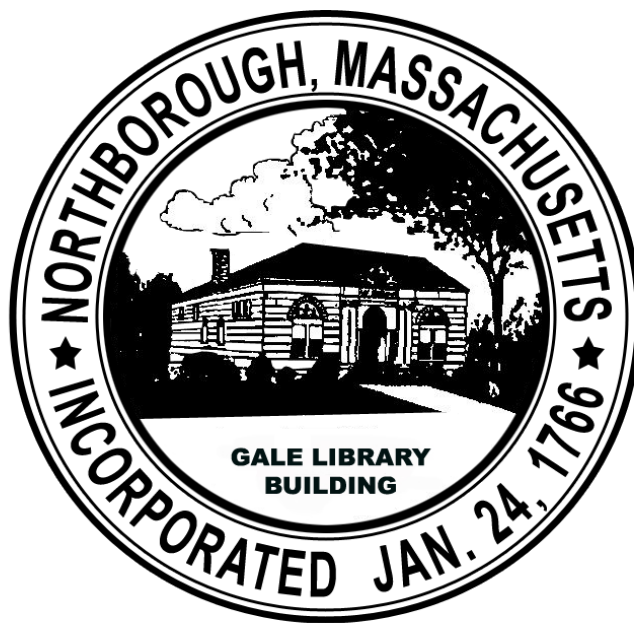


# Town of Northborough



Annual Town Meeting Warrant  
2016



# **2016 ANNUAL TOWN MEETING WARRANT**

On the following pages you will find the Warrant for the 2016 Annual Town Meeting.

The Warrant sets the format for Annual Town Meeting which commences on the fourth Monday in April (April 25, 2016, at 7:30 p.m. at the Algonquin Regional High School). This year's Warrant is composed of 43 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 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 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 FY2017 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, 2016**

**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 25, 2016 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 the 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 takes 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 One Million Three Hundred Ninety Eight Thousand Four Hundred Sixty Eight Dollars (\$21,398,468) for Town Government as displayed below, and to meet said appropriation, the following sums available for appropriation to be transferred:

From:

Transfer from Cemetery Trust Fund Income	\$5,398
Transfer from Cemetery Sale of Lots	\$17,000
Transfer from Debt Exclusion Reserve	\$111,208
Transfer from Debt Exclusion Premium Reserve	\$16,978
Transfer from Title V Reserve	\$4,532
Transfer from Conservation Commission Fees	\$5,770
Transfer from Fire Emergency Medical Services Revolving Fund	\$307,987
Transfer from Recreation Revolving Fund	\$138,049
Transfer from Animal Control Revolving Fund	\$27,000
Transfer from Medicare Part D Subsidy	\$9,659
Transfer from PEG Access Cable Related Fund	\$365,000
Free Cash	\$500,000

for a total of One Million Five Hundred Eight Thousand Five Hundred Eighty One Dollars (\$1,508,581) and that the sum of Nineteen Million Eight Hundred Eighty Nine Thousand Eight Hundred Eighty Seven Dollars (\$19,889,887) 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 Four Million Seven Hundred Thirty Eight Thousand Two Hundred Forty Five Dollars (\$4,738,245) 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	\$ 51,248
Sewer Fund Free Cash	\$ 45,246
Solid Waste Fund Free Cash	\$ 63,190

Raise and Appropriate by Taxation:

Solid Waste General Fund Subsidy	\$ 217,160
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for a total of Three Hundred Seventy Six Thousand Eight Hundred Forty Four Dollars (\$376,844) and that the sum of Four Million Three Hundred Sixty One Thousand Four Hundred One Dollars (\$4,361,401) be financed from Water/Sewer and Solid Waste Revenues.

Water Fund	\$ 2,251,473
Sewer Fund	\$ 1,718,422
Solid Waste	\$ 768,350
	<u>\$ 4,738,245</u>

**ARTICLE 6: Northborough K-8 Schools Budget**

To see if the Town will vote to raise and appropriate by taxation the sum of Twenty Two Million Seven Hundred Nineteen Thousand Eight Hundred Forty Three Dollars (\$22,719,843) 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 Ten Million Seven Hundred Thirty Nine Thousand Six Hundred Eighty One Dollars (\$10,739,681), 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 Eighty Thousand Four Hundred Forty Eight Dollars (\$880,448), or take any action relative thereto.

**ARTICLE 9: Library Grants**

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, and 605 CMR 4.00, and 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 10: Authorization for Grant Applications**

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

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

## **ARTICLE 11: Revolving Funds - Combine Articles 12-16**

To see if the Town will vote to combine Articles 12 through 16 as follows:

- Article 12      Reauthorizes the Fire Department Revolving Fund;
- Article 13      Reauthorizes the Animal Control Revolving Fund;
- Article 14      Reauthorizes the Community Affairs Committee Revolving Fund;
- Article 15      Reauthorizes the Family and Youth Services Department Revolving Fund;
- Article 16      Reauthorizes the Council on Aging Revolving Fund;

And in so voting that the Town vote to establish and/or reauthorize revolving fund as stated in Articles 12 through 16 of the Warrant, said revolving funds being authorized to and for the use of the Fire Department, Animal Control, 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 the revolving funds must be reauthorized annually.

## **ARTICLE 12: Reauthorize the Fire Department Revolving Fund**

To see if the Town will vote to reauthorize the revolving fund 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; with annual expenditures for FY2017 not to exceed Four Hundred Fifty Thousand Six Hundred Eighty Nine Dollars (\$450,689), 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 the revolving fund for the purpose enumerated in this Article. Under this statute, these revolving funds must be reauthorized annually.

## **ARTICLE 13: Reauthorize the Animal Control Revolving Fund**

To see if the Town will vote to reauthorize the revolving fund authorized to and for the use of the Department of the Northborough Animal Control Officer for the receipt of dog license fees and related fines, which sums shall be utilized to support the Animal Control Officer's expenditures; with annual expenditures for FY2017 not to exceed Fifty Thousand Dollars (\$50,000), 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 Animal Control Officer to maintain the revolving

fund for the purpose enumerated in this Article. Under this statute, such revolving funds must be reauthorized annually.

