

Town of Northborough



Annual Town Meeting Warrant
2010

2010 ANNUAL TOWN MEETING WARRANT

On the following pages you will find the Warrant for the 2010 Annual Town Meeting.

The Warrant sets the format for Annual Town Meeting which commences on the fourth Monday in April (April 26, 2010, at 7:30 p.m. at the Algonquin Regional High School). This year's Warrant is composed of 46 Articles. An Article is the mechanism by which residents are asked to consider some form of action during Town Meeting. For example, Article 6 asks residents to consider acceptance of the Northborough Schools' operational budget. Following some Articles, you will find a brief explanation (unless it is self-explanatory). Motions will be made at Town Meeting to move each Article as written, to then initiate discussion and voting on each Article.

On page 42 of this document is the "handout" referenced in Article 38, Consolidated Personnel Bylaw Amendment.

As this document is sent to be printed each year in excess of a month before Town Meeting, it is possible that certain figures (and therefore certain motions) may change.

Included with this year's Warrant is a summary of the Town's operational budget, a summary of revenues and expenditures for the Town and Schools, and the Financial Planning Committee's report. Details of the Town Budget are available in the Selectmen's Office as well as the Library. The Budgets of the Northborough Public Schools and Algonquin Regional High School are available at the Superintendent's Office at the Neary School, 53 Parkerville Road in Southborough. The Budget of the Assabet Valley Regional Vocational High School is available from the District Offices located at 215 Fitchburg Street in Marlborough.

I wish to recognize the efforts of the Town's Boards, Committees, Commissions and Town Departments in contributing to the preparation of the FY2011 Budget and the drafting of the Warrant.

Respectfully submitted,

John W. Coderre
Town Administrator

JWC/mj

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**TOWN OF NORTHBOROUGH
ANNUAL TOWN MEETING WARRANT
APRIL 26, 2010**

WORCESTER, SS

GREETINGS:

To any Constable in the Town of Northborough, County of Worcester:

In the name of the Commonwealth of Massachusetts, you are hereby commanded to warn and notify the legal voters of the Town of Northborough to meet at THE ALGONQUIN REGIONAL HIGH SCHOOL on MONDAY, the TWENTY-SIXTH day of April 2010 at 7:30 p.m. to act on the following warrant articles:

ARTICLE 1

To see if the Town will vote to ratify the appointment by the Moderator of Gerald Hickman as Deputy Moderator, as provided by Article II, Section 2-2 of the Northborough Home Rule Charter.

ARTICLE 2

To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to enter into a Compensating Balance Agreement or Agreements pursuant to Massachusetts General Laws, Chapter 44, Section 53F, if necessary.

ARTICLE 3

To see if the Town will vote to raise and appropriate or transfer from unappropriated available funds in the Treasury, or other available funds, a sum of money to pay bills incurred in prior years, or to take any action relative thereto.

- Town Meeting action is required to pay bills incurred in prior fiscal years. This Article will be passed over if no bills for goods and services incurred in prior fiscal years are presented to the Town.

ARTICLE 4

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Fifteen Million Five Hundred Forty Five Thousand Two Hundred Forty Three Dollars (\$15,545,243) for Town Government as displayed below, and to meet said appropriation, the following sums available for appropriation be transferred:

From:

Transfer from Cemetery Sale of Lots	\$ 7,425
Transfer from Debt Exclusion Premium Reserve	\$ 1,063
Transfer from Debt Exclusion Reserve	\$ 61,703
Transfer from Title V Reserve	\$ 4,534

Transfer from Conservation Commission Fees	\$ 13,797
Transfer from Police Revolving Account	\$102,500
Transfer from Fire Emergency Medical Services Revolving Account	\$ 64,990
Transfer from Recreation Revolving Account	\$120,000
Transfer from Dog Control Revolving Account	\$ 15,000
Free Cash	\$600,000

for a total of Nine Hundred Ninety One Thousand Twelve Dollars (\$991,012), and that the sum of Fourteen Million Five Hundred Fifty Four Thousand Two Hundred Thirty One Dollars (\$14,554,231) be raised by taxation.

ARTICLE 5

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Three Million Seven Hundred Forty Six Thousand Two Hundred Thirty Four Dollars (\$3,746,234) for Water/Sewer and Solid Waste Funds as displayed below for the operation of the Water/Sewer and Solid Waste Utilities, and to meet said appropriation, the following sums available for appropriation be transferred:

Transferred from:

Sewer Fund Free Cash	\$231,900
Water Fund Free Cash	\$ 65,143

Raise and Appropriate by Taxation from the General Fund:

Solid Waste General Fund Subsidy	\$301,447
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for a total of Five Hundred Ninety Eight Thousand Four Hundred Ninety Dollars (\$598,490) and that the sum of Three Million One Hundred Forty Seven Thousand Seven Hundred Forty Four Dollars (\$3,147,744) be financed from Water/Sewer and Solid Waste Revenues.

Water Fund	\$1,725,110
Sewer Fund	\$1,194,677
Solid Waste	<u>\$ 826,447</u>
	\$3,746,234

ARTICLE 6

To see if the Town will vote to raise and appropriate by taxation the sum of Seventeen Million Nine Hundred Forty Thousand Five Hundred Sixty Six Dollars (\$17,940,566) for the operation of the Northborough Public Schools.

ARTICLE 7

To see if the Town will vote to raise and appropriate by taxation Northborough's share of the assessment for the operation of the Northborough/Southborough Regional School District, the sum of Eight Million Eight Hundred Twenty Seven Thousand Nine Hundred Fifty One Dollars (\$8,827,951), or take any action relative thereto.

ARTICLE 8

To see if the Town will vote to raise and appropriate by taxation Northborough's share of the assessment for the operation of the Assabet Valley Regional Vocational School District, the sum of Six Hundred Eighty Thousand Eight Hundred Thirty Six Dollars (\$680,836).

ARTICLE 9

To see if the Town will vote to authorize the Library Trustees to accept and spend a sum of money received under the Library Incentive and Municipal Equalization Grants, and the Nonresident Circulation Offset program, under the provisions of Chapter 27 of the Acts of 2009, to be used by the Library Trustees for books, automation costs, or in any way that may benefit the library, and to apply for State aid for the coming fiscal year.

ARTICLE 10

To see if the Town will vote to authorize the Board of Selectmen to make such application as may be necessary for Federal and/or State funds or grants, to accept such funds or grants and to expend those funds as required by the various acts, if and when such funds are received.

- Allows the Town to apply for grant funds through Federal and/or State agencies.

ARTICLE 11

To see if the Town will vote to combine Articles 12 through 17 as follows:

Article 12 Reauthorizes Fire Department Revolving Fund Accounts;

Article 13 Reauthorizes Police Department Revolving Fund Accounts;

Article 14 Reauthorizes Dog Officer Revolving Fund Accounts;

Article 15 Reauthorizes Community Affairs Committee Revolving Fund Accounts;

Article 16 Reauthorizes Family and Youth Services Department Revolving Fund Accounts;

Article 17 Reauthorizes Council on Aging Revolving Fund Accounts;

And in so voting that the Town vote to establish and/or reauthorize revolving fund accounts as stated in Articles 12 through 17 of the Warrant, said revolving accounts being authorized to and for the use of the Fire Department, Police Department, Dog Officer, Community Affairs Committee, Family and Youth Services Department, and Council on Aging pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E½.

- Pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 53E½, it is required that these revolving accounts be reauthorized annually.

ARTICLE 12

To see if the Town will vote to reauthorize revolving accounts authorized to and for the use of the Northborough Fire Department for the receipt of site assessment fees, hazardous materials charges, SARA compliance, training/education programs, alarm fees, Local Emergency

Planning, replacement of lost and/or damaged equipment, water supply maintenance and development, and Advanced Life Support/EMS and rescue maintenance; pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 53E½.

- Chapter 44, Section 53E½ of the Massachusetts General Laws authorizes the Northborough Fire Department to maintain revolving fund accounts for the purposes enumerated in this Article. Under this statute, these revolving accounts must be reauthorized annually.

ARTICLE 13

To see if the Town will vote to reauthorize revolving fund accounts authorized to and for the use of the Northborough Police Department for the receipt of the Town's share of traffic enforcement fines and payment of expenses associated with traffic/radar enforcement; pursuant to Massachusetts General Laws, Chapter 44, Section 53E½.

- Chapter 44, Section 53E½ of the Massachusetts General Laws authorizes the Northborough Police Department to maintain revolving fund accounts for the purpose stated in this Article. Under this statute, such revolving accounts must be reauthorized annually.

ARTICLE 14

To see if the Town will vote to reauthorize revolving fund accounts authorized to and for the use of the Department of the Northborough Dog Officer for the receipt of dog license fees and related fines, which sums shall be utilized to support the Dog Officer's expenditures; pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E½.

- Chapter 44, Section 53E½ of the Massachusetts General Laws authorizes the Department of the Northborough Dog Officer to maintain revolving fund accounts for the purpose enumerated in this Article. Under this statute, such revolving accounts must be reauthorized annually.

ARTICLE 15

To see if the Town will vote to reauthorize revolving fund accounts authorized to and for the Community Affairs Committee for the receipt of income, gifts and donations and any other monies and for expenditure in connection with its related expenses; pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E½.

- Chapter 44, Section 53E½ of the Massachusetts General Laws authorizes the Northborough Community Affairs Committee to maintain revolving fund accounts for the purpose enumerated in this Article. Under this statute, such revolving fund accounts must be reauthorized annually.

ARTICLE 16

To see if the Town will vote to reauthorize revolving fund accounts authorized to and for the Family and Youth Services Department for the receipt of income, gifts and donations and any other monies and for expenditure in connection with its related expenses; pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E½.

- Chapter 44, Section 53E½ of the Massachusetts General Laws authorizes the Northborough Family and Youth Services Department to maintain revolving fund accounts for the purpose enumerated in this Article. Under this statute, such revolving fund accounts must be reauthorized annually.

ARTICLE 17

To see if the Town will vote to reauthorize revolving fund accounts authorized to and for the Council on Aging for the receipt of income, gifts and donations and any other monies and for expenditure in connection with its related expenses; pursuant to the provisions of Massachusetts General Laws, Chapter 44, Section 53E½.

- Chapter 44, Section 53E½ of the Massachusetts General Laws authorizes the Council on Aging to maintain revolving fund accounts for the purpose enumerated in this Article. Under this statute, such revolving fund accounts must be reauthorized annually.

