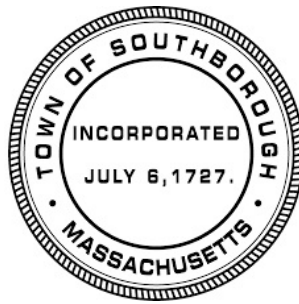


***ANNUAL WARRANT***  
*of the*  
***TOWN OF SOUTHBOROUGH***  
***MASSACHUSETTS***



**For the Annual Town Meeting  
on**

***Saturday, March 23, 2019***

*1:00 – 5:00 p.m.*

*7:00 – 11:00 p.m.*

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## ***Town Finance Terminology***

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

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

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

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

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

***Overlay:***

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

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

\*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**

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

**INTERRUPTING A SPEAKER**

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

**POINT OF ORDER**

A point of order is a question of the Moderator about whether the speaker is entitled to be speaking, 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.



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

Worcester, ss.

February 13, 2019

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 in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

***Saturday, March 23, 2019***

at **1:00 p.m.**, then and there to take action on the following Articles:

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

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

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

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

**ARTICLE 3:** To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2019 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

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

**ARTICLE 4:** To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:**

**Summary:** *This article complies with State Law to allow the Town to allocate any bond premium receipts to be allocated to the capital projects that they were received for. This vote was required as part of the Municipal Modernization Act of November 2016.*

**ARTICLE 5:** To see if the Town will vote to appropriate and transfer \$286,148.97 of the bond sale premium paid to the Town upon the sale of its \$10,585,000 General Obligation Municipal Purpose Loan of 2018 Bonds, issued on May 17, 2018 as authorized by M.G.L. c.44, Section 20, as amended, to pay costs of:

710-127	Debt Choate Fields	\$ 6,890.21
710-128	Debt DPW Tank	\$ 20,103.21
710-120	Debt PS Building	\$149,739.23
2310-156	Debt CPA Burnett House	\$ 37,126.09
710-126	Debt Fire Dept Fire Truck	\$ 21,075.95
710-129	Debt 911 Rec Field	\$ 22,980.89
710-456	Debt Water Fund	\$ 28,233.39

or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *A premium receipt is received by the Town when there is a difference between the market price of a bond and its face value (when the market price is higher). The Town receives these excess funds which per State law are allowed to be used for the cost of a bond sale and to offset debt service due for the projects.*

**ARTICLE 6:** 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:** Support

**Advisory Board Recommendation:** Support

**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 7:** To see if the Town will vote to accept the following changes, as noted in BOLD in the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

**PERSONNEL BYLAW**  
**ENTITLED "THE SALARY ADMINISTRATION PLAN"**  
[revised at **March 23, 2019** Annual Town Meeting]

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

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election,

under the direction and control of the School Committee, **performed pursuant to a contract approved by the Town** or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through G (“Classification Schedule”) as set forth in Section 20 of this bylaw.

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

## SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings:

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

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

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

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

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

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

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

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

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

“Department” means a functional unit of Town government.

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

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

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

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

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

“On-Call Compensation” refers to additional money paid to an employee who is required to work when the need requires; oftentimes in an evening or weekend capacity.

“Part-Time Employment” means employment less than 20 hours per week.

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

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

“Probationary Employee” means a first-time Town employee within his/her first six months of employment.

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

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

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

“Salary Administration Plan” means the Personnel Bylaw *Entitled* “The Salary Administration Plan.”

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

## SECTION 2. POSITION TITLES

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

## SECTION 3. NEW OR CHANGED POSITIONS

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

## SECTION 4. RECLASSIFICATION OF EMPLOYEES

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

## SECTION 5. JOB DESCRIPTIONS

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

## SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D, E, F and G of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. Salary set forth in Schedule A represents a 40 hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: Employees shall be eligible to earn a weekly stipend not to exceed \$200.00 per week for on-call service if the department head has required them to work outside of their normal schedule. This need is likely to occur on an evening or weekend basis as the need requires. There is no provision to accrue compensation time in lieu of payment.

## SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible annually for consideration of a salary increase, one year from the date of his/her latest increase. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Board of Selectmen or their designated appointee in the case of departments within the jurisdiction of the Board of Selectmen, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Board of Selectmen.

Retroactive salary increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

An evaluation of the employee's performance, in a format approved by the Personnel Board, must accompany a request for an increase **in the case of all employees in Full-Time Graded Positions under Schedule A. Evaluations of employees in Part-Time Hourly Graded Positions under Schedule C and Seasonal Personnel under Schedule F may require performance evaluations under Personnel Policy enacted hereunder.** Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Regular Part-Time employees shall be eligible for consideration for salary increases within their grade one year from the date of their last increase, absent exceptional circumstances as may be authorized by the Personnel Board.

c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

d. Probationary Employees:

1. During the probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.
2. During the probationary period, paid leave accruals shall be based on the original hire date.
3. At the end of the 6-month probationary period, an employee may receive an increase [based on any annual adjustment voted by the Personnel Board] provided that: the Department Head

recommends it, presents a completed performance evaluation, and the Personnel Board approves it by a majority vote.

Any such increase shall apply only at the start of employment with the Town and shall not apply in case of transfer or promotion from one job to another. The effective date of the new position shall then become the employee's new anniversary date for salary increases.

#### SECTION 8. TRANSFERS AND PROMOTIONS

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

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

#### SECTION 9. NEW PERSONNEL HIRING

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

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town.

c. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience at a rate not exceeding the mid-point of the pay scale set forth in Schedules A and C of the Salary Administration Plan. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

#### SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

#### SECTION 11. EMPLOYEE BENEFITS

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

All forms of paid leave set forth in the SAP may represent a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

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

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

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

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval. Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

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

b. Vacations with Pay

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

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

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position in another municipality or similar government agency will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three weeks' vacation [pro-rated] for the first year of employment with the Town. Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.

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

(4) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

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

c. Sick Leave

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

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

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

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

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

d. Personal Days

Each employee shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's date of hire. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

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

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

f. Jury Duty

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

g. Miscellaneous Paid Time Off

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

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such



employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Town Administrator or his/her delegatee may authorize up to two additional days of travel time.

- (2) Medical examination or inoculation required by the Town.
- (3) Blood donation authorized by the Department Head.
- (4) Attendance at professional and educational programs authorized by the Department Head.

h. Court Time Pay

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

i. Employee Educational Support/Professional Development

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

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

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

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

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

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

j. Group Medical Insurance

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

## SECTION 12. UNPAID LEAVES OF ABSENCE

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

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

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

## SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

- a. In the absence or retirement of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate board or commission may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.
- b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

## SECTION 15. PERSONNEL BOARD

- a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation. **For purposes of this section, Election Workers and Wardens shall not be considered "employees of the Town."**
- b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds therefor.

## SECTION 16. DUTIES OF THE PERSONNEL BOARD

- a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.
- b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern.
- c. The Board shall meet annually in July and organize by the choice of a Chair and Clerk. The Board shall meet at least monthly, except **when there is no business before the Board**. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.
- d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Personnel Director or his/her delegatee, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

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

f. **Not later than six (6) months prior to Annual Town Meeting**, the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting providing all necessary and requested information has been submitted in time to be part of the meeting packet. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

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

#### SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

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

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

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

#### SECTION 18. AMENDMENT OF THE PLAN

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

SECTION 19. SEVERABILITY PROVISION

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

SECTION 20: CLASSIFICATION SCHEDULE  
 SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

<b>POSITION TITLE</b>	<b>PAY GRADE</b>
<b>DEPARTMENT HEADS &amp; MANAGEMENT STAFF</b>	
<b>Superintendent of Public Works*</b>	9
<b>Finance Director/Treasurer-Collector*</b>	
Assistant Town Administrator	8
Director of Facilities	
Library Director	
Building Commissioner	
IT Manager	
Police Lieutenant	
Town Accountant*	
Director, Council on Aging	
<b>Principal Assessor*</b>	
Conservation Agent	7
Director, Youth & Family Services	
Director of Recreation	
Town Planner	
<b>SUPERVISORS &amp; TECHNICAL STAFF</b>	
Assistant Town Clerk	6
Assistant Director, Youth & Family Services	
Outreach Coordinator	
Assistant Library Director	
<b>Police Business Administrator</b>	
<b>Program Manager, COA</b>	
Business Administrator II	5
Children's Librarian	
Staff Engineer	
Executive Assistant to the Board of Selectmen	
Program Coordinator	
Business Administrator I	4
Deputy Assessor	
Maintenance Technician	
Assistant Treasurer/Collector	
Assistant Town Accountant	

<b>ADMINISTRATIVE &amp; SUPPORT STAFF</b>	
Administrative Assistant	3
Administrative Assistant II	
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

\*when not under contract

**Hourly Rates for Full-Time Positions**

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>1</b>	<b>\$37,712</b>	<b>\$43,396</b>	<b>\$49,080</b>
<b>2</b>	<b>\$40,541</b>	<b>\$46,622</b>	<b>\$52,703</b>
<b>3</b>	<b>\$43,581</b>	<b>\$50,119</b>	<b>\$56,656</b>
<b>4</b>	<b>\$48,487</b>	<b>\$56,973</b>	<b>\$65,458</b>
<b>5</b>	<b>\$52,124</b>	<b>\$61,245</b>	<b>\$70,366</b>
<b>6</b>	<b>\$56,033</b>	<b>\$65,839</b>	<b>\$75,644</b>
<b>7</b>	<b>\$67,343</b>	<b>\$80,812</b>	<b>\$94,280</b>
<b>8</b>	<b>\$79,128</b>	<b>\$94,954</b>	<b>\$110,780</b>
<b>9</b>	<b>\$92,975</b>	<b>\$111,571</b>	<b>\$130,166</b>