#### **ARTICLE 14: Reauthorize the Community Affairs Committee Revolving Fund**

To see if the Town will vote to reauthorize the revolving fund 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; with annual expenditures for FY2017 not to exceed Twenty Thousand Dollars (\$20,000), 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 the revolving fund for the purpose enumerated in this Article. Under this statute, such revolving funds must be reauthorized annually.

#### **ARTICLE 15: Reauthorize the Family & Youth Services Dept. Revolving Fund**

To see if the Town will vote to reauthorize the revolving fund authorized to and for the use of 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; with annual expenditures for FY2017 not to exceed Twenty Thousand Dollars (\$20,000), 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 the revolving fund for the purpose enumerated in this Article. Under this statute, such revolving funds must be reauthorized annually.

#### **ARTICLE 16: Reauthorize the Council on Aging Revolving Fund**

To see if the Town will vote to reauthorize the revolving fund authorized to and for the use of 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; with annual expenditures for FY2017 not to exceed Two Hundred Thousand Dollars (\$200,000), 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 the revolving fund for the purpose enumerated in this Article. Under this statute, such revolving funds must be reauthorized annually.

#### **ARTICLE 17: 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 18: Stabilization Fund Contribution**

To see if the Town will vote to appropriate the sum of Two Hundred Thousand Dollars (\$200,000) to 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 or general savings account for the Town.

#### **ARTICLE 19: Lincoln Street School Bond Premium Appropriation**

To see if the Town will vote to appropriate the sum of Six Hundred Sixty Four Thousand Dollars (\$664,000) from the premium paid to the Town upon the sale of bonds or notes issued for the Lincoln Street School project, which are the subject of a Proposition 2 ½ debt exclusion, to pay costs of the project being financed by such bonds or notes and to reduce the amount authorized to be borrowed for such project, by the same amount, or to take any other action relative thereto.

- This Article provides for the appropriation of \$664,000 from the premium paid to the Town upon the sale of bonds or notes issued to pay costs of the Lincoln Street School project, which are the subject of a Proposition 2 ½ debt exclusion, to pay costs of the project being financed by such bonds or notes and, further, to reduce the amount to be borrowed for such project.

#### **ARTICLE 20: PEG Access and Cable Related Fund**

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 44, Section 53F ¾ and establish a special revenue fund as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, or take any other action relative thereto.

- This Article establishes a separate revenue account to be known as the “PEG Access and Cable Related Fund”, into which will be deposited funds received in connection with franchise agreements between the Town’s cable operators and the Town.

#### **ARTICLE 21 (CIP): Police – Police Cruiser Replacement**

To see if the Town will vote to appropriate the sum of Eighty Five Thousand Dollars (\$85,000) for the use of the Police Department for the purchase of two police vehicles, and to meet said appropriation, the sum Eighty Five Thousand Dollars (\$85,000) be transferred from Free Cash.

- This Article provides funds for the purchase of two new vehicles which will replace a 2011 Ford Crown Victoria and a 2012 Ford Expedition SUV. Included in the funding request is the cost of outfitting the vehicles with equipment, including mobile data terminals.

#### **ARTICLE 22 (CIP): Police – Police Station Roof**

To see if the Town will vote to appropriate the sum of Ninety Thousand Dollars (\$90,000) for the replacement of the Police Station roof, and to meet said appropriation the sum of Ninety Thousand Dollars (\$90,000) be transferred from Free Cash.

- This Article provides funds for the replacement of the Police Station roof with a 30-year asphalt roof with the Town required to pay the State-mandated "prevailing wage" for all labor on this project.

#### **ARTICLE 23 (CIP): DPW – Church Street Culvert Replacement**

To see if the Town will vote to appropriate the sum of Two Million Dollars (\$2,000,000) to replace the Church Street Culvert, and to meet said appropriation, the sum of Nine Hundred Forty Three Thousand Four Hundred Sixty Dollars (\$943,460) be transferred from Free Cash and the sum of Twenty Nine Thousand Five Hundred Forty Dollars (\$29,540) be transferred from unexpended bond proceeds, in accordance with Massachusetts General Laws, Chapter 44, Section 20 and the sum of One Million Twenty Seven Thousand Dollars (\$1,027,000) be raised by borrowing, in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 7(4) 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 the Church Street Culvert over Cold Harbor Brook. This structure provides a critical link between major routes such as Route 20 to the south and I-290 to the north. The current structure is in fair condition but the granite support under the sidewalk has severely cracked. Part of this project includes a widening of this portion of Church Street to accommodate an extra lane of traffic approaching the Route 20 intersection. The project design was completed and bid in FY2016.

#### **ARTICLE 24 (CIP): DPW-Six-Wheel Dump Truck with Spreader & Plow**

To see if the Town will vote to appropriate the sum of Two Hundred Fifteen Thousand Dollars (\$215,000) to purchase a six-wheel dump truck with spreader and plow; and to meet said appropriation, the sum of Two Hundred Fifteen Thousand Dollars (\$215,000) be transferred from Free Cash.

- This Article provides funds for the replacement of a 1997 International truck with a dump truck with a plow and spreader. The 1997 International truck has surpassed its useful life expectancy of about 15 to 20 years.

#### **ARTICLE 25 (CIP): DPW – Sidewalk Machine**

To see if the Town will vote to appropriate the sum of One Hundred Eighty Thousand Dollars (\$180,000) for the purchase of a sidewalk snow clearing machine, and to meet said appropriation, the sum of One Hundred Eighty Thousand Dollars (\$180,000) be transferred from Free Cash.

- This Article provides funds for the replacement of an existing 2002 sidewalk machine. These vehicles are used to clear snow from various sidewalks throughout Town.

**ARTICLE 26 (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 FY2017 Chapter 90 allocation in order to maintain current road conditions in accordance with the Pavement Management Plan.

