

# Town of Northborough



## Annual Town Meeting Warrant 2011

# **2011 ANNUAL TOWN MEETING WARRANT**

On the following pages you will find the Warrant for the 2011 Annual Town Meeting.

The Warrant sets the format for Annual Town Meeting which commences on the fourth Monday in April (April 25, 2011, at 7:30 p.m. at the Algonquin Regional High School). This year's Warrant is composed of 44 Articles. An Article is the mechanism by which residents are asked to consider some form of action during Town Meeting. For example, Article 7 asks residents to consider acceptance of the Northborough K-8 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.

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 FY2012 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 25, 2011**

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-FIFTH day of April 2011 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 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 Sixteen Million Three Hundred Sixty Seven Thousand Seven Hundred One Dollars (\$16,367,701) 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	\$ 10,000
Transfer from Debt Exclusion Premium Reserve	\$ 954
Transfer from Debt Exclusion Reserve	\$ 41,479
Transfer from Title V Reserve	\$ 4,534

Transfer from Conservation Commission Fees	\$ 12,000
Transfer from Police Revolving Account	\$ 102,500
Transfer from Fire Emergency Medical Services Revolving Account	\$ 76,600
Transfer from Recreation Revolving Account	\$ 120,000
Transfer from Dog Control Revolving Account	\$ 12,000
Silas Drive Earth Removal Bond Funds	\$ 12,012
Free Cash	\$ 500,000

for a total of Eight Hundred Ninety Two Thousand Seventy Nine Dollars (\$892,079), and that the sum of Fifteen Million Four Hundred Seventy Five Thousand Six Hundred Twenty Two Dollars (\$15,475,622) 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 Nine Hundred One Thousand Three Hundred Seventy Five Dollars (\$3,901,375) 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:

Sewer Fund Free Cash	\$227,729
Water Fund Free Cash	\$ 64,453

Raise and Appropriate by Taxation:

Solid Waste General Fund Subsidy	\$247,570
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for a total of Five Hundred Thirty Nine Thousand Seven Hundred Fifty Two Dollars (\$539,752) and that the sum of Three Million Three Hundred Sixty One Thousand Six Hundred Twenty Three (\$3,361,623) be financed from Water/Sewer and Solid Waste Revenues.

Water Fund	\$1,861,930
Sewer Fund	\$1,311,875
Solid Waste	<u>\$ 727,570</u>
	\$3,901,375

**ARTICLE 6**

To see if the Town will vote to appropriate the sum of Sixty One Thousand Dollars (\$61,000) from Water Fund Free Cash, to offset a FY2011 Water Enterprise Fund appropriation deficit.

- The appropriation deficit was authorized in FY2011 by the Board of Selectmen to provide for Water System repairs. This article allows the deficit to be raised from Water Fund Free Cash rather than from the next year's tax rate.

**ARTICLE 7**

To see if the Town will vote to raise and appropriate by taxation the sum of Eighteen Million Seven Hundred Two Thousand Eight Hundred Sixty Seven Dollars (\$18,702,867) for the operation of the Northborough Public Schools.

**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 Northborough/Southborough Regional School District, the sum of Nine Million Eighty Five Thousand Three Hundred Forty Five Dollars (\$9,085,345), or take any action relative thereto.

**ARTICLE 9**

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 Five Hundred Seventeen Thousand Four Hundred Eighty Eight Dollars (\$517,488).

**ARTICLE 10**

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 M.G.L. Chapter 78, Sections 19A and 19B, as supplemented or amended by current state budget language, 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 11**

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 12**

To see if the Town will vote to combine Articles 13 through 18 as follows:

- Article 13 Reauthorizes Fire Department Revolving Fund Accounts;
- Article 14 Reauthorizes Police Department Revolving Fund Accounts;
- Article 15 Reauthorizes Dog Officer Revolving Fund Accounts;
- Article 16 Reauthorizes Community Affairs Committee Revolving Fund Accounts;
- Article 17 Reauthorizes Family and Youth Services Department Revolving Fund Accounts;
- Article 18 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 13 through 18 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 13**

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/Emergency Medical Service 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 14**

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 15**

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 16**

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 17**

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 18**

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 19**

To see if the Town will vote to appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000) 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, the sum of One Hundred Fifty Thousand Dollars (\$150,000) be raised by taxation, transfer from available funds, borrowing or otherwise.

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

#### **ARTICLE 20 (CIP)**

To see if the Town will vote to appropriate the sum of Two Hundred Thirty Thousand Dollars (\$230,000) for the use of the Fire Department for the purchase of an ambulance, and to meet said appropriation, the sum of Two Hundred Thirty Thousand Dollars (\$230,000) 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 2004 ambulance. The debt service on the bonds for the Ambulance will be paid by the EMS Revolving Account. The EMS Revolving Account is funded by the Ambulance Service fees and charges.

#### **ARTICLE 21 (CIP)**

To see if the Town will vote to appropriate the sum of Sixty Thousand Dollars (\$60,000) for the use of the Fire Department for the purchase of a pick-up truck, and to meet said appropriation, the sum of Sixty Thousand Dollars (\$60,000) be raised by taxation, transfer from available funds, borrowing or otherwise.

- This Article seeks funding to replace a 2005, three-quarter ton, four-wheel-drive pick-up truck.

**ARTICLE 22 (CIP)**

To see if the Town will vote to appropriate the sum of Thirty Five Thousand Dollars (\$35,000) for the use of the Police Department for the purchase of a public safety dispatch center telephone system, and to meet said appropriation, the sum of Thirty Five Thousand Dollars (\$35,000) be raised by taxation, transfer from available funds, borrowing or otherwise.

- This Article seeks funding to replace the original telephone system from 1989 for the Town's public safety dispatch center.

**ARTICLE 23 (CIP)**

To see if the Town will vote to appropriate the sum of Sixty Thousand Dollars (\$60,000) for the use of the Highway Division of the Department of Public Works for the purchase of a highway garage truck lift, and to meet said appropriation, the sum of Sixty Thousand Dollars (\$60,000) be raised by taxation, transfer from available funds, borrowing or otherwise.

- This Article seeks funding to replace the existing truck lift in the highway garage. This lift is original to the building (1984) and no longer operational.

**ARTICLE 24 (CIP)**

To see if the Town will vote to appropriate the sum of Thirty Nine Thousand Dollars (\$39,000) for the use of the Highway Division of the Department of Public Works for the purchase of a one-ton pick-up truck with plow, and to meet said appropriation, the sum of Thirty Nine Thousand Dollars (\$39,000) be raised by taxation, transfer from available funds, borrowing or otherwise.

- This request is for a one-ton pick-up truck that will replace a 1999 Ford F 350 one-ton dump truck.

**ARTICLE 25 (CIP)**

To see if the Town will vote to appropriate the sum of One Hundred Sixty Four Thousand Dollars (\$164,000) for the use of the Highway Division of the Department of Public Works for the purchase of a street sweeper, and to meet said appropriation, the sum of One Hundred Sixty Four Thousand Dollars (\$164,000) be raised by taxation, transfer from available funds, borrowing or otherwise.

- This request is to replace the existing 1999 Elgin pelican street sweeper.

**ARTICLE 26 (CIP)**

To see if the Town will vote to appropriate the sum of Seventy One Thousand Dollars (\$71,000) for the use of the Highway Division of the Department of Public Works for the purchase of a one-ton dump truck with plow, and to meet said appropriation, the sum of Seventy One Thousand Dollars (\$71,000) be raised by taxation, transfer from available funds, borrowing or otherwise.

- This request is to replace a 1999 Ford F 350 one-ton dump truck.

### **ARTICLE 27 (CIP)**

To see if the Town will vote to appropriate the sum of Five Hundred Twenty Five Thousand Dollars (\$525,000) for the use of the Northborough School Department for roof repairs at the Peaslee School, and to meet said appropriation, the sum of Three Hundred Seventy-Five Thousand Dollars (\$375,000) be transferred from available funds and One Hundred Fifty Thousand Dollars (\$150,000) 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.

- This Article requests the funding to repair the rubber membrane on all flat roofs at the Peaslee School.

### **ARTICLE 28 (CIP)**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds, a sum of money to be expended under the direction of the School Building Committee for the replacement of windows and the boiler at the Robert E. Melican Middle School located at 145 Lincoln Street, Northborough, MA (a “Green Project” within the meaning of the regulations of the Massachusetts School Building Authority (“MSBA”)) in order to materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and 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 project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town, and that any grant that the Town of Northborough may receive from the MSBA for the Project shall not exceed the lesser of (1) 48.68 percent (%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA.