SCHEDULE B: [RESERVED FOR FUTURE USE]

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

<b>Election Worker .....</b>	<b>1</b>
<b>Library Page.....</b>	<b>1</b>
<b>Election Warden.....</b>	<b>2</b>
<b>Seasonal Laborer .....</b>	<b>2</b>
<b>Custodian.....</b>	<b>2</b>
<b>Library Associate .....</b>	<b>3</b>
<b>Administrative Assistant .....</b>	<b>3</b>
<b>Police Dispatcher .....</b>	<b>3</b>
<b>Technical Specialist .....</b>	<b>4</b>
<b>Business Assistant .....</b>	<b>4</b>
<b>Economic Development Coordinator .....</b>	<b>4</b>
<b>Electrician.....</b>	<b>5</b>
<b>Nurse .....</b>	<b>5</b>
<b>Public Health Director.....</b>	<b>5</b>

Hourly Rates for Part-Time Positions

<b>Grade</b>	<b>Minimum</b>	<b>Maximum</b>
<b>1</b>	<b>\$11.00</b>	<b>\$14.00</b>
<b>2</b>	<b>\$12.00</b>	<b>\$17.00</b>
<b>3</b>	<b>\$18.00</b>	<b>\$25.00</b>
<b>4</b>	<b>\$22.00</b>	<b>\$31.00</b>
<b>5</b>	<b>\$28.00</b>	<b>\$42.00</b>

*Municipalities are subject to the federal minimum wage law, not the state law.*

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

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

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

\$50.00 per hour

\$56.00 per hour/ for week-end or holiday

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent .....	\$8,000
Clerk, Board of Registrars .....	\$1,638.33
Emergency Management Coordinator.....	\$2,000
<b>Energy Management Stipend.....</b>	<b>\$6,000</b>
Registrar of Voters .....	\$205.66
Town Counsel (not including fees) .....	\$1,704.33
Tree Warden .....	\$4,000
Veterans' Agent and Director of Veterans' Services .....	\$15,000

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Assistant Instructor.....	3
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Camp Counselor 1.....	1
Camp Counselor 2.....	2
Lifeguard.....	5
Coordinator.....	6
Instructor I.....	6
Monitors.....	6
Program Driver.....	6
Assistant Supervisor.....	9
Supervisor.....	11
Instructor II.....	12
Master Instructor.....	13
Seasonal Nurse.....	13

**Hourly Rates for Recreation Seasonal Personnel**

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>1</b>	<b>Min wage*</b>	<b>Midpoint</b>	<b>\$10.00</b>
<b>2</b>	<b>\$8.34</b>	<b>\$10.35</b>	<b>\$12.35</b>
<b>3</b>	<b>\$8.84</b>	<b>\$10.91</b>	<b>\$12.98</b>
<b>4</b>	<b>\$9.26</b>	<b>\$11.52</b>	<b>\$13.78</b>
<b>5</b>	<b>\$9.71</b>	<b>\$12.10</b>	<b>\$14.49</b>
<b>6</b>	<b>\$10.25</b>	<b>\$12.74</b>	<b>\$15.22</b>
<b>7</b>	<b>\$10.73</b>	<b>\$13.34</b>	<b>\$15.95</b>
<b>8</b>	<b>\$11.26</b>	<b>\$14.02</b>	<b>\$16.77</b>
<b>9</b>	<b>\$11.82</b>	<b>\$14.72</b>	<b>\$17.62</b>
<b>10</b>	<b>\$12.54</b>	<b>\$15.60</b>	<b>\$18.66</b>
<b>11</b>	<b>\$13.87</b>	<b>\$19.44</b>	<b>\$25.00</b>
<b>12</b>	<b>\$21.00</b>	<b>\$27.50</b>	<b>\$34.00</b>
<b>13</b>	<b>\$29.00</b>	<b>\$35.00</b>	<b>\$41.00</b>

*\*Municipalities are subject to the federal minimum wage law, not the state law.*

SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

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

\*Increases in salary for long term employees will be considered case by case by Personnel Board.

SCHEDULE H: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually at Anniversary Date

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



, or do or act anything in relation thereto.

**Proposed by: PERSONNEL BOARD**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *The Personnel By-Law governs policies and pay structures for non-union employees. The changes are noted in bold.*

**ARTICLE 8:** To see if the Town will accept the provisions of Chapter 44, Sec. 53F1/2 of the Massachusetts General Laws establishing the water fund as an enterprise fund effective July 1, 2019; or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article formally creates a Water Enterprise Fund, which segregates water revenue and expenses from General Fund revenue and expenses. An enterprise fund is considered the best practice to promote and maintain long-term financial sustainability for water operations & activities.*

**ARTICLE 9:** To see if the Town will vote to approve funding for the economic cost items under M.G.L. Chapter 150E, Section 7 for any particular collective bargaining agreements reached before Town Meeting, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article will fund costs associated with the first year of any contract agreed upon before Town Meeting commences with the DPW, Police, Communication Officers, and/or Fire Union.*

**ARTICLE 10:** 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, 2019, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article is intended to address any unexpected or unusual funding needs for the current fiscal year via transfers between accounts.*

**ARTICLE 11:** 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 2020, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

**SEE BUDGETS ON THE FOLLOWING PAGES**



BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>135 TOWN ACCOUNTANT</b>						
51000-51990 Personal Services	141,815	128,230	147,338	157,963	157,963	
52000-58990 Other Charges and Expenses	1,666	2,439	3,465	2,265	2,265	
TOWN ACCOUNTANT TOTAL	143,481	130,669	150,803	160,228	160,228	6.2%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>136 AUDIT</b>						
52000-58990 Other Charges and Expenses	24,700	32,500	26,140	34,450	34,450	
AUDIT TOTAL	24,700	32,500	26,140	34,450	34,450	31.8%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>140 ELECTED BOARD OF ASSESSORS</b>						
51000-51990 Personal Services	2,250	2,250	2,250	2,250	2,250	
ELECTED BOARD OF ASSESSORS TOTAL	2,250	2,250	2,250	2,250	2,250	0.0%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>141 ASSESSORS</b>						
51000-51990 Personal Services	160,652	167,235	171,013	177,243	177,243	
52000-58990 Other Charges and Expenses	31,635	31,165	34,150	34,045	34,045	
ASSESSORS TOTAL	192,287	198,400	205,163	211,288	211,288	3.0%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>145 TREASURER/COLLECTOR</b>						
51000-51990 Personal Services	191,797	198,938	204,697	214,439	214,439	
52000-58990 Other Charges and Expenses	20,634	10,302	12,550	10,375	10,375	
TREASURER/COLLECTOR TOTAL	212,431	209,240	217,247	224,814	224,814	3.5%

**150-159 Operations Support**

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>151 LEGAL</b>						
52000-58990 Other Charges and Expenses	85,567	94,158	95,000	95,000	95,000	
LEGAL TOTAL	85,567	94,158	95,000	95,000	95,000	0.0%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>152 PERSONNEL BOARD</b>						
51000-51990 Personal Services	2,000	2,000	1,250	5,000	5,000	
52000-58990 Other Charges and Expenses	12,592	21,160	17,450	11,435	11,435	
PERSONNEL BOARD TOTAL	14,592	23,160	18,700	16,435	16,435	-12.1%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>153 SPECIAL LEGAL COUNSEL</b>						
52000-58990 Other Charges and Expenses	46,905	89,492	55,000	50,000	50,000	
SPECIAL LEGAL COUNSEL TOTAL	46,905	89,492	55,000	50,000	50,000	-9.1%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>154 MUNICIPAL TECNOLOGY COMMITTEE</b>						
52000-58990 Other Charges and Expenses MUNI. TECHNOLOGY COMMITTEE	0	0	0	1,000	1,000	
TOTAL	0	0	0	1,000	1,000	N/A

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>155 TECHNOLOGY</b>						
51000-51990 Personal Services	81,629	94,195	96,422	99,615	99,615	
52000-58990 Other Charges and Expenses MANAGEMENT INFORMATION SYSTEMS TOTAL	161,428	185,364	215,229	210,239	210,239	
	243,057	279,559	311,651	309,854	309,854	-0.6%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>159 OTHER OPERATION SUPPORT</b>						
52000-58990 Other Charges and Expenses	313,504	332,818	341,297	359,895	359,895	
OTHER OPERATION SUPPORT TOTAL	313,504	332,818	341,297	359,895	359,895	5.4%

**160-169 Licensing and Registration**

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>160 ELECTED TOWN CLERK</b>						
51000-51990 Personal Services	50,284	66,674	83,064	85,141	85,141	
TOWN CLERK TOTAL	50,284	66,674	83,064	85,141	85,141	2.5%

