as follows:

i. July 1 through June 30 - full price.
ii. New Residents ONLY, moving to Southborough AFTER September 15:
   a. $20/Month (purchase month through June 30 - paid in full on purchase date)

6. WHEN TO PURCHASE PERMITS

i. New permits may be purchased starting on July 1, they are valid to use upon purchase.
ii. The new permit must be in place by September 15 of each year or the vehicle will be denied access to the transfer station.

7. PLACING YOUR PERMIT

i. The Transfer Station permit must be permanently affixed
   on the outside of the vehicle
   on the VERTICAL SURFACE
   of the driver's side FRONT bumper
   or driver's side FRONT windshield on the vehicle permitted
   Transfer Station permits must be visible at all times.
   Permits are valid upon purchase so please affix permit to vehicle immediately, there is a $10 fee to replace lost permits.

8. TEMPORARY PASSES

i. Temporary Pass: Sometimes valid permit holders may require the use of an un-permitted vehicle to transport refuse and other items to the transfer station. In such instances a temporary pass may be issued. A temporary pass will be valid for not more than two (2) weeks and may be renewed one (1) time, at the discretion of the Town Clerk’s or the DPW Offices. To receive a temporary pass residents must:
   a. Be a valid permit holder.
   b. Supply the make, model, color, owner’s name and address and registration number of the alternate vehicle.
   c. Request a temporary permit at the Town Clerk’s or DPW Offices

9. INABILITY TO PAY

Transfer Station Permit Fees may be waived upon recommendation by the Youth and Family Services Department or the Senior Center Department.

i. Any recommendation will be forwarded to the Town Clerk, or DPW who currently process payments and issues stickers. Any recommendation will be based on confidential circumstances that the two Departments (above) are familiar with. Recommendations
ii. Recommendations are valid for one permit year at a time.

C. VEHICLES

Only cars and pickup trucks that have a current Southborough transfer station permit, or a valid temporary pass, and that are carrying residential household trash will be admitted to the town transfer station.

1. RESIDENTIAL VEHICLE DESCRIPTIONS

i. Cars: All passenger cars, station wagons, SUVs, mini-vans and full-size window vans registered as passenger vehicles.
ii. Pickups: All single rear wheel pickup trucks and vans with a gross vehicle weight (GVW) rating less than 11,500 lbs, registered to a resident.

2. VEHICLES NOT ALLOWED (regardless of GVW or registration)

(1) No pickups with bed hoists or dump
(2) No high cube vans or Delivery Box Trucks
(3) No utility trailer over 10 ft long
D. GENERAL INFORMATION
1. All Access Permits must have the license plate numbers of the vehicle that they are assigned to written on them.
2. Vehicles with permits that do not match the vehicle’s plate number will be in violation of the Transfer Station Rules and Regulations.
3. Residents whose plate number is on a permit that is attached to a vehicle with a different plate number are also in violation of the Transfer Station Rules and Regulations.
4. A permit is only valid if it is affixed in the correct location, to a vehicle whose plate number matches that written on the permit.
5. All areas of the Transfer Station, including the Swap Shop and all donation containers, are restricted to use only by current Southborough residents with a valid permit.
6. A permit is no longer valid if the resident has moved from Southborough.
7. Removing materials from recycling bins, compactors, Goodwill and Habitat ReStore is prohibited.
8. Salvaging parts in the metal pile is prohibited.
9. Climbing over fences or into or onto bins, compactors or the metal pile is prohibited.
10. The Southborough transfer station does not accept cathode ray tubes (CRTs) or flat screen monitors and TVs. CRTs are computer monitors and televisions that have picture tubes. There is a yearly CRT collection at Household hazardous waste day when these can be recycled for a fee. Information regarding other recycling options is available at the DPW.
IT IS AGAINST THE LAW TO DISPOSE OF CRTS AS REFUSE.
HOUSEHOLD HAZARDOUS WASTE DAY - CRT COLLECTION DAY – TBD (will have a date soon)
YOU MUST HAVE A VALID STICKER TO PARTICIPATE IN HHW DAY – CRTS WILL BE COLLECTED FOR A FEE.

E. VIOLATIONS AND FINES
In compliance with Article III entitled, “Transfer Station, Violations and Fines” of Chapter 36 of the Code of the Town of Southborough entitled “Selectmen” the following shall apply:
36.6 Pursuant to the duly promulgated Rules and Regulations of the Board of Selectmen, valid transfer station stickers will be required for all residents utilizing the transfer station and its related facilities.
36.7 Failure to adhere to the provisions of the Selectmen’s Rules and Regulations, as duly posted at the Transfer Station, will result in the issuance of a warning letter from the Superintendent of the Department of Public Works.
36.8 Subsequent violations of the Rules and Regulations at the Transfer Station, after the first warning letter has been issued, will result in a fine for each subsequent violation. Fines are set annually by the Board of Selectmen and shall be paid within thirty (30) days on notification from the Board of Selectmen or their designee.
36.9 The Board of Selectmen will govern the process for administrating the imposition of fines, which may be appealed to the Board of Selectmen or their designee within thirty (30) days of the date of notification by the Town. After due notice and hearing, the Board of Selectmen or their designee shall have the authority to uphold, modify or repeal any such fine imposed. No fine will be delinquent while an appeal is pending before the Board or their designee. Violators shall have ten (10) days to pay said fines if notified by the Selectmen or their designee that the appeal has been denied. No transfer station sticker will be issued to residents with delinquent fines.
36.10 The Police Department is further authorized to prosecute any delinquent unpaid fines pursuant to the applicable provisions of state statute.

2020 FINE SCHEDULE
ALL FINES $250.00

THE TRANSFER STATION IS LOCATED AT THE JOHN BOLAND PUBLIC WORKS FACILITY,
147 CORDAVILLE ROAD, SOUTHBOROUGH, MA 01772
Open: Wednesday through Saturday 8 a.m. to 6 p.m.
FOR INFORMATION ABOUT DISPOSAL OR FUNDRAISING CALL THE TRANSFER STATION (508) 485-2511 or DPW (508) 485-1210
FOR INFORMATION ABOUT PURCHASING PERMITS CALL THE CLERK’S OFFICE (508) 485-0710
Please note the transfer station is under video surveillance.
NO SMOKING ON THE TRANSFER STATION PROPERTY
**UNACCEPTABLE WASTE**

(1) State Waste Ban Law
The following items MUST be RECYCLED per Massachusetts State Regulations 310 CMR 19.017 and thereby are prohibited from disposal in the Transfer Station Compactor.

|-------------------------------|-------------------------------------|--------------------------|--------------|-----------------------|---------------------|----------|--------------|

These recyclables in addition to many others are collected at the Recycling Center. Refer to the Recycling Guide for a complete list of all acceptable items.

(2) Other Items in addition to (1) above that ARE PROHIBITED from the Transfer Station Compactor per Massachusetts State Regulations or contractual agreement with Wheelabrator Millbury, Inc. are:

<table>
<thead>
<tr>
<th>Acids</th>
<th>Cesspool or Other Human Waste</th>
<th>Hazardous Waste</th>
<th>Pesticides</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ammunitions, Explosives &amp;</td>
<td>Chemicals</td>
<td>Hot Loads</td>
<td>Petroleum Products</td>
</tr>
<tr>
<td>Ordinance Material</td>
<td>Cleaning Fluids</td>
<td>Home Sharps</td>
<td>Poisons</td>
</tr>
<tr>
<td>Animal &amp; Human Remains</td>
<td>Commercial Food Waste</td>
<td>Insecticides</td>
<td>Radioactive Material</td>
</tr>
<tr>
<td>Asbestos</td>
<td>Concrete</td>
<td>Liquid Waste</td>
<td>Scrap Metal</td>
</tr>
<tr>
<td>Asphalt</td>
<td>Drugs</td>
<td>Loam</td>
<td>Sheetrock</td>
</tr>
<tr>
<td>Bath Tubs</td>
<td>Empty Chemical Containers</td>
<td>Non-burnable Construction</td>
<td>Tree Logs, Stumps</td>
</tr>
<tr>
<td>Biological Waste</td>
<td>Fill</td>
<td>Material</td>
<td>Wallboard</td>
</tr>
<tr>
<td>Brick</td>
<td>Firearms</td>
<td>Oil Based Paint</td>
<td>Wire</td>
</tr>
<tr>
<td>Cable</td>
<td>Flammables</td>
<td>Oils-Crankcase, Cutting,</td>
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<tr>
<td>Cathode Ray Tubes (TVs and</td>
<td>Fluorescent Bulbs</td>
<td>Drained</td>
<td></td>
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<td>Computer Monitors)</td>
<td>Gravel</td>
<td>Paints (liquid)</td>
<td></td>
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<tr>
<td>Caustics</td>
<td></td>
<td>Pathological Waste</td>
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**ACCEPTABLE WASTE**

ITEMS THAT CAN BE DISPOSED IN TRANSFER STATION COMPACTOR

<table>
<thead>
<tr>
<th>Ashes &amp; sawdust (cold &amp; bagged)</th>
<th>Construction Debris (limit 2-32gal barrels)</th>
<th>Demolition Debris, inc. carpet (limit 2-32gal barrels)</th>
<th>DRIED LATEX Paint</th>
<th>Furniture (Some furniture may be left at Swap Shop)</th>
<th>Non-recyclable plastics</th>
<th>Plastic toys</th>
<th>Pots and pans</th>
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147 CORDAVILLE ROAD, SOUTHBOROUGH, MA 01772

Open: Wednesday through Saturday 8 a.m. to 6 p.m.