**ARTICLE 27 (CIP): Sewer – Inflow & Infiltration (I&I) Study**

To see if the Town will vote to appropriate the sum of Five Hundred Thousand Dollars (\$500,000) to fund a comprehensive study and implement a detailed operation and maintenance plan to mitigate inflow and infiltration (I&I) into the Town's sanitary sewer system, and to meet said appropriation, the sum of Five Hundred Thousand Dollars (\$500,000) be raised by borrowing, in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 7 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 a DEP mandated study to determine inflow and infiltration (I&I) into the Town's sanitary sewer system. This inflow is from flowing storm water and runoff making its way into manhole covers. Infiltration is the seeping of groundwater into the system through pipe connections, cracks in the manholes or other small openings in the system below grade. Identifying and mitigating this inflow and infiltration greatly reduces the volumes of 'clean' water sent to the waste water treatment plant for processing.

**ARTICLE 28 (CIP): Water – Water Gate Valve Maintenance Trailer**

To see if the Town will vote to appropriate the sum of Seventy Five Thousand Dollars (\$75,000) for the purchase of a Water Gate Valve Maintenance Trailer, and to meet said appropriation, the sum of Seventy Five Thousand Dollars (\$75,000) be transferred from Water Enterprise Free Cash.

- This Article provides funds to purchase a Water Gate Valve Maintenance Trailer to satisfy a mandate by the State DEP to perform an annual gate valve exercise program throughout Town. This includes locating, inspecting, cleaning and operating/exercising each gate valve within the Town's system.

**ARTICLE 29 (CIP): Water/Sewer – One Ton Dump Truck with Plow**

To see if the Town will vote to appropriate the sum of Ninety Five Thousand Dollars (\$95,000), for the purchase of a One-Ton Dump Truck with Plow for the Water and Sewer Enterprise Divisions of the Department of Public Works, and to meet said appropriation, the sum of Fifty Seven Thousand Dollars (\$57,000) be transferred from Water Enterprise Free Cash and the sum of Thirty Eight Thousand Dollars (\$38,000) be transferred from Sewer Enterprise Free Cash, for a total of Ninety Five Thousand Dollars (\$95,000).

- This Article provides funds for the replacement a 2006 dump truck. The one-ton dump trucks are the most used equipment in the fleet. These vehicles are used to perform everyday tasks including moving materials and equipment.

### **ARTICLE 30: 250th Town Celebration - Appropriation**

To see if the Town will vote to appropriate the sum of Twenty Thousand Dollars (\$20,000) for the use of the 250<sup>th</sup> Town Anniversary Committee, and to meet said appropriation, the sum of Twenty Thousand Dollars (\$20,000) be transferred from Free Cash.

- This Article provides funds to support the Town's 250<sup>th</sup> anniversary celebration efforts during the 2016 calendar year. The proposed appropriation will come from one-time revenues and is not part of the recurring operating budget.

### **ARTICLE 31: Open Space – Transfer of Town Owned Land to Conservation Commission**

To see if the Town will vote to transfer the care and custody of the property shown on Assessors' Map 45 as Parcel 131, 0 Meadowbrook Road, .68± acres, and the property shown on Assessors' Map 46 as Parcel 55, 23 Overlock Drive, 2.42± acres to the Conservation Commission for open space and passive recreation purposes pursuant to General Laws Chapter 40 Section 8C, or take any other action relative thereto.

- This Article provides for the transfer of two parcels to the Conservation Commission so as to permanently protect these parcels from development and it will also add to the acreage of the existing Edmund Hill Woods conservation land. This transfer also addresses the need to remedy the encroachment of the Senior Center onto conservation land.

### **ARTICLE 32: Municipal Aggregation**

To see if the Town will vote, in accordance with Massachusetts General Laws Chapter 164 Section 134, to initiate the process to aggregate electrical load for interested electric utility customers in the Town of Northborough; and to authorize the Town Administrator to enter into an agreement or an agreement for services to facilitate the sale and purchase of electric energy and other related services, for terms of up to or in excess of three years, either independently or through inter-municipal agreements with other municipalities or other political subdivisions or regional governmental entities, on such terms and conditions as are deemed to be in the best interest of the Town, its residents and businesses, provided that any agreement for such purposes shall include a provision securing to individual consumers the ability to "opt out" at their discretion so as to be able to choose from among any available alternative electric supply service; or to take any other action relative thereto.

- This Article authorizes the Town to enter into aggregation program whereby the Town buys electric power on behalf of those living within its boundaries at a discounted rate and passes the savings on to its residents. Participation in the program is not required and residents may "opt out" at their discretion. The sole purpose for initiating such a program is to save residents money on their electric bills.

### **ARTICLE 33: Consolidated Personnel Bylaw**

To see if the Town will vote to amend the Consolidated Personnel Bylaw as shown in the handout entitled “Article 33 – Consolidated Personnel Bylaw Amendments – 2016 Annual Town Meeting”.

- At the time of the printing of this Warrant, the Town has not settled any successor collective bargaining agreements with its unions for FY2017. Therefore, the general wage increase detail that is typically printed in the warrant book (the “handout” referenced above) is not included herein as the general wage increase has not yet been determined. If additional information becomes available prior to Town Meeting, it will be posted online and in the Town Clerk’s Office and distributed at Town Meeting.

### **ARTICLE 34: Election – Date of Annual Town Election**

To see if the Town will vote to amend the Northborough Municipal Code Chapter 1-80 Administrative Legislation, Section 1-80-010, Date of Annual Town Election, by adding the text shown as underlined, and deleting the words shown as stricken through below:

#### **1-80-010 Date of annual town election.**

The annual town election shall be held on the second Tuesday ~~Monday~~ in May at such time and place as the Selectmen may determine.

- This Article seeks to change the date of the annual town election date from Monday to Tuesday.