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>161 TOWN CLERK</b>						
51000-51990 Personal Services	129,310	117,342	126,269	125,247	125,247	
52000-58990 Other Charges and Expenses	78,725	95,695	82,450	66,479	66,479	
<b>TOWN CLERK TOTAL</b>	<b>208,035</b>	<b>213,037</b>	<b>208,719</b>	<b>191,726</b>	<b>191,726</b>	<b>-8.1%</b>

*170-189 Land Use and Development*

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>171 CONSERVATION COMMISSION</b>						
51000-51990 Personal Services	49,915	56,395	58,567	68,866	68,866	
52000-58990 Other Charges and Expenses	9,910	9,639	14,525	21,125	21,125	
<b>CONSERVATION COMMISSION TOTAL</b>	<b>59,825</b>	<b>66,034</b>	<b>73,092</b>	<b>89,991</b>	<b>89,991</b>	<b>23.1%</b>

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>175 PLANNING BOARD</b>						
51000-51990 Personal Services	125,884	113,316	135,212	135,546	135,546	
52000-58990 Other Charges and Expenses	22,999	29,556	17,160	23,060	23,060	
<b>PLANNING BOARD TOTAL</b>	<b>148,883</b>	<b>142,872</b>	<b>152,372</b>	<b>158,606</b>	<b>158,606</b>	<b>4.1%</b>

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>176 ZONING BOARD OF APPEALS</b>						
51000-51990 Personal Services	4,699	44,838	46,919	25,550	25,550	
52000-58990 Other Charges and Expenses	3,114	454	3,650	3,400	3,400	
<b>ZONING BOARD OF APPEALS TOTAL</b>	<b>7,813</b>	<b>45,292</b>	<b>50,569</b>	<b>28,950</b>	<b>28,950</b>	<b>-42.8%</b>

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>177 OPEN SPACE</b>						
52000-58990 Other Charges and Expenses	1,496	1,500	1,500	2,000	2,000	
<b>OPEN SPACE TOTAL</b>	<b>1,496</b>	<b>1,500</b>	<b>1,500</b>	<b>2,000</b>	<b>2,000</b>	<b>33.33%</b>

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>182 ECONOMIC DEVELOPMENT COMMITTEE</b>						
51000-51990 Personal Services	20,615	8,540	25,920	27,885	27,885	
52000-58990 Other Charges and Expenses	14,078	19,755	12,620	10,850	10,850	
ECONOMIC DEVELOPMENT COMMITTEE TOTAL	34,693	28,295	38,540	38,735	38,735	0.5%

*190-199 Other*

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE</b>						
51000-51990 Personal Services	340,437	347,726	363,006	348,212	348,212	
52000-58990 Other Charges and Expenses	121,828	166,245	171,179	170,179	170,179	
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	462,265	513,971	534,185	518,391	518,391	-3.0%

**200-299 PUBLIC SAFETY**

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>210 POLICE DEPARTMENT</b>						
51000-51990 Personal Services	1,735,763	1,816,508	1,987,666	2,012,783	2,012,783	
52000-58990 Other Charges and Expenses	125,797	119,274	129,085	129,980	129,980	
POLICE DEPARTMENT TOTAL	1,861,560	1,935,782	2,116,751	2,142,763	2,142,763	1.2%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>220 FIRE DEPARTMENT</b>						
51000-51990 Personal Services	1,809,391	1,905,704	1,962,945	1,976,148	1,976,148	
52000-58990 Other Charges and Expenses	181,814	187,857	193,813	187,176	187,176	
FIRE DEPARTMENT TOTAL	1,991,205	2,093,561	2,156,758	2,163,324	2,163,324	0.3%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>241 BUILDING DEPARTMENT</b>						
51000-51990 Personal Services	125,101	121,418	130,701	120,228	120,228	
52000-58990 Other Charges and Expenses	9,549	8,226	10,775	10,775	10,775	
BUILDING DEPARTMENT TOTAL	134,650	129,644	141,476	131,003	131,003	-7.4%

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>291 CIVIL DEFENSE</b>						
51000-51990 Personal Services	2,926	2,926	3,926	3,926	3,926	
52000-58990 Other Charges and Expenses	6,066	6,395	6,464	8,224	8,224	
<b>CIVIL DEFENSE TOTAL</b>	<b>8,992</b>	<b>9,321</b>	<b>10,390</b>	<b>12,150</b>	<b>12,150</b>	<b>16.9%</b>

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR</b>						
52000-58990 Other Charges and Expenses	27,650	27,720	28,212	28,490	28,490	
<b>ANIMAL CONTROL OFF. &amp; ANIMAL INSP. TOTAL</b>	<b>27,650</b>	<b>27,720</b>	<b>28,212</b>	<b>28,490</b>	<b>28,490</b>	<b>1.0%</b>

### ***400-499 PUBLIC WORKS & FACILITIES***

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>400, 420 DEPT. OF PUBLIC WORKS (Highway, Cemetery, Tree)</b>						
51000-51990 Personal Services	836,795	901,522	949,190	947,359	947,359	
52000-58990 Other Charges and Expenses	1,334,939	1,308,742	1,253,350	1,287,950	1,287,950	
<b>DEPT. OF PUBLIC WORKS TOTAL</b>	<b>2,171,734</b>	<b>2,210,264</b>	<b>2,202,540</b>	<b>2,235,309</b>	<b>2,235,309</b>	<b>1.5%</b>

### ***500-599 HUMAN SERVICES***

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>510 ELECTED BOARD OF HEALTH</b>						
51000-51990 Personal Services	300	150	450	450	450	
<b>ELECTED BOARD OF HEALTH TOTAL</b>	<b>300</b>	<b>150</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>0.0%</b>

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>512 BOARD OF HEALTH</b>						
51000-51990 Personal Services	102,078	104,297	106,944	109,605	109,605	
52000-58990 Other Charges and Expenses	48,997	55,148	55,939	55,817	55,817	
<b>BOARD OF HEALTH TOTAL</b>	<b>151,075</b>	<b>159,445</b>	<b>162,883</b>	<b>165,422</b>	<b>165,422</b>	<b>1.6%</b>

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>541 COUNCIL ON AGING</b>						
51000-51990 Personal Services	229,494	248,607	255,124	267,038	267,038	
52000-58990 Other Charges and Expenses	57,731	59,213	61,145	60,915	60,915	
<b>COUNCIL ON AGING TOTAL</b>	<b>287,225</b>	<b>307,820</b>	<b>316,269</b>	<b>327,953</b>	<b>327,953</b>	<b>3.7%</b>

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>542 YOUTH COMMISSION</b>						
51000-51990 Personal Services	126,908	134,032	140,661	172,300	172,300	
52000-58990 Other Charges and Expenses	15,077	10,752	10,800	11,300	11,300	
<b>YOUTH COMMISSION TOTAL</b>	<b>141,985</b>	<b>144,784</b>	<b>151,461</b>	<b>183,600</b>	<b>183,600</b>	<b>21.2%</b>

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>543 VETERANS' SERVICES</b>						
51000-51990 Personal Services	15,000	15,000	15,000	15,000	15,000	
52000-58990 Other Charges and Expenses	21,684	18,278	36,060	35,120	35,120	
<b>VETERANS' SERVICES TOTAL</b>	<b>36,684</b>	<b>33,278</b>	<b>51,060</b>	<b>50,120</b>	<b>50,120</b>	<b>-1.8%</b>

### **600-699 CULTURE & RECREATION**

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>610 LIBRARY</b>						
51000-51990 Personal Services	347,085	375,071	388,870	412,366	412,366	
52000-58990 Other Charges and Expenses	137,210	129,518	131,658	127,799	127,799	
<b>LIBRARY TOTAL</b>	<b>484,295</b>	<b>504,589</b>	<b>520,528</b>	<b>540,165</b>	<b>540,165</b>	<b>3.8%</b>

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>630 RECREATION COMMISSION</b>						
51000-51990 Personal Services	121,122	125,622	128,510	135,814	135,814	
52000-58990 Other Charges and Expenses	9,368	8,979	9,900	9,900	9,900	
<b>RECREATION COMMISSION TOTAL</b>	<b>130,490</b>	<b>134,601</b>	<b>138,410</b>	<b>145,714</b>	<b>145,714</b>	<b>5.3%</b>

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>691 HISTORICAL COMMISSION</b>						
52000-58990 Other Charges and Expenses	1,115	3,500	3,500	2,500	2,500	
<b>HISTORICAL COMMISSION TOTAL</b>	<b>1,115</b>	<b>3,500</b>	<b>3,500</b>	<b>2,500</b>	<b>2,500</b>	<b>-28.6%</b>



<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>692 MEMORIAL DAY</b>						
52000-58990 Other Charges and Expenses	2,950	3,050	3,150	3,150	3,150	
<b>MEMORIAL DAY TOTAL</b>	<b>2,950</b>	<b>3,050</b>	<b>3,150</b>	<b>3,150</b>	<b>3,150</b>	<b>0.0%</b>

### **700-799 DEBT SERVICE**

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>DEBT PRINCIPAL AND DEBT INTEREST</b>						
0100-710-59100 Principal General Fund	2,808,123	2,507,043	2,617,060	2,397,976	2,397,976	
0100-751-59150 Interest General Fund	400,367	317,778	595,715	914,032	914,032	
<b>DEBT PRINCIPAL AND DEBT INTEREST TOTAL</b>	<b>3,208,490</b>	<b>2,824,821</b>	<b>3,212,775</b>	<b>3,312,008</b>	<b>3,312,008</b>	<b>3.1%</b>