Disposal instructions may change at any time and without notice

FOR DISPOSAL INFORMATION CALL THE TRANSFER STATION (508) 485-2511

DO NOT LITTER! SECURE YOUR TRASH BEFORE LEAVING HOME

NO SMOKING ON THE TRANSFER STATION PROPERTY
Transfer Station Hours of Operation: Wednesday through Saturday 8am-6pm
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2. PURCHASING PERMITS
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<tbody>
<tr>
<td>BY MAIL</td>
<td>City Hall Systems</td>
<td>Please Make Checks Payable To:</td>
</tr>
<tr>
<td></td>
<td>3 Rosenfeld Drive</td>
<td>TOWN OF SOUTHBOROUGH</td>
</tr>
<tr>
<td></td>
<td>Hopedale, MA 01747</td>
<td><strong>NOTE MAIL-IN ADDRESS CHANGE</strong> please use the online forms or the forms mailed to you with these Rules and Regulations</td>
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<td>OFFICE</td>
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<td>Friday 8:00 a.m. to 12:00 p.m.</td>
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3. PERMIT FEE SCHEDULE
   THE PERMIT FEE IS NON-REFUNDABLE

<table>
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<th></th>
<th>Senior Residents *</th>
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<td>$0.00</td>
</tr>
<tr>
<td>Replacement Permit w/ Return of Original Permit</td>
<td>$0.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>w/o Return of Original Permit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* SENIOR RESIDENTS - Residents who are the owners of record of a Southborough residence who will turn age 65 on or before 12/31/19
** 2nd Senior Permit must be for another senior or the spouse at the same residence - children residing with the senior will pay for a 1st permit

5. PRO-RATED PERMIT FEE SCHEDULE
   Transfer permit fees are pro-rated as follows:
   i. July 1 through June 30 - full price.
   ii. New Residents ONLY, moving to Southborough AFTER September 15
      a. $20/Month (purchase month through June 30 - paid in full on purchase date)
6. WHEN TO PURCHASE PERMITS
   i. New permits may be purchased starting on July 1, they are valid to use upon purchase.
   ii. The new permit must be in place by September 15 of each year or the vehicle will be denied access to the transfer station.

7. PLACING YOUR PERMIT
   i. The Transfer Station permit must be permanently affixed on the outside of the vehicle on the VERTICAL SURFACE of the driver's side FRONT bumper or driver's side FRONT windshield on the vehicle permitted
   ii. Transfer Station permits must be visible at all times.
   iii. Permits are valid upon purchase so please affix permit to vehicle immediately, there is a $10 fee to replace lost permits.

8. TEMPORARY PASSES
   i. Temporary Pass: Sometimes valid permit holders may require the use of an un-permitted vehicle to transport refuse and other items to the transfer station. In such instances a temporary pass may be issued. A temporary pass will be valid for not more than two (2) weeks and may be renewed one (1) time, at the discretion of the Town Clerk’s or the DPW Offices. To receive a temporary pass residents must:
      a. Be a valid permit holder.
      b. Supply the make, model, color, owner’s name and address and registration number of the alternate vehicle.
      c. Request a temporary permit at the Town Clerk’s or DPW Offices

9. INABILITY TO PAY
   Transfer Station Permit Fees may be waived upon recommendation by the Youth and Family Services Department or the Senior Center Department. Any recommendation will be forwarded to the Town Clerk, or DPW who currently process payments and issues stickers. Any recommendation will be based on confidential circumstances that the two Departments (above) are familiar with. Recommendations are valid for one permit year at a time.

C. VEHICLES
   Only cars and pickup trucks that have a current Southborough transfer station permit, or a valid temporary pass, and that are carrying residential household trash will be admitted to the town transfer station.

1. RESIDENTIAL VEHICLE DESCRIPTIONS
   i. Cars: All passenger cars, station wagons, SUVs, mini-vans and full-size window vans registered as passenger vehicles.
   ii. Pickups: All single rear wheel pickup trucks and vans with a gross vehicle weight (GVW) rating less than 11,500 lbs, registered to a resident.

2. VEHICLES NOT ALLOWED (regardless of GVW or registration)
   (1) No pickups with bed hoists or dump bed
   (2) No high cube vans or Delivery Box Trucks
   (3) No utility trailer over 10 ft long

Voted by the BOS xxxxx
D. GENERAL INFORMATION
1. All Access Permits must have the license plate numbers of the vehicle that they are assigned to written on them.
2. Vehicles with permits that do not match the vehicle's plate number will be in violation of the Transfer Station Rules and Regulations.
3. Residents whose plate number is on a permit that is attached to a vehicle with a different plate number are also in violation of the Transfer Station Rules and Regulations.
4. A permit is only valid if it is affixed in the correct location, to a vehicle whose plate number matches that written on the permit.
5. All areas of the Transfer Station, including the Swap Shop and all donation containers, are restricted to use only by current Southborough residents with a valid permit.
6. A permit is no longer valid if the resident has moved from Southborough.
7. Removing materials from recycling bins, compactors, Goodwill and Habitat ReStore is prohibited.
8. Salvaging parts in the metal pile is prohibited.
9. Climbing over fences or onto bins, compactors or the metal pile is prohibited.
10. The Southborough transfer station does not accept cathode ray tubes (CRTs) or flat screen monitors and TVs. CRTs are computer monitors and televisions that have picture tubes. There is a yearly CRT collection at Household hazardous waste day when these can be recycled for a fee. Information regarding other recycling options is available at the DPW.

IT IS AGAINST THE LAW TO DISPOSE OF CRTS AS REFUSE.
HOUSEHOLD HAZARDOUS WASTE DAY - CRT COLLECTION DAY – TBD (will have a date soon)
YOU MUST HAVE A VALID STICKER TO PARTICIPATE IN HHW DAY – CRTS WILL BE COLLECTED FOR A FEE.

E. VIOLATIONS AND FINES
In compliance with Article III entitled, "Transfer Station, Violations and Fines" of Chapter 36 of the Code of the Town of Southborough entitled "Selectmen" the following shall apply:
36.6 Pursuant to the duly promulgated Rules and Regulations of the Board of Selectmen, valid transfer station stickers will be required for all residents utilizing the transfer station and its related facilities.
36.7 Failure to adhere to the provisions of the Selectmen's Rules and Regulations, as duly posted at the Transfer Station, will result in the issuance of a warning letter from the Superintendent of the Department of Public Works.
36.8 Subsequent violations of the Rules and Regulations at the Transfer Station, after the first warning letter has been issued, will result in a fine for each subsequent violation. Fines are set annually by the Board of Selectmen and shall be paid within thirty (30) days on notification from the Board of Selectmen or their designee.
36.9 The Board of Selectmen will govern the process for administering the imposition of fines, which may be appealed to the Board of Selectmen or their designee within thirty (30) days of the date of notification by the Town. After due notice and hearing, the Board of Selectmen or their designee shall have the authority to uphold, modify or repeal any such fine imposed. No fine will be delinquent while an appeal is pending before the Board or their designee. Violators shall have ten (10) days to pay said fines if notified by the Selectmen or their designee that the appeal has been denied. No transfer station sticker will be issued to residents with delinquent fines.
36.10 The Police Department is further authorized to prosecute any delinquent unpaid fines pursuant to the applicable provisions of state statute.