ARTICLE 18

To see if the Town will vote to appropriate the sum of Twenty Seven Thousand Six Hundred Dollars (\$27,600) for the use of the Town Clerk's Office for the purchase of voting machines and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise.

- This Article provides funds to replace the Town's existing optical scan voting equipment which is used to tabulate and tally the votes at all elections. The Massachusetts Secretary of State advised the Town that the existing equipment will be decertified as a result of additional requirements mandated by the Federal Help America Vote Act of 2002.

ARTICLE 19

To see if the Town will vote to appropriate the sum of One Hundred Sixty Five Thousand Dollars (\$165,000) for the use of the Highway Division of the Department of Public Works for the purchase of a dump truck sander and plow, and to meet said appropriation, the sum of One Hundred Sixty Five Thousand Dollars (\$165,000) be raised by borrowing, in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 7(9), or any other enabling authority, and the Treasurer, with the approval of the Board of Selectmen, be authorized to issue bonds or notes therefor.

- This Article provides funds for the replacement of a 1990 6-wheel dump truck which has reached the end of its useful life expectancy.

ARTICLE 20

To see if the Town will vote to appropriate, borrow or transfer from available funds a sum of money to be expended under the direction of the School Building Committee for a Feasibility Study for the Lincoln Street School located at 76 Lincoln Street, Northborough, MA, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority (MSBA), with the understanding that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town.

ARTICLE 21

To see if the Town will vote to appropriate the sum of Three Hundred Fifty Thousand Dollars (\$350,000) for the use of the Northborough School Department for roof repairs at the Melican Middle School, and to meet said appropriation the sum of Three Hundred Fifty Thousand Dollars

(\$350,000) be raised by borrowing in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 7(3A), or any other enabling authority and the Treasurer, with the approval of the Board of Selectmen, be authorized to issue bonds or notes therefor.

ARTICLE 22

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of One Hundred Thousand Dollars (\$100,000) for legal and related costs to commence and prosecute a declaratory judgment action for the purpose of seeking a determination as to whether reimbursement payments received by the Northborough – Southborough Regional School District from the Massachusetts School Building Authority for the High School renovation project should be apportioned and credited to Northborough and Southborough according to the method prescribed in Chapter 70B of the General Laws, or take any action relative thereto.

ARTICLE 23

To see if the Town will vote to accept the layout as a public way of Silas Drive as shown on the plan titled “Acceptance Plan of Silas Drive Sta. 0+00 To 2+33.20 in Northborough, MA” revised through March 5, 2010, prepared by Connorstone Consulting Civil Engineers and Land Surveyors, Northborough, Massachusetts, a copy of which is on file in the Office of the Town Clerk, and to place this street on the Official Town Map as a public way, and to authorize the Board of Selectmen to accept or take by eminent domain deeds or easements for such public way, or take any action relative thereto.

- This Article provides for acceptance of Silas Drive as a Town Street and acquisition of easements as a result of the subdivision approval process.

ARTICLE 24

To see if the Town will vote to accept the layouts as public ways of Copley Drive and Dartmouth Drive as shown on the plans titled “Plan of Acceptance of Copley Drive Sta. 0+00 to Sta. 7+15.24 in Northborough, MA” dated November 16, 2007, prepared by Connorstone Consulting Civil Engineers and Land Surveyors, Northborough, Massachusetts and “Plan of Acceptance of Dartmouth Drive Sta. 0+00 To Sta. 4+16.05 in Northborough, MA” dated November 16, 2007, prepared by Connorstone Consulting Civil Engineers and Land Surveyors, Northborough, Massachusetts, respectively, copies of which are on file in the Office of the Town Clerk, and to place these streets on the Official Town Map as public ways, and to authorize the Board of Selectmen to accept or take by eminent domain deeds or easements for such public ways, or take any action relative thereto.

- This Article provides for acceptance of Copley Drive and Dartmouth Drive as Town Streets and acquisition of easements as a result of the subdivision approval process.

ARTICLE 25

To see if the Town will vote to accept the layout as a public way of Beechwood Circle as shown on the plan titled “Acceptance Plan of Beechwood Circle in Northborough, Massachusetts Owned By: Casa Builders & Developers Corp.” dated November 1, 2006, prepared by Thompson-Liston Associates, Inc., Boylston, Mass., a copy of which is on file in the Office of the Town Clerk, and to place this street on the Official Town Map as a public way, and to authorize the Board of Selectmen to accept or take by eminent domain deeds or easements for such public way, or take any action relative thereto.

- This Article provides for acceptance of Beechwood Circle as a Town Street and acquisition of easements as a result of the subdivision approval process.

ARTICLE 26

To see if the Town will vote to accept the layouts as public ways of Woodstone Road and Fawcett Orchard Road as shown on the plans titled "Acceptance Plan of Woodstone Road in Northborough, Massachusetts" dated March 4, 2008, prepared by R. W. Hart Associates Inc. Northborough Massachusetts, and "Acceptance Plan of Fawcett Orchard Road in Northborough, Massachusetts dated March 4, 2008, prepared by R. W. Hart Associates Inc. Northborough, Massachusetts, respectively, copies of which are on file in the Office of the Town Clerk, and to place these streets on the Official Town Map as public ways, and to authorize the Board of Selectmen to accept or take by eminent domain deeds or easements for such public ways, or take any action relative thereto.

- This Article provides for acceptance of Woodstone Road and Fawcett Orchard Road as Town Streets and acquisition of easements as a result of the subdivision approval process.

ARTICLE 27

To see if the Town will vote to accept from the owners of the property located at 68 Brigham Street, Northborough, an easement in and over said property for surface water drainage purposes, or take any action relative thereto.

ARTICLE 28

To see if the Town will vote to amend the following sections of the Northborough Zoning Bylaw, Chapter 7, by adding the words shown in brackets and underlined [_] and deleting the words, shown in brackets[], as follows:

7-02-040 Definitions. [FLOOR AREA RATIO (FAR): The ratio of gross floor area in square feet to the total area of the lot in square feet (See also, GROSS FLOOR AREA)]

7-03-010 Building Permit. [(E) Construction equipment may be operated by a paid contractor between the hours of 7:00am and 7:00pm daily, except Sunday and legal holidays. Operation of construction equipment by a paid contractor outside the hours specified above may be allowed by written permission from the Building Inspector.]

[7-03-020 Certificate of zoning compliance. (A) Except as provided below, no land shall be occupied or used, or changed to a different use, and no building or structure hereinafter erected or altered shall be occupied or used, or changed to a different use, unless a certificate of zoning compliance has been issued by the Building Inspector. Such certificate shall state that the structure and use of structure and land comply in every respect with the provisions of this bylaw in effect at the time of issuance, or with the written decision of the permit granting authority or special permit granting authority, as applicable. (B) A certificate of zoning compliance shall be conditional on the maintenance of full compliance with the provisions of this bylaw in effect at the time of issuance, or with the written decision of the permit granting authority or special permit granting authority, as applicable, and shall become void if such compliance fails. (C) A

certificate of zoning compliance shall not be required for a use listed as an exempt use in chapter 7-05 of this bylaw.]

[7-03-020 Certificates of occupancy (A) No land shall be occupied or used, and no building or structure hereinafter erected or structurally altered shall be occupied or used unless a certificate of occupancy has been issued by the Building Inspector. Such certificate shall state that the structure and use of structure and land comply in every respect with the provisions of this chapter in effect at the time of issuance or with a decision of the Board of Appeals or other permit granting authority. (B) A certificate of occupancy shall be conditional on the maintenance of full compliance with the provisions of this chapter in effect at the time of issuance or with restrictions imposed in a decision of the Board of Appeals or other permit granting authority and shall become void if such compliance fails.]

7-03-040 Special permit (B) Public Hearing: . . .shall issue a decision no later than ninety (90) days [from] [following] the date of the public hearing . . .

7-03-050 Site plans (C) Site plan approval; Planning Board (2) Decision criteria: Redesignate [10] with [(c)].

7-05-020 Clarification of uses (C) Residential uses; accessory (4) Accessory dwelling unit: A dwelling unit subordinate in size and accessory to a detached single-family dwelling, which may be located within or attached to an owner-occupied single-family dwelling [, such as in an attached or detached garage or barn] [or detached existing structure, such as a garage or barn].

7-05-020 Classification of uses (C) Residential uses; accessory (6) Home Occupation (a)(1) Home professional office: Office for the practice of a profession [involving a high degree of training in the humanities, science or arts], such as medicine, dentistry, law, architecture, engineering or fine arts.

7-06-030 Supplemental regulations (C) Yard requirements (3) In residential districts [(f) Porches or steps, provided such are not enclosed, may be as near as 20 feet to front line of the street]

7-08-040 Nonconforming single-family and two-family structures (A)(1), (3), (4):

(1) . . . comply with all current setbacks [, building height] and building coverage requirements.

(3) . . . comply with all current setbacks [,] [and] building coverage [,and building height] requirements.

(4) . . . comply with all current setback [,] [and] building coverage [and building height] requirements.

7-08-040 Nonconforming single-family and two-family residential structures (A) (6): The gross floor area of the proposed reconstruction, extension or alteration does not exceed [fifty (50)] [eighty (80)] percent of the existing gross floor area.

7-08-040 Nonconforming single-family and two-family structures (A) [(7) Alteration to a structure which is located in an area on the lot that does not comply with minimum lot width and any alterations thereto comply with all current setbacks and building coverage.]

7-10-020 Common Driveways (A)(1); For a common driveways serving [up to] two (2) lots.

7-10-030 Industrial/office campus development (B) Applicability; An IOCD shall be allowed only upon issuance of an IOCD master plan special permit in accordance with the provisions of this section, §7-[02][03]-040 and §7-[02][03]-050.

Or take any action relative thereto.

ARTICLE 29

To see if the Town will vote to amend Part 2 General Legislation, of the Code of the Town of Northborough by adding Chapter 2-52, Scenic Roads, as follows, or take any action relative thereto.