### **900-999 UNCLASSIFIED**

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>910 EMPLOYEE BENEFITS</b>						
51700 Police/Fire Accident and Workers' Comp.	204,058	224,210	239,877	238,636	238,636	
51710 Unemployment Payments	3,261	1,740	27,500	25,000	25,000	
51720 Health Insurance	4,045,173	4,402,669	4,767,440	5,038,971	5,038,971	
51730 Retirement Fund	1,531,807	1,611,713	1,777,094	1,959,533	1,959,533	
51740 Life Insurance	5,437	4,840	5,090	5,110	5,110	
51750 Flexible Spending Account	0	7,056	6,025	6,912	6,912	
51770 Medicare	320,412	333,997	334,168	357,495	357,495	
51780 Dental Insurance	200,073	216,688	229,242	239,549	239,549	
51785 Medicare B Penalty	16,863	17,527	17,535	17,740	17,740	
59660 Transfer to OPEB Trust	250,000	250,000	250,000	250,000	250,000	
<b>EMPLOYEE BENEFITS TOTAL</b>	<b>6,577,084</b>	<b>7,070,440</b>	<b>7,653,971</b>	<b>8,138,946</b>	<b>8,138,946</b>	<b>6.3%</b>

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>930 BUDGET CAPITAL</b>						
<i>Police Cruisers - (2)</i>				97,528	97,528	
<i>Police - Taser Annual Replacement Plan</i>				9,892	9,892	
<i>Library - New Roof</i>				175,000	175,000	
52000-58990 Other Charges and Expenses	417,808	70,211	326,515	282,420	282,420	
<b>BUDGET CAPITAL TOTAL</b>	<b>417,808</b>	<b>70,211</b>	<b>326,515</b>	<b>282,420</b>	<b>282,420</b>	<b>-13.5%</b>

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>941 COURT JUDGMENTS</b>						
57600 Court Judgments	215,948	217,999	220,000	225,000	225,000	
<b>COURT JUDGMENTS TOTAL</b>	215,948	217,999	220,000	225,000	225,000	2.3%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>945 LIABILITY INSURANCE</b>						
52000-58990 Other Charges and Expenses	249,495	245,886	263,131	272,340	272,340	
<b>LIABILITY INSURANCE TOTAL</b>	249,495	245,886	263,131	272,340	272,340	3.5%

### **300-399 EDUCATION**

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>300 ELECTED SCHOOL COMMITTEE</b>						
51000-51990 Personal Services	200	150	500	500	500	
<b>ELECTED SCHOOL COMMITTEE TOTAL</b>	200	150	500	500	500	0.00%

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>301 SOUTHBOROUGH SCHOOLS</b>						
<b>REGULAR DAY PROGRAMS</b>						
Administration	562,326	580,759	610,997	642,676	642,676	
Instruction	10,353,163	10,330,651	10,978,287	11,310,744	11,310,744	
Other Student Services	785,917	785,117	845,086	826,273	826,273	
Operation and Maintenance Buildings	1,695,499	1,706,742	1,691,826	1,680,550	1,680,550	
Fixed Charges	4,100	4,100	4,100	4,100	4,100	
Contractual Obligation	0	465,896	0	0	0	
<b>REGULAR DAY PROGRAMS TOTAL</b>	13,401,005	13,873,265	14,130,296	14,464,343	14,464,343	
<b>SPECIAL EDUCATION PROGRAMS</b>						
Administration	17,800	17,800	17,800	18,500	18,500	
Instruction	4,387,012	4,496,269	4,631,617	4,886,531	4,886,531	
Other Student Services	692,000	530,000	510,608	578,500	578,500	
Operation and Maintenance Buildings	7,000	7,000	4,500	5,000	5,000	
Programs, Other Systems in Massachusetts	831,046	788,924	1,111,165	868,000	868,000	
Programs, Member of Collaborative	66,000	68,000	0	0	0	
<b>SPECIAL EDUCATION TOTAL</b>	6,000,858	5,907,993	6,275,690	6,356,531	6,356,531	
<b>GRAND TOTAL OPERATING BUDGET</b>	<b>19,401,863</b>	<b>19,781,258</b>	<b>20,405,986</b>	<b>20,820,874</b>	<b>20,820,874</b>	2.03%

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>302 ALGONQUIN REGIONAL HIGH SCHOOL</b>						
<b>-</b>						
<b>REGULAR DAY PROGRAMS</b>						
Administration	615,887	628,305	663,443	688,349	688,349	
Instruction	10,600,887	10,582,115	11,509,251	11,440,824	11,440,824	
Other Student Services	1,889,703	1,902,072	2,003,707	2,029,191	2,029,191	
Operation and Maintenance Buildings	1,795,817	1,667,507	1,702,050	1,736,088	1,736,088	
Fixed Charges	3,390,748	3,686,120	3,620,778	3,875,748	3,875,748	
New Equipment	97,410	110,200	155,200	26,000	26,000	
Tuition, Other Public Schools	290,000	290,000	290,000	290,000	290,000	
Contractual Obligation	0	539,722	0	0	0	
<b>REGULAR DAY PROGRAMS TOTAL</b>	<b>18,680,452</b>	<b>19,406,041</b>	<b>19,944,429</b>	<b>20,086,200</b>	<b>20,086,200</b>	
<b>SPECIAL EDUCATION PROGRAMS</b>						
Administration	9,300	9,300	9,300	16,800	16,800	
Instruction	2,100,965	2,154,530	2,271,114	2,504,494	2,504,494	
Other Student Services	221,489	251,280	251,280	253,780	253,780	
Operation and Maintenance Buildings	2,000	2,000	2,000	2,000	2,000	
Fixed Charges	0	1,595	1,595	1,595	1,595	
Programs, Other Systems in Massachusetts	410,924	429,035	479,180	840,979	840,979	
Programs, Member of Collaborative	62,795	50,685	124,060	69,600	69,600	
<b>SPECIAL EDUCATION TOTAL</b>	<b>2,807,473</b>	<b>2,898,425</b>	<b>3,138,529</b>	<b>3,689,248</b>	<b>3,689,248</b>	
<b>GRAND TOTAL OPERATING BUDGET</b>	<b>21,487,925</b>	<b>22,304,466</b>	<b>23,082,958</b>	<b>23,775,448</b>	<b>23,775,448</b>	<b>3.0%</b>

	<b>NON EXEMPT</b>	<b>EXEMPT</b>	<b>TOTAL</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>FY 2020 SOUTHBOROUGH ASSESSMENT</b>	<b>7,631,929</b>	<b>421,058</b>	<b>8,052,987</b>		<b>-0.46%</b>

<b>BUDGET NAME</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY2019 BUDGET</b>	<b>FY2020 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL</b>						
Southborough Operating Assessment	279,270	296,635	329,255	293,357	293,357	
Renovation Project - Capital Assessment	50,794	39,981	38,417	37,405	37,405	
<b>SOUTHBOROUGH ASSESSMENT</b>	<b>330,064</b>	<b>336,616</b>	<b>367,672</b>	<b>330,762</b>	<b>330,762</b>	<b>-10.0%</b>

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL</b>						
Tuition/Transportation Assessment	43,600	43,600	0	0	0	
NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL	43,600	43,600	0	0	0	0.00%

**Proposed by: BOARD OF SELECTMEN**

**Summary:** See budget report including Advisory Committee and Board of Selectmen's FY20 recommendations. If the Advisory Committee recommendation differs from that of the Board of Selectmen, it shall be noted in that departmental budget.

**ARTICLE 12:** 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 2020, and make appropriations of the same, as detailed following, and that the fund balances within the water special revenue fund at June 30, 2019 be transferred to the water enterprise fund effective July 1, 2019, or do or act anything in relation thereto.

BUDGET NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY2019 BUDGET	FY2020 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>450 DEPT. OF PUBLIC WORKS - WATER</b>						
51000-51990 Personal Services	336,035	334,049	358,529	343,867	343,867	
52000-58990 Other Charges and Expenses	1,257,946	1,310,228	1,322,400	1,317,400	1,317,400	
59100 Principal Water Fund	290,000	290,000	290,000	290,000	290,000	
59150 Interest Water Fund	121,429	114,622	107,604	119,603	119,603	
59510 Indirect Costs	65,000	90,000	90,000	131,239	131,239	
<b>DEPT. OF PUBLIC WORKS - WATER TOTAL</b>	<b>2,070,410</b>	<b>2,138,899</b>	<b>2,168,533</b>	<b>2,202,109</b>	<b>2,202,109</b>	<b>1.5%</b>

**Proposed by: BOARD OF SELECTMEN**

**Summary:** See budget report including Advisory Committee and Board of Selectmen's FY20 recommendations. If the Advisory Committee recommendation differs from that of the Board of Selectmen, it shall be noted in that departmental budget.