### **ARTICLE 35: Community Preservation Fund – Historical Site Signage**

To see if the Town will vote to appropriate the sum of Four Thousand Nine Hundred Dollars (\$4,900), or any other sum, from the Community Preservation Fund revenues to the Northborough Historic District Commission for the purchase of two signs to identify significant historical sites, or take any other action relative thereto.

- This Article provides funds for the purchase of informational signs identifying the First Parish Church at 40 Church Street as the first Meeting House in Northborough and Mark Fidrych, former pitcher for the Detroit Tigers (sign location to be determined).

### **ARTICLE 36: Community Preservation Fund – Old Brigham Street Survey**

To see if the Town will vote to appropriate the sum of Two Thousand Dollars (\$2,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Historic District Commission to conduct a property line survey of the Old Brigham Street Burial Ground, or take any other action relative thereto.

- This Article provides funds for a property line survey to determine the exact boundaries of the 3.3 acre Old Brigham Street Burial Ground site.

**ARTICLE 37: Community Preservation Fund – First Parish Unitarian Restoration**

To see if the Town will vote to appropriate the sum of Fifty Four Thousand Dollars (\$54,000), or any other sum, from the Community Preservation Fund revenues to the First Parish Unitarian Universalist for restoration and accessibility improvements at the Church and Meeting House located at 40 Church Street, or take any other action relative thereto.

- This Article provides funds for repairs to the belfry (new louvers in the bell area; preparation and painting of bell tower and siding down to roof; cleaning, painting and gold leafing of clock faces and weathervane); retrofitting of one pew for handicap accessibility; and installation of wheelchair ramp on rear of the Meeting House.

**ARTICLE 38: Community Preservation Fund – Transfer to NAHC**

To see if the Town will vote to appropriate the sum of One Hundred Thousand Dollars (\$100,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Affordable Housing Corporation, for the purpose of the creation of affordable housing, or take any other action relative thereto.

- This Article provides funds to be used by the Northborough Affordable Housing Corporation for future creation of affordable housing.

**ARTICLE 39: Community Preservation Fund – Green Street Debt Service**

To see if the Town will vote to appropriate the sum of Forty Six Thousand Eight Hundred Dollars (\$46,800), or any other sum, from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for Debt Service and expenses associated with the Open Space land acquisition for the Fiscal Year 2017, or take any other action relative thereto.

- This Article provides funds to pay for debt service associated with the purchase of the Green Street parcel.

**ARTICLE 40: Community Preservation Fund – Town Common**

To see if the Town will vote to appropriate the sum of Fifty Four Thousand Dollars (\$54,000), or any other sum, from the Community Preservation Fund revenues and Four Hundred Twenty-Six Thousand Dollars (\$426,000), or any other sum, from the Community Preservation Fund Unreserved Fund for a total of Four Hundred Eighty Thousand Dollars (\$480,000) to the Northborough Department of Public Works, for the creation of a town common comprising property located at 0, 39 and 45 West Main Street and shown on Assessors' Map 63 as Parcels 159, 157 and 158, respectively, including the purchase of the land at 45 West Main Street, to be combined with the Town-owned land at 0 and 39 West Main Street for such purpose, pursuant to the provisions of Massachusetts General Laws, Chapter 45, Section 3, as it may hereafter be amended, and any other enabling authority related to public parks and playgrounds, said Town Common to be managed and controlled by the Department of Public Works; to authorize the Department of Public Works to file on behalf of the Town of Northborough any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts under the Land and Water Conservation Fund Act (P.L. 88-578, 78 Stat. 897) as amended and any other law in any way connected with the scope of this Article; and to authorize

the Department of Public Works to enter into all agreements and execute any and all instruments as may be necessary to accomplish said purchase, or take any other action relative thereto.

- This Article provides funds for the first of two phases related to the creation of a new Town Common. Phase I, of two phases, is to acquire 45 West Main Street, combine it with Town-owned land at 39 West Main Street; raze structures at 39 West Main Street; and prepare bid package for construction plans.

#### **ARTICLE 41: 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 2017, or take any other action relative thereto.

- This Article provides funds to be used for the administration of the Community Preservation Act.

#### **ARTICLE 42: Community Preservation Fund – White Cliffs Mansion**

To see if the Town will vote to appropriate from Community Preservation Fund revenues and borrow, pursuant to the provisions of Massachusetts General Laws, Chapter 44B, Section 11, or any other enabling authority, the total sum of \$2,400,000 for the purpose of acquiring and preserving the 6.5± acres of land and buildings thereon located at 167 Main Street and shown on Northborough Assessors' Map 53 as Parcel 73, and the .58± acres of land located at 0 Rear East Main Street and shown on Northborough Assessors' Map 53 as Parcel 155, for historic preservation purposes, and costs relating thereto, including property maintenance, protection and insurance and professional service costs for environmental and site assessments to determine appropriate preservation measures; and to authorize the Treasurer, with the approval of the Board of Selectmen, to issue bonds or notes of the Town in connection with any such borrowing, or take any other action relative thereto.

- This Article provides funds to purchase the White Cliffs Mansion and preserve it while the Community Preservation Committee investigates viable long term preservation options.

#### **ARTICLE 43: Reports**

## **FY2017 General Fund Budget Summary (Warrant Article 4)**

Following is a summary of the Town's FY2017 General Fund Budget Summary (non-school), which details the 3.5% increase allowable under the current revenue projections.