2020 FINE SCHEDULE
ALL FINES $250.00

THE TRANSFER STATION IS LOCATED AT THE JOHN BOLAND PUBLIC WORKS FACILITY,
147 CORDAVILLE ROAD, SOUTHBOROUGH, MA 01772
Open: Wednesday through Saturday 8 a.m. to 6 p.m.
FOR INFORMATION ABOUT DISPOSAL OR FUNDRAISING CALL THE TRANSFER STATION (508) 485-2511 or DPW (508) 485-1210
FOR INFORMATION ABOUT PURCHASING PERMITS CALL THE CLERK'S OFFICE (508) 485-0710
Please note the transfer station is under video surveillance.
NO SMOKING ON THE TRANSFER STATION PROPERTY

Voted by the BOS xxxxx
**UNACCEPTABLE WASTE**

(1) State Waste Ban Law

The following items **MUST be RECYCLED** per Massachusetts State Regulations 310 CMR 19.017 and thereby are prohibited from disposal in the Transfer Station Compactor.

<table>
<thead>
<tr>
<th>Paper</th>
<th>Glass Containers</th>
<th>ALL Plastic Containers</th>
<th>Yard Waste</th>
<th>Lead Acid Batteries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardboard</td>
<td>Metal Containers</td>
<td></td>
<td>Leaves</td>
<td>White Goods</td>
</tr>
</tbody>
</table>

These recyclables in addition to many others are collected at the Recycling Center. Refer to the Recycling Guide for a complete list of all acceptable items.

(2) Other items in addition to (1) above that **ARE PROHIBITED** from the Transfer Station Compactor per Massachusetts State Regulations or contractual agreement with Wheelabrator Millbury, Inc. are:

| Acids | Cesspool or Other Human Waste | Chemicals | Cleaning Fluids | Commercial Food Waste | Concrete | Drugs | Empty Chemical Containers | Fill | Firearms | Flammables | Fluorescent Bulbs | Gravel | Hazardous Waste | Hot Loads | Home Sharps | Insecticides | Liquid Waste | Loam | Non-burnable Construction Material | Oil Based Paint | Oils-Crankcase, Cutting, Drained | Paints (liquid) | Pathological Waste | Pesticides | Petroleum Products | Poisons | Radioactive Material | Scrap Metal | Sheetrock | Tree Logs, Stumps | Wallboard | Wire | Wood (GREATER than 2 ft. long or 2 ft. wide and/or 4 in. diameter) |
|-------|-------------------------------|-----------|-----------------|-----------------------|----------|-------|---------------------------|------|----------|------------|---------------------|--------|-----------------|-----------|-------------|--------------|------------|------|---------------------------------|----------------|------------------------|------------------|-----------------|-----------------|------------------|----------------|------------------|-----------------|------------------|

**ACCEPTABLE WASTE**

| Items that can be disposed in Transfer Station Compactor | Furniture (Some furniture may be left at Swap Shop) (remove springs from sofa beds) | Garbage (wrapped, bagged -- discard with household rubbish) | Mattresses and box springs (all types) | Miscellaneous hardware (screws, nails, bolts and nuts) | Non-recyclable plastics | Plastic toys | Pots and pans | Porcelain sinks | Small kitchen appliances (may also be left at Swap Shop if useable) | Toilets | Wood LESS than 2ft long and 2 ft wide and 4 in thick (limited to same amounts as construction and demolition debris 2-32gal barrels) |
|--------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------|----------------------------------|-------------------------------------------------------------------|------------------------|----------------|----------------|----------------|-----------------------------------------------------------------|----------------|-----------------------------------|----------------|-----------------|-----------------|------------------|----------------|------------------|
| Ashes & sawdust (cold & bagged)                          |                                                                                  |                                                                 |                                                                |                                                                   |                       |                 |                  |                 | Small kitchen appliances (may also be left at Swap Shop if useable) |                 | Wood LESS than 2ft long and 2 ft wide and 4 in thick (limited to same amounts as construction and demolition debris 2-32gal barrels) |
| Construction Debris (limit 2-32gal barrels)             |                                                                                  |                                                                 |                                                                |                                                                   |                       |                 |                  |                 | Small kitchen appliances (may also be left at Swap Shop if useable) |                 | Wood LESS than 2ft long and 2 ft wide and 4 in thick (limited to same amounts as construction and demolition debris 2-32gal barrels) |
| Demolition Debris, inc. carpet (limit 2-32gal barrels)  |                                                                                  |                                                                 |                                                                |                                                                   |                       |                 |                  |                 | Small kitchen appliances (may also be left at Swap Shop if useable) |                 | Wood LESS than 2ft long and 2 ft wide and 4 in thick (limited to same amounts as construction and demolition debris 2-32gal barrels) |
| DRIED LATEX Paint                                       |                                                                                  |                                                                 |                                                                |                                                                   |                       |                 |                  |                 | Small kitchen appliances (may also be left at Swap Shop if useable) |                 | Wood LESS than 2ft long and 2 ft wide and 4 in thick (limited to same amounts as construction and demolition debris 2-32gal barrels) |

**THE TRANSFER STATION IS LOCATED AT THE JOHN BOLAND PUBLIC WORKS FACILITY.**

147 CORDAVILLE ROAD, SOUTHBOROUGH, MA 01772

Open: Wednesday through Saturday 8 a.m. to 6 p.m.

Disposal instructions may change at any time and without notice

FOR DISPOSAL INFORMATION CALL THE TRANSFER STATION (508) 485-2511

DO NOT LITTER! SECURE YOUR TRASH BEFORE LEAVING HOME

NO SMOKING ON THE TRANSFER STATION PROPERTY

Voted by the BOS XXXXX
### FY19 Transfer Station Revenue

420,770

---

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Annual Revenue</strong></td>
<td>420,770</td>
</tr>
</tbody>
</table>

| **TS Total Expenses (Last Estimate)** | (519,212) |

| **Current Deficit** | (98,442) |

**Deficit on Tax Rate:** 0.02

**Deficit on Avg Household:** 15.29

<table>
<thead>
<tr>
<th></th>
<th>Senior</th>
<th>1st Full Price</th>
<th>Recycle Only</th>
<th>Discounted</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY Anticipated Town Revenue</td>
<td>845</td>
<td>1670</td>
<td>101</td>
<td>40</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Yearly Town Revenue Change</th>
<th>Tax Rate Increase per 1,000</th>
<th>Tax % Increase</th>
<th>Avg Residential House</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY20 Permit = $250</strong></td>
<td></td>
<td>$ 425,075.00</td>
<td>$ 4,305.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seniors $0</td>
<td></td>
<td>$ 425,075.00</td>
<td>$ 4,305.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **FY21 Permit = $175** |        | $ 308,275.00 | (116,800) | 0.04 | 0.26% | 27.05 |
| Seniors $10 |        | $ 308,275.00 | (116,800) | 0.04 | 0.26% | 27.05 |

Eliminate Recycle Only FY22

| **FY22 Permit = $100** |        | $ 194,000.00 | (114,275) | 0.04 | 0.27% | 28.05 |
| Seniors $20 |        | $ 194,000.00 | (114,275) | 0.04 | 0.27% | 28.05 |

| **FY23 Permit = $50** |        | $ 109,675.00 | (84,325) | 0.03 | 0.20% | 20.49 |
| Seniors $25 |        | $ 109,675.00 | (84,325) | 0.03 | 0.20% | 20.49 |

**TOTALS**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th>Tax % Increase</th>
<th>Avg Residential House</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.11</td>
<td>0.73%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>75.59</td>
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</tbody>
</table>

5/2/2019
TOWN OF SOUTHBOROUGH
BOARD OF SELECTMEN Meeting Minutes

Meeting Date: Tuesday, April 23, 2019, 6:30 P.M.
Location: McAuliffe Hearing Room, 17 Common Street, Southborough, MA
Present: Lisa Braccio, Bonnie Phaneuf, Daniel Kolenda, Brian Shea, Assistant Town Administrator
Vanessa Hale
Absent: Brian Shifrin, Town Administrator Mark Purple