- This Article seeks funds for window and boiler replacement at the Melican Middle School. The estimated \$1,200,000 cost will be reimbursed by MSBA at a rate of 48.68% and the balance of the project cost offset by mitigation funds received from the developers of the Avalon Bay Residential Development and the Northborough Crossing Retail Development.

### **ARTICLE 29 (CIP)**

To see if the Town will vote to raise and 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, and 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 30**

To see if the Town will vote to accept the provisions of M.G.L. Chapter 32B, Section 20 to provide for the establishment of an “Other Post Employment Benefits Liability Trust Fund” and further, to establish an “Other Post Employment Benefits Liability Trust Fund” to account for

appropriations made to cover the unfunded actuarial liability for retirees' health care and life insurance benefits, or to take any action related thereto.

- This Article provides for the establishment of a special trust fund for any appropriations made to cover the unfunded actuarial liability of health care and other post-employment benefits for Town retirees.

### **ARTICLE 31**

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 32**

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 33**

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-04-030 Floodplain Overlay District; boundaries and Section 7-07-020 Floodplain Overlay District by deleting the text shown in brackets [ ] and replacing it with the text shown in brackets and underlined [     ], as follows, or take any action relative thereto.

#### **7-04-030 Floodplain Overlay District; boundaries.**

[A. The Floodplain Overlay District shall be described by and include all flood hazard areas designated as "Zone A" and "Zone A-1 through A-5" on the Town of Northborough Flood Insurance Rate Maps (FIRM) and the Town of Northborough Flood Boundary and Floodway Maps, dated November 15, 1979 (together, "the floodplain maps").]

[A. The Floodplain Overlay District is herein established as an overlay district. The District includes all special flood hazard areas within the Town of Northborough designated as Zone A and AE, on the Worcester County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Worcester County FIRM that are wholly or partially within the Town of Northborough are panel numbers 25027C0629E, 25027C0631E, 25027C0632E, 25027C0633E, 25027C0634E, 25027C0641E, 25027C0642E, 25027C0643E, 25027C0651E, 25027C0653E, 25027C0654E, 25027C0661E and 25027C0662E dated July 4, 2011. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 4, 2011. The FIRM and FIS report are incorporated herein by reference and are on file with the Building Department, Planning Department, and Engineering Department.]

### **7-07-020 Floodplain Overlay District.**

#### **A. General Provisions.**

[(4)The Floodplain District is established as an overlay district to all other districts. All development in the district, including structural and non-structural activities, whether permitted by right or by special permit must be in compliance with Chapter 131, Section 40 of the Massachusetts General Laws and with the following:

(a)Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas;

(b)Wetlands Protection Regulations, Department of Environmental Protection (DEP);

(c)Inland Wetlands Restriction, DEP; and

(d)Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP.

Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

(5)All subdivision proposals must be designed to assure that:

(a) such proposals minimize flood damage;

(b)all public utilities and facilities are located and constructed to minimize or eliminate flood damage; and

(c)adequate drainage is provided to reduce exposure to flood hazards.

(6)Floodway Data. In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

(7)Base Flood Elevation Data. Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or 5 acres, whichever is the lesser, within unnumbered A zones.

(8)Notification of Watercourse Alteration. In a riverine situation, the Town Engineer shall notify the following of any alteration or relocation of a watercourse:

(a)Adjacent Communities

(b)NFIP State Coordinator, Massachusetts Department of Conservation and Recreation, 251 Causeway Street, Suite 600-700, Boston, MA 02114-2104

(c)NFIP Program Specialist, Federal Emergency Management Agency, Region I, 99 High Street, 6th Floor, Boston, MA 02110]

Or take any action relative thereto.

- This Article replaces the existing language (shown in brackets) in the Zoning Bylaw pertaining to the Flood Insurance Rate Maps and adds new language regarding subdivision design requirements, Floodway and Base Flood Elevation data, and notification of watercourse alterations. The maps have been digitized and the Zoning Bylaw must reflect this change. The location of the flood plains remains the same as shown on the 1979 maps.

#### **ARTICLE 34**

To see if the Town will vote to amend the following sections of the Northborough General Bylaws, Part 2, Chapter 2-28, by adding the words shown in brackets and underlined [ \_ ] and deleting the words shown in brackets [ ] as follows, and to replace the term “Earth Removal Board” with the term “Earthwork Board” wherever it appears in the Northborough General Bylaws:

#### **2-28-010 Establishment of [Earth Removal] [Earthwork] Board; appointment; terms**

The [Earth Removal] [Earthwork] Board is hereby established and shall consist of five (5) members as follows: One (1) member shall be appointed by the Board of Selectmen for a term of three (3) years; one (1) member shall be appointed by the Conservation Commission for a term of three (3) years; one (1) member shall be appointed by the Planning Board for a term of two (2) years; one (1) member shall be appointed by the Moderator for a term of one (1) year; and thereafter as their terms of office shall expire, the members shall be appointed in like manner for terms of three (3) years.

(Prior code §84-1)

#### **2-28-020 Permit required {Amended 4-24-00 ATM Art. 38, Amended 4-22-02 ATM, Art. 37}**

No person, firm or corporation shall remove [or import in excess of 100 cubic yards of] soil, loam, sand, gravel, stone or other earth material from [or to] any land [in the town] not in public use without first obtaining a permit therefor from the [Earth Removal] [Earthwork] Board, as provided in the following sections. A permit shall be granted only by an affirmative vote of the majority of the Board, except for land located in the Industrial [A or Industrial B] zoning district[s], in which case such permit must be obtained from the Planning Board as part of the Site Plan Approval process under Section 7-03-050 of the Zoning Bylaw.][, as provided in the following sections.]

#### **2-28-030 Work for which permit required; exemptions**

A. A permit shall be required under this chapter for the removal [or importation] of soil, loam, sand, gravel, stone or other earth material in the course of excavation incidental to the construction of a business, industrial, research or commercial building or facility of any kind, including apartment buildings of more than two (2) apartment units and/or developments of more than one (1) apartment building on any single parcel or lot of land. This requirement for an

[earth removal] [earthwork] permit extends also to any material removed [or imported] for the installation of walks, driveways, parking lots and similar appurtenances to said commercial building or facility.

B. Exemptions.

(1) A permit shall not be required under this chapter for the removal [or importation] of soil, loam, sand, gravel, stone or other earth material in the course of excavation incidental to the construction of a residential building consisting of less than three (3) apartments on a single parcel or lot of land for which a permit has been issued and to the installation of walks, driveways and similar appurtenances to said building, provided that the quantity of material removed does not exceed that displaced by the portion of building, walk, driveway or similar appurtenances below finished grade or in the course of customary use of land for a farm, garden or nursery.

(2) The above exemptions do not cover removal [or importation] of earth from the premises involving topographical changes or soil-stripping or loam-stripping activities, nor shall tentative or final approval of a subdivision plan be construed as authorizing the removal [or importation] of earth material from streets shown on the subdivision plan.

**2-28-040 Application procedure {Amended 4-22-02 ATM, Art. 37}**

A. An application for an [earth removal] [earthwork] permit shall be in writing and, among other things as required by the [Earth Removal] [Earthwork] Board, or in the case of land in the Industrial [A or Industrial B] zoning district[s], the Planning Board shall contain an accurate description of the portion of land from which earth is to be removed [or to which earth is to be imported], shall state fully the purpose for the removal [or importation] thereof and shall include plans of the land involved in such form as the [Earth Removal] [Earthwork] Board may require. The [Earth Removal] [Earthwork] Board may charge reasonable fees for making an application for [earth removal] [earthwork]. Upon receipt of an application for a permit for removal of earth from any land, the [Earth Removal] [Earthwork] Board shall appoint a time and place for a public hearing, notice of which shall be given to the applicant and shall be published at least twenty-one (21) days before such hearing in a newspaper having a circulation in the town.