### **TOWN GENERAL FUND BUDGET SUMMARY**

<b>Department</b>	<b>FY2016 Budget</b>	<b>FY2017 Proposed Budget</b>	<b>\$ Change</b>	<b>% Change</b>
<b>GENERAL ADMINISTRATION</b>				
<b><u>EXECUTIVE OFFICE</u></b>				
Selectmen	128,736	159,732	30,996	24.08%
Administrator	244,501	246,841	2,340	0.96%
Economic Development	1,300	1,300	-	0.00%
Town Reports	4,700	4,700	-	0.00%
<b><u>PUBLIC BUILDINGS</u></b>				
Town Hall/Public Bldgs.	489,730	502,140	12,410	2.53%
<b><u>FINANCE</u></b>				
Treasurer	311,545	310,377	(1,168)	-0.37%
Board of Assessors	294,660	267,693	(26,967)	-9.15%
Town Accountant	149,971	150,209	238	0.16%
<b><u>MIS/GIS</u></b>				
MIS/GIS	428,264	474,252	45,988	10.74%
<b><u>TOWN/CLERKS OFFICE</u></b>				
Town Clerk	133,922	130,026	(3,896)	-2.91%
Election/Registration	31,223	42,379	11,156	35.73%
<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	107,704	324,950	217,246	201.71%
<b><u>PLANNING &amp; CONSERVATION</u></b>				
Conservation Commission	47,472	46,927	(545)	-1.15%
Planning Board	161,289	162,876	1,587	0.98%
Zoning Board	5,011	5,011	-	0.00%
Earthwork Board	1,803	1,433	(370)	-20.52%
<b>PUBLIC SAFETY</b>				
Police	2,503,445	2,514,929	11,484	0.46%
Fire	1,760,861	1,774,579	13,718	0.78%
Emergency Preparedness	9,000	7,000	(2,000)	-22.22%
Building	163,803	161,879	(1,924)	-1.17%
Gas Inspector	11,701	11,601	(100)	-0.85%
Wire Inspector	21,046	20,856	(190)	-0.90%
Sealer of Weights	8,000	8,000	-	0.00%
Board of Health	183,953	191,438	7,485	4.07%
Animal Control	41,200	39,915	(1,285)	-3.12%
<b>PUBLIC WORKS</b>				
Highway Admin.	156,216	161,634	5,418	3.47%
Hwy. Const. & Maint.	1,403,550	1,463,313	59,763	4.26%
Parks	111,600	128,000	16,400	14.70%
Cemetery	84,721	94,742	10,021	11.83%
Engineering	131,539	148,959	17,420	13.24%
Snow & Ice	346,200	346,200	-	0.00%
Street Lighting	110,854	114,000	3,146	2.84%
Trees	25,000	36,000	11,000	44.00%
<b>COMMUNITY SERVICES</b>				
Council on Aging	251,633	258,039	6,406	2.55%
Library	739,778	758,964	19,186	2.59%
Recreation	137,366	138,049	683	0.50%
Youth Services	140,012	138,867	(1,145)	-0.82%
Veterans Services	59,797	60,253	456	0.76%
Cable TV	-	365,000	365,000	
Cultural Council	500	500	-	0.00%
Community Affairs Committee	500	500	-	0.00%
Historical Commission	500	500	-	0.00%

Department	FY2016 Budget	FY2017 Proposed Budget	\$ Change	% Change
<b>UNDISTRIBUTED EXPENSES</b>				
<b><u>EMPLOYEE BENEFITS &amp; INSURANCE</u></b>				
Health Insurance	4,949,038	5,097,510	148,472	3.00%
Transfer to OPEB Trust	500,000	500,000	-	0.00%
Life Insurance	8,730	8,730	-	0.00%
Other Benefits/FICA	432,727	432,727	-	0.00%
Workers Comp	114,045	119,497	5,452	4.78%
Retirement Assessments	1,415,244	1,531,756	116,512	8.23%
<b><u>BUILDING &amp; LIABILITY INSURANCE</u></b>				
Bldg. & Liability Insur.	232,311	248,927	16,616	7.15%
<b><u>DEBT SERVICE</u></b>				
Debt Service	2,598,421	3,034,131	435,710	16.77%
<b><u>STATE ASSESSMENTS</u></b>				
State Assessments	273,178	317,967	44,789	16.40%
<b><u>NORFOLK AGRICULTURAL HIGH SCHOOL</u></b>				
Tuition/Transportation	47,594	95,188	47,594	100.00%
<b><u>STABILIZATION FUND CONTRIBUTION</u></b>				
Stabilization Fund	200,000	200,000	-	
<b><u>RESERVE FUND</u></b>				
Reserve Fund	175,000	175,000	-	0.00%
<b><u>SPECIAL WARRANT ARTICLES</u></b>				
Special Articles	2,214,000	1,833,460	(380,540)	-17.19%
Other Financing Uses	217,160	217,160	-	0.00%
<b>OTHER NON-APPROPRIATED AMOUNTS</b>				
Reserve for Abatements	623,081	623,081	-	0.00%
Offsets	19,972	21,792	1,820	9.11%
<b>ENTERPRISE FUNDS</b>				
Water	2,230,328	2,251,473	21,145	0.95%
Sewer	1,658,942	1,718,422	59,480	3.59%
Solid Waste	767,000	768,350	1,350	0.18%
<b>GROSS TOTAL TOWN</b>	<b>29,708,572</b>	<b>31,056,929</b>	<b>1,348,357</b>	<b>4.54%</b>
<b>CALCULATION OF NET TOTAL TOWN</b>				
Less Water Fund	(2,230,328)	(2,251,473)		
Less Sewer Fund	(1,658,942)	(1,718,422)		
Less Solid Waste	(767,000)	(768,350)		
Less Other Funds	(534,058)	(1,008,581)		
Less Recap Adjustments	62,335			
Less Debt Exclusion	(2,035,273)	(2,464,366)		
Less Reserve Fund Article	(175,000)	(175,000)		
Less Transfer to OPEB Trust	(500,000)	(500,000)		
Less Transfer to Stabilization	(200,000)	(200,000)		
Less Special Articles	(2,214,000)	(1,833,460)		
<b>NET TOTAL TOWN</b>	<b>\$19,456,306</b>	<b>20,137,277</b>		<b>3.50%</b>
<b>CALCULATION OF TOWN APPROPRIATION</b>				
GROSS TOTAL TOWN	29,708,572	31,056,929		
Less County Assessments	(1,415,244)	(1,531,756)		
Less State Assessments	(273,178)	(317,967)		
Less Reserve for Abatements	(623,081)	(623,081)		
Less Offsets	(19,972)	(21,792)		
Less Reserve Fund Article	(175,000)	(175,000)		
Less Stabilization Transfer Article	(200,000)	(200,000)		
Less Special Articles	(2,214,000)	(1,833,460)		
Less Other Financing Use	(217,160)	(217,160)		
Less Enterprise Funds	(4,656,270)	(4,738,245)		
<b>Net Town Warrant Article 4</b>	<b>\$19,914,667</b>	<b>21,398,468</b>		

