

Town of Northborough



Annual Town Meeting Warrant 2019

2019 ANNUAL TOWN MEETING WARRANT

On the following pages you will find the Warrant for the 2019 Annual Town Meeting.

The Warrant sets the format for Annual Town Meeting which commences on the fourth Monday in April (April 22, 2019, at 7:30 p.m. at the Algonquin Regional High School). This year's Warrant is composed of 41 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 School K-8 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 to initiate discussion and voting.

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 and available on the Town's website. The Budgets of the Northborough Public Schools and Northborough-Southborough Regional School District 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 FY2020 Budget and the drafting of the Warrant.

Respectfully submitted,

John W. Coderre
Town Administrator

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TOWN OF NORTHBOROUGH
ANNUAL TOWN MEETING WARRANT
APRIL 22, 2019

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-SECOND day of April 2019 at 7:30 p.m. to act on the following warrant articles:

ARTICLE 1: Appointing Deputy Moderator

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: Compensating Balance Agreement

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.

- This Article provides authorization for the Town to enter into a compensating balance agreement in order to obtain banking services. A compensating balance is an arrangement by which a town maintains municipal funds on deposit in return for banking services. Under such an arrangement, the earnings retained by the bank on the account balances “compensate” the bank for the services provided.

ARTICLE 3: Prior Years’ Bills

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 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: Town Budget

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Twenty-Two Million Seven Hundred Ninety Thousand Seven Hundred Two Dollars (\$22,790,702) for Town Government as displayed in the warrant booklet, and to meet said appropriation, the following sums available for appropriation be transferred:

From:

Transfer from Cemetery Trust Fund Income	\$12,264
Transfer from Cemetery Sale of Lots	\$17,750
Transfer from Debt Exclusion Premium Reserve	\$12,548
Transfer from DPU Transportation Fund	\$1,999
Transfer from Conservation Commission Fees	\$6,741
Transfer from Fire Emergency Medical Services Revolving Fund	\$325,252
Transfer from Recreation Revolving Fund	\$166,662
Transfer from Animal Control Revolving Fund	\$32,677
Transfer from Medicare Part D Subsidy	\$72,624
Transfer from PEG Access Cable Related Fund	\$303,566
Free Cash	\$500,000

for a total of One Million Four Hundred Fifty-Two Thousand Eighty-Three Dollars (\$1,452,083) and that the sum of Twenty-One Million Three Hundred Thirty-Eight Thousand Six Hundred Nineteen Dollars (\$21,338,619) be raised by taxation.

ARTICLE 5: Water, Sewer and Solid Waste Enterprise Funds

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Five Million Seven Hundred Twenty-Six Thousand Seven Hundred Fifty-Three Dollars (\$5,726,753) 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:

From:

Water Fund Free Cash	\$162,648
Solid Waste Fund Free Cash	\$ 28,799

Raise and Appropriate by Taxation:

Solid Waste General Fund Subsidy	\$417,160
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for a total of Six Hundred Eight Thousand Six Hundred Seven Dollars (\$608,607) and that the sum of Five Million One Hundred Eighteen Thousand One Hundred Forty-Six Dollars (\$5,118,146) be financed from Water, Sewer and Solid Waste Revenues.

Water Fund	\$2,548,680
Sewer Fund	\$2,244,114
Solid Waste	<u>\$ 933,959</u>
Total	\$5,726,753

ARTICLE 6: Northborough K-8 Schools Budget

To see if the Town will vote to raise and appropriate by taxation the sum of Twenty-Four Million Nine Hundred Twenty-Eight Thousand Five Hundred Fifty-Eight Dollars (\$24,928,558) for the operation of the Northborough Public Schools, or take any action relative thereto.

ARTICLE 7: Algonquin Regional High School Budget

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 Twelve Million Eight Hundred Seventy-Three Thousand Nine Hundred Fifty-Six Dollars (\$12,873,956), or take any action relative thereto.

ARTICLE 8: Assabet Valley Regional Vocational School District Budget

To see if the Town will vote to raise and appropriate by taxation Northborough’s share of the assessment for the operation and debt service of the Assabet Valley Regional Vocational School District, the sum of Eight Hundred Thirty-Six Thousand Three Hundred Ten Dollars (\$836,310), or take any action relative thereto.

ARTICLE 9: Revolving Funds Authorization of Expenditure Limits

To see if the Town will vote to authorize revolving fund annual expenditure limits for Fiscal Year 2020 as shown in the table below:

Revolving Fund	Annual Expenditure Limit
Fire Department (EMS and Haz Mat)	\$500,000
Animal Control	\$50,000
Family & Youth Services	\$20,000
Council on Aging	\$200,000
Community Affairs	\$20,000
Library	\$20,000

or take any other action relative thereto.

- Pursuant to Town’s Revolving Fund Bylaw and the provisions of Massachusetts General Laws Chapter 44, Section 53E½, an annual vote is required to establish expenditures limits for the revolving funds. The Recreation Department revolving fund is authorized under Massachusetts General Laws Chapter 44, Section 53D, and does not require annual reauthorization.

ARTICLE 10: Appropriations Committee Reserve Fund

To see if the Town will vote to appropriate the sum of One Hundred Seventy-Five Thousand Dollars (\$175,000) for a Reserve Fund to provide for extraordinary or unforeseen expenditures in accordance with Massachusetts General Laws Chapter 40, Section 6, and to meet said appropriation, One Hundred Seventy-Five Thousand Dollars (\$175,000) be transferred from Free Cash, or take any action relative thereto.

- This Article provides the Town operations with an option for the funding of extraordinary or unforeseen expenditures during the year.

ARTICLE 11: Stabilization Fund Contribution

To see if the Town will vote to appropriate the sum of Two Hundred Thousand Dollars (\$200,000) for transfer to the Stabilization Fund, and to meet said appropriation, the sum of Two Hundred Thousand Dollars (\$200,000) be transferred from Free Cash, or take any action relative thereto.

- This Article provides for a contribution to the Stabilization Fund or general savings account for the Town.

ARTICLE 12 (CIP): Fire Department – Ambulance Replacement

To see if the Town will vote to appropriate the sum of Three Hundred Fifteen Thousand Dollars (\$315,000) for the use of the Fire Department for the purchase of one new ambulance, and to meet said appropriation the sum of Three Hundred Fifteen Thousand Dollars (\$315,000) be raised by borrowing, in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 7(11) 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 2012 ambulance. The debt service on the bonds for the ambulance will be paid from the EMS revolving account. The EMS revolving account is funded by ambulance service fees and charges.

ARTICLE 13 (CIP): Police – Police Cruiser Replacements

To see if the Town will vote to appropriate the sum of One Hundred Forty-Five Thousand Dollars (\$145,000) for the use of the Police Department for the purchase of three new police vehicles and to meet said appropriation the sum of One Hundred Forty-Five Thousand Dollars (\$145,000) be transferred from Free Cash.

- This Article provides funds for the purchase of one patrol vehicle and two administrative vehicles. Included in the funding request is the cost of outfitting the vehicles with ancillary equipment.

ARTICLE 14 (CIP): DPW – One-Ton Pickup Truck with Plow

To see if the Town will vote to appropriate the sum of Ninety Thousand Dollars (\$90,000) for the use of the DPW Department for the purchase of a one-ton pickup truck with a plow, and to meet said appropriation the sum of Ninety Thousand Dollars (\$90,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a one-ton pickup truck with a plow to replace a 2000 one-ton pickup truck that has surpassed its useful life expectancy.

ARTICLE 15 (CIP): DPW – 20-Ton Dump Truck with Spreader and Plow

To see if the Town will vote to appropriate the sum of Two Hundred Seventy-One Thousand Dollars (\$271,000) for the use of the DPW Department for the purchase of a 20-ton dump truck with a spreader and plow, and to meet said appropriation the sum of Two Hundred Seventy-One Thousand Dollars (\$271,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a 20-ton dump truck with a spreader and plow to replace a 1999 20-ton dump truck that has surpassed its useful life expectancy of about 15 to 20 years.

ARTICLE 16 (CIP): DPW – Road Improvements and Maintenance

To see if the Town will vote to appropriate the sum of Three Hundred Thousand Dollars (\$300,000) for Road Improvements and Maintenance, and to meet said appropriation the sum of Three Hundred Thousand Dollars (\$300,000) be transferred from Free Cash.

- This Article provides funds in addition to the FY2020 Chapter 90 allocation in order to maintain current road conditions in accordance with the Pavement Management Plan.

ARTICLE 17 (CIP): DPW – Water & Sewer Garage Design

To see if the Town will vote to appropriate the sum of Seventy-Five Thousand Dollars (\$75,000) for the use of the DPW Department to fund the planning and design of renovations and expansions to the Water & Sewer Garage, and to meet said appropriation the sum of Forty-Five Thousand Dollars (\$45,000) be transferred from Water Enterprise Free Cash and the sum of Thirty Thousand Dollars (\$30,000) be transferred from Sewer Enterprise Free Cash, for a total of Seventy-Five Thousand Dollars (\$75,000).