B. Fees. [Added 5-18-1990] [Amended 4-28-03 ATM, Art. 26]

(1) New permit: [three hundred dollars (\$300.)] [five hundred dollars (\$500)]

(2) Renewal permit: [one hundred fifty dollars (\$150.)] [two hundred fifty dollars (\$250)]

(Prior code § 84-4)

**2-28-050 Conditions for granting of permit {Amended 4-22-02 ATM, Art. 37}**

A permit for removal [or importation] of soil, loam, sand, gravel, stone or other earth material shall be granted only if the [Earth Removal] [Earthwork] Board, or in the case of land in the Industrial [A or Industrial B] zoning district[s], the Planning Board shall rule that such removal is neither detrimental to the neighborhood nor injurious to the recharge of the water table. The exercise of any permit granted under provisions of this chapter shall be subject to conditions, limitations and safeguards to be set forth therein by the [Earth Removal] [Earthwork] Board to

protect the groundwater supply, health, welfare, convenience and safety of the public and to promote the best interests of the neighborhood and of the town. These conditions may include but are not limited to: method of removal; type and location of temporary structures; hours of operation; routes for transporting the material through the town; area and depth of excavation; distance of excavation from street and lot lines; steepness of slopes excavated; reestablishment of ground levels and grades; provisions for permanent and temporary drainage; disposition of boulders and tree stumps; replacement of loam over the area of removal; planting of the area to suitable cover; and inspection of the premises at any time by the [Earth Removal] [Earthwork] Board or its representative.

(Prior code § 84-5)

**2-28-060 Performance bond; duration of permit; public hearing {Amended 4-22-02 ATM, Art. 37}**

The [Earth Removal] [Earthwork] Board or in the case of land in the Industrial [A or Industrial B] zoning district[s], the Planning Board may require, as a condition to the granting of a permit for the removal [or importation] of soil, loam, sand, gravel, stone or other earth material, that the permittee furnish cash, a certified check or a surety company bond to the town as obligee in a penal sum to be fixed by said [Earth Removal] [Earthwork] Board as it shall deem sufficient to cover the cost of the performance of all labor and material as shall be required to carry out all the conditions, limitations and safeguards as may be imposed by said [Earth Removal] [Earthwork] Board in connection with the removal [or importation] of the particular substances for which the permit is issued. No permit shall be issued under provisions of this chapter for a period of more than one (1) year, though permits may be renewed. Prior to issuing or renewing any permit, the [Earth Removal] [Earthwork] Board shall appoint a time and place for a public hearing, notice of which shall be given to the applicant and all abutters and shall be published at least twenty-one (21) days before such hearing in a newspaper having a circulation in the town.

(Prior code § 84-6)

**2-28-070 Investigation of violations; suspension or revocation of permit [Amended 5-15-89 ATM, Art. 44], {Amended 4-22-02 ATM, Art. 37}**

If the [Earth Removal] [Earthwork] Board, or in the case of land in the Industrial [A or Industrial B] zoning district[s], the Planning Board shall be informed or shall have reason to believe that any provision of this chapter or any permit or condition thereunder has been, is being or is about to be violated, the [Earth Removal] [Earthwork] Board shall make or cause to be made an investigation of the facts, and if the [Earth Removal] [Earthwork] Board finds any violation, the [Earth Removal] [Earthwork] Board shall send a notice ordering cessation of the improper activities to the owner of the premises in question or his duly authorized agent and to the occupant of the premises. If, after such notice, the violation continues, the [Earth Removal] [Earthwork] Board may suspend any permit it has issued or take such other action as is necessary to enforce the provisions of the chapter and/or seek penalties as provided in MGL C. 40, § 21, Clause 17. In addition to any other penalties imposed hereunder, violation of this chapter shall be punishable by a fine of fifty dollars (\$50.). Each day of violation shall constitute a separate offense. If any permit is suspended, an early date shall be set by the [Earth Removal] [Earthwork] Board for a public hearing, notice of which shall be given to the permittee and shall be published at least seven (7) days before such hearing in a newspaper having a circulation in

the town. Any permit granted by the [Earth Removal] [Earthwork] Board may be revoked for cause shown, after such public hearing. The suspension or revocation of a permit shall not relieve the permittee of his obligations thereunder, except at the discretion of the [Earth Removal] [Earthwork] Board.

(Prior code § 84-7)

### **2-28-080 Record of proceedings and decisions**

The [Earth Removal] [Earthwork] Board shall record all proceedings brought under this chapter in a book to be kept for that purpose and shall file in the office of the Town Clerk a copy of all decisions, and the said Town Clerk shall keep a proper index thereof.

(Prior code § 84-8)

### **2-28-090 When effective**

This chapter shall take effect upon its approval by the Attorney General and publication as provided by law; provided, however, that any continuous [earth removal] [earthwork] activities in actual legal working operation on March 1, 1969, may continue unaffected by this chapter until July 1, 1969. Permits for operation of the latter activities will be required after July 1, 1969.

(Prior code § 84-9)

### **2-28-100 Severability**

If any provision of this chapter shall be held invalid or unconstitutional, such invalidity or unconstitutionality shall not be construed to affect the validity or constitutionality of any of the remaining provisions.

Or take any other action relative thereto.

- This Article proposes to amend the Earth Removal Bylaw to require applicants to obtain a permit to perform any filling or removal of earthen materials before starting any work within the Town of Northborough. In an effort to clarify the intent of this bylaw, the name of the Board is proposed to be changed from the Earth Removal Board to the Earthwork Board.

## **ARTICLE 35**

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 35 - Consolidated Personnel Bylaw Amendments – 2011 Annual Town Meeting".

## **ARTICLE 36 (CPA)**

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 Affordable Housing Corporation for the redevelopment of the former senior center for affordable housing purposes, or take any action relative thereto.

**ARTICLE 37 (CPA)**

To see if the Town will vote to appropriate the sum of Fifty Thousand Dollars (\$50,000), or any other sum, from the Community Preservation Unreserved Fund to the Northborough Department of Public Works for Church Street bridge design and stone wall repair evaluation, or take any action relative thereto.

**ARTICLE 38 (CPA)**

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 and place said amount in the Community Preservation Historic Resources Reserve for the purposes of future historical property preservation or acquisitions, or take any action relative thereto.

**ARTICLE 39 (CPA)**

To see if the Town will vote to appropriate the sum of One Thousand Five Hundred Dollars (\$1,500), or any other sum, from the Community Preservation Fund revenues to the Northborough Historical Commission for the purchase of signage to identify the John Brigham Mill Site on Whitney Street, or take any action relative thereto.

**ARTICLE 40 (CPA)**

To see if the Town will vote, for the purpose of acquiring 55.6 ± acres of land at 0 Green Street, Assessors' Map 26 Parcel 2, for open space preservation purposes, to appropriate the sum of Two Hundred Fifty Thousand Dollars (\$250,000), or any other sum, from the Community Preservation Fund revenues; the sum of Five Hundred Fifty-Seven Thousand Dollars from the Community Preservation Open Space Reserve (\$557,000), or any other sum; and that the sum of Five Hundred Thousand Dollars (\$500,000) under the Community Preservation Program be raised by borrowing in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 3 and Chapter 44B, Section 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; and to authorize the Board of Selectmen and the Conservation Commission to execute all documents and take all actions necessary to accomplish said acquisition.

- This Article requests a total of \$1,307,000 in funding from the Community Preservation Fund. The proposed land acquisition requires further funding of \$200,000 from the Conservation Fund, already approved by a vote of the Conservation Commission, for a total land acquisition price of \$1,507,000.

**ARTICLE 41 (CPA)**

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 and place said amount in the Community Open Space Reserve for the purpose of future open space acquisitions, or take any other action relative thereto.

- This Article is intended to ensure compliance with the Community Preservation Act. The regulations contain a requirement to spend or reserve at least 10% of the annual CPA revenue for Open Space. If Article 40 is approved, there will be a motion to pass over this Article.

**ARTICLE 42 (CPA)**

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 2012, or take any other action relative thereto.

**ARTICLE 43**

To see if the Town will vote to amend the vote taken under Article 41 of the warrant for the 2010 Annual Town Meeting, which authorized 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, by replacing the revised language for the *first sentence* of said section 1, which read 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.”

with the following language to be substituted for *section 1 in its entirety*:

“(1)Notwithstanding Section 17 of Chapter 138 of the General Laws, the Town of Northborough may grant an additional license for the sale of all alcoholic beverages not to be drunk on the premises to Wegman’s Food Markets, Inc., located at Assessors’ property address 9102/9104 Shops Way, off Southwest Cutoff, in the Town of Northborough pursuant to Section 15 of said Chapter 138.

(2) The local alcohol licensing authority shall not approve the transfer of said license to any other location. Said license may be granted by the local alcohol licensing authority at the same location if an applicant for said license files with said authority a letter in writing from the department of revenue indicating that said licensee is in good standing with said department and that any and all applicable taxes have been paid.

(3) If the license granted is canceled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant at the same location and under the same conditions as specified herein.”

or take any action relative thereto.

**ARTICLE 44**

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.