## **FY2017 Enterprise Funds Budget Summary (Warrant Articles 5, 28 and 29)**

### **WATER, SEWER & SOLID WASTE ENTERPRISE FUNDS**

<b>REVENUE</b>	<b>FY2016</b>	<b>FY2017</b>	<b>\$ Change</b>	<b>% Change</b>
Water Fees, Charges & Betterments	2,152,309	2,200,225	47,916	2.23%
Transfer from Water Fund Free Cash (Operating)	78,019	51,248	(26,771)	-34.31%
Transfer from Water Fund Free Cash (Capital)	81,000	132,000	51,000	62.96%
<b>WATER FUND REVENUES</b>	<b>2,311,328</b>	<b>2,383,473</b>	<b>72,145</b>	<b>3.12%</b>
Sewer Fees, Charges & Betterments	1,493,413	1,673,176	179,763	12.04%
Transfer from Sewer Fund Free Cash (Operating)	165,529	45,246	(120,283)	-72.67%
Transfer from Sewer Fund Free Cash (Capital)	54,000	38,000	(16,000)	-29.63%
<b>SEWER FUND REVENUES</b>	<b>1,712,942</b>	<b>1,756,422</b>	<b>43,480</b>	<b>2.54%</b>
Solid Waste Fees	488,000	488,000	0	0.00%
General Fund Subsidy	217,160	217,160	0	0.00%
Transfer from Solid Waste Free Cash	61,840	63,190	1,350	2.18%
<b>SOLID WASTE FUND REVENUES</b>	<b>767,000</b>	<b>768,350</b>	<b>1,350</b>	<b>0.18%</b>
<b>WATER, SEWER &amp; SOLID WASTE REVENUES</b>	<b>4,791,270</b>	<b>4,908,245</b>	<b>116,975</b>	<b>2.44%</b>

<b>EXPENDITURES</b>	<b>FY2016</b>	<b>FY2017</b>	<b>\$ Change</b>	<b>% Change</b>
Wages, Benefits & Expenses	1,872,624	1,920,719	48,095	2.57%
Debt Service	357,704	330,754	(26,950)	-7.53%
Capital Improvements	81,000	132,000	51,000	62.96%
<b>WATER FUND EXPENDITURES</b>	<b>2,311,328</b>	<b>2,383,473</b>	<b>72,145</b>	<b>3.12%</b>
Wages, Benefits & Expenses	1,082,659	1,150,809	68,150	6.29%
Debt Service	576,283	567,613	(8,670)	-1.50%
Capital Improvements	54,000	38,000	(16,000)	-29.63%
<b>SEWER FUND EXPENDITURES</b>	<b>1,712,942</b>	<b>1,756,422</b>	<b>43,480</b>	<b>2.54%</b>
<b>SOLID WASTE FUND EXPENDITURES</b>	<b>767,000</b>	<b>768,350</b>	<b>1,350</b>	<b>0.18%</b>
<b>WATER, SEWER &amp; SOLID WASTE EXPENDITURES</b>	<b>4,791,270</b>	<b>4,908,245</b>	<b>116,975</b>	<b>2.44%</b>

**FY2017 Public Education Budget Summary (Warrant Articles 6, 7 and 8)**

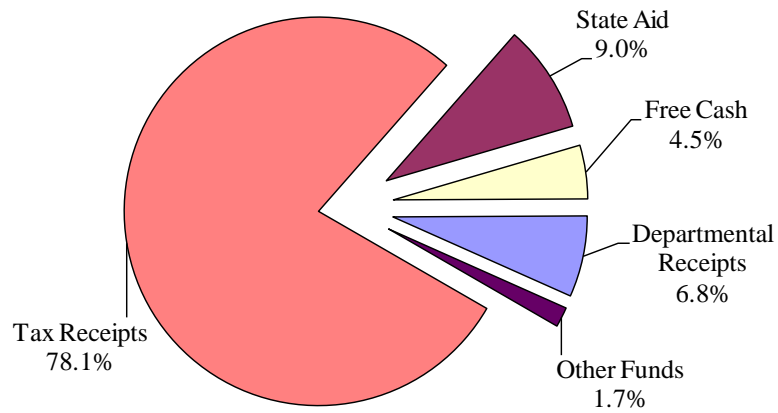
**PUBLIC EDUCATION (WARRANT ARTICLES 6,7,8)\***

<b>PUBLIC EDUCATION</b>	<b>FY2016</b>	<b>FY2017</b>	<b>\$ Change</b>	<b>% Change</b>
Northborough K-8	\$21,951,539	\$22,719,843	\$768,304	3.50%
<b>Northborough K-8 Total (Article 6)</b>	<b>\$21,951,539</b>	<b>\$22,719,843</b>	<b>\$768,304</b>	<b>3.50%</b>
Algonquin Regional HS 9-12	\$9,421,675	\$10,078,475	\$656,800	6.97%
Algonquin HS Debt Exclusion	\$656,493	\$661,206	\$4,713	0.72%
<b>Algonquin Total (Article 7)</b>	<b>\$10,078,168</b>	<b>\$10,739,681</b>	<b>\$661,513</b>	<b>6.56%</b>
Assabet Valley Regional HS	\$868,431	\$688,313	(\$180,118)	-20.74%
Assabet Valley Debt Assessment	\$15,006	\$192,135	\$177,129	1180.39%
<b>Assabet Total (Article 8)</b>	<b>\$883,437</b>	<b>\$880,448</b>	<b>(\$2,989)</b>	<b>-0.34%</b>
<b>TOTAL PUBLIC EDUCATION</b>	<b>\$32,913,144</b>	<b>\$34,339,972</b>	<b>\$1,426,828</b>	<b>4.34%</b>