- This Article provides funds for the planning and design of renovations and expansions to the Water & Sewer Garage. The existing garage was originally constructed in 1964 to house only the Water Department. The Town installed sewers in the 1970's, and the expansion of the department operations required additional staff and equipment that was not contemplated when the original garage was built. The current facility is undersized for the number of vehicles and equipment it houses. The cost is being split 60%/40% between the Water and Sewer Enterprise Funds.

ARTICLE 18 (CIP): DPW/Water – Assabet Storage Tank Rehabilitation Design

To see if the Town will vote to appropriate the sum of Seventy Thousand Dollars (\$70,000) for design services for the rehabilitation of the Assabet Hill Water Tank, and to meet said appropriation the sum of Seventy Thousand Dollars (\$70,000) be transferred from Water Enterprise Free Cash.

- This Article provides funds for the design of small repairs and recoating of the Assabet Hill Water Tank, which is a 3.5 million gallon concrete water storage tank.

These repairs were recommended as a result of the most recent tank inspections performed in 2015 as required by MassDEP.

ARTICLE 19 (CIP): School Department – K-8 Schools Communications and Security Enhancements

To see if the Town will vote to appropriate the sum of One Hundred Eighty-Five Thousand Dollars (\$185,000) for the purpose of installing enhanced security systems in Northborough K-8 school schools, such security enhancements to include new telecommunication systems including public address system, security card access, and interior and exterior camera installations, and to meet this appropriation the sum of Fifty-Five Thousand One Hundred Sixty-Seven Dollars (\$55,167) be transferred from Free Cash and the sum of One Hundred Twenty-Nine Thousand Eight Hundred Thirty-Three Dollars (\$129,833) be transferred from the remaining balance of the appropriation voted under Article 23 of the warrant for the April 23, 2018 Town Meeting (Zeh School boiler replacement).

- This Article provides funds for all schools, Proctor Elementary, Peaslee Elementary, Zeh Elementary and Melican Middle schools, to receive the same equipment consistent with the installations at the newly renovated Lincoln Street Elementary School. The security systems will mirror the security equipment installed in other schools within the Public Schools of Northborough and Southborough. Approval of this article will ensure the equity of installations throughout all schools and support overall safe school readiness protocols.

ARTICLE 20 (CIP): Fire Station Design and Land Acquisition

To see if the Town will vote to appropriate the sum of Three Million Five Hundred Thousand Dollars (\$3,500,000) to acquire land located at and known as 10 Monroe Street and 61-65 West Main Street, shown as parcels 7, 9 and 10 on Northborough Assessors’ Map 63 and containing approximately 3.97 acres, and pay for related site costs, Owner’s Project Manager Services, and Architectural Services for a new Fire Station and to meet said appropriation the following unexpended amounts of money, totaling One Million Three Hundred Eighty-Three Thousand Four Hundred Fifty-One Dollars (\$1,383,451), that were initially borrowed to finance capital projects that are now complete and for which no further liability remains, be transferred, and the amount of Two Million One Hundred Sixteen Thousand Five Hundred Forty-Eight Dollars (\$2,116,548) be raised by borrowing, provided, however, that the appropriation under this article shall be contingent upon a successful Debt Exclusion vote, under the provisions of Proposition 2 ½, so-called, at the May 2019 Town Election; and further, to authorize the Board of Selectmen to execute all documents and take all action necessary to accomplish said acquisition, or take any other action relative thereto.

Date of Approval	Warrant Article	Original Purpose	Unexpended Amount
April 23, 2012	#31	Lincoln Street School Feasibility	\$ 16,304
April 28, 2014	#19	Lincoln Street School	\$1,367,147
Total Repurposed Funds			\$1,383,451

- This Article provides funds to begin Phase I of the site acquisition and design of a new fire station, and transfers surplus bond proceeds from the completed Lincoln Street School addition/renovation project. In order to transfer these funds, the appropriation under this article will be contingent on a debt exclusion vote because the Lincoln Street School project appropriation was debt excluded.

ARTICLE 21: Community Preservation Fund – Interpretive Signs

To see if the Town will vote to appropriate the sum of Eight Thousand Dollars (\$8,000), or any other sum, from the Community Preservation Fund Historic Reserves to the Northborough Historic District Commission for the purchase and installation of two interpretive signs to identify significant historical sites, or take any other action relative thereto.

- Replace existing Howard Street Burial Ground sign, which is rotting and falling down, with a new sign and install a new sign at Brigham Street Burial Ground.

ARTICLE 22: Community Preservation Fund – Historic Markers

To see if the Town will vote to appropriate the sum of Five Thousand Eight Hundred Dollars (\$5,800), or any other sum, from the Community Preservation Fund Historic Reserves to the Northborough Historic District Commission for the purchase and installation of two historic markers, or take any other action relative thereto.

- Place one marker at 37-39 Main Street, site of former Cyrus Gale’s General Store, and one marker at the old bridge site where Cold Harbor Brook crosses under Church Street.

ARTICLE 23: Community Preservation Fund – Northborough Affordable Housing Corporation

To see if the Town will vote to appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000), or any other sum, with Ninety-Three Thousand Dollars (\$93,000), or any other sum, from the Community Preservation Unreserved Fund and Fifty-Seven Thousand Dollars (\$57,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Affordable Housing Corporation, for the purpose of the creation of affordable housing, or take any other action relative thereto.

- Funds to be used by the Northborough Affordable Housing Corporation for future creation of affordable housing.

ARTICLE 24: Community Preservation Fund – Melican Middle School Field Lighting, Phase II

To see if the Town will vote to appropriate the sum of Two Hundred Ninety Thousand Seven Hundred Seventy Dollars (\$290,770), or any other sum, with Two Hundred Thirty-Three Thousand Seven Hundred Seventy Dollars (\$233,770), or any other sum, from the Community Preservation Unreserved Fund and Fifty-Seven Thousand Dollars (\$57,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Department of Public Works, for construction and installation of electrical improvements, lighting package, and regrading and restoration of field associated with Phase II of the project for the replacement of the field lighting at the Robert Melican Middle School, or take any other action relative thereto.

- Phase II of two phase project for the design and installation of more effective and efficient field lighting at the Melican Middle School playing fields.

ARTICLE 25: Community Preservation Fund – White Cliffs Purchase Second Debt Service Payment

To see if the Town will vote to appropriate the sum of Two Hundred Thirty-Nine Thousand One Hundred Dollars (\$239,100), or any other sum, with Fifty-Seven Thousand Dollars (\$57,000), or any other sum, from the Community Preservation Fund revenues and One Hundred Eighty-Two Thousand One Hundred Dollars (\$182,100), or any other sum, from the Community Preservation Unreserved Fund to the Northborough Community Preservation Committee for Fiscal Year 2020 debt service and expenses associated with the acquisition of the property at 167 Main Street, or take any other action relative thereto.

- Second debt service payment associated with the purchase of the White Cliffs property at 167 Main Street.

ARTICLE 26: Community Preservation Fund – CPA Administration

To see if the Town will vote to appropriate the sum of Twenty-Five Thousand Dollars (\$25,000), 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 2020, or take any other action relative thereto.

- Funds used for the administration of the Community Preservation Act.

ARTICLE 27: Wetlands Bylaw – 6-04-020 Applicability

To see if the Town will vote to amend the Town of Northborough Wetlands Bylaw, Section 6-04-020 Applicability, by adding the text shown below as underlined, or take any action relative thereto.

6-04-020 Applicability

Except as permitted by the Conservation Commission or as provided in this chapter, no person shall remove, fill, dredge, build upon or alter the following resource areas: any freshwater wetland, bordering vegetated wetland, isolated vegetated wetland, marsh, wet meadow, bog or swamp; any bank, beach, lake, river, pond, stream or any land under said waters; any land subject to flooding or inundation by groundwater, surface water or storm flowage; any riverfront area. Any proposed work which falls within one hundred (100) feet of the previously mentioned resource areas or the riverfront area must be approved by the Conservation Commission. Plans of the same are required to be filed by the applicant under M.G.L.A. C. 131, § 40, said plan scale to be no greater than one (1) inch equals forty (40) feet.

ARTICLE 28: Zoning Bylaw 7-03-040, Special Permit C

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-03-040, Special Permit C. Criteria, by deleting the text shown below in strikethrough and adding the text shown as underlined, or take any action relative thereto.

C. Criteria. Unless otherwise specified herein, special permits ~~shall~~ may be granted by the special permit granting authority only upon its written determination that the adverse effects of the proposed use will not outweigh its beneficial impacts to the town or the neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to the site.

ARTICLE 29: Zoning Bylaw – 7-03-060, Design Review E

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-03-060, Design Review E. Appointment of the Design Review Committee, by deleting the text shown below in strikethrough, re-lettering the clauses of the section as shown below, and adding the text shown as underlined, or take any action relative thereto.

E. Appointment of the Design Review Committee

- (1) The Planning Board shall appoint a Design Review Committee. Such Committee shall be chaired by a member of the Planning Board, and shall additionally consist of four (4) members, who shall be residents, with a preference given to the following disciplines for three-year terms as follows:
 - (a) ~~One (1)~~ Two (2) degreed architects;
 - (b) One (1) degreed landscape architect; and
 - (e) ~~One (1) representative nominated by the Chamber of Commerce; and~~
 - (c) One (1) interested and responsible citizen resident of the town with a related background such as real estate development, interior design, graphic design, lighting design, or building/construction; or
 - (d) A balance of representation as close as possible to this mix.