## FY2012 General Fund Budget Summary (Warrant Article 4)

Following is a summary of the Town's FY2012 General Fund Budget Summary (non-school), which details the 3.99% increase allowable under current revenue projections.

<b>TOWN GENERAL FUND BUDGET SUMMARY</b>				
Department	FY2011 Budget	FY2012 Proposed Budget	\$ Change	% Change
<b>GENERAL ADMINISTRATION</b>				
<b><u>EXECUTIVE OFFICE</u></b>				
Selectmen	133,058	137,366	4,308	3.24%
Administrator	202,036	203,936	1,900	0.94%
Economic Development	1,300	1,300	-	0.00%
Town Reports	4,425	4,425	-	0.00%
<b><u>PUBLIC BUILDINGS</u></b>				
Town Hall/Public Bldgs.	366,871	388,894	22,023	6.00%
<b><u>FINANCE</u></b>				
Treasurer	267,479	270,846	3,367	1.26%
Board of Assessors	235,016	254,548	19,532	8.31%
Town Accountant	121,571	122,342	771	0.63%
<b><u>MIS/GIS</u></b>				
MIS/GIS	307,251	324,359	17,108	5.57%
<b><u>TOWN/CLERKS OFFICE</u></b>				
Town Clerk	118,970	120,938	1,968	1.65%
Election/Registration	37,209	31,242	(5,967)	-16.04%
<b><u>ADVISORY BOARDS/SERVICES</u></b>				
Moderator	500	500	-	0.00%
Appropriations Committee	1,695	1,695	-	0.00%
Town Counsel	85,000	85,000	-	0.00%
Personnel Board	135,895	74,100	(61,795)	-45.47%
<b><u>PLANNING &amp; ENGINEERING</u></b>				
Conservation Commission	20,011	19,816	(195)	-0.97%
Planning Board	120,210	121,436	1,226	1.02%
Zoning Board	4,803	4,846	43	0.90%
Earth Removal	1,576	1,645	69	4.38%
Engineering	136,052	136,288	236	0.17%
<b><u>PUBLIC SAFETY</u></b>				
Police	2,144,032	2,167,049	23,017	1.07%
Fire	1,244,798	1,286,065	41,267	3.32%
Emergency Preparedness	6,750	6,750	-	0.00%
Building	155,740	157,224	1,484	0.95%
Gas Inspector	10,442	10,547	105	1.01%
Wire Inspector	19,011	19,180	169	0.89%
Sealer of Weights	4,778	5,028	250	5.23%
Board of Health	156,840	159,151	2,311	1.47%
Dog Officer	53,513	53,967	454	0.85%
<b><u>PUBLIC WORKS</u></b>				
Highway Admin.	90,236	106,486	16,250	18.01%
Hwy. Const. & Maint.	802,434	817,624	15,190	1.89%
Parks	85,959	109,348	23,389	27.21%
Cemetery	49,267	52,478	3,211	6.52%
Snow & Ice	179,300	189,700	10,400	5.80%
Street Lighting	100,000	100,000	-	0.00%
Trees	8,000	8,000	-	0.00%

Department	FY2011 Budget	FY2012 Proposed Budget	\$ Change	% Change
<b>COMMUNITY SERVICES</b>				
Council on Aging	194,861	202,507	7,646	3.92%
Library	609,813	653,867	44,054	7.22%
Recreation	113,564	114,579	1,015	0.89%
Youth Services	121,843	121,860	17	0.01%
Veterans Services	34,715	34,899	184	0.53%
Cable TV	0	0	-	
Cultural Council	500	500	-	0.00%
Community Affairs Committee	500	500	-	0.00%
Historical Commission	500	500	-	0.00%
<b>UNDISTRIBUTED EXPENSES</b>				
<b><u>EMPLOYEE BENEFITS &amp; INSURANCE</u></b>				
Health Insurance	4,319,310	4,513,248	193,938	4.49%
Life Insurance	8,725	8,730	5	0.06%
Other Benefits/FICA	338,790	356,739	17,949	5.30%
Workers Comp	101,800	101,800	-	0.00%
Retirement Assessments	1,006,365	1,118,192	111,827	11.11%
<b><u>BUILDING &amp; LIABILITY INSURANCE</u></b>				
Bldg. & Liability Insur.	213,955	213,955	-	0.00%
<b><u>DEBT SERVICE</u></b>				
Debt Service	1,994,339	2,489,898	495,559	24.85%
<b><u>STATE ASSESSMENTS</u></b>				
State Assessments	480,217	507,405	27,188	5.66%
<b><u>STABILIZATION FUND CONTRIBUTION</u></b>				
Stabilization Fund	0	0	-	
<b><u>RESERVE FUND</u></b>				
Reserve Fund	80,000	150,000	70,000	87.50%
<b><u>SPECIAL WARRANT ARTICLES</u></b>				
Special Articles	127,600	804,000	676,400	530.09%
Other Financing Uses	301,447	247,570	(53,877)	-17.87%
<b>OTHER NON-APPROPRIATED AMOUNTS</b>				
Reserve for Abatements	342,209	340,000	(2,209)	-0.65%
Offsets	20,514	22,815	2,301	11.22%
<b>ENTERPRISE FUNDS</b>				
Water	1,725,110	1,861,930	136,820	7.93%
Water Appropriation Deficit		61,000	61,000	
Sewer	1,194,677	1,311,875	117,198	9.81%
Solid Waste	826,447	727,570	(98,877)	-11.96%
<b>GROSS TOTAL TOWN</b>	<b>21,569,829</b>	<b>23,520,058</b>	<b>1,950,229</b>	<b>9.04%</b>
<b>CALCULATION OF NET TOTAL TOWN</b>				
Less Water Fund	-1,725,110	-1,861,930		
Less Water Fund Free Cash Article		-61,000		
Less Sewer Fund	-1,194,677	-1,311,875		
Less Solid Waste	-826,447	-727,570		
Less Other Funds	-391,012	-392,079		
Less Overlay Raised on Recap	-117,209			
Less State Assessment Adj	61,688			
Less Debt Exclusion	-1,308,317	-1,634,694		
Less Reserve Fund Article		-150,000		
Less Special Articles	-127,600	-804,000		
<b>NET TOTAL TOWN</b>	<b>\$15,941,145</b>	<b>\$16,576,910</b>		<b>3.99%</b>
<b>CALCULATION OF TOWN APPROPRIATION</b>				
GROSS TOTAL TOWN	21,569,829	23,520,058		
Less County Assessments	-1,006,365	-1,118,192		
Less State Assessments	-480,217	-507,405		
Less Reserve for Abatements	-342,209	-340,000		
Less Offsets	-20,514	-22,815		
Less Reserve Fund Article		-150,000		
Less Special Articles	-127,600	-804,000		
Less Other Financing Use	-301,447	-247,570		
Less Enterprise Funds	-3,746,234	-3,962,375		
<b>Net Town Warrant Article 4</b>	<b>\$15,545,243</b>	<b>\$16,367,701</b>		

**FY2012 Enterprise Funds Budget Summary (Warrant Article 5)**

<b>WATER, SEWER &amp; SOLID WASTE ENTERPRISE FUNDS</b>		
<b>REVENUE</b>	<b>FY 2011</b>	<b>FY 2012</b>
Water Fees, Charges & Betterments	1,659,967	1,797,477
Transfer from Water Fund Free Cash	65,143	64,453
<b>WATER FUND REVENUES</b>	<b>1,725,110</b>	<b>1,861,930</b>
Sewer Fees, Charges & Betterments	962,777	1,084,146
Transfer from Sewer Fund Free Cash	231,900	227,729
<b>SEWER FUND REVENUES</b>	<b>1,194,677</b>	<b>1,311,875</b>
Solid Waste Fees	525,000	480,000
General Fund Subsidy	301,447	247,570
<b>SOLID WASTE FUND REVENUES</b>	<b>826,447</b>	<b>727,570</b>
<b>WATER, SEWER &amp; SOLID WASTE REVENUES</b>	<b>3,746,234</b>	<b>3,901,375</b>
<b>EXPENDITURES</b>	<b>FY 2011</b>	<b>FY 2012</b>
Water Wages, Benefits & Expenses	1,309,388	1,368,999
Debt Service	415,722	492,931
Capital Improvements	0	0
<b>WATER FUND EXPENDITURES</b>	<b>1,725,110</b>	<b>1,861,930</b>
Sewer Wages, Benefits & Expenses	524,922	657,134
Debt Service	669,755	654,741
Capital Improvements	0	0
<b>SEWER FUND EXPENDITURES</b>	<b>1,194,677</b>	<b>1,311,875</b>
<b>SOLID WASTE FUND EXPENDITURES</b>	<b>826,447</b>	<b>727,570</b>
<b>WATER, SEWER &amp; SOLID WASTE EXPENDITURES</b>	<b>3,746,234</b>	<b>3,901,375</b>