[Chapter 2-52

SCENIC ROADS

Sections:

2-52-010 **Definitions**

2-52-020 **Purpose**

2-52-030 **Criteria for Designation**

2-52-040 **Notice of Designation**

2-52-050 **Procedures**

2-52-060 **Considerations**

2-52-070 **Adoption of Additional Regulations**

2-52-080 **List of Scenic Roads**

2-52-00F **Footnote to Chapter 2-52** **[Amended 5-18-1987 ATM, Art. 54]**

2-52-010 **Definitions**

In the absence of contrary meaning established through legislative or judicial action pursuant to MGL Chapter 40, § 15C, the following terms contained in that statute shall be defined as follows:

CUTTING OR REMOVAL OF TREES — The removal of one (1) or more trees, trimming of major branches or cutting of roots.

RECONSTRUCTION or WIDENING — Any work done within the right-of-way by any person or agency, public or private, which will increase the width of the traveled way, including any shoulders, parking areas, sidewalks or other like areas. Within this definition, is any work on any portion of the right-of-way that was not physically commenced at the time the road was designed as a scenic road. Construction of new driveways or alteration of existing ones is also included, insofar as it takes place within the right-of-way.

ROAD — A right-of-way or any way used and maintained as a public way including the vehicular traveled way plus necessary appurtenances within the right-of-way such as bridge structures, drainage systems, retaining walls, traffic control devices and sidewalks, but not intersecting streets or driveways. When the boundary of the right-of-way is in issue so that a dispute arises as to whether or not certain trees or stone walls, or portions thereof, are within or without the way, the trees or stone walls shall be presumed to be within the way until the contrary is shown.

TEARING DOWN OR DESTRUCTION OF STONE WALLS — The destruction of more than fifteen (15) linear feet of stone wall involving more than one (1) cubic foot of wall material per linear foot above existing grade, but shall not be construed to include temporary removal and replacement at the same location with the same materials.

TREES — Includes a tree whose trunk has a diameter of four (4) inches or more as measured one (1) foot above the ground.

2-52-020 Purpose

These regulations are intended to ensure that:

- A. Ways will be recommended for designation as scenic roads on stated criteria.
- B. Ways so designated will not be altered without following proper procedures and without adherence to proper considerations.
- C. Ways so designated will not be altered by the decision of any person, organization or agency other than the Planning Board, except for the Tree Warden acting in accordance with the Public Shade Tree Act, MGL C. 87.

2-52-030 Criteria for Designation

The Planning Board, Conservation Commission or Historical Commission shall, in determining which roads or portions of roads should be designated by the Town as scenic roads, consider the following criteria:

- A. Ways bordered by trees of exceptional quality.
- B. Ways bordered by stone walls.
- C. Ways bordered by any other natural or manmade features of aesthetic value; e.g. orchards, fields and forests.
- D. Ways for which alteration is being planned or is likely to be planned in the future.
- E. Ways for which any alteration would lessen the aesthetic value of natural or man-made features bordering them.

2-52-040 Notice of Designation

Upon the designation of any road or portion of a road as a scenic road, the Planning Board shall take the following steps within thirty (30) days of such designation:

A. Notify all municipal departments that may take any action with respect to such road.

B. Notify the Highway Division of the State Department of Transportation.

C. Publish a notice in a local paper that the road or portion of the road has been so designated.

D. Arrange for indication of such designation on all maps currently in use by municipal departments.

E. Notify all utility companies or other such parties that may be working on the border of such road.

2-52-050 Procedures

A. Filing. Any person, organization, state or municipal agency, other than the Tree Warden acting in accordance with the Public Shade Tree Act (MGL C. 87) seeking the written consent of the Planning Board regarding the cutting or removal of trees or the tearing down or destruction of stone walls, or portions thereof, on a scenic road shall file a request with the Town Clerk, together with the following:

(1) The text of a legal notice identifying the location of the proposed action in terms enabling readers to locate it with reasonable specificity on the ground without need for additional plans or references, and describing in reasonable detail the proposed changes to trees and stone walls.

(2) A statement of the purpose or purposes for the action proposed.

(3) A list of owners of properties directly abutting the location of the proposed action.

(4) Except in the case of town agencies, a deposit sufficient to cover the cost of advertising and notification.

(5) Any further explanatory material useful to adequately inform the Planning Board of the proposed action.

B. Notice. The Planning Board shall, as required by statute, give notice of its public hearing by advertising twice in a newspaper of general circulation in the area. This notice shall contain a statement as to the time, date, place and purpose of the hearing with a reasonable description of the action proposed by the applicant. Copies of this notice shall also be sent to the Selectmen, the Conservation Commission, the Historical Commission, the Town Engineer, the Tree Warden, the Department of Public Works and the owners of property within one hundred (100) feet of the proposed action.

C. Timing of notice. The first publication of the notice shall be as soon as feasible after the Planning Board receives the request from the applicant, and shall in all cases be at least fourteen (14) days before the hearing. The last publication shall occur, as required by statute, at least seven (7) days prior to the hearing.

D. Timing of hearing. The Planning Board shall hold a public hearing within thirty (30) days of the date on which a properly filed request is received. The date and time of the public hearing

shall be set outside of normal weekday work hours (8:00 a.m. to 5:00 p.m., Monday through Friday) so as to encourage maximum citizen participation.

E. Timing of decision. The Planning Board shall make a decision on the request within twenty-one (21) days of the public hearing.

2-52-060 Considerations

The Planning Board's decision on any application for proposed action affecting scenic roads shall be based on consideration of the following:

A. Preservation of natural resources.

B. Environmental values.

C. Historical values.

D. Scenic and aesthetic characteristics.

E. Public safety.

F. Compensatory actions proposed, such as replacement of trees or walls.

G. Other sound planning considerations.

2-52-070 Adoption of Additional Regulations

The Planning Board may adopt regulations for carrying out the provisions of this chapter.

2-52-080 List of Scenic Roads [Amended 5-18-1987 ATM, Art. 55]

The following streets are to be known as Scenic Roads:

<u>Ball Street</u>	<u>MacAlister Road</u>
<u>Brewer Street</u>	<u>Mentzer Avenue</u>
<u>Brigham Street</u>	<u>Monroe Street</u>
<u>Cherry Street</u>	<u>Newton Street</u>
<u>Church Street</u>	<u>Pleasant Street</u>
<u>Crawford Street</u>	<u>Reservoir Street</u>
<u>Davis Street</u>	<u>Rice Avenue</u>
<u>Fisher Street</u>	<u>School Street</u>
<u>Gale Street</u>	<u>Summer Street</u>
<u>Green Street</u>	<u>Washburn Street</u>
<u>Howard Street</u>	<u>West Street</u>
<u>Hudson Street</u>	<u>Whitney Street</u>
<u>Lancaster Drive</u>	<u>Winter Street]</u>
<u>Maynard Street</u>	

ARTICLE 30

To see if the Town will vote to appropriate the sum of One Hundred Ninety Thousand Dollars (\$190,000), or any other sum, from the Community Preservation Unreserved Fund to the Northborough Town Administrator for capital improvements, including repairs to the roof, entryway canopies, and front and side entry stairs, railings and landings, to the Town Offices building at 63 Main Street, or take any action relative thereto.

ARTICLE 31

To see if the Town will vote to appropriate the sum of Fifty-Two Thousand Dollars (\$52,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Town Clerk for the purchase of services, products and equipment to be used in the preservation of Town records and maps, dating from 1766 to the present, or take any action relative thereto.

ARTICLE 32

To see if the Town will vote to appropriate the sum of Thirty Thousand Dollars (\$30,000), or any other sum, from the Community Preservation Unreserved Fund for the renovation of the kitchen, including wheelchair accessibility, at the Historical Society building located at 52 Main Street, or take any action relative thereto.

ARTICLE 33

To see if the Town will vote to appropriate the sum of One Hundred Thousand Dollars (\$100,000), or any other sum, from the Community Preservation Fund revenues and place said amount in the Community Preservation Historic Resources Reserve for the purpose of future historical property preservation or acquisitions, or take any other action relative thereto.

ARTICLE 34

To see if the Town will vote to appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Affordable Housing Corporation for the acquisition and/or preservation of affordable housing units and costs associated with the purchase of said units, or take any other action relative thereto.

ARTICLE 35

To see if the Town will vote to appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000), or any other sum, from the Community Preservation Fund revenues and place said amount in the Community Preservation Open Space Reserve for the purpose of future open space preservation or acquisitions, or take any other action relative thereto.

ARTICLE 36

To see if the Town will vote to appropriate the sum of Twenty-Four Thousand Dollars (\$24,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for expenses associated with the implementation of the Community Preservation Act, including but not limited to clerical assistance, office supplies, property surveys, appraisals, attorney's fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2011, or take any other action relative thereto.

ARTICLE 37

To see if the Town will vote, pursuant to Subsection 5-1(b) of the Town Charter, to approve the amendment of the Town's administrative code adopted by the Board of Selectmen on March 8, 2010 for the creation of a Town Finance Director position, to be included within the Finance and Records Division, Chapter 1-36, Sections 1-36-030, 1-36-040 and 1-36-070 of the Code of the Town of Northborough, by deleting the wording found within brackets [] and adding the wording as shown in brackets and underlined [] as follows:

1-36-030 Office of Town Accountant.

A. Composition, mode of appointment, term of office. There shall be an Office of the Town Accountant composed of an operating head known as the "Town Accountant" and operating personnel. The Board of Selectmen shall appoint the Town Accountant for a three-year term of office. The Administrative Officer shall be responsible for appointing all other personnel for an indefinite term.

B. Powers and duties. The Office of the Town Accountant shall work under the general policy direction of the Board of Selectmen and the general administrative direction of the [Administrative Officer] [Finance Director]. The Town Accountant shall keep and have charge of all accounts of the town; shall keep records that clearly exhibit all expenditures and receipts of each town agency; shall credit each municipal account with its appropriation for the fiscal year and charge each account with expenditures as they are made. The Town Accountant shall have all of the powers and duties and obligations that town accountants may have under the Constitution and laws of the commonwealth, the Town Charter, town bylaws and this Administrative Code.

(Prior code § 3-54)

1-36-040 Office of Board of Assessors.

A. Composition, mode of appointment, term of office. There shall be an Office of the Board of Assessors composed of a Board of Assessors and operating personnel. The Administrative Officer shall be responsible for the appointment of three (3) Assessors and all other personnel. The term of office of each Assessor shall be for three (3) years, such terms so arranged that the term of one (1) member shall expire each year.