ARTICLE 30: Zoning Bylaw – 7-05-020, Classification of Uses G

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-05-020 Classification of uses, G. Business uses, (1) Trade, by adding the text shown below as underlined, or take any action relative thereto.

(f) Temporary Outdoor Sales of Holiday Trees, Wreaths, or Similar Horticultural Products: An event of a temporary nature during any holiday season designed to provide for the outdoor sale of trees, wreaths, flowers, or similar holiday horticultural products. Such facilities would not include the use of a permanent structure designed to enclose such use.

ARTICLE 31: Zoning Bylaw – 7-05-030, Table of Uses, Table 1

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-05-030, Table of Uses Table 1. Table of Uses, Part B. Commercial and Industrial Districts, by adding the text shown below as underlined, or take any action relative thereto.

USES	DB	BE	BW	BS	HB	I
BUSINESS USES						
Trade						
<u>Temporary Outdoor Sales of Holiday Horticultural Products</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>

ARTICLE 32: Zoning Bylaw 7-08-020, Special Permit Required A

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-08-020, Special permit required, A., by deleting the text shown below in strikethrough and adding the text shown as underlined, or take any action relative thereto.

- ~~A.~~ The Zoning Board of Appeals may grant a special permit to change a nonconforming use in accordance with this section only if it determines that such change or extension ~~shall not be substantially more detrimental than the existing nonconforming use to the neighborhood,~~ is a similar or less detrimental use, and in making such determination the Zoning Board of Appeals shall consider whether the proposed use is different in character or in its effect on the neighborhood or on the property in the vicinity. ~~The Zoning Board of Appeals may consider the following types of changes to nonconforming uses:~~
- ~~(1) Change or substantial extension of the use;~~
 - ~~(2) Change from one (1) nonconforming use to another nonconforming use.~~

ARTICLE 33: Zoning Bylaw 7-09-040, Signs

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-09-040, Signs: B. Definitions; D. Basic requirements; G. Signs in Business Districts, Highway Business District; and H. Signs in the Industrial District, as set forth below, or take any action relative thereto.

B. Definitions

Add a new definition (10) as shown below, and renumber existing definition (10) as (11) and renumber the remainder of the definitions in the subsection accordingly:

(10) ELECTRONIC MESSAGE CENTER – Any sign that utilizes computer-generated messages or some other electronic means of changing copy.

D. Basic requirements

Delete the text shown below in strikethrough and insert the text shown as underlined:

~~(6) Changeable copy signs that provide a variable message, the content of which can be changed by manual or electronic means~~ is changed manually, are allowed.

(11) Illumination standards for signs with Electronic Message Centers:

- (a) Each electronic message center shall be equipped with a light sensing device that automatically adjusts the brightness of the sign as ambient light conditions change.
- (b) All electronic message center signs shall contain a default design that will freeze the sign in one position if a malfunction occurs.
- (c) No electronic message center sign shall exceed a brightness level of three-tenths (0.3) foot candles above ambient light as measured using a foot candle (Lux) meter at a pre-set distance in accordance with the following procedure:
- [1] At least thirty (30) minutes past sunset, record the ambient light while the sign is off or displaying all black copy;
- [2] The light meter shall be held five (5') feet above the finished grade as close as practical to a perpendicular plane of the sign;
- [3] The meter shall be aimed toward the center of the automatic changeable copy sign;
- [4] From the same location, a second reading shall be recorded while the sign is on and not blocked;
- [5] If the difference between the measurements is three-tenths (0.3) foot candles or less, the brightness is properly adjusted; otherwise the brightness level must be adjusted to comply with this standard;
- [6] The measurement distance shall be determined using the following formula:

$$\text{Measurement Distance} = \sqrt{\text{area of sign in sq. ft.} \times 100}$$

Example: Proposed sign is 50 square feet

$$\text{50} \times 100 = 5000$$

$$\sqrt{5000} = 70.71' \text{ (use 71')}$$

Therefore the foot candles measurement shall be taken seventy-one (71') feet from the sign.

G. Signs in Business Districts, Highway Business District (Lot with one (1) or two (2) tenants)

Add the text shown as underlined to subsection (1)(c)[1][a]:

Electronic message center may be used as part of freestanding sign.

H. Signs in the Industrial District

Add the text shown as underlined to paragraph (3):

(3) Electronic message center may be used as part of freestanding sign.

ARTICLE 34: Acceptance of MGL, Chapter 138, Section 33B – to allow for a 10:00 AM Sunday serving time for Section 12 Licensees

To see if the Town will vote to accept the provisions of MGL Chapter 138, §33B, which states that the local licensing authority of any city or town which accepts said section may authorize licensees under section twelve of Chapter 138 (sales for on premises consumption), to sell alcoholic beverages between the hours of 10:00 a.m. and 12:00 noon on Sundays, the last Monday in May, and on Christmas day or on the day following when said day occurs on Sunday; or take any other action relative thereto.

ARTICLE 35: Citizen Petition – Amend Town Meeting Starting Time to 7 PM

Amend Section 1-80-020 Holding of Annual Town Meeting and Special Town Meeting
Each session of the meeting shall begin at 7 PM.

Proposed by: Douglas Stone

ARTICLE 36: Citizen Petition – Plastic Bag Reduction Bylaw

1.0 PURPOSE

The production of thin-film single use plastic checkout bags has significant impacts on the environment, including, but not limited to contributing to the potential death of aquatic and land animals through ingestion and entanglement; contributing to pollution of the natural environment; creating a burden to solid waste collection and recycling facilities; clogging storm drainage systems; requiring the use of millions of gallons of crude oil nationally for their manufacture. The purpose of this bylaw is to protect the town’s unique natural beauty and its water and natural resources by eliminating single use plastic checkout bags that are distributed in the Town of Northborough and to promote the use of reusable bags.

2.0 SEVERABILITY

Each section, paragraph, sentence, clause, phrase and any other portion of this bylaw shall be construed as separate to the end that if any portion thereof shall be held invalid for any reason, then the remainder of the regulation shall remain in full force and effect.

3.0 DEFINITIONS

- 3.1 “Agent”, the Town of Northborough Health Agent
- 3.2 “Board of Health”, the legally constituted Board of Health for the Town of Northborough, or its authorized agents or representatives.
- 3.3 “Department”, the Town of Northborough Health Department.
- 3.4 “Checkout Bag”, a carryout bag with handles provided by a store to a customer at the point of sale. A Checkout bag shall not include:
 - Bags whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store;
 - laundry or dry-cleaner bags;

- bags used to contain or wrap frozen foods, meat or fish, whether repackaged or not, to prevent or contain moisture.
- 3.5 “Compostable plastic bag”, a plastic bag that meets specific standards set by the American Society of Testing and Materials (ASTM) for biodegradability.
 - 3.6 "Recyclable Paper Bag" means a paper bag that is (1) 100 percent recyclable including the handles; (2) contains at least 40% post-consumer recycled paper content; and, (3) displays the percentage of post-consumer recycled content in a visible manner on the outside of the bag.
 - 3.7 “Retail establishment”, any retail space located in the Town of Northborough including without limitation a restaurant, food or ice cream truck, convenience store, merchandise vendor, farm market, or supermarket.
 - 3.8 “Reusable checkout bag”, a sewn bag with handles, that is designed for multiple reuse and can carry 25 pounds over a distance of 300 feet. It can be either made of cloth fabric, durable plastic (more than 4 mils thick), or other durable material.
 - 3.9 “Single Use Plastic Bag” shall mean a plastic bag including but not limited to bags with integral handles made of non-biodegradable plastic that is less than 4.0 mils in thickness and is intended for single-use transport of purchased items provided by an establishment to a customer at the point of sale.

4.0 REQUIREMENTS

- 4.1 If any retail establishment as defined in section 3 provides a checkout bag to customers, the bag shall comply with the requirements of being either a recyclable paper bag, a compostable plastic bag, or a reusable checkout bag. Single Use Plastic Bags are prohibited as of January 1, 2020.
- 4.2 The Board of Health may promulgate additional rules and regulations to implement this bylaw.

5.0 PENALTIES AND ENFORCEMENT

Each Retail Establishment shall comply with this bylaw:

- 5.1 If it is determined that a violation has occurred the Agent may issue a warning notice for an initial violation.
- 5.2 Any violation of the provisions of this bylaw may be enforced by non-criminal disposition pursuant to the provisions of Massachusetts General Laws, Chapter 40, Section 21D.
- 5.3 If an additional violation of this by-law has occurred within 30 calendar days after a warning notice has been issued for an initial violation, the Agent may issue a notice of violation and may impose a penalty against the Retail Establishment.
- 5.4 The penalty for each violation that occurs after the issuance of the warning notice shall be:
 - \$50 for the second offense
 - \$100 for the third offense and \$200 for all subsequent offenses.
- 5.5 No more than one (1) penalty shall be imposed upon a Retail Establishment within a seven (7) calendar day period

6.0 EFFECTIVE DATE

All of the requirements set forth in this by-law shall take effect on January 1, 2020. In the event that compliance with the effective date of this bylaw is not feasible for a Retail Establishment, because of unavailability of compliant checkout bags or economic hardship, the Agent may grant a waiver of not more than six months upon application of the owner or the owner's representative. The waiver may be extended for one (1) additional six-month period upon showing of continued infeasibility as set forth above.