I. Chairman Braccio called the meeting to order at 6:37 P.M.

II. Public Comment
None

III. Scheduled Appointments
6:30PM: Class II License revocation hearing — Right Way Auto Sales Inc.
Town Counsel told the Board he was filing a supplemental notice that was served on the individual license holder who resides in Hudson. He utilized the Hudson Constable to make supplemental service to have evidence that an attempted service was made twice, for the records. He filed this with the Board. He stated this was a quasi-judicatory hearing that affects a license interest and whereby if the individual was present with counsel, he would be given the opportunity to speak. Town Counsel acknowledged that the individual was not present and if he does not arrive, the Board would take the testimony of the Police Chief. Town Counsel asked Chief Paulhus to raise his right hand and asked him if he solemnly swore to tell the truth, the whole truth, and nothing but the truth before this Board so help you God? Chief Paulhus said he did and Town Counsel acknowledged his affirmation to his sworn testimony for the records. Chief Paulhus reminded the Board of the press release posted early in the month describing three counts of felony larceny by false pretenses against the license holder, Mr. Souza. He told the Board that as of Friday, there have been eleven counts of larceny by false pretenses over $12,000 against Mr. Souza. The total approximate value defrauded from victims is $118,710. He described how Southborough Police tried to contact Mr. Souza through the Hudson Police where a warrant was issued. He said Mr. Souza turned himself in with a lawyer and did not want to talk to the Police. Chief Paulhus added that no town residents were affected at this point.
Ms. Phaneuf asked if the individual is the property owner and Town Counsel said he was a tenant. Chief Paulhus said the property owner has taken control of the building and Next Gear Capital, who fronts the vehicles on the property, repossessed the remaining vehicles. The business has been closed since April 3rd. He added that Southborough Police are doing their best to put victims in touch with Next Gear Capital for a potential resolution.
Mr. Kolenda made a motion to close the hearing at 6:42 P.M. Mr. Shea seconded. The motion passed all in favor (4-0-0).
Mr. Kolenda made a motion to revoke the Class II License to Right Way Auto Sales Inc. based on the evidence proposed tonight. Mr. Shea seconded. The motion passed all in favor (4-0-0).

Update from Chief Paulhus on Ride Along grant program
Chief Paulhus updated the Board on a jail diversion program launching April 29th. He stated that there are numerous police calls stemming from mental illness or drug and alcohol addiction issues. He said historically the police would have to arrest these individuals after repeated disturbances and the court would order treatment. Now there will be a mental health advocate riding with the police to offer immediate triage to provide services instead of an arrest. The
advocate would also provide follow up care. This model has been successfully established in Framingham and Marlborough. Sergeant Newell is the liaison to the program and after a lengthy grant application process, Christina Fitton will be starting on April 29th. She will rotate her time between Southborough, Northborough, and Westborough. He described her background and how they would handle emergencies when she is needed but is not working in Southborough. This program is completely funded by grants. Sergeant Newell reviewed the benefits of the program which include avoiding an ambulance transport to a hospital which will save on cost and manpower and the ability to have an in cell assessment. Chief Paulhus said the hope is that Ms. Fitton would be riding along for most of the shifts when she is in Southborough to provide immediate services to these individuals. She will wear a bullet-proof vest and have training. If the call was dangerous, she would either stay in the car or get dropped off. Mr. Kolenda asked about expected assistance from Ms. Fitton if the officer is danger. Chief Paulhus stated there were no expectations and that she is a civilian. The program as described does not have any language regarding liability in an issue such as this. Mr. Kolenda asked about what her identification would look like. Chief Paulhus said he was unsure as he hasn’t started yet, but she will have some form of identification. Ms. Phaneuf asked that Town Counsel review the original waiver of liability for the program. Chief Paulhus agreed to supply that to Town Counsel. Mr. Shea asked about her hours and if they were in line with the historical times these incidences typically occur. Chief Paulhus replied she is scheduled from 1:00 P.M. to 9:00 P.M. and she can flex her hours if there is an emergency situation outside those hours. Chairman Braccio thanked them both for their work on growing this program.

IV. Reports

Report of the Town Administrator

Ms. Hale told the Board that Town Counsel gave an update that Mr. Delli Priscioli’s purchase of Fayville Hall has moved through the Board of Health and the Conservation Commission. She said they will be filing with the Planning Board in the next few weeks. Ms. Hale said they are reviewing over 125 applications for the posted position for Recreation Director with the Recreation Commission. She hopes to bring an appointment by late May or early June.

There is a new function on the website for residents to sign up to receive updates on the Main Street Project regarding traffic and other residential impacts. The new category “Main Street” has been added to the check list on the list serve in order to keep the public informed. Ms. Hale reminded the public that the deadline to vote by absentee ballot is May 13th at noon. She does not think there is early voting but will verify and update the public.

The Installation Ceremony for Chief Achilles is April 29th at 5:30 P.M at the Senior Center.

Report of the Chairman

Chairman Braccio told the Board of the unfortunate passing of Constance Claire Maida who served two decades in the Town Clerk’s Office. She said her son is currently a dispatch police officer and extended her condolences to her family and thanked her for her service to the Town. Chairman Braccio told the Board about her participation in Community Reading Day at the Finn School. She said it was a great experience with a great group of kids.

She told the public that SOLF is holding their annual meeting May 4th at the Historic 1812 Deacon Webster Johnston House on 49 Lynbrook Road.
Chairman Braccio shared that Bea Ginga was elected the Unsung Heroine of Southborough. She will be going to the State House on June 18th to receive her award. She asked those who see her to congratulate her and thank her for her wonderful service to the Town.

Member’s Agenda
Mr. Shea told the Board that he attended a meeting at the State House with top representatives from the MBTA, Senator Eldridge, Representative Dykema, and representatives from their offices to discuss the Southborough train station. He said they have committed to immediate improvements to the esthetics of the site and these should be started in the next few weeks. Mr. Shea said there was a lengthy discussion about adding a way to cross over the track so the riders from the westbound train can get over to the parking lot in an easier manner. He said a railroad grade crossing was ruled out due to safety concerns. They did discuss a cross over stairwell/elevator ramp system and if the Board wanted to move forward with this, they would need to have more discussions with the MBTA. The MBTA would then need to add the project to their capital budget and warned that it would not rank highly because the total walking distance would be comparable to what is currently in place. Chairman Braccio asked if the parking was addressed and Mr. Shea replied there was some discussion of potential areas where additional parking may be offered. Ms. Phaneuf said she was part of the original committee on the MBTA station and if there is any further discussion about a ramping system there needs to be a public hearing. She told the Board she had concerns regarding potential light pollution to residents in the area.

Mr. Kolenda reminded the public that the Memorial Day Parade is May 27th and he encouraged the public to attend. He asked the public to help replace flags at Veteran’s gravesites on Friday May 24th. Residents are welcome to join Scouts and other Veterans to the Rural Cemetery on May 24th at 5:00 P.M. for this event.

V. Consent Agenda
a. Chairman Braccio held the approval of Meeting Minutes: April 2, 2019. Tim Litt (148 Woodland Road) reached out to Chairman Braccio regarding his statement at the April 2, 2019 meeting. She had an update he requested that she would supply to Ms. Barry. Mr. Kolenda made a motion to approve the meeting minutes from April 2, 2019 as amended. Mr. Shea seconded. The motion passed all in favor (4-0-0).
b. Mr. Kolenda made a motion to reappointment Brian Stearns as Veteran’s Agent, term through 4/30/20. Mr. Shea seconded. The motion passed all in favor (4-0-0).
c. Mr. Kolenda made a motion to approve a one-day alcohol license request: Chestnut Hill Farm, April 26, 2019 - 6-8 P.M. for “Brew Moon Hike.” Mr. Shea seconded. The motion passed all in favor (4-0-0).
d. Mr. Kolenda made a motion to accept individual donations to the Library totaling $2,800.00 on behalf of Mr. John Wilson. Mr. Shea seconded. The motion passed all in favor (4-0-0).
e. Mr. Kolenda made a motion to accept donations totaling $1,100.00 to fund Southborough Youth and Family Services. Mr. Shea seconded. The motion passed all in favor (4-0-0).
f. Ms. Phaneuf moved to hold the signing of the MOU between SEMA and Pilgrim Church for the new Fire Chief to review when he starts next week. Mr. Kolenda asked that all information regarding this MOU be provided to him upon his arrival.
g. Mr. Kolenda made a motion to sign Warrant for 2019 Annual Town Election. Mr. Shea seconded. The motion passed all in favor (4-0-0).
h. Mr. Kolenda made a motion to approve the appointment of Business Assistant (Part-Time) to the Zoning Board of Appeals. Mr. Shea seconded. The motion passed all in favor (4-0-0).
i. Mr. Kolenda made a motion to accept Tim Martel's resignation from Community Preservation Committee. Mr. Shea seconded. The motion passed all in favor (4-0-0).
j. Mr. Kolenda made a motion to accept Connell McNamara's resignation from Open Space Preservation Commission. Mr. Shea seconded. The motion passed all in favor (4-0-0).