B. Powers and duties. The Office of the Board of Assessors shall work under the general policy direction of the Board of Selectmen and the general administrative direction of the [Administrative Officer] [Finance Director] and be responsible to direction from the Department of Taxation. The Board of Assessors shall annually make a fair cash valuation of all property, both real and personal, within the town and shall have all of the powers and duties and obligations with regard to the preparation of commitment lists and the fixing of the annual tax rate, the abatement of taxes, the assessment of betterment fees and such matters that boards of assessors may have under the Constitution and laws of the commonwealth, the Town Charter, town bylaws and this Administrative Code.

(Prior code § 3-55)

1-36-070 Office of [Finance Director]/Treasurer-Tax Collector.

A. Composition, mode of appointment, term of office. There shall be an Office of the [Finance Director]/Treasurer-Tax Collector composed of an operating head known as the ["Treasurer-Tax Collector"] [Finance Director] and operating personnel. The Administrative Officer shall be responsible for the appointment of all personnel. Such appointments shall be made for an indefinite term.

B. Powers and duties. The Office of the [Finance Director]/Treasurer-Tax Collector shall work under the general policy direction of the Board of Selectmen and the general administrative direction of the Administrative Officer. The [Treasurer-Tax Collector] [Finance Director] shall perform the functions of a treasurer and tax collector and shall receive and have charge of all money belonging to the town or received by the town or its agents or agencies. Every town officer shall, upon receipt of any fee or charge by said officer, forthwith pay over and account for the same to the [Treasurer-Tax Collector] [Finance Director]. No other person shall pay any bill of any town agency. The [Treasurer-Tax Collector] [Finance Director] shall have all of the powers and duties and obligations that treasurers and tax collectors, or either of them, may have under the Constitution and laws of the Commonwealth, the Town Charter, town bylaws and this Administrative Code.

(Prior code § 3-58)

ARTICLE 38

To see if the Town will vote to amend the Consolidated Personnel Bylaw as shown in the handout (copies of which were available in the Town Clerk's Office continuously prior to the posting of the Warrant until the time of Town Meeting) entitled "Article 38 - Consolidated Personnel Bylaw Amendments – 2010 Annual Town Meeting".

ARTICLE 39

To see if the Town will vote to transfer custody and control of a portion of Town-owned land at 211 Main Street to the Board of Selectmen for the purpose of leasing the same and authorize the Board of Selectmen to enter into a long-term lease agreement of more than three years for the use of a portion of Town-owned land at 211 Main Street for the construction, installation, operation and maintenance of a wireless communication tower and accessory equipment, in accordance with Massachusetts General Laws, Chapter 30B, Section 12(b), any leased area of said land to be used in accordance with the Town of Northborough Zoning Bylaws.

ARTICLE 40

To see if the Town will vote to discontinue and/or confirm the discontinuance as a public way of a portion of Mill Street, which portion originates at Whitney Street, runs between parcels of land shown on Assessors' Map 54, Lots 36, 37 and 38, then easterly along the northerly side of the pond, then turning and running southeasterly to the northerly bounds of two parcels of land shown on Assessors' Map 54, Lots 50 and 53, to where the traveled portion of Mill Street currently terminates, as shown on the Official Map of Northborough, recorded with the Worcester Registry of Deeds in Plan Book 346, Page 15, and to transfer the care, custody, control and management of said discontinued portion of Mill Street from the Board of Selectmen for public way purposes to the Board of Selectmen for the purpose of conveyance, and further to authorize the Board of Selectmen to convey all or a portion of the Town's right, title and interest in said discontinued portion on such terms and conditions, and for such consideration, as the

Board of Selectmen deems in the best interest of the Town; or to take any other action relative thereto.

ARTICLE 41

To see if the Town will vote to authorize the Board of Selectmen to petition the Senate and House of Representatives in General Court for special legislation amending section 1 of Chapter 384 of the Acts of 2008 to provide that the additional package store alcohol license authorized to be granted for the property to be used for a commercial center and shown on Northborough Assessors' Maps as map 108, parcel 3; map 109, parcel 15; map 107, parcel 1; map 106, parcels 5, 6, 3, and 7; and map 98, parcel 2 shall be for all alcoholic beverages and not limited to wines and malt beverages, so that the first sentence of section 1 would read substantially as follows:

“Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the town of Northborough may grant 1 additional license for the sale of all alcoholic beverages, not to be drunk on the premises under section 15 of said chapter 138.”

- A license had been previously authorized for the sale of wines and malt beverages not to be consumed on the premises. This Article proposes an amendment to the authorizing legislation to allow for the issuance of a license for the sale of all alcoholic beverages not to be consumed on the premises.

ARTICLE 42

To see if the Town will vote to authorize the School Committee to enter into a three-year bus transportation contract with the option to renew the contract for a fourth and fifth year in accordance with Chapter 30B Section 12(b), or take any action relative thereto.

ARTICLE 43

To see if the Town will vote to authorize the Town Administrator, with the approval of the Board of Selectmen, to negotiate and enter into a multi-year contract, which may exceed three (3) years, for the collection of solid waste and the collection, marketing and disposal of recyclable materials in accordance with M.G.L. c. 40, sec. 4, or take any action relative thereto.

- This Article provides the Town the flexibility to enter into a solid waste and recycling collection contract for a period of more than three (3) years if it is in the best interest of the Town.

ARTICLE 44 - CITIZENS PETITION

To see if the Town of Northborough will vote to: re-zone the following parcels from “Residential B” to “Business South”. Said parcels form a continuous area southerly of West Main Street to the Shrewsbury town line. These parcels were previously zoned “Industrial A” prior to 2009 Annual town Meeting.

<u>Northborough Assessor's Map</u>	<u>Parcel</u>	<u>Approx. Acres</u>
80	34	141.8
80	35	1.3
80	36	61.2
80	40	3.7
97	1	12.2

97	2	20.9
98	1	5.8
98	2	101.8

Approximate Total Acreage 348.7

Proposed by: Douglas R. Stone, Petitioner

ARTICLE 45 - CITIZENS PETITION

To see if the Town of Northborough will vote to: we, the citizens of Northboro move forward for a moratorium on wireless facilities until the town reviews and/or revises the current setback bylaws.

This petition excludes any action against a wireless facility at the Northboro Police Station.

Proposed by: Citizens of Northboro

ARTICLE 46

To hear the reports of the several Town Officers and Committees and to act thereon; also to choose any committee the voters deem necessary, and to appropriate money for their use, or act in any way relative thereto.

TOWN GENERAL FUND BUDGET SUMMARY

Department	FY2010 Budget	FY2011 Proposed Budget
Reserve Fund	75,000	80,000
Stabilization Fund	0	0
Moderator	500	500
Selectmen	130,469	130,609
Administrator	197,400	197,400
Appropriations Committee	1,695	1,695
Town Accountant	122,672	118,686
Board of Assessors	246,685	230,393
Treasurer	256,797	254,902
Town Counsel	85,000	85,000
Personnel Board	41,030	352,000
MIS/GIS	282,945	303,262
Town Clerk	115,948	115,948
Election/Registration	23,471	37,018
Conservation Commission	16,749	19,675
Planning Board	117,170	117,492
Zoning Board	4,751	4,751
Community Affairs Committee	500	500
Earth Removal	1,545	1,545
Community Development	1,300	1,300
Historical Commission	500	500
Town Hall/Public Bldgs.	355,759	366,207
Town Reports	4,425	4,425
Cable TV	0	0
Police	2,103,540	2,034,633
Fire	1,213,726	1,222,173
Building	151,810	151,810
Gas Inspector	10,210	10,210
Sealer of Weights	4,778	4,778
Wire Inspector	18,634	18,634
Emergency Preparedness	6,750	6,750
Dog Officer	52,234	52,234
Engineering	132,526	133,126
Highway Admin.	88,856	88,931
Hwy. Const. & Maint.	785,358	786,033
Snow & Ice	177,860	179,300
Street Lighting	95,000	100,000
Cemetery	59,194	48,217
Trees	8,000	8,000
Board of Health	152,934	153,434
Council on Aging	162,966	193,316
Youth Services	119,640	119,640
Veterans Services	34,267	34,267
Library	661,304	599,207
Recreation	113,364	113,364

Parks	85,959	85,959	
Cultural Council	500	500	
Debt Service	2,390,641	1,994,339	
State Assessments	441,424	541,905	
Agricultural High School	38,677	0	
Retirement Assessments	974,865	1,006,365	
Workers Comp	101,800	101,800	
Health Insurance	4,193,990	4,319,310	
Life Insurance	8,554	8,725	
Other Benefits/FICA	321,554	338,790	
Bldg. & Liability Insur.	213,955	213,955	
Reserve for Abatements	286,021	225,000	
Offsets	22,263	20,514	
Water	1,726,102	1,725,110	
Sewer	1,216,737	1,194,677	
Solid Waste	<u>798,468</u>	<u>826,447</u>	
GROSS TOTAL TOWN	21,056,772	21,085,261	
Less Water Fund	-1,726,102	-1,725,110	
Less Sewer Fund	-1,216,737	-1,194,677	
Less Solid Waste	-798,468	-826,447	
Less Other Funds	-408,742	-391,012	
Less Other Amounts Raised on Recap	-22,903		
Less State Assessment Adjustment	-88,697		
Less Zeh School Debt Excl.	-554,926	-540,830	
Less Colburn St. Prop.			
Acquisition Debt Excl.	-83,848	-81,922	
Less Library Debt Excl.	-499,104	-430,395	
Less Senior Center Debt Excl.	-264,075	-255,170	
NET TOTAL TOWN	<u>\$15,393,170</u>	<u>\$15,639,698</u>	1.60%

Gross Total Town	21,085,261
County Assessments	-1,006,365
State Assessments	-541,905
Reserve for Abatements	-225,000
Offsets	-20,514
Water/Sewer/Solid Waste	<u>-3,746,234</u>
Net Town Warrant Article 4	\$15,545,243