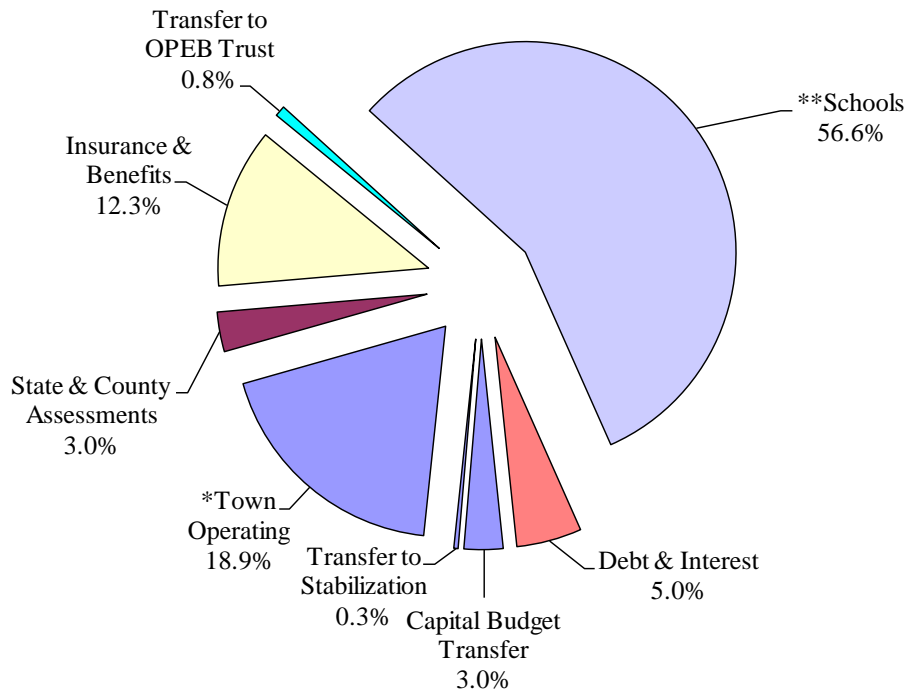
\* Please see separate handouts for detail regarding School Budgets.

TOWN OF NORTHBOROUGH					
REVENUE & EXPENDITURE SUMMARY FISCAL YEARS 2015--2017					
LEVY LIMIT CALCULATION	FY2015	PROPOSED FY2016	REVISED FY2016	PROPOSED FY2017	% CHANGE
Prior Year Levy Limit	\$42,206,075	\$43,891,045	\$43,891,045	\$45,517,841	
Add 2.5%	\$1,055,152	\$1,097,276	\$1,097,276	\$1,137,946	
Add New Growth	\$629,818	\$501,900	\$529,520	\$515,100	
Add Overrides	\$0	\$0	\$0	\$0	
True LEVY LIMIT	\$43,891,045	\$45,490,221	\$45,517,841	\$47,170,887	
Add Debt Excl - Zeh School	\$80,216	\$61,467	\$61,467	\$41,876	
Add Debt Excl - Colburn St.	\$0	\$11,473	\$13,746	\$9,245	
Add Debt Excl - Library	\$406,416	\$398,725	\$398,725	\$391,393	
Add Debt Excl - Senior Center	\$437,554	\$428,507	\$428,507	\$418,167	
Add Debt Excl - Algonquin	\$657,234	\$656,493	\$656,493	\$661,206	
Less Debt Excl - Settlement		(\$212,000)	(\$213,831)	(\$212,000)	
Add Debt Excl - Lincoln Street		\$675,000	\$563,200	\$1,032,956	
Adjusted LEVY LIMIT	\$45,472,465	\$47,509,886	\$47,426,148	\$49,513,730	
<b>REVENUES</b>					
Adjusted LEVY LIMIT	\$45,472,465	\$47,509,886	\$47,426,148	\$49,513,730	
Less Unused Levy Limit	(\$2,495,341)	(\$2,230,341)	(\$2,357,248)	(\$2,121,732)	
Total Tax Receipts	\$42,977,124	\$45,279,545	\$45,068,900	\$47,391,998	5.15%
State Aid	\$4,928,440	\$4,928,440	\$4,995,353	\$5,072,074	1.54%
MSBA Payments	\$382,543	\$382,543	\$382,543	\$382,543	
Free Cash (Operating)	\$500,000	\$500,000	\$500,000	\$500,000	
Free Cash (Capital/Reserve)	\$1,043,500	\$2,589,000	\$2,589,000	\$2,208,460	-14.70%
Departmental Receipts	\$3,198,000	\$3,595,000	\$3,595,592	\$3,745,000	4.16%
Meals/Rooms Tax (2013)	\$300,000	\$300,000	\$300,000	\$350,000	
Other Funds	\$530,954	\$534,058	\$534,058	\$1,008,581	88.85%
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$53,860,561</b>	<b>\$58,108,586</b>	<b>\$57,965,446</b>	<b>\$60,658,656</b>	<b>4.65%</b>
Water/Sewer Enterprise Funds	\$3,768,781	\$3,889,270	\$3,889,270	\$3,969,895	2.07%
Solid Waste Enterprise Fund	\$755,160	\$767,000	\$767,000	\$768,350	0.18%
<b>TOTAL REVENUES</b>	<b>\$58,384,502</b>	<b>\$62,764,856</b>	<b>\$62,621,716</b>	<b>\$65,396,901</b>	<b>4.43%</b>
<b>EXPENDITURES</b>					
Town	\$18,798,363	\$19,456,306	\$19,456,306	\$20,137,277	3.50%
Schools					
Northborough K-8	\$21,209,216	\$21,951,539	\$21,951,539	\$22,719,843	3.50%
Algonquin 9-12	\$9,171,070	\$9,492,514	\$9,421,675	\$10,078,475	6.97%
Algonquin FY14 Credit	(\$164,727)				
HS Debt Exclusion	\$657,234	\$656,493	\$656,493	\$661,206	0.72%
Warrant Articles					
Reserve Fund	\$150,000	\$175,000	\$175,000	\$175,000	
Capital / Other Articles	\$893,500	\$2,214,000	\$2,214,000	\$1,833,460	
Transfer to Stabilization		\$200,000	\$200,000	\$200,000	
Assabet	\$828,280	\$878,397	\$868,431	\$688,313	-20.74%
Assabet Renovation Project	\$11,473	\$15,006	\$15,006	\$192,135	
Transfer to OPEB Trust	\$500,000	\$500,000	\$500,000	\$500,000	
Zeh School Debt Service	\$462,759	\$444,010	\$444,010	\$424,419	
Colburn Street Debt Service	\$73,673	\$71,473	\$71,473	\$69,245	
Library Debt Service	\$407,120	\$399,395	\$399,395	\$392,025	
Senior Center Debt Service	\$455,545	\$445,395	\$445,395	\$433,795	
Lincoln Street Debt Service		\$675,000	\$675,000	\$1,144,882	
Other Funds	\$530,954	\$534,058	\$534,058	\$1,008,581	
Adjustments	(\$123,898)		(\$62,335)		
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$53,860,561</b>	<b>\$58,108,586</b>	<b>\$57,965,446</b>	<b>\$60,658,656</b>	<b>4.65%</b>
Water Enterprise Fund	\$2,174,510	\$2,230,328	\$2,230,328	\$2,251,473	0.95%
Sewer Enterprise Fund	\$1,594,271	\$1,658,942	\$1,658,942	\$1,718,422	3.59%
Solid Waste Enterprise Fund	\$755,160	\$767,000	\$767,000	\$768,350	0.18%
<b>TOTAL ALL FUNDS</b>	<b>\$58,384,502</b>	<b>\$62,764,856</b>	<b>\$62,621,716</b>	<b>\$65,396,901</b>	<b>4.43%</b>