Proposed by: Jeanne Cahill

ARTICLE 37: Citizen Petition – Polystyrene Reduction Bylaw

1.0 PURPOSE

Styrofoam is the brand name for polystyrene (trademarked by Dow Chemical Co.) a synthetic plastic that biodegrades so slowly (hundreds of years) it is considered to be non-biodegradable. Styrene, the key ingredient in expanded polystyrene, was recently added to the National Toxicology Program's list of probable human carcinogens (U.S. Department of Health and Human Services). Styrene can leach from polystyrene containers into food and beverages. It has become a major component of plastic debris in the ocean and animals often mistake it for food. It is also hazardous to marine life, transferring toxic chemicals along the food chain. Expanded polystyrene containers are not part of the Town's regular recycling program. The purpose of this bylaw is to eliminate the distribution of expanded polystyrene containers by all food establishments in the Town of Northborough.

2.0 SEVERABILITY

Each section, paragraph, sentence, clause, phrase and any other portion of this bylaw shall be construed as separate to the end that if any portion thereof shall be held invalid for any reason, then the remainder of the regulation shall remain in full force and effect.

3.0 DEFINITIONS

- 3.1 "Agent", the Town of Northborough Health Agent
- 3.2 "Board of Health", the legally constituted Board of Health for the Town of Northborough, or its authorized agents or representatives.
- 3.3 "Department", the Town of Northborough Health Department.
- 3.4 "Disposable Food Service Container" means a single-use disposable product for serving or transporting prepared, ready-to-consume food or beverages, including without limitation, take-out foods and/or leftovers from partially consumed meals prepared by a food establishment. This includes, but is not limited to, plates, cups, bowls, trays, hinged or lidded containers, straws, cup lids, or utensils. It does not include single-use disposable packaging for unprepared foods.
- 3.5 "Food Establishment" means any operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption, as further defined in 105 CMR 590.002. Any establishment requiring a permit to operate in accordance with the State Food Code, 105 CMR 590.000, et. seq., shall be considered a food establishment for purposes of this bylaw.

- 3.6 “Expanded Polystyrene” means blown polystyrene (polystyrene that has been expanded or “blown” using a gaseous blowing agent into a solid foam) and expanded and extruded forms, which are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polystyrene), injection molding, form molding, and extrusion blow molding (extruded foam polystyrene).
- 3.7 “Prepared Food” means any food or beverage prepared on the food establishment’s premises, using any cooking or food preparation technique. Prepared food does not include any raw uncooked meat, fish or eggs unless provided for consumption without further food preparation. Prepared food may be eaten on or off the food establishment’s premises.

4.0 REQUIREMENTS

- 4.1 Food establishments are prohibited from dispensing prepared food to customers in disposable food service containers made from expanded polystyrene.
- 4.2 Each Food Establishment as defined in Section 3, above, located in the Town of Northborough shall comply with this bylaw as of January 1, 2020.
- 4.3 The Board of Health may promulgate additional rules and regulations to implement this bylaw.

5.0 PENALTIES AND ENFORCEMENT

Each Food Establishment shall comply with this bylaw:

- 5.1 If it is determined that a violation has occurred the Agent may issue a warning notice for an initial violation.
- 5.2 Any violation of the provisions of this bylaw may be enforced by non-criminal disposition pursuant to the provisions of Massachusetts General Laws, Chapter 40, Section 21D.
- 5.3 If an additional violation of this bylaw has occurred within 30 calendar days after a warning notice has been issued for an initial violation, the Agent may issue a notice of violation and may impose a penalty against the Food Establishment.
- 5.4 The penalty for each violation that occurs after the issuance of the warning notice shall be:
- \$50 for the second offense
 - \$100 for the third offense and \$200 for all subsequent offenses.
- 5.5 No more than one (1) penalty shall be imposed upon a Food Establishment within a seven (7) calendar day period.

6.0 EFFECTIVE DATE

All of the requirements set forth in this bylaw shall take effect on January 1, 2020. In the event that compliance with the effective date of this bylaw is not feasible for a Food Establishment, because of unavailability of compliant containers or economic hardship, the Agent may grant a waiver of not more than six months upon application of the owner or the owner’s representative. The waiver may be extended for one (1) additional six-month period upon showing of continued infeasibility as set forth above.

Proposed by: Jeanne Cahill

ARTICLE 38: Citizen Petition – Elimination of Town Meeting Quorum

Amend Section 1-80-020 Holding of Annual Town Meeting and Special Town Meeting
Eliminate the quorum requirement for the Annual Town Meeting and Special Town Meetings.

Proposed by: Douglas Stone

ARTICLE 39: Citizen Petition –General Bylaw 2-44-100, Snow and Ice Removal from Sidewalks

To see if the Town will vote to amend the Code of the Town of Northborough, Chapter 2, General Legislation, by deleting Section 2-44-100 entitled “Snow and ice removal from sidewalks.”

Section 2-44-100 current requires that “The owner or person having care of any property abutting on any sidewalk shall, within six (6) hours after any accumulation of snow cause the same to be removed therefrom and shall, if such sidewalk becomes icy or otherwise slippery, cause the same to be covered with sand or other suitable substance.”

Proposed by: Lisa Maselli

ARTICLE 40: Citizen Petition – Zoning Bylaw 7-05-030, 7-03-060, 7-06-030, Two-Family Dwelling Amendments

To see if the Town will vote to amend Part 7 of the Northborough Town Codes, the Northborough Zoning Bylaw, Section 7-03, 7-05 and 7-06 by deleting the text shown below in strikethrough and adding the text below as underlined, or take any action relative thereto.

Part 1. Amend Chapter 7-05-030, Table of Uses, Table 1, Part A, Residential Districts, as follows:

Section 7-05-030, Table of Uses, Table 1, Part A, Residential Districts:

USES	RA	RB	RC	GR	MSR	DN
Two-family dwelling ³	N	N	PB <u>N</u>	PB	PB	PB

Amend footnote 3 to read as follows:

³In the ~~RC~~, GR, MSR, and DN districts, approval of a two-family dwelling shall be subject to design review by the Design Review Committee in accordance with two-family design guidelines adopted by the Planning Board and on file with the Town Clerk. Notwithstanding the provisions of Section 7-03-030 or any other provision of this Zoning Bylaw, no use variance for a two-family dwelling shall be permitted in the RA, RB and RC districts.

Part 2. Amend Section 7-03-060, Design Review, by amending the following paragraph (e) under Subsection B, Applicability, (1):

(e) In the ~~RC~~, GR, MSR, and DN districts, any special permit application to the Planning Board for a two-family dwelling.

Part 3. Amend Chapter 7-06, Density and Dimensional Regulations, as follows; Amend Table 2, Table of Density and Dimensional Regulations as follows:

Amend Section 7-06-030(J) Supplemental density and dimensional regulations for certain use classes, by amending the following paragraph (5), as follows:

5. The following shall apply to two-family dwellings in the ~~RC~~, GR, MSR, and DN districts, except that the Planning Board may approve a waiver to reduce one side to 15 feet as long as the remaining five feet are added to the other side yard, such that the sum of the setbacks on each side shall not be less than 40 feet:

Amend Table 2, Table of Density and Dimensional Regulations, as follows:

District	Minimum Lot Area (sq. ft.)	Minimum Lot Frontage (feet)	Minimum Lot Width (feet)	Minimum Yard Setbacks		
				Front	Side	Rear
RC	30,000	150 ¹	150 ¹	See Table 2	20	See Table 2
GR	25,000	150	150	See Table 2	20	See Table 2
MSR	25,000	100	100	See Table 2	20	See Table 2
DN	20,000	100	100	See Table 2	20	See Table 2

Delete the existing footnote 1 as follows:

~~¹The Planning Board may approve a waiver to reduce the minimum lot frontage and minimum lot width to 100 feet by special permit upon a determination that it would not be detrimental to the neighborhood, would be appropriate with respect to the surrounding properties and activities, and would not disturb any consistency of the neighborhood.~~

Proposed by: Lisa Maselli

ARTICLE 41: Reports

FY2020 General Fund Budget Summary (Warrant Article 4)