VI. Other Matters Properly Before the Board
Assigning care and control of 0 Kimberly Lane
Chairman Bracco provided the Board with two maps that outlined the parcel accepted at town meeting that was in foreclosure. She asked the Board if they would entertain the idea of giving the care and control of this parcel to the Conservation Commission. She described the land as inaccessible because it abuts protected land and residential property. Mr. Kolenda asked what other options there were for the land. Chairman Bracco stated that the Board could hold it, it could go to auction where it would not likely sell, or give the care and control to the Conservation Commission. There was more discussion regarding the landscape and potential for sale. Mr. Kolenda requested more information from Conservation and Chairman Bracco agreed to speak with Melissa Danza, Conservation Agent, and a representative from Affordable Housing. She will report back at a future meeting. Ms. Phaneuf suggested SHOC look at the maps for this parcel and the other five under the care of the Board of Selectmen. Chairman Bracco agreed to forward the maps of the parcels to the Board and SHOC.

VII. On a motion made by Daniel Kolenda, seconded by Brian She and voted all in favor, the meeting was adjourned at 7:15 P.M.

<table>
<thead>
<tr>
<th>Upcoming Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 7, 2019</td>
</tr>
<tr>
<td>May 21, 2019</td>
</tr>
</tbody>
</table>

Respectfully submitted,

Kathleen Barry, Recording Secretary

List of Documents referred to at the April 23, 2019 BOS Meeting:
- Press Release from Chief Paulhus dated April 3, 2019
- Letter from Chief Paulhus to Mark Purple re: Vinicius Souza dated 4/3/19
- Meeting Minutes: 4/2/19
- Application for Wine and Malt Special License, (one day) Joshua Lane for "Brew Moon Hike"
- Alcohol Awareness Server Training Affidavit, Meryl MacCormack dated 4/16/19
- Letter from Neil Aspesi to BOS re: MOU with Pilgrim Church dated 3/14/19
- Copy of MOU between Town of Southborough and Southborough Emergency Management Agency and Pilgrim Congregational Church
- Warrant for Annual Town Election
• Letter from Mark Purple to BOS re: ZBA Staff Appointment dated 4/18/19
• Letter of Resignation, Tim Martel dated 4/9/19
• Letter of Resignation, Connell McNamara dated 3/28/19
MEMORANDUM OF UNDERSTANDING

between

THE TOWN OF SOUTHBOROUGH AND
SOUTHBOROUGH EMERGENCY MANAGEMENT AGENCY

and

PILGRIM CONGREGATIONAL CHURCH

This MEMORANDUM is made between:

The Town of Southborough and Southborough Emergency Management Agency henceforth referred to as “TOS/SEMA” whose offices are located at, 21 Main Street, Southborough, MA, 01772.

and

Pilgrim Congregational Church, henceforth referred to as “PARTNER”, whose offices are located at 15 Common Street, Southborough, Massachusetts, 01772

1  PREAMBLE

The purpose of this Memorandum is to:

Assist TOS/SEMA in the event of significant emergencies and disasters when assistance is necessary from sources outside TOS/SEMA.

This agreement does not include requests for assistance/support/equipment to maintain normal daily operations within the Town of Southborough, supplement failure of Southborough owned equipment or non-hazardous short or long term emergency related incidents. Such requests must be negotiated on incident-by-incident bases with involved parties.

This Memorandum is limited to the following general facility uses:
Town of Southborough’s overflow and alternate Media Briefing Site
  • Immediate and temporary staging site for members of the Town of Southborough
  • Emergency Management Team (SEMT) members/employees/volunteers

2  SERVICES TO BE PROVIDED

The Parties agree to provide the following services:
TOS/SEMA will:

- Supply/Services:
  - TOS/SEMA will be responsible for supplying/acquiring all equipment needed to operate a Media Briefing and/or Initial SEMT Member Staging Site (unless a subsequent agreement is established with the PARTNER)
  - TOS/SEMA will return all property to the PARTNER within a reasonable time frame and/or immediately upon request by the PARTNER
    - The property will be returned in the same condition as when acquired
  - TOS/SEMA will ensure an authorized representative is on site at all times and (when available) assign a police officer to the site for security.

- Property Access:
  - Should these services be needed during times when there is no staff available, the PARTNER agrees to allow the TOS/SEMA to access the facility.
    - Authorization for access will only be made by a PARTNER representative and/or the Emergency Management Director or his/her representative
    - TOS/SEMA will contact a representative for the PARTNER and obtain final authorization from that representative.
    - Access will be made by the means of a PARTNER representative
    - If there is no available representative the PARTNER authorizes the TOS/SEMA to gain access using the Fire Department Knox-Box key.
    - The TOS/SEMA agrees to log any and all items used within the facility.

- Exclusion:
  - PARTNER does not authorize TOS/SEMA to access any other area/rooms/etc. (including the kitchen) beyond the “function hall” (defined as the Parish Hall located on the north side of the church) except for:
    - Initial access to the property
    - Bathrooms
    - Exiting during an emergency situation

- Transportation:
  - Not applicable to this MOU.

- Documentation:
  - TOS/SEMA will create and maintain the following documentation records:
    1. Date and time requested for access/use
    2. Date and time property accessed
    3. Person(s) first accessing property
    4. PARTNER Representative contacted (Name, Date & Time)
    5. Ongoing log of actions/activities while using property
    6. Date, Time & Narrative of damage or injury
    7. Date and time property released back to PARTNER
    8. Person(s) last to leave property
  - Maintain such records for reference in submitting for state or federal reimbursement, as available

PARTNER will:

- Supply/Services:
  - Provider confirms hereby that in times of natural or man-made disaster, public emergencies and catastrophes it shall supply to the TOS/SEMA, access to the function hall section of the property of the Pilgrim Congregational Church at 15 Common Street, Southborough Massachusetts, specifically within this Understanding as follows:

  - PARTNER agrees to allow the TOS/SEMA to access and use the space, furniture, power outlets, lighting and heating/cooling systems to operate and maintain a Media Briefing Site and Immediate/Temporary staging site for SEMT Members/Employees/Volunteers

TOS/SEMA MOU
Pilgrim Church – Media Site
April 1, 2019 – April 30, 2024
Services will be provided for a period of not more than seven days, after seven days all parties will meet to determine an extension of the agreement if necessary.

- **Disclaimer:**
  - Usage of the Property is non-exclusive and church employees and representatives will continue to have passage and/or co-usage of the area and adjacencies at all times.

- **Liability:**
  - PARTNER will not be liable for any injury or death that occurs on/in any area of the property, UNLESS, the PARTNER is deemed to be negligent and/or the results were intentional.
  - PARTNER will not be liable for damages sustained to the property and/or its contents occurring during and/or resulting from the use of the property by the TOS/SEMA.
  - PARTNER will adhere to all current corporate standard operating procedures for all issues and incidents related to loss or damage and employee injury.
  - TOS/SEMA will indemnify the Partner for any casualty or other liability that may result from use of the property by TOS/SEMA and further, TOS/SEMA will provide a certificate of insurance naming the Church/Partner as an “additional insured”.

- **Documentation:**
  - *(Optional)* Document, Maintain and Submit to TOS/SEMA, the following:
    - Some costs incurred may be reimbursable under federal disaster funding
      1. Date and time requested
      2. Date/Time of Feedings
      3. Cost of any supplies allocated/used
         a. Generally Itemized
         b. Amount/Quantity
      4. Name of staff
      5. Hourly Rate of Staff
      6. Total Hours for each Staff

- **Duty Assignments:**
  - Agree to follow and complete, within reasonable means and safety, assignments as dictated by the TOS/SEMA.

- **Operation/Safety:**
  - Ensure the property, its parts and contents continue to meet the requirements of the State Fire Safety and Building Codes to maintain an operational and safe environment.

Neither party has the authority to commit the other party to any act, responsibility or liability unless that other party has given such prior authority in writing.

3 **FINANCIAL ARRANGEMENTS**

Both parties are in mutual agreement to the following:

TOS/SEMA agrees to:

- **Cost:**
  - TOS/SEMA agrees to the fee structure as stated below.