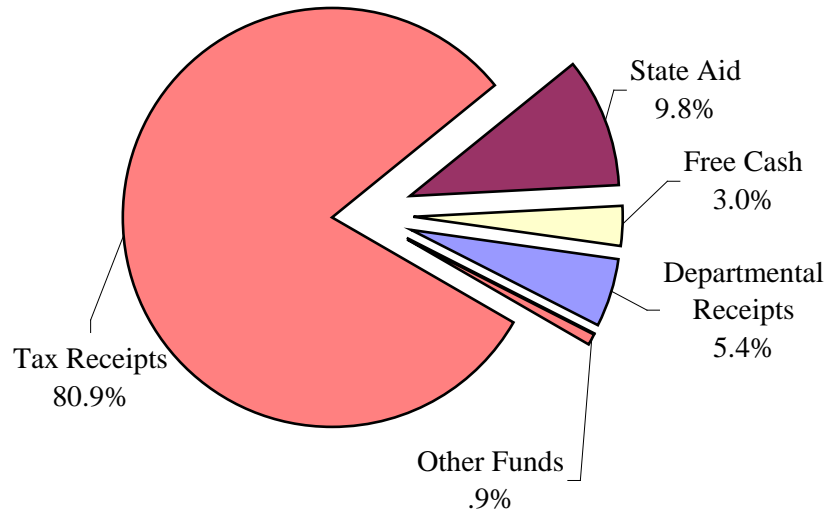
**FY2012 Public Education Budget Summary (Warrant Articles 7, 8 and 9)**

<b>PUBLIC EDUCATION</b>	<b>FY2011</b>	<b>FY2012</b>	<b>\$ Change</b>	<b>% Change</b>
Northborough K-8	\$17,985,566	\$18,702,867	\$717,301	3.99%
Algonquin Regional HS 9-12	\$7,696,524	\$7,817,716	\$121,192	1.57%
Algonquin HS Debt Exclusion	\$1,131,427	\$1,267,629	\$136,202	12.04%
Assabet Valley Regional HS	\$680,836	\$517,488	-\$163,348	-23.99%
	<b>\$27,494,353</b>	<b>\$28,305,700</b>	<b>\$811,347</b>	<b>2.95%</b>

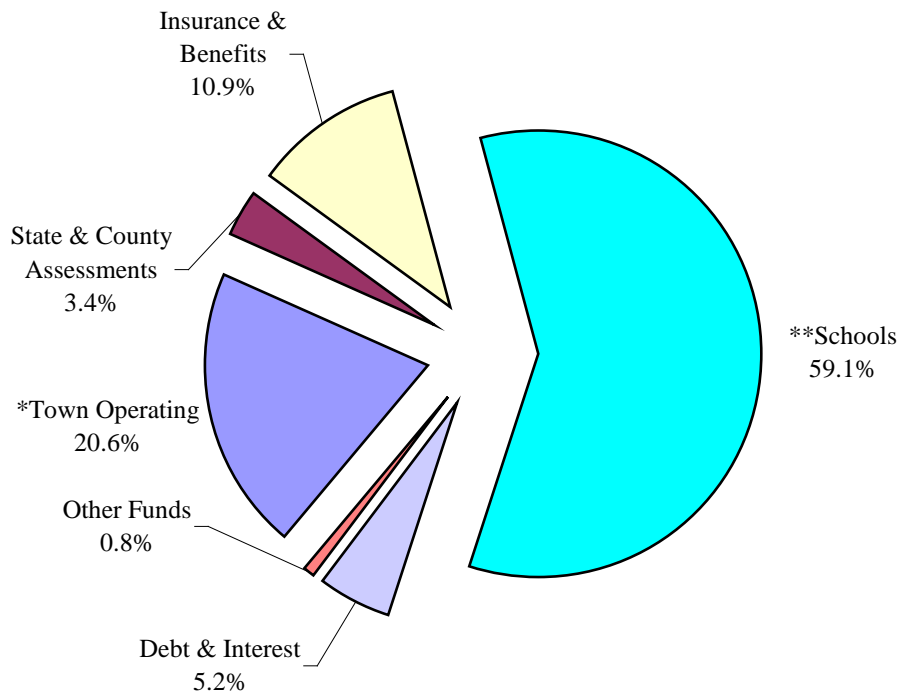
\*Please see separate handouts for detail regarding School Budgets.

<b>TOWN OF NORTHBOROUGH</b>					
<b>REVENUE &amp; EXPENDITURE SUMMARY FISCAL YEARS 2010--2012</b>					
<b>LEVY LIMIT CALCULATION</b>	<b>FY2010</b>	<b>FY2011</b>	<b>REVISED FY2011</b>	<b>FY2012</b>	<b>% CHANGE</b>
Prior Year Levy Limit	\$32,496,075	\$34,028,610	\$34,028,610	\$35,854,901	
Add 2.5%	\$812,402	\$850,715	\$850,715	\$896,373	
Add New Growth	\$720,133	\$250,000	\$975,576	\$574,180	
Add Overrides	\$0	\$0	\$0	\$0	
True LEVY LIMIT	\$34,028,610	\$35,129,325	\$35,854,901	\$37,325,454	
Add Debt Excl - Zeh School	\$172,383	\$158,287	\$158,287	\$138,024	
Add Debt Excl - Colburn St.	\$38,434	\$41,922	\$13,393	\$29,998	
Add Debt Excl - Library	\$453,702	\$430,395	\$375,191	\$424,205	
Add Debt Excl - Senior Center	\$215,722	\$255,170	\$177,586	\$567,492	
Add Debt Excl - Algonquin	\$875,872	\$1,131,427	\$1,131,427	\$1,267,629	
Adjusted LEVY LIMIT	\$35,784,723	\$37,146,525	\$37,710,785	\$39,752,802	
<b>REVENUES</b>					
Adjusted LEVY LIMIT	\$35,784,723	\$37,146,525	\$37,710,785	\$39,752,802	
Less Unused Levy Limit	(\$144,533)	\$0	(\$1,015,151)	(\$1,008,620)	
Total Tax Receipts	\$35,640,190	\$37,146,525	\$36,695,635	\$38,744,182	5.58%
State Aid	\$4,601,961	\$4,127,540	\$4,572,126	\$4,305,401	-5.83%
MSBA Payments	\$615,941	\$382,543	\$382,543	\$382,543	
Free Cash (Operating)	\$700,000	\$600,000	\$600,000	\$500,000	-16.67%
Free Cash (Capital/Reserve)				\$954,000	
Departmental Receipts	\$3,254,149	\$2,583,178	\$2,631,632	\$2,585,178	
Other Revenue Sources	\$0	\$0	\$0	\$0	
Other Funds	\$408,742	\$391,012	\$391,012	\$392,079	0.27%
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$45,220,983</b>	<b>\$45,230,798</b>	<b>\$45,272,948</b>	<b>\$47,863,383</b>	<b>5.72%</b>
Water/Sewer Enterprise Funds	\$2,942,839	\$2,919,787	\$2,919,787	\$3,234,805	
Solid Waste Enterprise Fund		\$826,447	\$826,447	\$727,570	
<b>TOTAL REVENUES</b>	<b>\$48,163,822</b>	<b>\$48,977,032</b>	<b>\$49,019,182</b>	<b>\$51,825,758</b>	<b>5.73%</b>
<b>EXPENDITURES</b>					
Town	\$15,393,170	\$15,941,145	\$15,941,145	\$16,576,910	3.99%
Schools					
Northborough K-8	\$17,657,769	\$17,985,566	\$17,985,566	\$18,702,867	3.99%
Algonquin 9-12	\$7,962,259	\$7,696,524	\$7,696,524	\$7,817,716	1.57%
HS Debt Exclusion	\$875,872	\$1,131,427	\$1,131,427	\$1,267,629	12.04%
Warrant Articles					
Declaratory Judgement		\$100,000	\$100,000	\$0	
Election Equipment		\$27,600	\$27,600	\$0	
Reserve Fund				\$150,000	
Capital Articles				\$804,000	
Assabet	\$611,150	\$680,836	\$680,836	\$517,488	-23.99%
Zeh School Debt Service	\$554,926	\$540,830	\$540,830	\$520,567	
Colburn Street Debt Service	\$83,848	\$81,922	\$81,922	\$79,997	
Library Debt Service	\$499,104	\$430,395	\$430,395	\$424,995	
Senior Center Debt Service	\$264,075	\$255,170	\$255,170	\$609,135	
Other Funds	\$408,742	\$391,012	\$391,012	\$392,079	
Adjustments	\$111,600	(\$31,629)	\$10,521	\$0	
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$44,422,515</b>	<b>\$45,230,798</b>	<b>\$45,272,948</b>	<b>\$47,863,383</b>	<b>5.72%</b>
Water Enterprise Funds	\$1,726,102	\$1,725,110	\$1,725,110	\$1,922,930	11.47%
Sewer Enterprise Funds	\$1,216,737	\$1,194,677	\$1,194,677	\$1,311,875	9.81%
Solid Waste Enterprise Fund	\$798,468	\$826,447	\$826,447	\$727,570	-11.96%
<b>TOTAL ALL FUNDS</b>	<b>\$48,163,822</b>	<b>\$48,977,032</b>	<b>\$49,019,182</b>	<b>\$51,825,758</b>	<b>5.73%</b>