**ARTICLE 23:** To see if the Town will vote to appropriate \$50,990 from the CPA Fund General Unreserved Fund to conduct conservatory and restorative work for Historic Preservation on significant historical items of the Southborough Historical Society, \$48,990 in project costs and an additional \$2,000 contingency. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application. Funding for the Historic Civil War Era Flag is contingent on a signed affidavit between the Historical society and the Town affirming that the Flag will remain in the Southborough Historical Society's possession or be gifted to the town. Project to be completed in conformance with details as presented to the members of the CPC and W R documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and Town Treasurer, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

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

**Advisory Committee Recommendation:**

*Summary: Under the direction of the Southborough Historical Society, said funds will be used to restore and preserve a Civil War Era flag associated with the burial of Southborough resident William Buck. This large, fragile flag is one of the most significant and prized objects in the museum collection. It will be restored, mounted, and framed. Funds will also be used toward hiring a professional archivist to work on conservation of paper document in the collection.*

**ARTICLE 24:** To see if the Town will vote to appropriate \$ 20,300 from the CPA General Unreserved Fund with \$18,300 for invasive species removal and native plantings for pollinators on town-owned conservation land. There is a \$2,000 contingency said 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 W R documented in the application and signed Memorandum of Understanding. Said funds to be expended under the direction of the Community Preservation Committee and Town Treasurer, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

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

**Advisory Committee Recommendation:**

*Summary: Under the direction of the Open Space Preservation Commission said funds will be used to target invasive species, including a stand of Tree of Heaven identified by the Commonwealth of Massachusetts and the Federal Government as a top priority for removal, Oriental Bittersweet infestation, and a stand of Japanese Knotweed that is obstructing views of a historic landscape while also damaging the structural integrity of a historic stone wall. Following invasive removal, under the direction of Dr. Robert Gegear, native plants will be installed that benefit pollinators with a focus on a rare species of bumblebee that has been documented in Southborough.*

**ARTICLE 25:** To see if the Town will vote to amend Chapter 41 of the Code of the Town of Southborough, Massachusetts, entitled *Town Meetings*, by striking in its entirety from Section 41-1 entitled *Date and Time of Annual Town Meeting* the current text and replacing it with the following text:

“The Annual Town Meeting for the consideration of all business, other than the election of Town Officers or other matters to be determined by ballot, shall be held on the last Saturday in March. The Town Meeting shall commence at 1:00 p.m. and recess not later than 5:00 p.m.

In the event that all articles in the warrant have not been acted on, the Town Meeting shall reconvene at 7:00 p.m. on that Saturday, and recess no later than 11:00 p.m. If all articles are not acted on by that time, adjournment of the session shall be to the following Monday night at 7:00 p.m. and then to each succeeding night at 7:00 p.m. until completion of the warrant.

In the event that all articles in the warrant have not been acted on by the end of the Thursday night session, the Town Meeting shall stand adjourned to a time and date agreeable to the Town Meeting. In the event of a secular or other

holiday, that session shall be adjourned to the next night that shall be agreeable to the Town Meeting by majority vote.”

; or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Not Support

**Summary:** *This article retains the move to a Saturday town meeting that was approved at last year’s Special Town Meeting, including the schedule of the sessions, but sets the date to the last Saturday in March, and removes all reference to a Town Meeting week.*

**ARTICLE 26:** To see if the Town of Southborough will vote to amend Chapter 63 of the Code of the Town of Southborough, Massachusetts, by striking Chapter 63, Section 63-3.E [Procedure] in its entirety and inserting in place thereof the following text:

§ 63-3.E

Upon determination by the Commission that the building is historically and/or architecturally significant, the Building Inspector and applicant shall be so notified in writing, and a demolition permit shall not be issued. The Commission shall hold a public hearing within 45 business days of the determination of significance to determine whether the building should be preferentially preserved. Public notice of the time, place and purpose of the hearing shall be published by the Building Department at the expense of the applicant in a newspaper of general circulation in the Town not less than seven days before the day of said hearing and shall be posted in a conspicuous place in the Town Hall for a period of not less than seven days before the day of said hearing.

; or do or act anything in relation thereto.

**Proposed by: HISTORICAL COMMISSION**

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

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This article changes the number of days in which the Commission has to hold a demolition delay hearing for a historical or architecturally significant building, from 15 to 45 days. This will allow for compliance with the public posting requirements to conduct hearings.*

**ARTICLE 27:** To see if the Town will vote to amend the provisions of the Southborough Code, Chapter 9 entitled “Committees”, by adding a new Section 9-27 entitled “Meetings prohibited on Election Day, or when Town Offices are closed due to a weather or other emergency”, with the following text:

§9-27.1 On any day that the Board of Selectmen or their designee announce that all town offices are closed for the day due to a weather or other emergency, any scheduled public meeting shall be cancelled. The Town Clerk shall post notices of cancellation for all previously scheduled meetings on the town website. This prohibition will not apply to emergency meetings held to address the weather or other emergency.

§9-27.2 No board, committee or commission shall schedule a meeting on the day of any town, state or federal election.

; or do or act anything in relation thereto.

**Proposed by: TOWN CLERK**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article will prohibit a board or committee attempting to hold a regularly scheduled meeting during a weather or other emergency, except when the meeting directly pertains to instant emergency. This article will also*

*eliminate confusion regarding holding public meetings held on election days since some hearings are specifically prohibited by the state and it has been the long standing practice in Southborough not to hold any meetings on election days.*

**ARTICLE 28:** To see if the Town will vote to add a new chapter to the Town Code, Chapter 153, Trees, as follows;

**“Chapter 153-Trees**

**§153-1 Intent and purpose.**

It is the intent of this Bylaw to sustain environmental health, enhance economic wellbeing and quality of life for the citizens of the Town of Southborough. Public trees make an important contribution to the character and heritage of Southborough's neighborhoods. This Bylaw establishes policy for ensuring the health and longevity of the Town's existing and future trees, and is enacted in furtherance of the Town Meeting votes of May 29, 1975 on Article 63, and May 19, 1976 on Article 37.

**§153-2 Applicability.**

The Town follows the provisions of Massachusetts General Law Chapter 87, (M.G.L. c. 87), Shade Trees, to the extent applicable. This Bylaw shall be consistent with the provisions of M.G.L. c. 40, s. 15C entitled Scenic Road Designations; Improvements; Fines, as amended.

**§153-3 Tree Warden.**

The care and management of public trees shall be the responsibility of the Tree Warden, or that official's designee. The Tree Warden is responsible for planting, maintaining and removing trees from streets, parks and other designated public places in accordance with M.G.L. C. 87 s. 2.

**§153-4 Public shade trees.**

It shall be the policy of the Town of Southborough to encourage the conservation of public shade trees (as defined in M.G.L. c. 87 s. 1) and to establish a planned program of planting trees as defined in MGL c.87 s.7. The Tree Warden shall determine the type and size of the tree with the goal to have a native public shade tree planted in a location at the discretion of the Tree Warden.”

; or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**

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

**Advisory Committee Recommendation:** Support

*Summary: These actions are requirements for the Town of Southborough to acquire the Tree City USA designation. Tree City USA designation enriches the environment, increases property values, enhances the economic vitality of business areas, beautifies the community, and provides opportunities for grant funding.*

**ARTICLE 29:**

1. To see if the Town will vote to repeal Town Code section § 41-22.1 Electioneering prohibited, or do or act anything in relation thereto.

**Explanation:** This provision was added by the April 25, 2017 Town Meeting, Article 35. It prohibits candidates and their agents from standing within 150 feet of the entrance to Town Meeting for the purpose of electioneering or greeting citizens or voters, or for petitioning or soliciting signatures for any purpose.

There is already a state law, G.L. c. 50 § 65, that prohibits electioneering within 150 feet of polling places on election day. But nothing in state law requires that this prohibition be applicable to Town Meetings. Per Secretary Galvin's Office, no other Town or City in Massachusetts is known to have any curb on distributing voter information at Town

Meeting such as the existing Town Code section § 41-22.1 Electioneering prohibited. Southborough had no such restriction until the passage of this article in April 2017.

2. To see if the Town will vote to add the following to Chapter 41 of the Town Code:  
At the request of the Sponsor(s) of Warrant Articles or their authorized agents, the Town Clerk will prominently display the Sponsor's Warrant Article information for voters on tables located in close proximity to the tables at which voters check in to Town Meeting. Warrant article sponsors and their supporters may also hand out information to voters outside the entrance of the voting hall.  
, or do or act anything in relation thereto.

Explanation: It is common practice for sponsors of warrant articles, including Town Boards and Committees, to prepare written materials concerning warrant article they have sponsored. The purpose of those materials is to explain the purpose and effect of the proposed warrant article, and to answer questions that the sponsor anticipates voters will have. Section 41.22.1, the repeal of which is proposed by the first article above, prohibited this common practice, at least as it applied to citizen sponsors of warrant articles. If passed, this proposed warrant article would codify the rights of Southborough citizens to have their written materials easily available to Town Meeting voters for their consideration.