WATER, SEWER & SOLID WASTE ENTERPRISE FUNDS

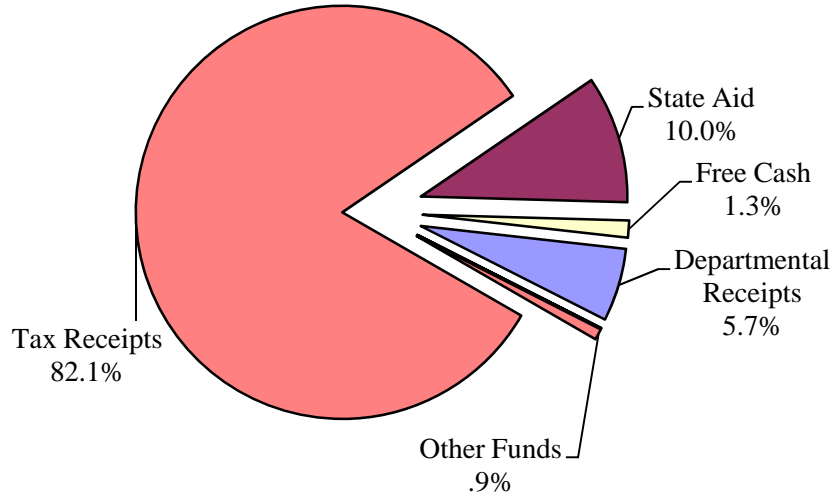
REVENUE	FY 2010	FY 2011	
Water Fees, Charges & Betterments	1,726,102	1,659,967	
Transfer from Water Fund Free Cash	0	65,143	
WATER FUND REVENUES	<u>1,726,102</u>	<u>1,725,110</u>	
Sewer Fees, Charges & Betterments	949,487	962,777	
Transfer from Sewer Fund Free Cash	267,250	231,900	
SEWER FUND REVENUES	<u>1,216,737</u>	<u>1,194,677</u>	
Solid Waste Fees	798,468	525,000	
General Fund Subsidy	0	301,447	
SOLID WASTE FUND REVENUES	<u>798,468</u>	<u>826,447</u>	
WATER, SEWER & SOLID WASTE REVENUES	<u>3,741,307</u>	<u>3,746,234</u>	
EXPENDITURES	FY 2010	FY 2011	
WATER FUND EXPENDITURES			
Wages, Benefits & Expenses	1,274,601	1,309,388	
Debt Service	451,501	415,722	
Capital Improvements	0	0	
	<u>1,726,102</u>	<u>1,725,110</u>	-0.06%
SEWER FUND EXPENDITURES			
Wages, Benefits & Expenses	469,492	524,922	
Debt Service	747,245	669,755	
Capital Improvements	0	0	
	<u>1,216,737</u>	<u>1,194,677</u>	-1.81%
SOLID WASTE FUND EXPENDITURES	<u>798,468</u>	<u>826,447</u>	3.50%
WATER, SEWER & SOLID WASTE EXPENDITURES	<u>3,741,307</u>	<u>3,746,234</u>	0.13%
ARTICLE 5			

	FY 2010 Budget	Revised FY 2010 Budget	FY 2011 Budget	% Increase
Schools				
Northborough K-9	17,720,269	17,657,769	17,940,566	1.60%
Algonquin High School	7,962,259	7,962,259	7,696,524	-3.34%
High School Debt Exclusion	875,872	875,872	1,131,427	
Subtotal Algonquin High School	8,838,131	8,838,131	8,827,951	
Assabet	611,150	611,150	680,836	11.40%
Total Schools	27,169,550	27,107,050	27,449,353	1.26%
Schools	27,169,550	27,107,050	27,449,353	1.26%
Town	15,393,170	15,393,170	15,639,698	1.60%
Solid Waste Subsidy			301,447	
Special Article (Election Equipment)			27,600	
Special Article (Declaratory Judgment)			100,000	
Zeh School Debt Exclusion	554,926	554,926	540,830	
Colburn St. Debt	83,848	83,848	81,922	
Library Debt	499,104	499,104	430,395	
Senior Center Debt	326,575	264,075	255,170	
Other Funds	408,742	408,742	391,012	
Adjustments	0	111,600	13,371	
Total Town and Schools	44,435,915	44,422,515	45,230,798	1.82%
Water Enterprise Fund	1,726,102	1,726,102	1,725,110	-0.06%
Sewer Enterprise Fund	1,216,737	1,216,737	1,194,677	-1.81%
Solid Waste Enterprise Fund	798,468	798,468	826,447	3.50%
	3,741,307	3,741,307	3,746,234	0.13%
Total All Funds	\$48,177,222	\$48,163,822	\$48,977,032	1.69%

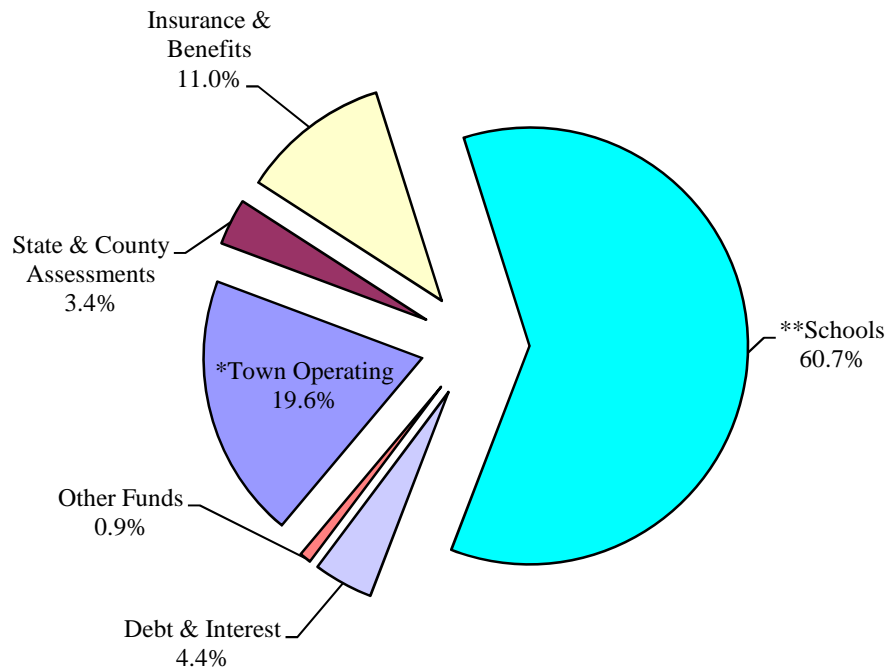
**Town of Northborough
Revenue & Expenditure Summary Fiscal Years 2009--2011**

LEVY LIMIT CALCULATION	FY2009	FY2010	REVISED FY2010	FY2011	% change
Prior Year Levy Limit	\$30,735,396	\$32,496,075	\$32,496,075	\$34,028,610	
Add 2.5%	\$768,385	\$812,402	\$812,402	\$850,715	
Add New Growth	\$676,247	\$247,680	\$720,133	\$250,000	
Add Overrides	\$316,047	\$0	\$0	\$0	
True LEVY LIMIT	\$32,496,075	\$33,556,157	\$34,028,610	\$35,129,325	
Add Debt Excl - Zeh School	\$193,421	\$172,383	\$172,383	\$158,286	
Add Debt Excl - High Sch	\$1,404,375	\$875,872	\$875,872	\$1,131,427	
Add Debt Excl - Colburn St.	\$49,798	\$48,848	\$38,434	\$41,922	
Add Debt Excl - Library	\$261,064	\$499,104	\$453,702	\$430,395	
Add Debt Excl - Sr Center	\$32,220	\$326,575	\$215,722	\$255,170	
Adjusted LEVY LIMIT	\$34,436,953	\$35,478,939	\$35,784,723	\$37,146,525	
REVENUES					
Adjusted LEVY LIMIT	\$34,436,953	\$35,478,939	\$35,784,723	\$37,146,525	
Less Unused Levy Limit	(\$197,340)	\$0	(\$144,533)	\$0	
Total Tax Receipts	\$34,239,613	\$35,478,939	\$35,640,190	\$37,146,525	4.23%
State Aid	\$5,082,718	\$4,524,116	\$4,601,961	\$4,127,540	-10.31%
MSBA Payments	\$615,942	\$615,941	\$615,941	\$382,543	
Free Cash	\$470,000	\$700,000	\$700,000	\$600,000	-14.29%
Departmental Receipts	\$3,662,900	\$2,583,178	\$3,254,149	\$2,583,178	
Other Revenue Sources	\$0	\$0	\$0	\$0	
Other Funds	\$525,612	\$408,742	\$408,742	\$391,012	-4.34%
TOTAL GENERAL FUND REVENUES	\$44,596,785	\$44,310,915	\$45,220,983	\$45,230,798	
Water/Sewer Enterprise Funds	\$2,977,669	\$3,741,307	\$2,942,839	\$2,919,787	
Solid Waste Enterprise Fund				\$826,447	
TOTAL REVENUES	\$47,574,454	\$48,052,222	\$48,163,822	\$48,977,032	1.69%
EXPENDITURES					
Town	\$15,017,727	\$15,393,170	\$15,393,170	\$15,639,698	1.60%
Schools					
Northborough K-8	\$17,156,369	\$17,657,769	\$17,657,769	\$17,940,566	1.60%
Nborough K-8 Override	\$131,566				
Algonquin 9-12	\$7,875,036	\$7,962,259	\$7,962,259	\$7,696,524	-3.34%
HS Debt Exclusion	\$1,404,375	\$875,872	\$875,872	\$1,131,427	
Warrant Articles					
Solid Waste Subsidy				\$301,447	
Declaratory Judgment				\$100,000	
Election Equipment				\$27,600	
Assabet	\$708,800	\$611,150	\$611,150	\$680,836	11.40%
Zeh School Debt	\$575,964	\$554,926	\$554,926	\$540,830	
Colburn St. Debt Service	\$85,773	\$83,848	\$83,848	\$81,922	
Library Debt Service	\$294,333	\$499,104	\$499,104	\$430,395	
Senior Center Debt Service	\$35,700	\$264,075	\$264,075	\$255,170	
Other Funds	\$525,612	\$408,742	\$408,742	\$391,012	
Adjustments	\$1,616		\$111,600	\$13,371	
TOTAL GENERAL FUND EXPENDITURES	\$43,812,871	\$44,310,915	\$44,422,515	\$45,230,798	1.82%
Water Enterprise Funds	\$1,825,846	\$1,726,102	\$1,726,102	\$1,725,110	-0.06%
Sewer Enterprise Funds	\$1,140,967	\$1,216,737	\$1,216,737	\$1,194,677	-1.81%
Solid Waste Enterprise Fund	\$794,770	\$798,468	\$798,468	\$826,447	3.50%
TOTAL ALL FUNDS	\$47,574,454	\$48,052,222	\$48,163,822	\$48,977,032	1.69%