## Fiscal Year 2012 Revenue Sources



## Fiscal Year 2012 Expenditures



\*Town Expenditures include Reserves for Abatements, Warrant Articles 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 2011 the Committee was comprised of the following members:

Member	Appointed By	Term Expires
Jason Perreault, Chair	Planning Board	April 2013
Michael Hodge, Vice-Chair	Town Moderator	April 2013
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

\* The Committee gratefully acknowledges the contributions of former member Christine Kowal, who brought many issues to the Committee's attention for review and consideration.

## Fiscal Year 2011 Committee Activities

Meeting Date	Action
April 26, 2010	Reorganization: Jason Perreault, Chair; Michael Hodge, Vice-Chair.
October 21 2010	Review criteria for GFOA Distinguished Budget Award. Review Capital Improvement Plan process. Review proposed Free Cash Policy.
December 9, 2010	Status on submission to MSBA Green Repair program for schools. Update on Capital Improvement Plan.
January 6, 2011	Joint meeting with Appropriations on grant from MSBA Green Repair program for Melican Middle School. Review Police and Fire Depts. capital projects.
January 13, 2011	Review Dept. of Public Works capital projects.
January 20, 2011	Review Northborough K-8 Schools' capital projects.
February 24, 2011	Review FY12 Free Cash Plan. Vote recommendations on municipal and K-8 school capital projects.
March 3, 2011	Review and vote recommendations on Community Preservation Act (CPA) capital projects. Review draft of committee report.

The Committee extends its appreciation to Town Administrator John Coderre and his Financial Team -- Assistant Town Administrator Kimberly Hood, Finance Director 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 2012, 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, Transparency, and Best Practices in Town Finance**

The Committee congratulates the Town Administrator and his Financial Team for receiving the Government Finance Officers Association (GFOA) Budget Presentation Award for the Town's FY11 budget document. To be recognized, the budget document must satisfy demanding criteria which evaluate it as a policy document, a financial plan, an operations guide, and a communications device. Northborough is one of fewer than a dozen Massachusetts municipalities to receive GFOA recognition. The award 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 FY12 budget year marks the first implementation of the newly adopted Free Cash Policy. Under this policy, one defined use of available free cash is to pay for small capital projects. Examples of suitable projects would be DPW and Public Safety vehicles; municipal and school building HVAC components, floor surfaces, telecommunication systems, cafeteria equipment; and feasibility studies and needs analyses. In the past, the Town has typically funded these kinds of projects with debt. However, bond rating agencies do not look favorably upon that practice, preferring that items on this scale be funded from cash or other available revenues, and debt capacity conserved for large scale projects such as building construction and renovation.

For FY12, \$1.954M of free cash is certified and available for appropriation. After (annually sustainable) allocations of \$500K each for FY12 and FY13 operating budgets, and an allocation of \$150K to the Appropriated Reserve, a total of \$804K is applied to FY12 capital projects ranging in amounts from \$35K to \$375K.

## **Public Safety Communications Tower**

A capital project to replace the public safety communications tower at the police station, slated for FY13, has been removed from the Plan due to a creative resolution to the problem. Cell carriers, having expressed interest in locating a cell tower nearby, instead were invited to bid on replacing the public safety tower. The winning bid provides these benefits: 1) eliminates estimated cost of \$250K to remove the old tower, install a new tower, and outfit the tower with new public safety communications equipment used by the Town; 2) Town receives lease payments from the tower operator totaling \$651K over the twenty-year lease term; and 3) Town receives as much as \$250K in rental revenues from wireless co-locators. In all, a value in excess of \$1M -- at no cost to Northborough taxpayers.

### **School Renovation Projects and Capital Repair Contingencies**

In addition to comprehensive renovation projects proposed 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. Examples of such contingencies include the roof replacement projects carried out in recent years. However, only the greater costs of the comprehensive renovation projects are included in the Town's debt service projections; costs of contingency projects for FY13 and beyond are omitted.

The Committee observes that the planned school renovation projects cannot be deferred indefinitely. The FY12 Capital Improvement Plan includes a request to fund a feasibility study for renovation of Lincoln Street School, which can only proceed with approval by Massachusetts School Building Authority in order to be eligible for state assistance. If there is no reliable indication from MSBA that the project will be approved very soon, the Town may have to consider proceeding without state assistance for that project to ensure that Peaslee and Melican Middle School remain on track for renovation within a reasonable timeframe.

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

One example of such an understanding is the agreement reached this year between the Town and Northborough Affordable Housing Corporation (NAHC). NAHC has received \$600,000 in funding over the past three years from the Town's Community Preservation Act program, to be used for the purpose of pursuing affordable housing initiatives in Northborough, consistent with the goals and constraints of the Act. NAHC will use the money to renovate the former Senior Center at 1 Centre Drive into affordable housing apartment units.

The Committee anticipates that the execution of such an agreement, satisfactory to the Town, will be a necessary condition for the Committee to make a favorable recommendation for similar future funding allocations to outside entities.

### **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: whether 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 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.

Having exhausted all other options for diplomatic resolution, Northborough's only remaining avenue is to pursue the matter through litigation. Consequently, at the April 2010 Town Meeting, the Town approved an appropriation of \$100,000 toward litigation expenses for this matter, and in November 2010, a request for declaratory judgment was filed. We now await further developments.

## Capital Projects for FY12

The Committee has reviewed the projects in the Capital Improvement Program for Fiscal Year 2012 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. During FY11, one seat on the Committee was vacant, thus the maximum number of votes is five.

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

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## Municipal Departments

Project	Sponsor	Cost	Priority	Recommendation
Pick-up Truck	Fire	\$60,000	2	Approve (4-0-0)
<ul style="list-style-type: none"> <li>▪ Planned replacement of 2005 vehicle that undergoes heavy daily usage for emergency response, inspections, investigations, and service calls.</li> <li>▪ Funded from free cash. No impact on tax rate.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommendation
Ambulance	Fire	\$230,000	1	Approve (4-0-0)
<ul style="list-style-type: none"> <li>▪ Planned replacement of 2004 backup ambulance.</li> <li>▪ New ambulance will become the primary; current 2008 primary will become the backup.</li> <li>▪ Funded from EMS revolving fund. No impact on tax rate.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommendation
Dispatch/Station Phone System	Police	\$35,000	2	Approve (4-0-0)
<ul style="list-style-type: none"> <li>▪ Replace and modernize 20-year-old phone system installed when Police Station was built in 1989.</li> <li>▪ Current system handles all 911 calls for police, fire, and ambulance. 23,000 calls for service in 2010.</li> <li>▪ Funded from free cash. No impact to tax rate.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommendation
Garage Truck Lift	Public Works - Highway	\$60,000	1	Approve (4-0-0)
<ul style="list-style-type: none"> <li>▪ Replace existing truck lift which was original to 1984 highway garage.</li> <li>▪ Existing lift required constant maintenance to keep in service; has now failed and is not cost-effective to repair.</li> <li>▪ Lift is needed to maintain and repair Town fleet in-house; it is the only lift that handles vehicles larger than one-ton truck.</li> <li>▪ Funded from free cash. No impact to tax rate.</li> </ul>				

Municipal Departments (continued)