**Proposed by: KAREN HANLON, et al.**

**Board of Selectmen Recommendation:** Not Support

**Advisory Committee Recommendation:** Not Support

**Summary:** *These actions restore and preserve voters' rights, including the basic Democratic rights to display and distribute voter information outside **Town Meeting** (versus Town Elections, i.e. no electioneering). Prior to its passage in April 2017 of the existing Town Code s.41-22.1 "Electioneering Prohibited," Southborough had no such restrictions at **Town Meeting**. The passage of these actions restore these fundamental voter and freedom of speech rights back to the pre-April 2017 position and puts the Town at parity with other Towns and Cities in Massachusetts.*

**ARTICLE 30:** To see if the Town will vote to adopt the following non-binding resolution, or take any action thereon:

**Non-Binding Resolution – Creation of Recreation Resources Committee**

**WHEREAS**, the Town of Southborough has a demand for more recreation facilities and other recreation assets (together, "Recreation Resources") than the Town can currently afford to purchase and/or support; and

**WHEREAS**, it does not appear that significant additional Town financial resources will be available in the near future to meet this demand; and

**WHEREAS**, there are a number of non-Town entities (including St. Mark's School, The Fay School, the MWRA, DCR, the Southborough Open Land foundation and others) that own or control property, assets or facilities in Southborough that are used or could be used for various recreational purposes; and

**WHEREAS**, there are a number of entities operating in towns near Southborough (particularly the abutting towns of Ashland, Framingham, Hopkinton, Marlborough, Northborough and Westborough) that own or control property, assets or facilities that are used or could be used for various recreational purposes and that could potentially be engaged in some type of "shared-access" agreement with Southborough for such property, assets or facilities; and

**WHEREAS**, a more coordinated planning and management of current and potential community-wide, or region-wide, recreational resources could provide improved access to recreational resources for Southborough residents; and

**WHEREAS**, to date, the existing planning and management entities of the Town that might address this issue, including the Board of Selectmen and the Recreation Commission, have not had the resources or the priority for producing a comprehensive approach to this issue by searching more systematically for collaborative community-

wide or region-wide solutions to this problem.

Therefore, be it **RESOLVED**, that the 2019 Annual Town Meeting:

**ACKNOWLEDGES** that a more comprehensive and community-wide and/or region-wide approach to addressing the development of and access to recreational resources available for use by Town residents could produce valuable results for the citizens of the Town; and

**REQUESTS** that the Board of Selectmen, at their next meeting after this Town Meeting, create an ad hoc Recreation Resources Committee, consisting of seven (7) voting members plus two ad hoc non-voting members as follows:

- two (2) members representing the citizens at large, selected by the Board of Selectmen;
- two (2) members of the Recreation Commission, selected by the Recreation Commission;
- one (1) member of the Planning Board, selected by the Planning Board;
- one (1) member of the Conservation Commission, selected by the Conservation Commission;
- one (1) member of the Advisory Committee, selected by the Advisory Committee;
- the Recreation Director, as an ad hoc, non-voting member;
- one (1) member of the School Committee, selected by the School Committee, as an ad hoc, no-voting member

; and

**FURTHER REQUESTS** that the Board of Selectmen, no later than sixty (60) days after the creation of the Recreation Resources Committee as requested above, completes the appointment process for the members of this committee; and

**FURTHER REQUESTS** that the Board of Selectmen, establishes the charge to this committee including, but not limited to:

- Creating and maintaining a current, ongoing community-wide and/or region-wide inventory of existing and potential recreational resources of all types potentially available for use by Southborough residents, including relevant information for each, such as location, characteristics, current and potential uses, capacity, ownership, etc. (with a target completion date for the initial inventory no later than 6 months after the committee is formed)
- Creating and maintaining a plan for utilizing all such available resources in a way that is likely to be implementable for the benefit of Southborough residents (with a target completion date for the initial plan no later than 12 months after the committee is formed);
- Planning and executing the process of initial and ongoing communication of the plan to Southborough residents and to Southborough government organizations;
- Determining and recommending the initial and ongoing most advantageous next steps for implementation of a new/expanded approach for providing access for Southborough residents to additional recreational resources (with a target completion date for the initial recommendations no later than 18 months after the committee is formed); and
- Working with the Board of Selectmen, the Recreation Commission and other applicable local and regional entities to implement the initial and ongoing phases of the initial plan and updated versions of the plan.

; and

**FURTHER REQUESTS** that the Board of Selectmen, requires that this committee provide a report of their activities to date and their progress to the Board of Selectmen no less frequently than every six (6) months, and that these reports be published in such places as on mysouthborough.com and/or the Town of Southborough website."

**Proposed by: JACK BARRON**

**Board of Selectmen Recommendation:** Not Support

**Advisory Committee Recommendation:** Not Support

**Summary:** *Creating a Recreation Resources Committee can identify opportunities for expanded access to recreation assets that the Town may not currently be in a position to afford. This non-binding article seeks to gain a "sense of Town Meeting" relative to creation of this new committee, and thereby begin the process of a more comprehensive look at possible additional recreation assets for access by Town residents.*

**ARTICLE 31:** To determine if the Town of Southborough will vote to amend Town Code Article IX § 27-26B by adding a new section B(8), as follows:

“The Town Administrator shall, for each elected Town board or committee for which Southborough voters cast votes and for each calendar year, compile and maintain a record of each such board or committee member’s individual attendance record for all posted meetings of such boards or committees. Such attendance records shall show the number of meetings for which a member was present, or attended by remote participation, or was absent. The attendance record shall also show the total number of such meetings that the member was eligible to attend for the reporting period. The current version of this attendance record shall be available to the public at all times, and the final version for each calendar year shall be published in the annual Town Report for that year.”; or do or act anything in relation thereto.

**Proposed by: MICHAEL WEISHAN, et al.**

**Board of Selectmen Recommendation:** Not Support

**Advisory Committee Recommendation:** Not Support

**Summary:** *This article seeks to increase transparency of Town government by making the attendance records of our elected officials easily available in a single location for public review.*

**ARTICLE 32:**

1. To see if the Town will vote to repeal Town Code section § 9-12 Appointment of Chairman, Vice Chairman, and Secretary of the Advisory Committee, which reads as follows: "Said [Advisory] Committee shall choose from its membership a Chairman and a Secretary."  
, or do or act anything in relation thereto.

2. To see if the Town will vote to replace section 9-12 above with the following, new section 9-12:

At the Annual Town Election, the voters shall vote to fill any expired term of the officers of the Advisory Committee that are elected, as follows: Elected Advisory Committee members are: a Chairman, a Vice-Chairman, and a Secretary. The term for each will be three years. The Vice Chairman shall succeed the Chairman in the event that there is a vacancy in the seat of the Chairman due to disqualification due to absence (maximum of four consecutive absences), death, or resignation. Upon succession of the Chairmanship by the Vice Chairman, the Secretary shall become the Vice-Chairman.  
, or do or act anything in relation thereto.

**Explanation:** The Advisory Committee serves as the Town's Finance Committee and as such is the entity that undertakes the important function of presenting the proposed annual budget to the Town Meeting. Currently the Moderator appoints all members of the Advisory Committee. Enacting this provision would give voters a direct vote on who sits on this powerful board.

3. To see if the Town will vote to amend section 9-10, consistent with #2 above, to read:

Initial terms of the elected members of Advisory shall be as follows: the Secretary shall be elected for a term of one year, the Vice-Chairman for a term of two years, and the Chairman for a term of three years. Thereafter, the terms for each officer will be three years,

, or do or act anything in relation thereto.

4. To see if the Town will vote to amend section 9-11, consistent with #2 above, to read:  
Any member of said Committee who shall be absent for four consecutive meetings or who ceases to be a Town resident shall cease to be a member of said Committee. The Moderator, upon receipt of notice of any event described in the previous sentence, may fill any vacancy for the unexpired term.  
, or do or act anything in relation thereto.

**Proposed by: KAREN HANLON, et al.**

**Board of Selectmen Recommendation:** Not Support

**Advisory Committee Recommendation:** Not Support

**Summary:** *These actions are intended to install some balance of power. The Town Moderator currently appoints all nine positions on this important committee. Advisory (aka Finance) Committee sets the Town Budget and presents it to BOS for Town Meeting. These actions give a vote and voice to the taxpayers by allowing them to elect the top three slots: Chair, Vice-Chair, Secretary. As with any election, the election process itself (versus appointment) is less susceptible to political influences and allows for independence in process and results.*

### **ARTICLE 33:**

1. To see if the Town will vote to amend certain sections of Chapter 27 relative to the Town Counsel, to read as follows:

#### § 27-4 Appointment; removal; compensation; additional counsel.

The Board of Selectmen shall each year after the annual Town Meeting, and whenever a vacancy shall exist, choose some competent lawyer to act as Town Counsel. The Board of Selectmen may remove him at pleasure. His term of office shall continue until the appointment and acceptance of his successor. In case of a vacancy in the office, the Selectmen shall fill the same by a new appointment.

He shall be paid such compensation as the Town shall determine. He shall receive, as his salary, such compensation as is provided in Article VIIIA hereof, [1] together with such additional sums as may be appropriated for such services as may be performed in addition to those rendered as legal adviser to the Town.

[1] Editor's Note: "Article VIIIA" refers to the Salary Administration Plan, on file in the office of the Town Clerk.