TOWN GENERAL FUND BUDGET SUMMARY

Department	FY2019 Budget	FY2020 Proposed Budget	\$ Change	% Change
GENERAL ADMINISTRATION				
<u>EXECUTIVE OFFICE</u>				
Selectmen	169,109	171,903	2,794	1.65%
Administrator	273,495	276,408	2,913	1.07%
Economic Development	1,300	1,300	-	0.00%
Town Reports	4,700	5,000	300	6.38%
<u>PUBLIC BUILDINGS</u>				
Town Hall/Public Bldgs.	503,416	542,143	38,727	7.69%
<u>FINANCE</u>				
Treasurer	334,463	308,390	(26,073)	-7.80%
Board of Assessors	291,740	300,080	8,340	2.86%
Town Accountant	167,251	181,422	14,171	8.47%
<u>MIS/GIS</u>				
MIS/GIS	513,303	482,454	(30,849)	-6.01%
<u>TOWN/CLERKS OFFICE</u>				
Town Clerk	136,631	137,739	1,108	0.81%
Election/Registration	44,670	34,725	(9,945)	-22.26%
<u>ADVISORY BOARDS/SERVICES</u>				
Moderator	500	500	-	0.00%
Appropriations Committee	1,695	1,695	-	0.00%
Town Counsel	85,000	85,000	-	0.00%
Personnel Board	129,410	234,950	105,540	81.55%
<u>PLANNING & CONSERVATION</u>				
Conservation Commission	79,971	87,705	7,734	9.67%
Planning Board	183,227	183,871	644	0.35%
Zoning Board	5,154	5,154	-	0.00%
Earthwork Board	1,749	1,749	-	0.00%
PUBLIC SAFETY				
Police	2,708,985	2,791,931	82,946	3.06%
Fire	1,980,720	2,009,086	28,366	1.43%
Emergency Preparedness	7,000	2,000	(5,000)	-71.43%
Building	174,258	170,124	(4,134)	-2.37%
Gas Inspector	12,230	12,230	-	0.00%
Wire Inspector	21,865	22,031	166	0.76%
Sealer of Weights	8,000	8,000	-	0.00%
Board of Health	198,679	192,027	(6,652)	-3.35%
Animal Control	41,484	41,484	-	0.00%
PUBLIC WORKS				
Highway Admin.	159,014	165,960	6,946	4.37%
Hwy. Const. & Maint.	1,506,037	1,500,613	(5,424)	-0.36%
Parks	129,300	141,880	12,580	9.73%
Cemetery	142,548	151,840	9,292	6.52%
Engineering	154,602	155,613	1,011	0.65%
Snow & Ice	427,000	437,000	10,000	2.34%
Street Lighting	117,000	120,000	3,000	2.56%
Trees	46,000	46,000	-	0.00%
COMMUNITY SERVICES				
Council on Aging	289,986	295,632	5,646	1.95%
Library	838,777	851,602	12,825	1.53%
Recreation	149,168	150,163	995	0.67%
Youth Services	149,393	150,607	1,214	0.81%
Veterans Services	79,448	80,708	1,260	1.59%
Cable TV	361,298	303,566	(57,732)	-15.98%
Cultural Council	500	500	-	0.00%
Community Affairs Committee	500	500	-	0.00%
Historical Commission	500	500	-	0.00%

FY2020 General Fund Budget Summary Continued

Department	FY2019 Budget	FY2020 Proposed Budget	\$ Change	% Change
UNDISTRIBUTED EXPENSES				
<u>EMPLOYEE BENEFITS & INSURANCE</u>				
Health Insurance	5,732,512	5,847,083	114,571	2.00%
Transfer to OPEB Trust	500,000	550,000	50,000	10.00%
Life Insurance	8,930	8,930	-	0.00%
Other Benefits/FICA	452,653	473,800	21,147	4.67%
Workers Comp	151,330	141,330	(10,000)	-6.61%
Retirement Assessments	1,790,753	2,047,554	256,801	14.34%
<u>BUILDING & LIABILITY INSURANCE</u>				
Bldg. & Liability Insur.	258,959	258,959	-	0.00%
<u>DEBT SERVICE</u>				
Debt Service	2,801,244	2,666,815	(134,429)	-4.80%
<u>STATE ASSESSMENTS</u>				
State Assessments	261,089	255,166	(5,923)	-2.27%
<u>NORFOLK AGRICULTURAL HIGH SCHOOL</u>				
Tuition/Transportation	-	-	-	
<u>STABILIZATION FUND CONTRIBUTION</u>				
Stabilization Fund	200,000	200,000	-	0.00%
<u>RESERVE FUND</u>				
Reserve Fund	175,000	175,000	-	0.00%
<u>SPECIAL WARRANT ARTICLES</u>				
Special Articles	1,360,000	861,167	(498,833)	-36.68%
Other Financing Uses	217,160	417,160	200,000	92.10%
OTHER NON-APPROPRIATED AMOUNTS				
Reserve for Abatements	335,594	608,050	272,456	81.19%
Offsets	23,088	23,065	(23)	-0.10%
ENTERPRISE FUNDS				
Water	2,496,718	2,548,680	51,962	2.08%
Sewer	2,132,715	2,244,114	111,399	5.22%
Solid Waste	811,839	933,959	122,120	15.04%
GROSS TOTAL TOWN	32,340,660	33,104,617	763,957	2.36%
CALCULATION OF NET TOTAL TOWN				
Less Water Fund	(2,496,718)	(2,548,680)		
Less Sewer Fund	(2,132,715)	(2,244,114)		
Less Solid Waste	(811,839)	(933,959)		
Less Other Funds	(967,828)	(952,083)		
Less Recap Adjustments	256,672			
Less Debt Exclusion	(2,319,152)	(2,248,341)		
Less Reserve Fund Article	(175,000)	(175,000)		
Less Transfer to OPEB Trust	(500,000)	(550,000)		
Less Transfer to Stabilization	(200,000)	(200,000)		
Less Special Articles	(1,360,000)	(861,167)		
NET TOTAL TOWN	21,634,080	22,391,273		3.50%
CALCULATION OF TOWN APPROPRIATION				
GROSS TOTAL TOWN	32,340,660	33,104,617		
Less County Assessments	(1,790,753)	(2,047,554)		
Less State Assessments	(261,089)	(255,166)		
Less Reserve for Abatements	(335,594)	(608,050)		
Less Offsets	(23,088)	(23,065)		
Less Reserve Fund Article	(175,000)	(175,000)		
Less Stabilization Transfer Article	(200,000)	(200,000)		
Less Special Articles	(1,360,000)	(861,167)		
Less Other Financing Use	(217,160)	(417,160)		
Less Enterprise Funds	(5,441,272)	(5,726,753)		
Net Town Warrant Article 4	22,536,704	22,790,702		

FY2020 Enterprise Funds Budget Summary (Warrant Articles 5, 17 & 18)

WATER, SEWER & SOLID WASTE ENTERPRISE FUNDS

REVENUE	FY2019	FY2020	\$ Change	% Change
Water Fees, Charges & Betterments	2,375,371	2,386,032	10,661	0.45%
Transfer from Water Fund Free Cash (Operating)	121,347	162,648	41,301	34.04%
SUBTOTAL OPERATING BUDGET (Article 5)	2,496,718	2,548,680	51,962	2.08%
Transfer from Water Fund Free Cash (FY20 Capital Articles 17&18)	446,000	115,000	(331,000)	-74.22%
TOTAL WATER FUND REVENUES	2,942,718	2,663,680	(279,038)	-9.48%
Sewer Fees, Charges & Betterments	2,132,715	2,244,114	111,399	5.22%
Transfer from Sewer Fund Free Cash (Operating)	0	0	0	
SUBTOTAL OPERATING BUDGET (Article 5)	2,132,715	2,244,114	111,399	5.22%
Transfer from Sewer Fund Free Cash (FY20 Capital Article 17)	64,000	30,000	(34,000)	-53.13%
TOTAL SEWER FUND REVENUES	2,196,715	2,274,114	77,399	3.52%
Solid Waste Fees	488,000	488,000	0	0.00%
General Fund Subsidy	217,160	417,160	200,000	92.10%
Transfer from Solid Waste Free Cash	106,679	28,799	(77,880)	-73.00%
SOLID WASTE FUND REVENUES	811,839	933,959	122,120	15.04%
WATER, SEWER & SOLID WASTE REVENUES	5,951,272	5,871,753	(79,519)	-1.34%
EXPENDITURES	FY2019	FY2020	\$ Change	% Change
Wages, Benefits & Expenses	2,151,583	2,229,707	78,124	3.63%
Debt Service	345,135	318,973	(26,162)	-7.58%
SUBTOTAL OPERATING BUDGET (Article 5)	2,496,718	2,548,680	51,962	2.08%
Capital Articles	446,000	115,000	(331,000)	-74.22%
WATER FUND EXPENDITURES	2,942,718	2,663,680	(279,038)	-9.48%
Wages, Benefits & Expenses	1,484,852	1,561,741	76,889	5.18%
Debt Service	647,863	682,373	34,510	5.33%
SUBTOTAL OPERATING BUDGET (Article 5)	2,132,715	2,244,114	111,399	5.22%
Capital Article	64,000	30,000	(34,000)	-53.13%
SEWER FUND EXPENDITURES	2,196,715	2,274,114	77,399	3.52%
SOLID WASTE FUND EXPENDITURES	811,839	933,959	122,120	15.04%
WATER, SEWER & SOLID WASTE EXPENDITURES	5,951,272	5,871,753	(79,519)	-1.34%

FY2020 Public Education Summary (Warrant Articles 6, 7 & 8)