- **Billing Payment:**
  - TOS/SEMA agrees to pay PARTNER the invoice billed amount in-full within 30 days at all times possible.
  - If payment will be beyond 30 days, TOS/SEMA *MUST* communicate this fact and reasons for delay to PARTNER and further maintain updated communications on the status of payment with PARTNER.
  - If payment is not made by the one year mark of the billed invoice date, TOS/SEMA *MUST* schedule and meet in person with PARTNER to discuss payment solutions.
In situations where rental will be for a substantial length of time (more than one calendar month) the PARTNER reserves the right to negotiate a payment installment plan.

PARTNER agrees to:

- **Cost:**
  - Billing rates of equipment will be determined through the following variables:
  - All the following agreed upon fee rates are limited to a use period of not more than seven calendar days. Further negotiation between TOS/SEMA and PARTNER is required for rentals lasting longer than seven days.
  - Incidents falling under a State of Massachusetts or Federally Declared Disaster or Massachusetts General Law Chapter 21 Section E (Hazardous Material release incidents):
    - Rental Rate Fee for 0-7 days = ($275/day)
    - Rental Rate Fee for 8+ days = to be negotiated at time
  - Incidents not falling within the categories as noted above:
    - Rental Rate Fee for 0-7 days = ($275/day)
    - Rental Rate Fee for 8+ days = to be negotiated at time
  - Repair/Maintenance Related Fees:
    - Billed at the standard PARTNER cost at a fair standard rate

- **Billing:**
  - Billing will be sent after equipment is returned to PARTNER’s Southborough Facility
  - Billing invoices will be addressed to the Town of Southborough at 17 Common Street, Southborough, MA 01772
  - “DISASTER MOU INVOICE” will be labeled on the invoice and envelope.
  - PARTNER understands that payment may be delayed due to uncontrollable factors as:
    - Allocation of funds under the processes set forth in the Southborough Town By-Laws
    - Reimbursement from private parties, insurance or state or federal agencies
    - Generation of funding through means available to the Town

Any financial commitments require the signature of authorized representatives of the Parties.

For the purposes of clarity, each party is responsible for all costs pertaining to that party that arise out of the fulfillment of this Memorandum.

4 **TERM OF MEMORANDUM**

This Memorandum will continue for a period of five years maximum from the date of original signatory.

It may be terminated by either party giving the other party notice in writing, with a minimum lead-time of two calendar months.

This Memorandum may be amended or varied from time to time provided that such amendment or variation is in writing and signed by the Parties.

5 **COMMUNICATION**

For SEMA:

Address: 21 Main Street, Southborough, MA 01772
E-mail: naspesi@southboroughma.com or firechief@southboroughma.com
Telephone:
  - Business: (508) 485-3235
  - Emergency: (508) 485-3232 (Southborough 9-1-1 Communications Center)
  - Fax: (508) 485-3235

Pilgrim Church – Media Site
April 1, 2019 – April 30, 2024
*PARTNER MUST provide an emergency contact number at which a representative can be reached 24 hours / 7 days / 365 days, including all holidays and times of disasters.

If the designated contact changes during the course of this Memorandum, it is agreed that a replacement will be substituted and contact details forwarded immediately.

6 COPYRIGHT
All rights, title and interest in copyright and all other materials supplied by SEMA or Partner shall, together with any improvements or modifications, at all times remain vested with SEMA or Partner.

Neither Party may make use the other Party's name, position or logo on any advertising or promotions during the terms of this Memorandum without written approval by the Town's Board of Selectmen for SEMA and Debbie Rowe for PARTNER.

7 NO CONTRACT
This document is not intended to create binding or legal obligations on the Parties.

8 FORCE MAJEURE
Neither party will be liable for failure to perform its obligations under this Memorandum if such failure results from circumstances which could not have been contemplated and which are beyond the Parties' reasonable control.

9 NON-EXCLUSIVITY
This proposal will not hinder the collaboration which may already exist or will be established in the future by either party with a third party.

10 NO PARTNERSHIP
Nothing in this proposal is intended to create, or be deemed to create, a partnership, or the relation of employer and employee between the Parties.

11 DISPUTES
In the event of any dispute emerging, the Parties agree to solve the problem by way of mutual and responsible negotiation.

SEMA and PARTNER confirm their agreement to the matters set out in this Memorandum of Understanding and in any related Annexes:
SIGNED by:
Duly authorized and on behalf of
The Town of Southborough and
Southborough Emergency Management Agency

Ms. Lisa Braccio
Chairperson, Board of Selectmen

Date:

Kenneth M. Paullus
Deputy Director, Emergency Management Agency

Date:

Neal P. Aspesi
Director of Operations, Emergency Management Agency

Date:

SIGNED by:
Duly authorized and on behalf of PARTNER

James B. Haugen
Chairman, Buildings and Grounds Committee

Date:
APPLICATION FOR
WINE & MALT SPECIAL LICENSE
(one day)

4/25/2019
[date of application]

Board of Selectmen, Licensing Authority
Southborough Town House
17 Common Street
Southborough, MA 01772

I hereby apply for a Special One-Day Wine & Malt License at:

Chestnut Hill Farm, 5 Chestnut Hill Road, Southborough
[name of building and address where event will be held]

Zelos Beer Company, 1 Green Street, Unit 2, Medfield, MA 02052
[name/address of applicant]

617-510-0260
[telephone number of applicant]

9AM - 2PM  5/11/2019  Trail Run
[hours of event]  [date of event]  [type of event]

[signature]

GEORGE PEONEY
[print name]
ALCOHOL AWARENESS SERVER TRAINING AFFIDAVIT

I hereby certify that I have read the Training Requirements for Liquor License Holders and Employees. I understand that failure to comply with this policy may result in the revocation or non-renewal of the license. Below is a current roster of my employees and the related alcohol awareness server training information.

***NOTE: Copies of all original certificates MUST accompany this form.***

<table>
<thead>
<tr>
<th>Manager/Employee Name</th>
<th>Date of Hire</th>
<th>Type of Training [certification]</th>
<th>Date Valid</th>
<th>Date of Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waymore, Jeff</td>
<td>01/2015</td>
<td>Alcohol Awareness</td>
<td>3/3/2021</td>
<td>3/3/2021</td>
</tr>
<tr>
<td>Ian Greenstein</td>
<td>11/2018</td>
<td></td>
<td>4/16/2018</td>
<td>4/16/2021</td>
</tr>
</tbody>
</table>
APPLICATION FOR
WINE & MALT SPECIAL LICENSE
(one day)

5/1/19
[date of application]

Board of Selectmen, Licensing Authority
Southborough Town House
17 Common Street
Southborough, MA 01772

I hereby apply for a Special One-Day Wine & Malt License at:

Chestnut Hill Farm
[name of building and address where event will be held]

Jessica Devine 5 Chestnut Hill Rd Southborough
[name/address of applicant]
617-899-7036
[telephone number of applicant]

11am-1pm 5/12/19 Mother's Day Brunch
[hours of event] [date of event] [type of event]

[signature]
Jessica Devine
[print name]
I hereby certify that I have read the Training Requirements for Liquor License Holders and Employees. I understand that failure to comply with this policy may result in the revocation or non-renewal of the license. Below is a current roster of my employees and the related alcohol awareness server training information.

***NOTE: Copies of all original certificates MUST accompany this form.***

<table>
<thead>
<tr>
<th>Manager/Employee Name</th>
<th>Date of Hire</th>
<th>Type of Training [certification]</th>
<th>Date Valid</th>
<th>Date of Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meryl Mac Cormack</td>
<td></td>
<td>AIM</td>
<td>9/1/21</td>
<td></td>
</tr>
</tbody>
</table>

Designated Driver: Uber/Lyft
Emailed Chief Paulhus 5/1/19
APPLICATION FOR
WINE & MALT SPECIAL LICENSE
(one day)

5/1/19
[date of application]

Board of Selectmen, Licensing Authority
Southborough Town House
17 Common Street
Southborough, MA 01772

I hereby apply for a Special One-Day Wine & Malt License at:

Chestnut Hill Farm
[name of building and address where event will be held]

Jessica Devine 5 Chestnut Hill Rd Southborough
[name/address of applicant]

617-899-7036
[telephone number of applicant]

6:30-8:30pm 5/17/19 BrewMoon Hike
[hours of event] [date of event] [type of event]

Jessica Devine
[signature]

Jessica Devine
[print name]

[signature]

Jessica Devine
[print name]
I hereby certify that I have read the Training Requirements for Liquor License Holders and Employees. I understand that failure to comply with this policy may result in the revocation or non-renewal of the license. Below is a current roster of my employees and the related alcohol awareness server training information.