Project	Sponsor	Cost	Priority	Recommendation
One-ton Pick-up Truck w/ Plow	Public Works - Highway	\$39,000	2	Approve (4-0-0)
<ul style="list-style-type: none"> <li>▪ Planned replacement of 1999 one-ton dump truck that has exceeded useful life of 10 years.</li> <li>▪ Salt and sand exposure takes toll on vehicle bodies.</li> <li>▪ Funded from free cash. No impact to tax rate.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommendation
Street Sweeper	Public Works - Highway	\$164,000	2	Approve (4-0-0)
<ul style="list-style-type: none"> <li>▪ Planned replacement of 1999 sweeper that has reached/exceeded useful life of 10-12 years.</li> <li>▪ Town owns two sweepers; both are needed to complete Spring sweeping from early March through late June.</li> <li>▪ New stormwater regulations may require sweeping twice per year.</li> <li>▪ Funded from free cash. No impact to tax rate.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommendation
One-ton Dump Truck w/ Plow	Public Works - Highway	\$71,000	2	Approve (4-0-0)
<ul style="list-style-type: none"> <li>▪ Planned replacement of 1999 vehicle that has reached/exceeded useful life of 10-12 years.</li> <li>▪ Used to transport personnel, equipment, and materials for DPW projects. Most heavily used vehicles in the fleet.</li> <li>▪ Also used for plowing. Salt and sand exposure takes toll on vehicle bodies.</li> <li>▪ Funded from free cash. No impact to tax rate.</li> </ul>				

## K-8 Public Schools

Project	Sponsor	Cost	Priority	Recommendation
Renovation Feasibility Study - Lincoln Street School	Public Schools	\$500,000	2	Approve (4-0-0) SEE NOTE
<ul style="list-style-type: none"> <li>▪ A necessary step in the process for executing a reimbursement-eligible, comprehensive school renovation/addition project.</li> <li>▪ Required by Massachusetts School Building Authority (MSBA) which oversees reimbursement of school construction projects.</li> <li>▪ Conducted in partnership with, and closely supervised by, MSBA.</li> </ul> <p>NOTE: This recommendation is subject to the School District receiving approval from MSBA to proceed with a feasibility study. The \$500,000 cost is an estimate carried in the Capital Plan based on data from MSBA. At this writing, MSBA had not yet granted approval, and a more specific cost figure had not been determined.</p>				

Project	Sponsor	Cost	Priority	Recommendation
Flat Roof Replacement - Peaslee	Public Schools	\$525,000	2	Approve (4-0-0)
<ul style="list-style-type: none"> <li>▪ Peaked portion of Peaslee roof was replaced in 2005. This project replaces the remaining flat portion of the roof.</li> <li>▪ Existing flat roof was installed in 1985, has exceeded its 20-year useful life, and is deteriorating quickly.</li> <li>▪ Replacement roof has useful life of 35 years and will protect building infrastructure.</li> <li>▪ Not feasible to postpone roof replacement until comprehensive renovation can be undertaken.</li> <li>▪ Of the \$575K cost, \$375K will be funded from free cash, and the remaining \$150K funded by general obligation bonds.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommendation
Boiler/Window Replacement - Melican Middle School	Public Schools	\$1,200,000	2	Approve (4-0-0)
<ul style="list-style-type: none"> <li>▪ Replacement of aging boiler and windows to improve energy efficiency and reduce operating costs.</li> <li>▪ 48.68% of project cost funded through MSBA Green Repair program.</li> <li>▪ Interim measure the Town may have had to take anyway; Melican renovation is farthest out on project timeline.</li> <li>▪ Town's share of project cost expected to be paid from one-time mitigation funds from Avalon Bay project. No impact to tax rate.</li> </ul>				

### 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
Church Street Bridge Study	DPW Director	\$50,000	N/A	TBD
<ul style="list-style-type: none"> <li>▪ Evaluation of design and repair of Church Street bridge and stone wall, which is of historical significance.</li> <li>▪ More information needed before Committee can make recommendation.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommendation
Convert former senior center into affordable housing units	Northborough Affordable Housing Corporation	\$52,000	N/A	TBD
<ul style="list-style-type: none"> <li>▪ In addition to \$600,000 already conveyed to NAHC which will be used to renovate and convert the former Senior Center at 1 Centre Drive into affordable housing apartment units.</li> <li>▪ Committee expects the amount requested to be subject to the same terms as recently agreed between the Town and NACH relating to prior funding allocations made from CPA funds to NAHC.</li> <li>▪ More information needed before Committee can make recommendation.</li> </ul>				

Community Preservation Act Projects (continued)

Project	Sponsor	Cost	Priority	Recommendation
Green Street Land Purchase		\$1,307,000	N/A	TBD
<ul style="list-style-type: none"> <li>▪ Purchase of 58 acres on Green Street to preserve as open space and to be used for recreation (trails).</li> <li>▪ In addition to the requested funding, the Conservation Commission has approved an allocation of \$200,000 from the Conservation Fund toward this project, for a total purchase price of \$1,507,000.</li> <li>▪ More information needed before Committee can make recommendation.</li> </ul>				

Respectfully submitted,  
 Northborough Financial Planning Committee  
 March 28, 2011

Financial Planning Committee Recommendations for FY12 Capital Project Warrant Articles  
Northborough Annual Town Meeting April 2011

Article	Project	Cost	Funding Source	Priority	Vote*	Recommend Approval?
	Fire: Pick-up Truck	60,000	Free Cash	2	4-0-0	YES
	Fire: Ambulance	230,000	EMS Revolving Fund	1	4-0-0	YES
	Police: Dispatch/Station Phone System	35,000	Free Cash	2	4-0-0	YES
	DPW: Garage Truck Lift	60,000	Free Cash	1	4-0-0	YES
	DPW: One-ton Pick-up Truck w/ Plow	39,000	Free Cash	2	4-0-0	YES
	DPW: Street Sweeper	164,000	Free Cash	2	4-0-0	YES
	DPW: One-ton Dump Truck w/ Plow	71,000	Free Cash	2	4-0-0	YES
	K-8: Lincoln St. Feasibility Study	500,000	Bonds, State Aid	2	4-0-0	YES
	K-8: Peaslee Flat Roof Replacement	525,000	Free Cash, Bonds	2	4-0-0	YES
	K-8: Melican Boiler/Window	1,200,000	State Aid, Other Funds	2	4-0-0	YES
	CPA: Church Street Bridge Study	50,000	CPA	***	-	**
	CPA: NAHC Old Senior Center Project	52,000	CPA	***	-	**
	CPA: Green Street Land Purchase	1,307,000	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.

PROJECTS BY DEPARTMENT		Page #	Source of Funds	Six-Year Total	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
<b>Fire</b>										
	Pick-Up Truck Replacement	21	6	60,000	60,000					
	Ambulance Replacement	22	5	230,000	230,000					
	Engine 3 Replacement	23	2/6	545,000		545,000				
	Conversion to Narrow Radio Banding	24	6	85,000		85,000				
	Fire Hose Replacement	25	6	98,000		98,000				
	Fire Station Addition/Renovation	26	2	6,650,000		650,000	6,000,000			
	SCBA Compressor Replacement	27	6	50,000		50,000				
	Pers. Protective Equip Replacement	28	6	91,000		91,000				
	Car One Replacement	29	6	66,000				66,000		
	Engine 2 Replacement	30	2/6	663,000					663,000	
	Ambulance Replacement	31	5	280,000					280,000	
	<b>Fire Subtotal</b>			<b>\$8,818,000</b>	<b>\$290,000</b>	<b>\$1,378,000</b>	<b>\$6,141,000</b>	<b>\$66,000</b>	<b>\$943,000</b>	<b>\$0</b>
<b>Police</b>										
	Dispatch/Station Phone System	32	6	35,000	35,000					
	Police Station Roof Replacement	33	2/6	80,000				80,000		
	<b>Police Subtotal</b>			<b>\$115,000</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>
<b>Town Offices</b>										
	Town Offices Repairs (HVAC)	34	2/6	850,000		850,000				
	<b>Town Hall Subtotal</b>			<b>\$850,000</b>	<b>\$0</b>	<b>\$850,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Planning Department</b>										
	Master Plan	35	6	100,000				100,000		
	<b>Planning Dept Subtotal</b>			<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>