PUBLIC EDUCATION

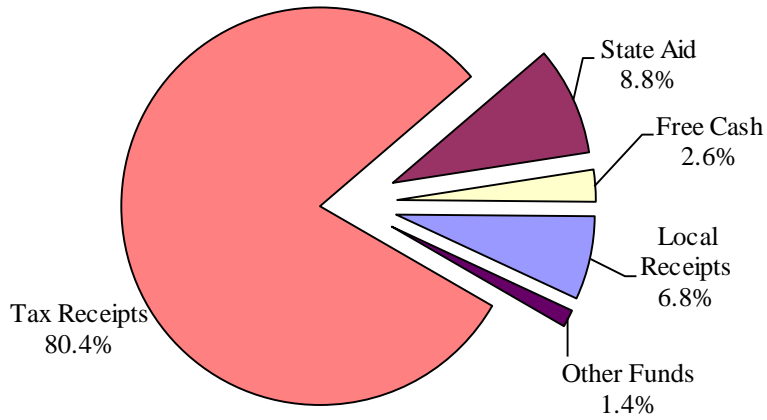
PUBLIC EDUCATION	FY2019	FY2020	\$ Change	% Change
Northborough K-8	\$24,265,593	\$24,928,558	\$662,965	2.73%
Northborough K-8 Total (Article 6)	\$24,265,593	\$24,928,558	\$662,965	2.73%
Algonquin Regional HS 9-12	\$11,304,714	\$12,252,514	\$947,800	8.38%
Algonquin HS Debt Exclusion	\$610,774	\$621,442	\$10,668	1.75%
Algonquin Total (Article 7)	\$11,915,488	\$12,873,956	\$958,468	8.04%
Assabet Valley Regional HS	\$612,406	\$694,822	\$82,416	13.46%
Assabet Valley Debt Assessment	\$145,316	\$141,488	(\$3,828)	-2.63%
Assabet Total (Article 8)	\$757,722	\$836,310	\$78,588	10.37%
TOTAL PUBLIC EDUCATION	\$36,938,803	\$38,638,824	\$1,700,021	4.60%

* Please see separate handouts for detail regarding School Budgets.

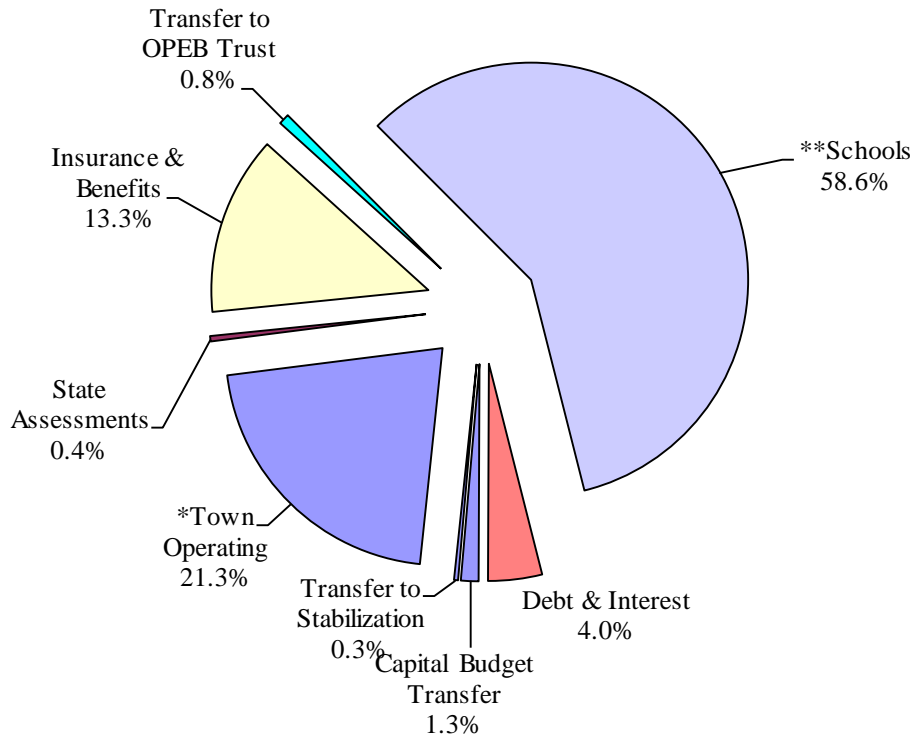
TOWN OF NORTHBOROUGH
REVENUE & EXPENDITURE SUMMARY FISCAL YEARS 2018--2020

LEVY LIMIT CALCULATION	FY2018	PROPOSED FY2019	REVISED FY2019	PROPOSED FY2020	% CHANGE
Prior Year Levy Limit	\$47,349,942	\$49,116,899	\$49,116,899	\$50,983,446	
Add 2.5%	\$1,183,749	\$1,227,922	\$1,227,922	\$1,274,586	
Add New Growth	\$583,208	\$521,700	\$638,625	\$514,500	
Add Overrides	\$0	\$0	\$0	\$0	
True Levy Limit	\$49,116,899	\$50,866,521	\$50,983,446	\$52,772,532	
Add Debt Excl - Zeh School	\$7,311	(\$11,096)	(\$11,096)	(\$31,965)	
Add Debt Excl - Colburn St.	\$5,783	\$4,680	\$5,510	\$2,315	
Add Debt Excl - Library	\$383,394	\$373,062	\$373,062	\$364,428	
Add Debt Excl - Senior Center	\$407,828	\$396,196	\$396,196	\$383,272	
Add Debt Excl - Algonquin	\$660,574	\$610,774	\$610,774	\$621,442	
Less Debt Excl -Settlement	(\$217,999)	(\$218,000)	(\$220,659)	(\$220,000)	
Add Debt Excl - Lincoln Street	\$1,123,925	\$1,099,563	\$1,099,563	\$1,075,199	
Adjusted Levy Limit	\$51,487,715	\$53,121,700	\$53,236,796	\$54,967,223	
REVENUES					
Adjusted Levy Limit	\$51,487,715	\$53,121,700	\$53,236,796	\$54,967,223	
Less Unused Levy Capacity	(\$2,902,138)	(\$2,375,466)	(\$2,802,214)	(\$1,893,068)	
Total Tax Receipts	\$48,585,577	\$50,746,234	\$50,434,582	\$53,074,155	5.23%
State Aid	\$5,245,403	\$5,313,533	\$5,350,237	\$5,403,740	1.00%
MSBA Payments	\$382,543	\$382,543	\$382,543	\$382,543	0.00%
Free Cash (Operating)	\$500,000	\$500,000	\$500,000	\$500,000	0.00%
Free Cash (Capital/Reserve)	\$1,872,000	\$1,735,000	\$1,735,000	\$1,236,167	-28.75%
Local Receipts	\$4,168,000	\$4,468,000	\$4,468,000	\$4,468,000	0.00%
Other Funds	\$880,367	\$967,828	\$967,828	\$952,083	-1.63%
TOTAL GENERAL FUND REVENUES	\$61,633,890	\$64,113,138	\$63,838,190	\$66,016,688	3.41%
Water/Sewer Enterprise Funds	\$4,487,409	\$4,629,433	\$4,629,433	\$4,792,794	3.53%
Solid Waste Enterprise Fund	\$792,830	\$811,839	\$811,839	\$933,959	15.04%
TOTAL REVENUES	\$66,914,129	\$69,554,410	\$69,279,462	\$71,743,441	3.56%
EXPENDITURES					
Town	\$20,902,493	\$21,634,080	\$21,634,080	\$22,391,273	3.50%
Schools					
Northborough K-8	\$23,445,017	\$24,265,593	\$24,265,593	\$24,928,558	2.73%
Algonquin 9-12	\$10,406,326	\$11,322,989	\$11,304,714	\$12,252,514	8.38%
HS Debt Exclusion	\$660,574	\$610,774	\$610,774	\$621,442	1.75%
Warrant Articles					
Reserve Fund	\$175,000	\$175,000	\$175,000	\$175,000	
Capital / Other Articles	\$1,497,000	\$1,360,000	\$1,360,000	\$861,167	
Transfer to Stabilization	\$200,000	\$200,000	\$200,000	\$200,000	
Assabet	\$741,661	\$612,406	\$612,406	\$694,822	13.46%
Assabet Renovation Project	\$151,232	\$145,316	\$145,316	\$141,488	-2.63%
Transfer to OPEB Trust	\$500,000	\$500,000	\$500,000	\$550,000	
Zeh School Debt Service	\$389,854	\$371,447	\$371,447	\$350,578	
Colburn Street Debt Service	\$66,990	\$64,680	\$64,680	\$62,315	
Library Debt Service	\$383,985	\$373,605	\$373,605	\$364,928	
Senior Center Debt Service	\$422,195	\$409,145	\$409,145	\$394,645	
Lincoln Street Debt Service	\$1,124,675	\$1,100,275	\$1,100,275	\$1,075,875	
Other Funds	\$880,367	\$967,828	\$967,828	\$952,083	
Adjustments	(\$313,479)		(\$256,673)		
TOTAL GENERAL FUND EXPENDITURES	\$61,633,890	\$64,113,138	\$63,838,190	\$66,016,688	3.41%
Water Enterprise Fund	\$2,436,381	\$2,496,718	\$2,496,718	\$2,548,680	2.08%
Sewer Enterprise Fund	\$2,051,028	\$2,132,715	\$2,132,715	\$2,244,114	5.22%
Solid Waste Enterprise Fund	\$792,830	\$811,839	\$811,839	\$933,959	15.04%
TOTAL ALL FUNDS	\$66,914,129	\$69,554,410	\$69,279,462	\$71,743,441	3.56%