***NOTE: Copies of all original certificates MUST accompany this form.***

### Exhibit A: Brewing Company - License # FB-LIC-000158

<table>
<thead>
<tr>
<th>Manager/Employee Name</th>
<th>Date of Hire</th>
<th>Type of Training [certification]</th>
<th>Date Valid</th>
<th>Date of Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adam Paltrineri</td>
<td>8/1/16</td>
<td>AIM + Hampshire Alcohol Server 1D</td>
<td>8/1/19</td>
<td></td>
</tr>
</tbody>
</table>

Designated Driver: Uber/Lyft
Emailed Chief Paulhus 5/1/19
DATE: April 26, 2019

TO: Honorable Board of Selectmen

FROM: Brian Ballantine, Finance Director

RE: Health Insurance Opt Out renewal FY20-FY22

Please see attached for renewal of the Town of Southborough health insurance Opt Out program. The program began in FY14 and was an initiative to moderate health insurance premium costs. The program was a three year offer to all employees (Town and School) who might take advantage of an incentive to drop the Town’s coverage and obtain coverage thru another source.

For this fiscal year, the Town has four School employees and seven Town employees who have been approved for this option (four single plans and seven family plans are associated with this). Based on the current pool the Town will save $137,000 annually in premium payments. Since the program began six years ago (net of incentive payments) the Town has “saved” approximately $300,000 in premium expense.

I would recommend the Board approve renewal of the Opt Out plan for three year period. All edits to the policy are highlighted, most being minor in nature. I would recommend adjusting the reimbursement amounts since they have not been adjusted during the six years of the program. This will assist in attracting and retaining employees on the program and account for the premium increases the last several years. In light of this the payments proposed are $250 higher for a single plan and $500 for a family plan. At current participation this would cost $4,500 annually.

Should you have any questions, please do not hesitate to ask.

Thanks for the assistance.
What is an "Opt-Out" program?

If you are a full-time employee with The Town of Southborough, you may be able to take advantage of an incentive program being offered by the Town if you can demonstrate you have access to health care through another plan. The Town is providing this incentive for employees currently covered under the Town's health plan to "opt out" of their election (either individual or family coverage provided by Tufts Health Plan or Fallon Community Health Plan) providing they can prove they have other coverage.

ELIGIBILITY

Any Town active employee is eligible who has participated in a sponsored health insurance program (dental and life are not included in this program) continuously for 24 months in either an individual or family plan. Any employee wishing to be eligible for payment must have insurance coverage via another source, such as spouse coverage, a private plan, etc. and provide proof of this.

All eligible employees may participate in this program. If you have a spouse who is also a Town employee you may not switch to their plan and be eligible. A switch from a Family plan to an Individual plan is also not eligible.

PAYMENT AMOUNT

The annual fiscal year payment is:

- $1,750.00 Individual Plan
- $3,500.00 Family Plan

Payment to be made via payroll on a bi-weekly basis. Payments cease if program non-renews, employee re-enrolls, or the Board of Selectmen initiate other limitations in any new program year.

RE-ENROLLMENT BACK INTO TOWN HEALTH COVERAGE

An employee may re-enroll for Town health coverage only if the employee has a qualifying event. A qualifying event as recognized by the health plan's underwriting rules are:

A. Marriage or Divorce
B. Birth or adoption of a child
C. Death of a family member
D. Lack of other coverage through no fault of the employee or subscriber
E. Change in hours, which results in change of employment hours

In order to re-enroll in the Town Health Insurance program, the employee must notify the Payroll Benefits Coordinator in the Finance Department within thirty (30) days of the qualifying event and provide written documentation of same. If the employee has a qualifying event and needs to re-enroll in the Town's sponsored insurance, the employee's "opt-out" benefit shall be stopped for the time the employee re-subscribes into Town health benefits. Any employee who voluntarily terminates their employment after the "opt-out" incentive has been paid will be required to reimburse the Town the applicable, pro-rated amount for the period after termination. Also, employees are restricted to one "opt-out" per program period, meaning an employee cannot opt-out, re-enroll, and then opt back out again within the same three year program period before 6/30/22.

HOW TO PARTICIPATE

Complete the "Southborough Health Insurance Opt-Out Employee Form" and return to the Benefits Office in Town Hall. You will be required to provide a completed new HIRD form, as well as a copy of evidence of new health coverage. For any questions, please call us or e-mail the Benefits Coordinator at the Treasurer/Collectors Office in Town Hall. The form must be completed during the annual open enrollment for coverage that begins on July 1. Any opt out request due to a qualifying event outside open enrollment must be received in the Treasurer's Office within 30 days of the qualifying event (otherwise the opt-out will not be approved until the next July 1st new fiscal year).
Important notes: This program will sunset on 8/30/2249 (three years) but may be extended by the BOS. Employees who are planning to retire will still be required to have Town Health Plan coverage at date of retirement in order to be eligible for retiree health care benefits so please plan accordingly.

Town of Southborough
Health Insurance Opt-Out Employee Form

Employee Name: ____________________________

Department: ________________________________

Address (Street, City, St. ZIP): ____________________________

Health Plan: ____________________ FAM/IND: _______________________

Please provide the following:
- Health Form to cancel Insurance
- Proof of new insurance (ID Card, etc)
- Revised Health Insurance Responsibility Disclosure (HIRD)
- Section 125 Plan Form

Payment: The Town will make the appropriate payment via payroll check over 21 pay periods or 26 pays. The payment will either be $1,750,000 for an individual plan or $3,500,000 for a family plan. If there is a qualifying event in which an employee chooses to opt out of the Town’s health insurance, the Town will cease payments so that the year is properly pro-rated.

EMPLOYEE SIGNATURE ______________________ DATE ______________

*I have read the Opt-Out Policy and understand these terms to the best of my knowledge.

Please submit to:

Treasurer/Collector
Payroll-Benefits Coordinator
17 Common Street
Southborough, MA 01772

DATE RECEIVED by OFFICE: __________________________

APPROVED (Y/N) _____ INITIAL: ____________________
April 30, 2019

Lisa Braccio, Chairperson  
Board of Selectmen  
c/o Mark Purple, Town Administrator  
Town of Southborough  
Town Hall  
17 Common Street  
Southborough, MA 01772

Re: Preservation Restriction Agreement between the Town of Southborough by and through the Southborough Historical Commission and 84 Main Street, Southborough, LLC, Bond Reduction Request

Dear Madam Chairperson and Board Members,

Attorney Pezzoni, on behalf of Mr. Delli Priscoli, 84 Main Street, Southborough LLC, has requested a bond reduction relative to remaining work under the Preservation Restriction Agreement for 84 Main Street. We have spoken at length with Joseph Hubley of the Historical Commission and verified work completed versus remaining work which has been specified in the April 30, 2019 letter, all of which is accurate and accordingly, the bond reduction request is in proper form.

Mr. Hubley will be at your meeting Tuesday evening to make the recommendation for the Bond reduction.

Thank you for your attention in this regard.

Respectfully submitted,

Aldo A. Cipriano, Esq.  
Town Counsel

Cc: Joseph Hubley, Historical Commission  
William Pezzoni, Esq.
April 30, 2019

The Board of Selectmen
Attention: Mark Purple, Town Administrator
Town of Southborough Town Hall
Southborough, MA 01772

Re: Preservation Restriction Agreement between the Town of Southborough by and through the Southborough Historical Commission and 84 Main Street, Southborough, LLC ("Agreement")

Dear Mr. Purple:

Please be advised that upon the request of Town Counsel, 84 Main Street Southborough, LLC submits the following as the list of work remaining to be completed pursuant to the Agreement, Exhibit G.

Main House.

1. Sand, repair and repaint all original windows and doors and add single pane energy efficient storm windows and screens to replace non-period combination storm windows - $85,000.

2. Repair and reseal roof with period slate. Strip asphalt roof off Billiard room and install slate. Plus, restore roof clerestory window - $20,000.

Carriage House.

1. Repair wood trim, doors, frames, shingle siding - $10,000.

2. Repair slate roof - $12,500.

3. Sand, repair and repaint all original exterior doors, trim and windows. Replace garage overhead door with period door - $7,500.
As such you can see there is a total amount of $135,000 that Mr. Delli Priscoli feels should be the remaining amount required under the Bond. Please authorize the reduction of the Bond as requested.