#### § 27-5 Duties and responsibilities.

Such Town Counsel shall act as the legal adviser of the Town. It shall be his duty to:

- a. examine, or cause to be examined, all titles to property in which the Town may be interested;
- b. draw, supervise the drawing, or review all deeds, obligations, contracts, bonds, leases, conveyances, agreements and other legal instruments, of whatever nature, which may be required by any bylaw, vote or action of the Town, or by any board or official, or to which the Town or its agent may be a party, and which by law, usage or agreement the Town is obligated to draw;
- c. commence and prosecute all actions and other legal proceedings and suits by or on behalf of the Town or any board or official, upon vote duly taken by such board or the written direction of such official and after the Selectmen have been notified of and approved such vote; except that approval by the Selectmen shall not be required if Town Counsel deems the situation to be of an emergency nature or in those instances when such board or official is vested by statute with the authority to commence and prosecute legal proceedings;
- d. defend all actions and suits brought against the Town in any Court or other tribunal in this Commonwealth or elsewhere;



- e. appear as counsel, when directed by the Selectmen, in any other action, suit, or prosecution which may involve the rights and interests of the Town;
  - f. appear as Counsel before the Legislature of the Commonwealth or any committee thereof, whenever the Selectmen determine that the interests or welfare of the Town may be directly or indirectly concerned, or when requested to do so by a vote of the Town;
  - g. consult with, advise or attend meetings of any board, officer or official, either upon the request of the Chair thereof or the officer or official involved, or when in the Selectmen's opinion any matter before such board, officer or official has significant legal implications to the Town, and in either instance to furnish a legal opinion upon any subject respecting the official duties of the board, officer or official;
  - h. prepare, when requested, any article for the Warrant for any Town Meeting and to review all articles and motions for form and legal sufficiency.
  - i. defend the actions taken by the Town Meeting. In the event that Town Counsel is unable for any reason to defend such actions, including without limitation that Town Counsel has or appears to have a conflict of interest, or has in good faith expressed a written opinion that such action is illegal with citation to legal authority, the Board of Selectmen in a public meeting may take such actions by majority vote as it deems necessary in order to present such defense;
  - j. make a monthly report to the Selectmen on all actions taken during the preceding month and to other Town boards, officers and officials on legal matters which occurred during the preceding month and specifically relate to such board, officer or official; and
  - k. to make an annual report of the work done during the preceding year. Said report shall contain a statement of each case or claim which has been tried, settled or otherwise disposed of by him during the year, and also a statement of each case which is still pending and the status of the same insofar as the facts may be properly published, together with such other information and recommendations as he may deem advisable.
- , or do or act anything in relation thereto.

2. Add the following to Chapter 27 of the Town Code to read as follows:

Special Counsel. Unless expressly authorized by statute, a vote of Town Meeting, or vote of the Selectmen, no board, officer or official of the Town shall engage, whether or not for remuneration, any attorney, other than Town Counsel, with regard to its or his official duties, or any Town business, or the business of any of the departments thereof. The Selectmen may, whenever they deem necessary, employ special counsel to assist or act in place of Town Counsel.

, or do or act anything in relation thereto.

3. Add the following to Chapter 27 of the Town Code to read as follows:

**Professional Responsibility**

Town Counsel must hold himself to the highest ethical standards, and make every effort to earn the trust and respect of those advised and of the community served. The Town Counsel must acknowledge that he represents the Town of Southborough, not any particular Board or Official, and that when the interests of the Town and any particular Board or Official diverge, he will endeavor always to serve the interests of the Town. The Town Counsel must acknowledge that he occupies a position of responsibility and trust, and is therefore bound by the standards of conduct set forth herein.

- 1. Town Counsel will conduct himself in a manner that avoids the appearance that legal advice is based solely upon political alignment or partisanship, because such advice undermines public trust. When asked for advice, Town Counsel will give candid and balanced legal advice based upon principles of law. In rendering advice, Town Counsel may refer not only to the law, but to other considerations, such as moral, economic, social and political factors that may be relevant to the Town's decision making

process. However, Town Counsel should not be deterred from giving candid advice by the prospect that the advice may be unpalatable to any Town official.

2. Town Counsel will encourage and contribute to understanding of municipal government functions and operations by local officials and Boards by holding regular trainings on the Open Meeting Law, the Ethics Law, and the Public Records Law, and any other subject matter as requested by the Board of Selectmen.

, or do or act anything in relation thereto.

**Proposed by: KAREN HANLON, et al.**

**Board of Selectmen Recommendation:** Not Support

**Advisory Committee Recommendation:** Not Support

**Summary:** *These actions protect the Town and the taxpayers by instituting standard policies for this important position. These actions serve and protect the best interests of the citizens by instituting detailed expectations and responsibilities, including the providing of regular training sessions on state laws, including: Open Meeting Law, the Ethics Law, and the Public Records Law, as well as any other subject matter as requested by the BOS.*

#### **ARTICLE 34:**

1. To see if the Town will vote to add the following "Prohibited Conduct Policy" to Chapter 27 of the Town Code:

#### **TOWN OF SOUTHBOROUGH, MA PROHIBITED CONDUCT POLICY**

##### **1. POLICY STATEMENT**

The Board of Selectmen and School Committee for the Town of Southborough adopt this policy for the Town of Southborough and the Public Schools of Southborough (together, the "Town") to protect public assets against fraudulent activity, misappropriation and corruption by Town employees, agents, elected and appointed officials, Board and Committee members, and third parties. The Town has a zero tolerance policy for such conduct and will take prompt, appropriate corrective action to address fraudulent activity, misappropriation and corruption in the event it occurs, including, but not limited to, disciplining employees up to and including termination, removing appointed officials from their respective Boards and Committees, and reporting such conduct to state enforcement agencies (e.g. State Ethics Commission and the Attorney General's Office) and law enforcement agencies for possible criminal investigation and prosecution, as appropriate.

**This policy is intended to establish procedures** to prevent whenever possible, fraud, misappropriation and corruption, to ensure for its prompt reporting and investigation, and to ensure a coordinated approach for addressing any such misconduct. It is intended to safeguard the assets of the Town and the business and financial activities conducted on behalf of the Town by its employees, agents and citizens.

##### **2. PROHIBITED CONDUCT**

This policy prohibits the use of a Town job, position or contract for personal enrichment or the enrichment of another person through deliberate misuse or misapplication of the Town's assets, as further detailed below. "Assets," as used in this policy, means Town funds, securities, supplies, inventory, vehicles, furniture, fixtures, equipment, and anything else of value. Prohibited conduct includes, but is not limited to, the following deliberate activities:

**Fraudulent Statements or Financial Misconduct.** The inclusion of false information within, or forgery of, Town financial statements or other documents belonging or submitted to the Town bearing on the Town's finances ( e.g., checks, time sheets, expense reports, contractor agreements, purchase orders, vendor invoices and supporting documentation) is prohibited.

**Asset Misappropriation.** No person or entity may misappropriate or misuse of Town assets, whether by larceny (the stealing of cash or other Town property after it has been recorded in the Town's records), "skimming" (the stealing of cash or other Town property before it is recorded in the Town's records), embezzlement (the fraudulent misappropriation of Town funds for one's use), causing fraudulent disbursements (the unauthorized disbursement of

Town funds, e.g., forgoods not received or for services not performed, through a trick or device such as false time sheets or expense reports or falsification of invoice dates), or unauthorized use or disposal of Town property (including, but not limited to, supplies, office equipment, cell phones and vehicles) whether or not in violation of existing policies pertaining to personal use or gain.

**Corruption.** This policy prohibits the wrongful use of influence a person may have by virtue of a person's job or position with the Town in order to procure a benefit for the person or another person, including, but not limited to bribery, forgery, asset misappropriation, economic extortion, the unlawful receipt of gratuities, conflicts of interest, and any other violation of the Massachusetts Ethics Law, Massachusetts General Laws Chapter 268A.

**Other Conduct Prohibited by This Policy.** This policy prohibits any activity that places Town assets at risk of waste or abuse, including, but not limited to, improprieties in the handling of funds or the reporting of financial transactions. This policy also prohibits any improprieties (e.g. self-dealing, conflicts of interest, kick-backs) related to recommendations or referrals made to citizens or businesses of specific contractors (including professional service providers like attorneys, brokers, bankers or accountants); any willful destruction of Town property; failure to accurately complete with sufficient detail Conflict of Interest forms and Mullins Certifications; defrauding the Town of permits and/or approvals. Prohibited conduct also includes acting with gross negligence, bad faith, or malice. A conflict of interest may exist if a committee or board member can reasonably expect that his or her official conduct will directly result in a financial benefit to the member, the member's family, business associates, employers, or any businesses that the member represents in private life. The Town shall not provide legal counsel or reimburse legal fees for any individual or entity that has engaged in conduct prohibited by this policy. This policy does not replace but is meant to supplement applicable conflict of interest laws, Massachusetts General Law, and other existing policies of the Town and School.