Fiscal Year 2020 Revenue Sources



Fiscal Year 2020 Expenditures



*Town Expenditures include Reserves for Abatements, Appropriation Reserve Fund, and Offsets
 **School Expenditures include Northboro K-8 schools operations, Algonquin Regional High School operations, Algonquin Regional High School Debt Service & Assabet Valley Assessment

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 2019 the Committee was composed of the following members:

Member	Appointed By	Term Expires
David DeVries, Chair	Town Moderator	April 2020
Michael Hodge, Vice-Chair	Town Moderator	April 2019
Roger Leland	Town Moderator	April 2020
William Peterson, Jr.	Northborough K-8 School Committee	April 2021
T. Scott Rogers	Appropriations Committee	April 2021
Thomas Spataro	Planning Board	April 2019

Committee Activities

Meeting Date	Action
11/29/2018	Joint Meeting with Board of Selectmen, Financial Planning Committee, Appropriations Committee and Fire Station Building Committee. Presentation on the Fire Station Feasibility Study.
12/13/2018	Joint Meeting with Board of Selectmen, Financial Planning Committee, Appropriations Committee and K-8 School Committee; Financial Trend Monitoring System Presentation and Five-Year Financial Projections
2/19/2019	Election of Officers; CIP Instruction Manual; Preliminary Free Cash Plan; Preliminary FY2020 Capital Budget; Police, Fire and DPW Project Updates and Capital Requests; Review of Meeting Schedule and Town Meeting Calendar
3/5/2019	Review of FY2020 Community Preservation Committee Project Requests; School Department Project Update and Capital Requests
3/12/2019	Financial Planning Committee recommendations and draft report
4/4/2019	Joint Meeting with Board of Selectmen, Appropriations Committee and Fire Station Building Committee Re: Fire Station Project Presentation

The Committee extends its appreciation to Town Administrator John Coderre and his Financial Team -- Assistant Town Administrator Kimberly Foster and Finance Director Jason Little -- for their input and assistance throughout the Committee's process. Special thanks to Diane Wackell and Lynda LePoer for their 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 capital investment, department heads must have confidence that their submitted projects will be implemented within the timeframe planned in the Program. The Committee recognizes that the municipal and school administrations 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, debt service projections and metrics were not yet finalized and available to the Committee, but conservative preliminary estimates prepared by the Town Administrator indicate that the Program will be well within the guidelines set forth in the Debt Policy both for Credit Standing and Affordability. Subject to verification of compliance with Debt Policy guidelines, and to comments and recommendations made herein for specific capital projects proposed for FY2020, the Committee is pleased to recommend this Capital Improvement Program as an effective tool for managing the Town's finances with respect to Capital Projects for the next six years.

Communication, Transparency, and Best Practices in Town Finance

Town submitted its FY2019 budget to the Government Finance Association's Distinguished Budget Award Program. If successful, it will be the 9th consecutive nation budget award for Northborough. To be recognized, the budget documents must satisfy demanding criteria which evaluate it as a policy document, a financial plan, an operations guide, and a communications tool. Further, GFOA raises the bar by requiring past award winners to demonstrate ever greater clarity and completeness in their budget document.

To repeat as a GFOA award winner reflects the continuing efforts of the Financial Team to improve communication and transparency in Town finance and apply best practices to municipal budgeting.

Free Cash Policy

The FY2020 budget year marks the ninth implementation of the Town's Free Cash Policy. Under this policy, one defined use of available free cash is to pay for capital projects. Examples of suitable projects include DPW and Public Safety vehicles and equipment; building infrastructure components (heating, cooling, electrical, plumbing, etc.); office and technology equipment; and capital project design fees, feasibility studies, and needs analyses. In the past, the Town funded projects of this scale with debt, a practice discouraged by bond rating agencies. Under the Free Cash policy, such capital items are now funded from Free Cash and other available one-time revenues. Debt capacity is conserved for larger projects such as building construction and renovation, major roadway construction and repair, water/sewer infrastructure, and land acquisition for municipal use or to preserve open space.

From the \$2.23M certified Free Cash balance, \$861,167 is allocated to FY2020 capital projects. This amount provides \$861,167 of capital investment in FY2020 that will have no additional impact on the tax rate.

Assuming this year's Capital Budget is approved, more than \$11.36M of capital expenditures will have been accomplished with Free Cash over the nine-year period FY2012-2020, which otherwise would have been financed with debt. Meanwhile, the Town's component of debt service attributable to small capital expenditures has been nearly eliminated, reclaiming capacity within the Proposition 2 ½ levy limit to address upcoming capital projects of larger scale.

Capital Projects for FY2020

The Committee has reviewed and prioritized the projects in the Capital Improvement Program for Fiscal Year 2020 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 Committee is pleased to note that deleted from the FY2020 capital requests was the planned expenditure of \$290,000 for the Northborough Fire Department to replace its self-contained breathing apparatus (SCBA) packs. On its third try, the Department successfully obtained a Federal Assistance to Firefighters Grant to fund the project.

The Committee considers all the capital projects proposed, and that have been in the Capital plan for many years. From those proposals, the Committee recommends the capital projects below be included in this year's warrant articles. The Committee votes are 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.

Planned sources of funding are noted in the comments for each project.

Municipal Departments

Project	Sponsor	Cost	Priority	Recommend Approval?
Police Cruiser Replacements	Police	\$145,000	2	YES
<ul style="list-style-type: none"> ▪ Purchase of three new vehicles to replace a 2011 Ford Explorer, a 2014 Ford Explorer and a 2015 SUV Interceptor. ▪ Funded from free cash. No additional impact to tax rate. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
Fire Station Design, OPM and Land Expenses	Fire	\$3,500,000	3	YES
<ul style="list-style-type: none"> ▪ Provides for the design, construction bid documents and land acquisition for a new Fire Station. ▪ Funded from \$2.1M in new bonds and \$1.4M in repurposed bond proceeds from the now complete Lincoln Street School addition/renovation project (the \$1.4M repurposed bonds will not add any additional tax impact). 				

Project	Sponsor	Cost	Priority	Recommend Approval?
Ambulance Replacement	Fire	\$315,000	2	YES
<ul style="list-style-type: none"> ▪ Replaces a 2012 ambulance. ▪ Funded from EMS Revolving Fund Fees. No additional impact to tax rate. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
One-Ton Pickup Truck with Plow	Public Works - Highway	\$90,000	2	YES
<ul style="list-style-type: none"> ▪ Replaces a 2000 one-ton pickup truck with plow and will include a covered utility body primarily for use in cemetery operations. ▪ Funded from free cash. No additional impact to tax rate. 				

Municipal Departments (continued)

Project	Sponsor	Cost	Priority	Recommend Approval?
20-Ton Dump Truck with Spreader and Plow	Public Works - Highway	\$271,000	2	YES
<ul style="list-style-type: none"> ▪ Replaces a 1999 dump truck. ▪ Funded from free cash. No additional impact to tax rate. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
Road Improvements & Maintenance	Public Works - Highway	\$300,000	2	YES
<ul style="list-style-type: none"> ▪ Funds needed to supplement the Pavement Management Plan due to reduction in State Chapter 90 Transportation Funding. ▪ Funded from free cash. No additional impact to tax rate. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
Water & Sewer Garage Design	Public Works – Water & Sewer	\$75,000	3	YES
<ul style="list-style-type: none"> ▪ Funds needed for the planning and design of renovations and expansion to the Water & Sewer Garage. ▪ Funded 60/40% split \$45,000 from Water Enterprise Fund Balance and \$30,000 from Sewer Enterprise Fund Balance. ▪ No additional impact to tax rate. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
Assabet Hill Water Tank Rehabilitation Design	Public Works – Water	\$70,000	2	YES
<ul style="list-style-type: none"> ▪ Funds needed for the design and bid documents associated with the rehabilitation project for the Assabet Hill Tank. ▪ Funded from Water Enterprise Fund Balance. No additional impact to tax rate. 				

School Department

Project	Sponsor	Cost	Priority	Recommend Approval?
K-8 Schools Communications and Security Enhancements	Northborough K-8 Schools	\$185,000	1	YES
<ul style="list-style-type: none"> ▪ Funds needed for communications and security enhancements to Northborough's K-8 schools. ▪ Funded from free cash and other available funds. No additional impact to tax rate. 				

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. The Committee has decided not to review or make recommendations on projects not meeting the \$25,000 minimum definition of a Capital Project for purposes of the Capital Improvement Plan.

Project	Sponsor	Cost	Priority	Recommend Approval?
White Cliffs Debt	Community Preservation Committee	\$239,100	N/A	YES
<ul style="list-style-type: none"> Funds for the second debt service payment associated with the purchase of the White Cliffs at 167 Main Street. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
Melican Middle School Field Lighting Phase II	Department of Public Works	\$290,770	N/A	YES
<ul style="list-style-type: none"> Phase II funds to be used for construction and installation services associated with the replacement of field lighting at the Melican Middle School. 				