If you have any questions please do not hesitate to contact my office.

Very truly yours,

William M. Pezzoni

WMP
cc: Jon Delli Priscoli, Aldo Cipriano, Joseph Hubley (e-mail)
April 18, 2019

The Board of Selectmen
Attn: Mark Purple-Town Administrator
Town of Southborough
Town Hall
Southborough, MA 01772

Re: Preservation Restriction Agreement between the Town of Southborough by and through the Southborough Historical Commission and 84 Main Street, Southborough, LLC (“Agreement”)

Dear Mr. Purple:

Please accept this correspondence as the request of 84 Main Street, Southborough, LLC for a reduction in the bond requirement, in the original principal amount of $345,000, to be reduced to $135,000 as 90% of the required work has been completed at the site. It is my understanding that Mr. Jon Delli Priscoli has spoken with the Historical Commission representative Joseph Hubley and he is in agreement with the reduction of same.

For your reference the surety bond requirement is in paragraph 7 of the Terms of the Preservation Restriction, and is located on Page 20 of 102 (copy is attached). I’ve also attached a copy of Exhibit G which details the Exterior Upgrades/Restoration/Renovation required pursuant to the Agreement. It is the developer’s position that the only outstanding work to be completed is the replacement of the windows, some minor roof work and installation of the new pavers in the walkways (which will be completed in tandem with the sidewalk in front of the facility).

If you have any questions or concerns please do not hesitate to contact my office. Otherwise if you would please place same on the agenda at the next meeting of the Board of Selectmen, it would be appreciated.

Thank you for your anticipated and continued cooperation in this matter.

Very truly yours,

William M. Pezzoni
The Board of Selectmen, Town of Southborough Town H
April 18, 2019
Page 2

WMP
Enclosures
cc: Jon Delli Priscoli; Aldo Cipriano; Joseph Hubley
shall reserve this Preservation Easement upon its subsequent transfer of the underlying fee interest in the Property.

(7) **Completion of Period Restoration:** Grantor shall complete the period restoration of the exterior of the Buildings of Historical Significance as required herein within 48 calendar months from the later of the approval of the Southborough Town Meeting to accept this preservation restriction for such consideration or the transfer of consideration and recording of this Agreement with the Worcester Registry of Deeds.

So as to ensure timely completion of the exterior restoration/renovation, specified herein, Grantor agrees to provide a surety bond or equivalent security issued by a qualified surety company naming the Town as the Guarantee party, for the amount of the proceeds paid by the Town only for the restoration/renovation costs of the Buildings of Historical Significance ($345,000) and not for the amount attributed towards the Development Rights of the Land. However the Grantor will not be required to pay more than a rate of two (2%) percent of the value thereof for such surety. Such surety to be provided and furnished to the Town at the time of closing and shall remain in effect proportionately until the renovation/renovation work contemplated herein is completed.

(8) **Removal of Invasive Species along Aqueduct:** Grantor shall take reasonable steps necessary, in it’s sole discretion to pursue state and local approval, including but not limited to approvals of the State DCR and Town Conservation Commission to remove invasive vegetation species and other vegetation along the contiguous
Exhibit 'G'

Exterior upgrades / Restoration/Renovation

Main House

1) Stone Work – Point stone where needed and fix chimney caps
2) Sand, Repair and repaint all original windows and doors and add single pane energy efficient storm window & screens to replace non-period combination storm windows.
4) Add front porch which was removed in early 1900’s ***
5) Sand, Repair and repaint wood trim.

Carriage House

1) Repair wood trim, doors, frame’s, shingle siding.
2) Repair slate roof
3) Sand, repair and repaint all original exterior doors, trim and windows. Replace garage overhead door with period door.

Chapel

1) Remove all existing roof and floor structure
2) Repair roof and leave as one story structure
3) Slate roof
4) Replace all windows and doors
5) Repaint trim and repair stonework

Landscaping

1) Remove all dead trees invasive shrubs and trees to close to structures, as allowed and authorized By Mass DEP and Southborough Conservation Commission. ***
2) Appropriately prune all remaining trees. ***
3) Replace dead or diseased trees along driveway with 3-4” caliper trees as needed. ***
4) Remove and regrade driveway entirely. ***
5) New pavers in walkways ***
6) Repair stone walls as needed.
7) Regrade major portions of lawn areas and repair years of neglect. ***
8) Repave driveway. ***
9) Install iron gates at both driveway entrances ***

NOTE: Required items marked with '***' are not CPA eligible and are not figured into the final PR purchase price.
April 22, 2019

Mark J. Purple  
Town Administrator  
Town of Southboro  
17 Common Street  
Southboro, MA 01772-9109

Dear Mr. Purple:

Enclosed please find a check in the amount of $52,036.00 which represents the second half of our voluntary contribution in lieu of taxes to the Town.

We look forward to our continued good relationship with the Town.

Very truly yours,

Michael S. Downey  
Chief Financial Officer

MD:sy
Enc.
PERSONNEL ORDER

Effective immediately, Part-Time Telecommunications Officer Sarah Rositano has resigned from her position with the Department. We wish her well in her future endeavors.

Supervisors shall provide notice of this posting to any Officers under their command who are out on leave, vacation, or illness.

Kenneth M. Paulhus
Chief of Police
April 29, 2019

19-PO-2
To: Southborough Board of Selectmen
From: Police Chief Kenneth M. Paulhus
Subject: Part-Time Telecommunications Officer
Date: May 1, 2019

Dear Board of Selectmen:

Please consider my recommendation to appoint Mr. Jeffrey Norton as a Part-Time Telecommunications Officer with the Southborough Police Department. The Department is looking to expand the number of Part-Time Staff due to a resignation.

Mr. Norton is a Hopkinton resident. He holds a Bachelor’s Degree in Marketing from Johnson & Wales University. He is currently working as an instructor at Pennant CrossFit in Southborough, and is also employed in the private security field.

His appointment is contingent upon successful completion of a number of screening checks. I am advocating the appointment become effective on a date to be determined shortly after the Board’s approval.

The recommended pay rate would be Grade 9 of the SAP, $17.62 per hour. Please feel free to contact me with any questions you might have.

Kenneth M. Paulhus
Chief of Police

Protecting Our Community...Together!
Citizen Activity Form  
*Good Government Starts with You*

<table>
<thead>
<tr>
<th>Date Submitted:</th>
<th>April 30, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Bea Ginga</td>
</tr>
</tbody>
</table>
| Home Address:   | 28 Main Street  
                 | SOUTHBOROUGH, MA 01772 |
| Mailing Address:| 28 Main Street 
                  | SOUTHBOROUGH, MA 01772 |
| Phone Number(s):|                |
| Email Address:  |                |
| Current Occupation/Employer: | |
| Narrative:      | I would like to be appointed as the State Appointee on the Southborough Housing Authority, which is currently vacant. |
| Board(s) / Committee(s): | |
April 30, 2019

Board of Selectmen
Town of Southborough
17 Common Street
Southborough, MA 01772

Dear Board Members,

I am writing to request appointment of the following member to the Southborough Emergency Planning Committee (SEPC) – SARA Title III. This appointment will fill two currently vacant positions.

Please Appoint:
Name: Mr. Steven E. Achilles
Position (1): Fire/Rescue/HazMat Representative
Position (2): Emergency Management Director
Home Address:

If you have any questions or comments related to these request please contact me at any time.

Regards,

Neal Aspesi
Neal P. Aspesi
Director of Operations
LETTER OF RESIGNATION
TO
TOWN OF SOUTHBOROUGH

TOWN CLERK
TOWN HOUSE
SOUTHBOROUGH, MA 01772-9109

DATE: May 1, 2019

I, Bonnie J. Phaneuf ___________ HEREBY RESIGN FROM THE
(PRINT NAME)
AFFORDABLE HOUSING TRUST FUND COMMITTEE
MASTER PLAN COMMITTEE
(EFFECTIVE AS OF MAY 1, 2019)
(COMMISSION, BOARD OR COMMITTEE)
SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE

[Signature]

OPTIONAL:

MY REASON FOR RESIGNATION IS:

____ RELOCATION

____ PERSONAL

__ OTHER: As A.O.S. Rep. Appointment Elected

PLEASE FORWARD TO:
SOUTHBOROUGH TOWN CLERK
17 COMMON STREET
P.O. BOX 9109
SOUTHBOROUGH, MA 01772

L. Esposito
B. Boland
W. Littrell
D. Iwamachi