Fiscal Year 2011 Revenue Sources



Fiscal Year 2011 Expenditures



*Town Expenditures include Reserves for Abatements, Warrant Articles and Offsets

**School Expenditures include Northboro K-8 schools operations Algonquin Regional High School operations

Report of the Financial Planning Committee

The role of the Financial Planning Committee is to serve in a research, study and advisory capacity to the Board of Selectmen, the Appropriations Committee and the Administrative Office on short and long-range financial planning matters, and to assist in the development of a Capital Improvement Program. During Fiscal Year 2010 the Committee was comprised of the following members:

Member	Appointed By	Term Expires
Jason Perreault, Chair	Planning Board	April 2010
Michael Hodge, Vice-Chair	Town Moderator	April 2010
David DeVries	Town Moderator	April 2011
Allison Goldman	Northborough K-8 School Committee	April 2011
Christine Kowal	Appropriations Committee	April 2012
Roger Leland	Town Moderator	April 2011

Fiscal Year 2010 Committee Activities

Meeting Date	Action
April 27, 2009	Reorganization: Jason Perreault, Chair; Michael Hodge, Vice-Chair.
May 7, 2009	FPC wrap-up review of FY2009.
October 22, 2009	Review criteria for GFOA Distinguished Budget Award. Review Capital Improvement Plan process.
November 5, 2009	Review draft of consolidated Town Financial Policies.
January 7, 2010	Overview of FY11-FY16 Capital Improvement Plan. Set schedule to meet with municipal and school departments.
January 14, 2010	Review Dept. of Public Works capital projects.
January 21, 2010	Review Northborough K-8 Schools' capital projects.
February 4, 2010	Review Police and Fire Depts capital projects.
February 11, 2010	Review Community Preservation Act (CPA) capital projects. Review Town Treasurer's debt service projections.
February 25, 2010	Review draft of committee report. Discuss and assign priorities to FY10 projects. Vote recommendations subject to validation by Debt Policy models.

The Committee extends its appreciation to Town Administrator John Coderre and his Financial Team -- Assistant Town Administrator Kimberly Hood, Town Treasurer June Hubbard-Ward, and Town Accountant Jason Little -- for their input and assistance throughout the Committee's process. Special thanks to Executive Assistant MJ Fredette for her capable administrative support.

Committee General Comments

The major role of the Financial Planning Committee is to review all submitted projects included in the Capital Improvement Program, comment upon their viability and make its final recommendations, which includes consideration of the guidelines set forth under the Debt Policy adopted by the Board of Selectmen in September 2000. These guidelines were developed to assist the Town in determining how much debt can safely be incurred, and are consistent with those recommended by the Massachusetts Department of Revenue, namely:

- Determine debt that can be incurred without jeopardizing credit standing and causing financial hardship;
- Incorporate affordability guidelines for expenditures;
- Include review of the Capital Improvement Program; and
- Indicate appropriate uses for and acceptable amounts of debt.

The Committee has reviewed the projects included in the Six-Year Capital Improvement Program at meetings held with the various departments proposing these projects. At these meetings, department heads presented information and data to justify the need, cost, and implementation timeframe for the projects. It is the strong opinion of the Committee that in order for the Capital Improvement Program to be an effective tool for managing the Town's finances, department heads must have confidence that their submitted projects will be implemented within the timeframe planned in the Program. The Committee recognizes that the department heads and school department have worked hard to anticipate capital needs, submit projects into the Plan, and distribute those projects over the six-year planning period so as to comply with the constraints of the Town's Debt Policy.

At this writing, the final Debt Policy Models were not yet available to the Committee, but the conservative preliminary estimates prepared by the Town Administrator for the Six-Year Capital Improvement Program indicate that the Program will be well within the guidelines set forth in the Debt Policy both for Credit Standing and Affordability.

Subject to the above comments on compliance with Debt Policy guidelines and comments made later for projects included in Fiscal Year 2011, the Committee is pleased to recommend that the Six-Year Capital Improvement Program is a good tool for managing the Town's finances with respect to Capital Projects for the next six years.

Communication and Transparency in Town Finance

The Committee commends the Town Administrator and his staff for a number of initiatives undertaken to improve the communication and transparency of Town finance, among them:

- Town budget organized to meet the demanding criteria of the Government Finance Officers Association (GFOA) Distinguished Budget Award Program, which evaluates a municipality's budget presentation as a policy document, a financial plan, an operations guide, and a communications device;
- Consolidation of Town Financial Policies, both written and "unwritten but understood from past practice", into a single reference document which will guide Town officials and help to inform Town citizens;
- Significant improvements to the Town Web Site, making it an effective means by which citizens can follow the activities of Town government.

Cash Capital Reserve for Small Capital Expenditures

The Committee recommends that the Town investigate the viability of establishing a capital reserve or equivalent mechanism, funded from Free Cash, to pay for small capital projects (\$25K - \$100K) which historically have been funded by General Obligation bonds. Examples of such projects include certain DPW and Public Safety vehicles; sidewalk repair and extension; parking lot resurfacing; municipal and school building HVAC components, floor surfaces, communication systems, cafeteria equipment; preliminary feasibility studies and needs analyses; and this year's voting machines. Bonding for these items incurs issuance/interest costs and inflates the debt service component of the budget, consuming resources that otherwise could be applied to Town services or to larger-scale capital investment. By funding small capital items with cash, issuance/interest costs can be reduced, and debt service capacity can be conserved for larger capital projects. Additionally, smaller capital items often can be scheduled flexibly, i.e. accelerated or deferred commensurate with Free Cash generation and capital reserve balance, thus improving the Town's ability to adapt to favorable or adverse economic circumstances.

School Capital Repair Contingencies

In addition to comprehensive renovation projects for Lincoln Street, Peaslee, and Melican schools, the Northborough K-8 School Capital Plan includes contingencies for capital repairs that will be needed if those renovations do not proceed within their planned timelines. Only the greater costs of the comprehensive renovation projects are included in the Town's debt service projections.

Revisions to FY11 Capital Improvement Plan

As they did last year in response to the economic downturn, municipal and school departments again pared back or deferred capital projects that had been scheduled for treatment in FY11. The Committee acknowledges and commends the Northborough Town Administrator, the Superintendent of Schools, and their departments and staff for aligning FY11 capital requests with the current economic climate and bringing forward only the most significant and necessary capital projects.

However, the Committee cautions that repeated deferral of capital projects may create a backlog that will test the Town's ability to execute these projects in a timely manner while remaining within the constraints of the Debt Policy. Although debt projections for the revised Capital Plan currently satisfy those constraints, the impact and risks of further deferrals must be carefully considered (e.g. spike in debt service and tax rate if projects are executed concurrently instead of in sequence; project cost escalation; rise in interest rates; reduced state grant assistance; etc.).

Funding Conveyed to Outside Entities

In recent years the Committee has struggled to decide whether to recommend approval of a warrant article that conveys Town funds to an outside Entity (such as a nonprofit corporation) whose mission is aligned with a Town interest, but which is not a Town body and which can expend the funds without further oversight and approval by the Town. The rationale in providing funding to such an Entity is so that the Entity can act quickly when a favorable opportunity arises, without risking loss of the opportunity due to, say, delay to convene a Town Meeting to approve the action. Depending on the Entity and its mission, the dollar amounts conveyed can be substantial. The Committee shares the concern of others in Town Government about loss of control over public funds once they are conveyed, and agrees there is a need for a mechanism to ensure the Town's interest is served, similar in effect to the review and reporting procedures in place for operational and capital spending by Town municipal departments and schools.

In the opinion of the Committee, it is appropriate and prudent that a formal legal understanding be established between the Town and the Entity. Such an understanding would provide for a suitable level of accountability, transparency, and disclosure relating to the disposition of conveyed funds. This would help to safeguard the Town's interest in the conveyed funds, and provide feedback to inform citizens' subsequent decisions whether to convey additional funding.

When such an agreement is established with the approval of the Board of Selectmen, the Town Administrator, and Town Counsel, the Committee will have greater confidence to recommend approval of funding based on the merits of the Entity's mission. Lacking such an agreement, the Committee will find it difficult to make a favorable recommendation.

Apportionment of ARHS State Construction Grant

The ongoing disagreement continues over how the state grant for the ARHS construction project should be apportioned to the member towns of Northborough and Southborough: by the capital cost sharing formula of the Regional Agreement (which the District has in fact done); or according to provisions of MGL Chapter 70B, which govern reimbursement for school construction projects.

The Regional District received its grant for ARHS in two lump sums: \$25.4M in October 2006 and \$10.7M in May 2008. Those sums were used to pay down maturing short-term bond anticipation notes, and only the net cost after grant was explicitly reflected in the assessments to the member Towns. In effect, this treatment apportioned state grant by the same formula used to apportion cost: the Regional Agreement capital cost sharing formula. Such treatment appears to conflict with MGL Chapter 70B, which defers to the Regional Agreement for cost apportionment, but which specifies a different formula for grant apportionment. The Committee estimates that Northborough has received approximately \$1.5M LESS in grant under the District's treatment than it would under the MGL Chapter 70B grant apportionment formula.

Among this issue's past developments:

- Counsels for the Towns and for the Regional School Committee (RSC) have offered conflicting legal opinions.
- MA School Building Authority, Department of Education, and Department of Revenue all have declined to offer guidance.
- The District has consistently expressed an aversion to any kind of litigation that would divert funding from educational purposes.
- Working groups appointed by the Towns met in October 2007 but failed to agree on a resolution.
- Southborough asserts that the RSC has the authority to decide the issue, and should uphold the District's treatment.
- Northborough asserts that the matter is one of legal interpretation, for which the RSC should seek a declaratory judgment in court.
- In April 2009, the District proposed its own compromise, recommending the Towns “split the difference” on the disputed amount, which the District computed to be \$1.37M. Under that compromise, Southborough would pay its excess grant credit back to Northborough in installments over a period of years. The measure was approved at Northborough Town Meeting, but was rejected by Southborough Town Meeting.
- In November 2009, prompted by Northborough’s inquiry as to the District’s next step in seeking a resolution, the Regional School Committee voted to present its compromise a second time to Southborough.
- In February 2010, Southborough Selectmen declined to put the District’s compromise on its April 2010 Town Warrant.

At this writing, the Town of Northborough is assessing how next to proceed. A proposal for action on this matter is expected to be presented for consideration at Northborough’s April 2010 Annual Town Meeting.