Project	Sponsor	Cost	Priority	Recommend Approval?
Future Creation of Affordable Housing	Northborough Affordable Housing Corporation	\$150,000	N/A	YES
<ul style="list-style-type: none"> Funds to be used by Northborough Affordable Housing Corporation for future creation of affordable housing. 				

Respectfully submitted,
 Northborough Financial Planning Committee
 March 12, 2019

Financial Planning Committee Recommendations for FY2020 Capital Project Warrant Articles
Northborough Annual Town Meeting April 2019

Article	Project	Cost	Funding Source	Priority	Vote *	Recommend Approval?
12	Fire: Ambulance 1 Replacement	315,000	EMS Revolving Fund	2	(5-0-0)	YES
13	Police: Cruiser Replacements	145,000	Free Cash	2	(5-0-0)	YES
14	DPW: One-Ton Pickup Truck w/ Plow	90,000	Free Cash	2	(5-0-0)	YES
15	DPW: 20-Ton Pickup Truck w/ Spreader & Plow	271,000	Free Cash	2	(5-0-0)	YES
16	DPW: Roadway Improvements & Maintenance	300,000	Free Cash	2	(5-0-0)	YES
17	DPW: Water & Sewer Garage Design (60/40% split)	45,000	Water Enterprise Fund	3	(5-0-0)	YES
18	DPW: Assabet Water Storage Tank Rehabilitation Design	30,000	Sewer Enterprise Fund	2	(5-0-0)	YES
		70,000	Water Enterprise Fund	2	(5-0-0)	YES
19	K-8 Public Schools: Communications and Security Enhancements	185,000	Free Cash	1	(5-0-0)	YES
20	Fire: Station Design & Land Acquisition	3,500,000	Municipal Bonds	3	(5-0-0)	YES
23	CPC: Northborough Affordable Housing Corporation	150,000	CPA	**	(5-0-0)	YES
24	CPC: Melican Middle School Field Lighting	290,770	CPA	**	(5-0-0)	YES
25	CPC: White Cliffs Debt	239,100	CPA	**	(5-0-0)	YES

* 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.

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

**Town of Northborough
Capital Improvement Program Summary
Fiscal Years 2020-2025**

PROJECTS BY DEPARTMENT		Page #	Source of Funds	Six-Year Total	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Fire										
Fire Station Addition/Renovation	21	2	18,500,000	3,500,000	15,000,000					
Ambulance Replacement	22	5	640,000	315,000			325,000			
Car 4 Pick-Up Truck Replacement	23	6	80,000		80,000					
Car 1 SUV Replacement	24	6	76,000		76,000				750,000	
Rescue One Replacement	25	6	750,000							250,000
Portable Radio Replacement	26	6	250,000							750,000
Engine 1 Replacement	27	2/6	750,000							
Fire Subtotal				\$3,815,000	\$15,000,000	\$156,000	\$325,000	\$750,000	\$1,000,000	\$1,000,000
Police										
Police Cruiser Replacements	28	6	733,000	145,000	97,000	147,000	97,500	148,000	98,500	60,000
Emergency Generator Replacement	29	6	60,000							60,000
Communications Center Upgrades	30	6	60,000							60,000
Police Subtotal				\$853,000	\$145,000	\$147,000	\$97,500	\$148,000	\$218,500	\$218,500
Town Offices										
Town Offices Building Repair Project Phase 2	31	2/6	TBD		TBD					
Town Offices Building Repair Project Phase 3	32	2/6	TBD		TBD					
Town Hall Subtotal				\$0	\$0	\$0	\$0	\$0	\$0	\$0

Town of Northborough
Capital Improvement Program Summary
Fiscal Years 2020-2025

PROJECTS BY DEPARTMENT		Page #	Source of Funds	Six-Year Total	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
DPW: Highway/Parks/Cemetery Division										
One-Ton Pick Up Truck w/plow	33	6	246,000	90,000	75,000	343,000	81,000			
20-Ton Dump Truck w/ Spreader & Plow	34	6	913,000	271,000				299,000		
Roadway Improvements/Maintenance	35	6	1,800,000	300,000	300,000	300,000	300,000	300,000		300,000
Assabet Park ADA Rehabilitation	36	2/6	500,000		500,000					
One-Ton Dump Truck w/Plow	37	6	357,000	110,000	110,000		119,000			128,000
Loader	38	2/6	257,000		257,000					
Hudson Street Drainage Improvements	39	2/6	200,000		200,000					
Highway Garage Renovation/Expansion	40	2	2,150,000			150,000		2,000,000		
Culvert Replacement Program	41	2/6	550,000			250,000				300,000
Wing Mower Replacement	42	6	75,000			75,000				
Street Sweeper	43	2/6	273,000				273,000			
Stump Grinder	44	6	65,000				65,000			
Backhoe Replacement	45	2/6	235,000					235,000		
Bucket Truck Replacement	46	6	260,000							260,000
Cemetery Niches	47	6	100,000							100,000
Memorial Field Pedestrian & Parking Improvements	48	6	TBD							TBD
Highway/Parks/Cemetery Subtotal				\$7,981,000	\$661,000	\$1,442,000	\$1,118,000	\$838,000	\$2,834,000	\$1,088,000

**Town of Northborough
Capital Improvement Program Summary
Fiscal Years 2020-2025**

PROJECTS BY DEPARTMENT		Page #	Source of Funds	Six-Year Total	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
DPW: Sewer Enterprise Fund										
Water/Sewer Garage Design & Improvements	49	7/8	675,000	75,000		600,000				
SCADA System	50	7/8	500,000			500,000				
Inflow & Infiltration (I&I) Mitigation	51	7	720,000				360,000			360,000
Wesson Terrace Pump Station Improvements	52	7	250,000				250,000			
Sewer Enterprise Fund Subtotal			\$2,145,000	\$75,000	\$0	\$1,100,000	\$610,000	\$0	\$0	\$360,000
DPW: Water Enterprise Fund										
Assabet Hill Water Tank Rehabilitation	53	8	795,000	70,000	725,000					
Reservoir Dam Compliance	54	6/8	900,000	100,000				800,000		
Utility Tractor	55	7/8	80,000			80,000				
Repair/Replace Water Mains and Services	56	8	450,000				50,000		400,000	
15-Ton Dump Truck	57	7/8	140,000						140,000	
One Ton Utility Body Truck w/Plow	58	7/8	110,000							110,000
Water Enterprise Fund Subtotal			\$2,475,000	\$70,000	\$825,000	\$80,000	\$850,000	\$540,000	\$110,000	\$110,000
TOTAL GENERAL GOVERNMENT (NON-SCHOOL)										
Fire Subtotal			\$21,046,000	\$3,815,000	\$15,000,000	\$156,000	\$325,000	\$750,000	\$1,000,000	\$1,000,000
Police Subtotal			\$853,000	\$145,000	\$97,000	\$147,000	\$97,500	\$148,000	\$218,500	\$218,500
Town Offices Subtotal			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DPW: Highway/Parks/Cemetery Subtotal			\$7,981,000	\$661,000	\$1,442,000	\$1,118,000	\$838,000	\$2,834,000	\$1,088,000	\$1,088,000
DPW: Sewer Enterprise Fund Subtotal			\$2,145,000	\$75,000	\$0	\$1,100,000	\$610,000	\$0	\$360,000	\$360,000
DPW: Water Enterprise Fund Subtotal			\$2,475,000	\$70,000	\$825,000	\$80,000	\$850,000	\$540,000	\$110,000	\$110,000
TOTAL GENERAL GOVERNMENT			\$34,500,000	\$4,766,000	\$17,364,000	\$2,601,000	\$2,720,500	\$4,272,000	\$2,776,500	\$2,776,500

**Town of Northborough
Capital Improvement Program Summary
Fiscal Years 2020-2025**

PROJECTS BY DEPARTMENT		Page #	Source of Funds	Six-Year Total	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Northborough K-8 Public Schools										
Summary of School projects										
All K-8 Schools				185,000	185,000					
Peaslee Elementary		60	6	185,000	185,000					
**Parking Lot/Walkway Paving		61	2/6	245,000	245,000					
**Floor Tile Replacement		62	6	50,000	50,000					
**Design / Fire & Sprinkler Systems		63	2/3	480,000	480,000		480,000			
Feasibility Study		64	2/3	500,000	500,000					
Architectural Fees & Construction		64	2/3	28,700,000	28,700,000			500,000		28,700,000
Zeh Elementary										
Pitched Roof Area Replacement		65	2/6	600,000	600,000					
Melican Middle School										
Walkway Paving		66	6	131,000	131,000					
Feasibility Study		67	2/3	500,000	500,000					500,000
Architect Fees/Renovation (TBD)		67	2/3	TBD	TBD					
Tennis Court Resurfacing/Fencing		68	2/6	100,000	100,000				100,000	
Northborough K-8 Public Schools Subtotal				\$31,491,000	\$185,000	\$376,000	\$650,000	\$480,000	\$600,000	\$29,200,000

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

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

MEETING NOTES