PROJECTS BY DEPARTMENT		Page #	Source of Funds	Six-Year Total	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
<b>Management Information Systems/Geographic Information Systems</b>										
Phone System	36	6	60,000		5,000	55,000				
New Wide-Area Fiber Network	37	6	75,000			75,000				
Data Storage Network	38	6	40,000				40,000			
<b>MIS/GIS Subtotal</b>				<b>\$175,000</b>	<b>\$5,000</b>	<b>\$130,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Parks &amp; Recreation Commission</b>										
Ellsworth McAfee Track Replacement	39	6	40,000		40,000					
Lincoln Elementary School Irrigation	40	6	30,000						30,000	
<b>Parks &amp; Rec Comm Subtotal</b>				<b>\$70,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$0</b>
<b>Wind Committee</b>										
Wind Turbine	41	2/6	4,500,000			4,500,000				
<b>Wind Committee Subtotal</b>				<b>\$4,500,000</b>	<b>\$0</b>	<b>\$4,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>DPW: Highway Division</b>										
Highway Garage Truck Lift	42	6	60,000							
One Ton Pick-up Truck w/Plow	43	6	39,000							
Street Sweeper	44	6	164,000							
One Ton Dump Truck w/Plow	45	6	143,000		72,000					
Sidewalk Plow	46	2/6	150,000		150,000					
Loader	47	2/6	170,000		170,000					
New Sand/Salt Shed	48	2	700,000							
Highway Garage Renovation/Expansion	49	2	2,900,000					2,200,000		
6-wheel Dump Truck w/ Sander & Plow	50	2/6	180,000							
Roadside Mower	51	2/6	120,000							
<b>Highway Subtotal</b>				<b>\$4,626,000</b>	<b>\$392,000</b>	<b>\$1,700,000</b>	<b>\$2,200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

PROJECTS BY DEPARTMENT			Page #	Source of Funds	Six-Year Total	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
<b>DPW: Sewer Enterprise Fund</b>											
Milk Porridge/Sunset/Bigham sewer const.	52	7		1,500,000							
Mill St./St. James Dr. sewer const.	53	7		310,000							
Leland/Rodney Terrace sewer const.	54	7		655,000			655,000				
Church/Colby/Prospect/Mulberry sewer cons	55	7		1,100,000				1,100,000			
Allen/Hudson St. sewer const.	56	7		750,000						750,000	
<b>Sewer Enterprise Fund Subtotal</b>				<b>\$4,315,000</b>	<b>\$0</b>	<b>\$1,810,000</b>	<b>\$655,000</b>	<b>\$1,100,000</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$0</b>
<b>DPW: Water Enterprise Fund</b>											
Crawford St. Main	57	8		535,000			535,000				
Clean & Paint Tanks	58	8		200,000			200,000				
Main St. Main	59	8		400,000				400,000			
<b>Water Enterprise Fund Subtotal</b>				<b>\$1,135,000</b>	<b>\$0</b>	<b>\$535,000</b>	<b>\$200,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL GENERAL GOVERNMENT (NON-SCHOOL)</b>											
Fire Subtotal				\$8,818,000	\$290,000	\$1,378,000	\$6,141,000	\$66,000	\$943,000	\$0	\$0
Police Subtotal				\$115,000	\$35,000	\$0	\$0	\$80,000	\$0	\$0	\$0
Town Offices Subtotal				\$850,000	\$0	\$850,000	\$0	\$0	\$0	\$0	\$0
Planning Dept Subtotal				\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0
MIS/GIS Subtotal				\$175,000	\$0	\$5,000	\$130,000	\$40,000	\$0	\$0	\$0
Parks & Rec Comm Subtotal				\$70,000	\$0	\$40,000	\$0	\$0	\$30,000	\$0	\$0
Wind Committee Subtotal				\$4,500,000	\$0	\$0	\$4,500,000	\$0	\$0	\$0	\$0
DPW: Highway Subtotal				\$4,626,000	\$334,000	\$392,000	\$1,700,000	\$2,200,000	\$0	\$0	\$0
DPW: Sewer Enterprise Fund Subtotal				\$4,315,000	\$0	\$1,810,000	\$655,000	\$1,100,000	\$750,000	\$0	\$0
DPW: Water Enterprise Fund Subtotal				\$1,135,000	\$0	\$535,000	\$200,000	\$400,000	\$400,000	\$0	\$0
<b>TOTAL GENERAL GOVERNMENT</b>				<b>\$24,704,000</b>	<b>\$659,000</b>	<b>\$5,010,000</b>	<b>\$13,326,000</b>	<b>\$3,986,000</b>	<b>\$1,723,000</b>	<b>\$0</b>	<b>\$0</b>

Northborough K-8 Public Schools		60							
Summary of School projects									
Lincoln	Elementary								
	Feasibility Study	61	2/3	500,000	500,000				
	Architectural Fees/Renovation	61	2/3	13,060,000	13,060,000				
	**Design / Fire & Sprinkler Systems	62	2/3	384,000			TBD	384,000	
Peaslee	Elementary								
	Feasibility Study	63	2/3	500,000	500,000				
	Architectural Fees/Renovation	63	2/3	14,313,000	14,313,000				
	Flat Roof Replacement	64	2/6	525,000	525,000				
	**Design / Fire & Sprinkler Systems	65	2/3	384,000			TBD	384,000	
	**Floor Tile Replacement	66	2/6	40,000	40,000				
Proctor	Elementary								
	Roof Repairs	67	2/6	85,000	85,000				
Melican	Middle School								
	Boiler/Window Replacement (MSBA Program	68	3/6	1,200,000	1,200,000				
	Feasibility Study FY17	69	2/3	500,000	500,000				500,000
	Architect Fees/Renovation FY18 (\$43 million	69	2/3	0	0				
Zeh	Elementary								
	Floor Tile/Carpet Replacement	70	6	26,000	26,000			26,000	
District									
	Tractor	71	2/6	40,000	40,000			40,000	
	Parking Lot/ Sidewalk Paving	72	2/6	194,000	194,000			194,000	
	Hot Water Heater Tank Replacement	73	2/6	72,000	72,000			72,000	
<b>Northborough K-8 Public Schools Subtotal</b>				<b>\$31,823,000</b>	<b>\$2,225,000</b>	<b>\$13,132,000</b>	<b>\$540,000</b>	<b>\$15,192,000</b>	<b>\$500,000</b>

\*\*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.

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

**Article 35**  
**Consolidated Personnel Bylaw Amendments**  
**2011 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 1% increase in compensation rates for non-union municipal employee positions effective July 1, 2011. The proposed increase is consistent with the average increase of the Town's collective bargaining units for FY2012 as required by the Town Personnel Bylaw.
2. Classification of the Recreation Program Supervisor Position in 1-64-340 Schedule A. The new position of Recreation Program Supervisor was classified as a Grade B position by the Personnel Board.

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

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

General Compensation effective July 1, 2011

<i>ANNUAL</i>		
<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>A</b>	\$36,252.18	\$47,127.82
<b>B</b>	\$40,133.14	\$52,173.07
<b>C</b>	\$44,429.57	\$57,758.43
<b>D</b>	\$49,185.97	\$63,941.76
<b>E</b>	\$54,451.55	\$70,787.02
<b>F</b>	\$60,280.84	\$78,365.09
<b>G</b>	\$66,734.19	\$86,754.44
<b>H</b>	\$73,878.39	\$96,041.91
<b>I</b>	\$79,049.89	\$102,764.83
<b>J</b>	\$84,583.37	\$109,958.38

<i>HOURLY</i>		
<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>A</b>	\$17.43	\$22.66
<b>B</b>	\$19.29	\$25.08
<b>C</b>	\$21.36	\$27.77
<b>D</b>	\$23.65	\$30.74
<b>E</b>	\$26.18	\$34.03
<b>F</b>	\$28.98	\$37.68
<b>G</b>	\$32.08	\$41.71
<b>H</b>	\$35.52	\$46.17
<b>I</b>	\$38.00	\$49.41
<b>J</b>	\$40.67	\$52.86

**Schedule D**  
**Miscellaneous Compensation**

Merit-Based<sup>1</sup> - Eligible for General Salary/Wage Adjustment

Cable Access TV Studio Assistant	Minimum: \$12.32	Maximum: \$18.00 per hour
Substitute Librarian	Minimum: \$21.36	Maximum: \$27.76 per hour
Substitute Library Assistant	Minimum: \$17.43	Maximum: \$22.66 per hour
Call Inspector	Minimum: \$23.65	Maximum: \$30.73 per hour
Call Firefighter Trainee	Minimum: \$ 16.08	Maximum: \$ 20.90 per hour
Call Firefighter	Minimum: \$ 17.81	Maximum: \$ 23.14 per hour
Call Firefighter/EMT or Paramedic	Minimum: \$ 19.71	Maximum: \$ 25.63 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

<sup>1</sup> Assuming satisfactory performance and minimum level of pay achieved.

# Meeting Notes