Capital Projects for FY11

The Committee has reviewed the projects in the Capital Improvement Program for Fiscal Year 2011 and has prioritized as follows:

Priority	Description
1	Projects that involve correcting a current Safety or Health issue, and/or to meet a Federal or State legal requirement
2	Projects that are necessary to maintain the Town’s current infrastructure: <i>Buildings</i> - Projects necessary to maintain existing Town buildings, not including projects to expand or modernize facilities. <i>Equipment</i> - Projects necessary to replace old existing equipment, which is no longer cost effective to repair with similar equipment
3	Projects that are required to increase capacity of existing facilities in order to accommodate the increase in growth of the Town.
4	Projects that are designed to modernize and upgrade existing Town facilities.

The following sections present the committee's recommendation for each proposed capital project appearing in a warrant article, with committee vote shown in parentheses. Numerical votes are shown in Yes-No-Abstain order relative to a motion to recommend approval. Fewer than six total votes reflect the absence of one or more members at the time of the vote.

Unless noted otherwise, capital projects are funded by issuance of municipal general obligation bonds.

Municipal Departments

Project	Sponsor	Cost	Priority	Recommendation
Election Equipment	Town Clerk	\$27,600	1	Approve (6-0-0)
<ul style="list-style-type: none"> New voting equipment is needed to meet federal and state certification mandates. 				

Project	Sponsor	Cost	Priority	Recommendation
Dump Truck w/ Sander, Plow	Public Works - Highway	\$165,000	2	Approve (6-0-0)
<ul style="list-style-type: none"> Planned replacement of 1990 vehicle that has reached/exceeded 15-20 year useful life. Salt and sand exposure takes toll on vehicle bodies. Also used to haul materials for DPW construction/repair projects. 				

K-8 Public Schools

Project	Sponsor	Cost	Priority	Recommendation
Renovation Feasibility Study - Lincoln Street School	Public Schools	\$500,000	See NOTE	See NOTE
<ul style="list-style-type: none"> ▪ Required by Massachusetts School Building Authority (MSBA) which oversees reimbursement of school construction projects. ▪ Conducted in partnership with, and closely supervised by, MSBA. ▪ A necessary step in the process for executing a reimbursement-eligible school renovation project. <p>NOTE: No priority assigned or recommendation made at this time. The School District must receive approval from MSBA to proceed with a feasibility study. The \$500,000 cost is an estimate carried in the Capital Plan. At this writing, MSBA had not yet granted approval, and an accurate cost figure had not been determined. Thus, it is not known whether this article will actually be put to a vote on the floor of Town Meeting. If so, the Committee will make its recommendation at that time.</p>				

Project	Sponsor	Cost	Priority	Recommendation
Roof Repairs - Melican Middle School	Public Schools	\$350,000	2	Approve (6-0-0)
<ul style="list-style-type: none"> ▪ Existing roof is 21 years old and leaks due to blistering, deterioration of edge flashing, and worn protective topcoat. ▪ Flashing replacement and new roofing surface are needed; issues cannot be addressed by continued spot patching. ▪ Water penetration poses a threat to building insulation, recently installed wood floor in gym, and other interior components. ▪ Melican School renovation project is furthest out on capital plan timeline (FY18 at the earliest, per current plan). Must maintain integrity of building envelope until comprehensive renovation proceeds. ▪ Project will extend roof life for a minimum of 12 years. 				

Community Preservation Act Projects

Certain projects to be funded with Community Preservation Act monies may be presented at Town Meeting. Although often capital in nature, these projects are not necessarily incorporated into the Capital Improvement Plan. Nevertheless, the Financial Planning Committee, in its financial advisory capacity, strives to review projects approved by the CPC and offer its recommendations at Town Meeting. Because CPA projects do not compete for funding with Capital Improvement Plan projects, no Priority is assigned.

Project	Sponsor	Cost	Priority	Recommendation
Town Hall Capital Improvements	Town Administrator	\$190,000	N/A	Approve (6-0-0)
<ul style="list-style-type: none"> ▪ Town Hall was originally constructed as a high school in 1938; converted to municipal offices in 1978. ▪ Now approximately 20 years beyond anticipated life cycle. ▪ CPA-funded engineering analysis places highest priority on addressing building envelope integrity and exterior safety hazards. ▪ This initial phase of repairs includes: roof repairs including replacement of flashing; repairs to canopies at front and side entrances; replacement of steps at side entrance; and repair of steps, railings and landing at front entrance. ▪ Town Hall is an historic structure thus qualifying for capital improvements to be paid from CPA funds. ▪ The Town voted to accept the Community Preservation Act in part on the basis that Town Hall repair and renovation would be eligible to be funded with CPA monies. 				

Project	Sponsor	Cost	Priority	Recommendation
Preservation of Town Records	Town Clerk	\$52,000	N/A	Approve (6-0-0)
<ul style="list-style-type: none"> ▪ Continuation of ongoing work to preserve the Town's deteriorating paper records dating as far back as 1766. ▪ Includes both reconditioning of physical records and creation of digital image copies. 				

Project	Sponsor	Cost	Priority	Recommendation
Historical Society Kitchen	Historical Society	\$30,000	N/A	Approve (6-0-0)
<ul style="list-style-type: none"> ▪ Renovate the kitchen area in the Historical Society building, including ADA-compliant accessibility. ▪ Historical Society is an historic structure thus qualifying for capital improvements to be paid from CPA funds. 				

Community Preservation Act Projects (continued)

Project	Sponsor	Cost	Priority	Recommendation
Funding for future preservation or acquisition of affordable housing	Northborough Affordable Housing Corporation	\$150,000	N/A	To be offered at Town Meeting

This request proposes to transfer \$150,000 of CPA revenues to Northborough Affordable Housing Corporation (NAHC), a nonprofit corporation established for the purpose of creating or acquiring affordable housing in the Town of Northborough.

Please see Funding Conveyed to Outside Entities in the Committee General Comments section of this report.

As a legal entity independent of the Town, NAHC can expend the funds conveyed to it to create or acquire affordable housing stock, without further Town Meeting approval of specific projects and amounts expended. Although the Committee has twice recommended approval of warrant articles conveying funds to NAHC totaling \$450,000, those recommendations have not been made without concern over the lack of a formal mechanism to subsequently monitor and safeguard the Town’s interest in public funds so conveyed.

Unquestionably, NAHC’s mission is aligned with a Town interest. Nevertheless, the Committee concurs with sentiment expressed by others in Town Government that, in circumstances such as these, a formal legal understanding should be established between the Town and the independent entity to provide for adequate accountability, transparency, and disclosure relating to the funds conveyed.

At this writing, no formal understanding exists between the Town and NAHC. The Committee expects to offer a recommendation on the floor of Town Meeting. The consensus of the Committee is that a favorable recommendation will in part depend upon a formal agreement having been reached that meets the approval of the Board of Selectmen, the Town Administrator, and Town Counsel.

Respectfully submitted,
 Northborough Financial Planning Committee
 March 20, 2010

Financial Planning Committee Recommendations for FY11 Capital Project Warrant Articles
Northborough Annual Town Meeting April 2010

Article	Project	Cost	Funding Source	Priority	Vote *	Recommend Approval?
	Town Clerk: Election Equipment	27,600	Operating Revenue	1	6-0-0	YES
	DPW Highway: Dump Truck w/ Sander and Plow	165,000	Muni GO Bonds	2	6-0-0	YES
	K-8: Lincoln St. Feasibility Study	500,000	Muni GO Bonds	-	-	**
	K-8: Melican Middle School Roof Repair	350,000	Muni GO Bonds	2	6-0-0	YES
	CPA: Town Hall Capital Improvements	190,000	CPA	***	6-0-0	YES
	CPA: Preservation of Town Records	52,000	CPA	***	6-0-0	YES
	CPA: Historical Society Kitchen	30,000	CPA	***	6-0-0	YES
	CPA: Transfer to Northborough Affordable Housing Corporation	150,000	CPA	***	-	**

* Numerical votes shown in Yes-No-Abstain order relative to a motion to recommend approval. Fewer than six total votes reflects absence of one or more members.

** More information needed. The Committee will offer its recommendation at Town Meeting.

*** No capital project priority is assigned to CPA-funded projects.

**Town of Northborough
Capital Improvement Program Summary
Fiscal Years 2011-2016**

PROJECTS BY DEPARTMENT	Page #	Source of Funds	Six-Year Total	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Fire									
Pick-Up Truck Replacement	19	2	60,000		60,000				
Fire Station Addition/Renovation	20	2	6,650,000		650,000	6,000,000			
Engine 3 Replacement	21	2	545,000		545,000				
Ambulance Replacement	22	5	230,000		230,000				
Conversion to Narrow Radio Banding	23	2	50,000			50,000			
Fire Hose Replacement	24	2	98,000			98,000			
SCBA Compressor Replacement	25	2	50,000				50,000		
Pers. Protective Equip Replacement	26	2	91,000				91,000		
Car One Replacement	27	2	66,000					66,000	
Engine 2 Replacement	28	2	663,000						663,000
Ambulance Replacement	29	5	280,000						280,000
Fire Subtotal			\$8,783,000	\$0	\$1,485,000	\$6,148,000	\$141,000	\$66,000	\$943,000
Police									
Dispatch/Station Phone System	30	2	35,000		35,000				
Replacement Comms. Tower	31	2/6	150,000			150,000			
Police Station Roof Replacement	32	2	80,000					80,000	
Police Subtotal			\$265,000	\$0	\$35,000	\$150,000	\$0	\$80,000	\$0
Town Clerk									
Election Equipment	33	1	27,600	27,600					
Town Clerk Subtotal			\$27,600	\$27,600	\$0	\$0	\$0	\$0	\$0
Town Offices									
Town Offices Repairs	34	6(CPA)	190,000	190,000	TBD				
Town Hall Subtotal			\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$0
Planning Department									
Master Plan	35	2	100,000					100,000	
Planning Dept Subtotal			\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0