### 3. PROCEDURES AND RESPONSIBILITIES

#### a. **Reporting Procedure**

Any employee who believes that fraud, misappropriation, corruption, or other conduct prohibited by this policy has occurred shall promptly report any such suspected misconduct to any of the following Administrators. For the purposes of Town employees, an Administrator is a Supervisor, a Department or Division Head, the Comptroller, the Finance Director, or the Town Administrator. For purposes of School employees, an Administrator is a Supervisor, a Principal, a School Administrator, the Deputy Superintendent for Finance and Administration, the Superintendent of Schools, the Comptroller or the Finance Director. The Town strongly encourages non-employees to also report such suspected misconduct to these individuals. In the event the alleged fraud, misappropriation, or other conduct has been committed by an Administrator, the report shall be made to an Administrator other than the Administrator suspected of misconduct. Supervisors, Department/Division Heads, the Comptroller, the Finance Director, the Town Administrator, Principals, the Deputy Superintendent for Finance and Administration, the Superintendent of Schools and School Administrators must promptly report all suspected instances of fraud or other conduct prohibited by this policy to the Town Counsel's Office and to the Town Administrator or Superintendent of Schools. Town Counsel, the Town Administrator, the Superintendent of Schools shall, jointly or independently, forward such reports to the Board of Selectmen and /or the School Committee, as appropriate. Should these senior administrators and Town Counsel deem appropriate, it shall also be reported to the Southborough Police Department.

The Town **prohibits retaliation** against persons who have made reports in accordance with this policy of **suspected fraud, misappropriation, corruption, or other conducts prohibited by this policy.**

b. **Responsibilities** The following individuals are responsible for establishing and maintaining proper internal controls that provide security and accountability for the assets and resources entrusted to them: within the Town, the Town Administrator, and/or his or her designee(s), including Supervisors and Department/Division Heads; within the School Department, the Superintendent, and/or his or her designee(s), including Deputy Superintendents, Assistant Superintendents, Principals, Headmaster, and all other administrators. Such individuals should be familiar with the risks and exposure inherent in their areas of responsibility and be alert for any indications of fraud, misappropriation, and other prohibited conduct. If the situation warrants immediate action - for example, obvious theft has taken place, security of assets is at risk, or immediate recovery is possible - management and non-managerial staff receiving reports should immediately contact the Police.

As detailed above, all employees with information about violations of this policy shall do the following:

- Insure that notification promptly reaches the Town Administrator or the Superintendent of Schools and the office of Town Counsel.
- Do not contact the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the forgery", "the misappropriation", etc.
- Administrators should consult with Town or School Human Resources departments and Town Counsel to determine whether any immediate personnel action is warranted (see section 5.Discipline, below).
- Do not discuss the case, facts, suspicions, or allegations with anyone, unless specifically directed to do so by the Town Administrator or the Superintendent of Schools and/or the office of Town Counsel.
- Direct to Town Counsel all inquiries from any suspected individual, his or her representative, or his or her attorney. Direct all inquiries from the media to the Town Administrator or School Superintendent's office.

With the approval and instruction of the BOS, Town Counsel and/or Special Counsel shall investigate suspected violations of this Policy. In doing so, with the approval and instruction of BOS, Town Counsel may seek the collaboration and/or assistance of internal or external departments, such as the Finance Director, Deputy Superintendent for Finance and Administration, Comptroller, Town and School Human Resources Departments, Police Department, and/or other federal, state, or local agencies as circumstances may warrant.

With the approval of BOS, Town Counsel and/or Special Counsel shall have full, free and unrestricted access to all records and personnel of the Town for such purpose. All investigations will be conducted in conformity with applicable state and federal laws and regulations and School and/or Town system policies and procedures, as well as applicable contractual and collective bargaining requirements.

The Town Finance Director and/or Comptroller's Office shall, after consultation with Town Counsel, coordinate the notification of insurers and filing of claims with the Chief Procurement Officer, and, if federal funds, are involved, determine the required federal reporting requirements and take the steps necessary to comply with them.

The Treasurer shall be responsible for notifying the bonding companies and filing bonding claims.

All employees shall be vigilant to possible fraud, misappropriation and other misconduct prohibited by this policy and shall provide their full cooperation as may be necessary for the implementation of this Policy and for reporting, and investigation of such misconduct and, as may be appropriate, the prosecution of offenders.

All parties shall maintain the confidentiality of reports and investigations into suspected or substantiated reports of fraud, misappropriation, corruption or other conduct prohibited by this Policy, except as may be necessary to make a report under this policy, to conduct an investigation, to take any necessary corrective action, and to respond to or conduct any legal and/or administrative proceedings related to the alleged misconduct, or as may otherwise be specified by the Superintendent of Schools, Town Administrator, Finance Director, the Controller, or Town Counsel.

No employee shall knowingly make a false accusation, alert suspected individuals that an investigation is under way, or knowingly make statements that could lead to claims of false accusation.

Every effort should be made to effect recovery of Town losses from responsible parties or through Town insurance coverage.

In the event the alleged prohibited conduct is alleged to have been committed by Town Counsel or anyone in the Town Counsel staff, Town Counsel's responsibilities under this section shall be performed by the Town Administrator or his designee.

#### 4. NON-FRAUD IRREGULARITIES

Identification or allegations of acts outside the scope of this policy, such as personal improprieties or irregularities (whether moral, ethical, or behavioral), other safety or work-related conduct, or complaints of discrimination or

sexual harassment, should be resolved by the respective area management in conjunction with Human Resources and/or with reference to any other existing Town or School policies, guidance or resources.

Examples of such policies include Anti Discrimination, Sexual Harassment, and Retaliation (this list is not all-inclusive).

The Town Counsel's Office may be consulted with any questions concerning this policy.

#### 5. DISCIPLINE

The Town maintains a zero tolerance policy with respect to Fraud. Violations of this policy will result in appropriate discipline, up to and including termination. When the Town determines there is a violation of this policy, the Town will act promptly to eliminate the conduct and impose any necessary corrective action. Such corrective action may include, but is not limited to counseling, verbal or written warning, suspension, demotion, transfer, termination or removal from an appointed position.

Any discipline will be taken in accordance with applicable labor contracts and bylaws as applicable. Employees found to have knowingly made false accusations or given knowingly false statements regarding this policy will be disciplined up to and including termination.

Any employee, vendor, or Town agent who has engaged in prohibited conduct as described in this Policy, will be disciplined and/or prosecuted by the Town Administrator or Superintendent of Schools, or by the Board of Selectmen or School Committee as appropriate.

#### 6. OTHER ACTIONS

Consistent with the Town's Zero Tolerance Policy, in addition to disciplinary action, the Town shall pursue appropriate corrective action to the fullest extent under federal and state laws.

, or do or act anything in relation thereto.

**Explanation:** This provision prohibits misconduct and is intended to establish procedures to prevent whenever possible, fraud, misappropriation and corruption, to ensure for its prompt reporting and investigation, and to ensure a coordinated approach for addressing any such misconduct. It is intended to safeguard the assets of the Town and the business and financial activities conducted on behalf of the Town by its employees, agents, and citizens.

**Proposed by:** KAREN HANLON, et al.

**Board of Selectmen Recommendation:** Not Support

**Advisory Committee Recommendation:** Not Support

**Summary:** *These actions protect the Town and the taxpayers by instituting a self-explanatory, standard policy for town government officials and volunteers. The policy is intended to be a common-sense, helpful written resource guide to laypersons. In addition to various State Laws, the policy is an essential basic tool at the Town level to assure good and transparent local government performance, as well as enforcement procedures. It allows for proper transparency, clarity, accountability, safeguards, and protection from prohibited and unlawful conduct. Current policies are inadequate and reportedly have not been in practice or even implementation. What should be publicly posted information, is not posted on the Town Website.*

*By clarifying State Law and providing other useful information, this policy establishes clear rules and procedures and is intended to be an excellent resource guide and preventive measure, thereby protecting the town from costly litigation and unscrupulous behaviors.*

**ARTICLE 35:** To see if Town Meeting will vote to request the Board of Selectmen engage in discussions with non-profit entities owning real property in Southborough valued *in toto* more than three million dollars, with the objective of establishing formal agreements through which these entities contribute reasonable annual PILOT (Payment in Lieu of Taxes) amounts to cover the Town's cost of providing services for them, for their staff, and for others associated with their activities in the Town.

FURTHER REQUESTS that:

Should the efforts of the Selectmen not result in agreements with the Town's non-profit entities for PILOT payments by October 30, 2019, that the Board of Selectmen believes are fair and reasonable and will recommend that the Town approve, it shall immediately prepare and submit a Home Rule Petition warrant article, with language similar to the language previously approved by the State Legislature for the City of Cambridge, for the next Town Meeting to vote to send to the State Legislature for approval, which Home Rule Petition when approved, will remove the Town's non-profit entities from protection under (MGL) Chapter 40A, Section 3, known as the "Dover Amendment".

, or do or act anything in relation thereto.

**Proposed by: PATRICIA BURNS FIORE, et al.**

**Board of Selectmen Recommendation:** Not Support

**Advisory Committee Recommendation:** Not Support

**Summary:** *The non-profits in Southborough continue to expand both by construction/renovation of buildings and the purchase of residential real estate, without obligation to pay taxes to support town services and on-going town expenses. Their share of the costs is levied upon the tax-paying citizens of Southborough. This article seeks to establish formal agreements with the non-profits committing them to annually pay "their fair share" of the cost for town services they use for the property they own.*

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, Southborough Transfer station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this thirteenth (13th) day of February, 2019.

\_\_\_\_\_  
Lisa M. Braccio, Chairman



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Brian G. Shifrin, Vice-Chairman

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Brian E. Shea



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Daniel L. Kolenda



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Bonnie J. Phareuf

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

Attest:

\_\_\_\_\_  
Kenneth M. Paulhus, Constable



*Notes*