**Town of Northborough
Capital Improvement Program Summary
Fiscal Years 2011-2016**

PROJECTS BY DEPARTMENT	Page #	Source of Funds	Six-Year Total	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Management Information Systems/Geographic Information Systems									
Phone System	36	2	60,000			5,000	55,000		
New Wide-Area Fiber Network	37	2	75,000				75,000		
Data Storage Network	38	2	40,000					40,000	
MIS/GIS Subtotal			\$175,000	\$0	\$0	\$5,000	\$130,000	\$40,000	\$0
Parks & Recreation Commission									
Lincoln Elementary School Irrigation	39	2/6	30,000						30,000
Parks & Rec Comm Subtotal			\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Wind Committee									
Wind Turbine	40	2/6	4,500,000				4,500,000		
Wind Committee Subtotal			\$4,500,000	\$0	\$0	\$0	\$4,500,000	\$0	\$0
DPW: Highway Division									
6-wheel Dump Truck w/ Sander & Plow	41	2	345,000	165,000			180,000		
One Ton Pick-up Truck w/Plow	42	2	50,000		50,000				
Sidewalk Plow	43	2	150,000		150,000				
One Ton Dump Truck w/Plow	44	2	140,000		70,000	70,000			
Street Sweeper	45	2	135,000		135,000				
Loader	46	2	160,000			160,000			
New Sand/Salt Shed	47	2	700,000			700,000			
Highway Garage Renovation/Expansion	48	2	2,900,000			700,000	2,200,000		
Roadside Mower	49	2	120,000				120,000		
Highway Subtotal			\$4,700,000	\$165,000	\$405,000	\$1,630,000	\$2,500,000	\$0	\$0

**Town of Northborough
Capital Improvement Program Summary
Fiscal Years 2011-2016**

PROJECTS BY DEPARTMENT	Page #	Source of Funds	Six-Year Total	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
DPW: Sewer Enterprise Fund									
Milk Porridge/Sunset/Brigham sewer const.	50	7	1,500,000		1,500,000				
Mill St./St. James Dr. sewer const.	51	7	310,000			310,000			
Leland/Rodney Terrace sewer const.	52	7	655,000				655,000		
Church/Colby/Prospect/Mulberry sewer const.	53	7	1,100,000					1,100,000	
Allen/Hudson St. sewer const.	54	7	750,000						750,000
Sewer Enterprise Fund Subtotal			\$4,315,000	\$0	\$1,500,000	\$310,000	\$655,000	\$1,100,000	\$750,000
DPW: Water Enterprise Fund									
Crawford St. Main	55	8	535,000		535,000				
Main St. Main	56	8	400,000			400,000			
Clean & Paint Tanks	57	8	200,000				200,000		
Water Enterprise Fund Subtotal			\$1,135,000	\$0	\$535,000	\$400,000	\$200,000	\$0	\$0
TOTAL GENERAL GOVERNMENT (NON-SCHOOL)									
Fire Subtotal			\$8,783,000	\$0	\$1,485,000	\$6,148,000	\$141,000	\$66,000	\$943,000
Police Subtotal			\$265,000	\$0	\$35,000	\$150,000	\$0	\$80,000	\$0
Town Clerk Subtotal			\$27,600	\$27,600	\$0	\$0	\$0	\$0	\$0
Town Hall Subtotal			\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$0
Planning Dept Subtotal			\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0
MIS/GIS Subtotal			\$175,000	\$0	\$0	\$5,000	\$130,000	\$40,000	\$0
Parks & Rec Comm Subtotal			\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Wind Commiittee Subtotal			\$4,500,000	\$0	\$0	\$0	\$4,500,000	\$0	\$0
DPW: Highway Subtotal			\$4,700,000	\$165,000	\$405,000	\$1,630,000	\$2,500,000	\$0	\$0
DPW: Sewer Enterprise Fund Subtotal			\$4,315,000	\$0	\$1,500,000	\$310,000	\$655,000	\$1,100,000	\$750,000
DPW: Water Enterprise Fund Subtotal			\$1,135,000	\$0	\$535,000	\$400,000	\$200,000	\$0	\$0
TOTAL GENERAL GOVERNMENT			\$24,220,600	\$382,600	\$3,960,000	\$8,643,000	\$8,126,000	\$1,386,000	\$1,723,000

**Town of Northborough
Capital Improvement Program Summary
Fiscal Years 2011-2016**

PROJECTS BY DEPARTMENT	Page #	Source of Funds	Six-Year Total	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Northborough K-8 Public Schools	58								
Summary of School projects									
Lincoln Elementary									
Feasibility Study	59	2/3	500,000	500,000					
Architectural Fees/Renovation	59	2/3	13,060,388		13,060,388				
Design / Fire & Sprinkler Systems	60	2/3	383,100				TBD	383,100	
Peaslee Elementary									
Feasibility Study	63	2/3	500,000				500,000		
Architectural Fees/Renovation	63	2/3	14,312,380					14,312,380	
**Flat Roof Replacement	61	2/3	525,000		525,000				
**Design / Fire & Sprinkler Systems	64	2/3	383,100				TBD	383,100	
**Floor Tile Replacement	62	2/3	40,000				40,000		
Protor Elementary									
Roof Repairs	65	2/3	85,000					85,000	
Melican Middle School									
Roof Repairs	66	2/3	350,000	350,000					
Feasibility Study FY17 (est \$500,000)	67	2/3	0						
Architectural Fees/Renovation FY18 (est. \$43	67	2/3	0						
Zeh Elementary									
Floor Tile/Carpet Replacement	68	2	25,375					25,375	
District									
Tractor	69	2	40,000			40,000			
Parking Lot/ Sidewalk Paving	70	2	193,429			193,429			
Hot Water Heater Tank Replacement	71	2	71,100		71,100				
Northborough K-8 Public Schools Subtotal			\$30,468,872	\$850,000	\$13,656,488	\$233,429	\$540,000	\$15,188,955	\$0

**If Lincoln Street School or Peaslee School renovation projects do not move forward, these projects will need to be included in the capital plan for funding.

Source of Funds Legend			
(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees

Article 38
Consolidated Personnel Bylaw Amendments
2010 Annual Town Meeting

The proposed amendments to the Consolidated Personnel Bylaw 1-64 consist of the following:

1. Adoption of the General Compensation scale in 1-64-350 Schedule B. The proposed change is a 3% increase in compensation rates for non-union municipal employee positions effective July 1, 2010. The proposed increase is consistent with the average increase of the Town's collective bargaining units for FY10 as required by the Town Personnel Bylaw.
2. Classification of the Finance Director Position in 1-64-340 Schedule A. The new position of Finance Director was classified as a Grade I position by the Personnel Board. The Treasurer-Collector will assume the role and title of Finance Director under a reorganization of the Town's Financial Offices.

**Classification of Positions by Occupational Groups
and Assignment to Compensation Grades**

Grade	Position Title
A	Board Secretary Custodian Financial Assistant Library Assistant Office Assistant
B	Administrative Assistant Assessors Assistant Assistant Tax Collector Assistant Town Accountant Assistant Town Clerk Circulation Desk Supervisor Hazardous Materials Assistant Light Equipment Operator
C	Counselor Executive Assistant Heavy Equipment Operator Librarian Senior Center Outreach Coordinator Water & Sewer System Maintenance Worker
D	Assistant Town Engineer Assistant Treasurer/Collector Cable Access Director Cemetery Superintendent Dog Officer Highway/Parks Supervisor Inspectors Mechanic Veterans' Agent Water & Sewer Supervisor
E	Assessor Assistant Director, Library Assistant Director, Family & Youth Services

F Assistant Director MIS/GIS
Director, Recreation
Director, Family & Youth Services
Director, Senior Center
Health Agent
Inspector of Buildings/Zoning Enforcement Officer
Town Clerk

G Assistant Town Administrator
Director, Library
Director MIS/GIS
Facilities Manager
Police Lieutenant
Principal Assessor
Town Accountant
Town Planner
Treasurer/Collector

H Assistant Director, DPW
Town Engineer

I **Finance Director**

J Director of Public Works
Fire Chief
Police Chief

1-64-350 Schedule B.

General Compensation effective July 1, 2010

ANNUAL

GRADE	MINIMUM	MAXIMUM
A	\$36,068.33	\$46,888.82
B	\$39,929.61	\$51,908.49
C	\$44,204.25	\$57,465.52
D	\$48,936.54	\$63,617.50
E	\$54,175.41	\$70,428.04
F	\$59,975.14	\$77,967.68
G	\$66,395.77	\$86,314.49
H	\$73,503.74	\$95,554.86
I	\$78,649.01	\$102,243.69
J	\$84,154.43	\$109,400.75

HOURLY

GRADE	MINIMUM	MAXIMUM
A	\$17.34	\$22.54
B	\$19.20	\$24.96
C	\$21.25	\$27.63
D	\$23.53	\$30.59
E	\$26.05	\$33.86
F	\$28.83	\$37.48
G	\$31.92	\$41.50
H	\$35.34	\$45.94
I	\$37.81	\$49.16
J	\$40.46	\$52.60

Schedule D
Miscellaneous Compensation

Merit-Based¹ - Eligible for General Salary/Wage Adjustment

Cable Access TV Studio Assistant	Minimum: \$12.26	Maximum: \$17.91 per hour
Substitute Librarian	Minimum: \$21.25	Maximum: \$27.62 per hour
Substitute Library Assistant	Minimum: \$17.35	Maximum: \$22.55 per hour
Call Inspector	Minimum: \$23.54	Maximum: \$30.58 per hour
Call Firefighter Trainee	Minimum: \$ 16.00	Maximum: \$ 20.80 per hour
Call Firefighter	Minimum: \$ 17.72	Maximum: \$ 23.02 per hour
Call Firefighter/EMT or Paramedic	Minimum: \$ 19.60	Maximum: \$ 25.50 per hour

Not Merit-Based – Pay rates/ranges adjusted as market conditions warrant

Assistant Dog Officer	Per call: \$4/phone call, \$20/call-out; \$30/kennel call	
Part-Time Dispatcher	Rates per union contract	
Library Page	Minimum: \$8.00	Maximum: \$ 9.00 per hour
Seasonal Staff A	Minimum: \$ 8.00	Maximum: \$ 11.00 per hour
Seasonal Staff B	Minimum: \$ 9.00	Maximum: \$ 13.00 per hour
Seasonal Staff C	Minimum: \$13.00	Maximum: \$ 16.00 per hour
Senior Center Van Driver	Minimum: \$13.50	Maximum: \$16.50 per hour

Stipends:

Inspector of Animals	\$5,000 - \$6,000 per year
Emergency Preparedness Director	\$5,000 - \$6,000 per year
Sealer of Weights/Inspector of Measures	\$3,000 - \$4,000 per year
Assistant to the Emergency Preparedness Director	\$500 per year

¹ Assuming satisfactory performance and minimum level of pay achieved.