## Fiscal Year 2017 Revenue Sources



## Fiscal Year 2017 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 2016 the Committee was composed of the following members:

Member	Appointed By	Term Expires
David DeVries, Chair	Town Moderator	April 2017
Michael Hodge, Vice-Chair	Town Moderator	April 2016
Heidi Bourque-Gleason	Northborough K-8 School Committee	April 2018
Roger Leland	Town Moderator	April 2017
Richard Smith	Appropriations Committee	April 2018
Thomas Spataro	Planning Board	April 2016

### Fiscal Year 2016 Committee Activities

Meeting Date	Action
10/29/2015	Joint meeting to review Police Staffing Study
11/5/2015	Joint meeting to review Fire Staffing Study
12/17/2015	Joint Meeting with Board of Selectmen, Appropriations, K-8 School committee, for Financial Trend Monitoring System Update and Five-Year Financial Projections.
1/28/2016	Reorganization: David DeVries, Chair; Michael Hodge, Vice-Chair. FY17 Budget Update and CIP summary overview, Police capital requests.
2/11/2016	Review Department of Public Works capital requests.
3/3/2016	Meet at Highway Garage, view salt shed, fuel island, Fire capital requests.
3/10/2016	Review of draft FPC report and committee recommendations.
3/28/2016	Joint Meeting with Appropriations, Board of Selectmen – Budget Hearing

The Committee extends its appreciation to Town Administrator John Coderre and his Financial Team -- Assistant Town Administrator Kimberly Foster, Finance Director June Hubbard-Ward, and Town Accountant Jason Little -- for their input and assistance throughout the Committee's process. Special thanks to Diane Wackell and Donna McIntosh 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 Fiscal Year 2017, 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**

For the sixth consecutive year, 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 FY16 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 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 FY17 budget year marks the sixth 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.); communication systems and office and 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 \$3.2M certified free cash balance, \$1.83M is allocated to FY17 capital projects. This amount provides \$1.83M of capital investment in FY17 that will have no additional impact on the tax rate. (Note: Other proposed capital projects for FY17 are funded from general obligation bonds or through enterprise fees.)

Assuming this year's proposal is approved, more than \$7.65M of capital expenditures will have been accomplished with Free Cash over the six-year period FY 2012-2017, 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 FY2017

The Committee has reviewed the projects in the Capital Improvement Program for Fiscal Year 2017 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 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 in this year's warrant articles. 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.

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

## Municipal Departments

Project	Sponsor	Cost	Priority	Recommend Approval?
Police Cruiser Replacement	Police	\$85,000	2	YES (4-0-0)
<ul style="list-style-type: none"> <li>Replaces a 2011 Crown Victoria and a 2012 Expedition.</li> <li>Funded from free cash. No additional impact to tax rate.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommend Approval?
Police Station Roof Replacement	Police	\$90,000	2	YES (4-0-0)
<ul style="list-style-type: none"> <li>Replaces a 1989 original roof.</li> <li>Funded from free cash. No additional impact to tax rate.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommend Approval?
Church Street Culvert Replacement	Public Works - Highway	\$2,000,000	1	YES (4-0-0)
<ul style="list-style-type: none"> <li>Structure is failing and in need of replacement, granite is cracked and has been temporarily braced pending reconstruction.</li> <li>Funded \$1,027,000 from Municipal GO Bonds; \$943,460 from Free Cash; and \$29,540 from Repurposed Bonds</li> </ul>				

Project	Sponsor	Cost	Priority	Recommend Approval?
Six Wheel Dump Truck w/Spreader & Plow	Public Works - Highway	\$215,000	2	YES (4-0-0)
<ul style="list-style-type: none"> <li>Replaces a 1997 International.</li> <li>Funded from free cash. No additional impact to tax rate.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommend Approval?
Sidewalk Machine	Public Works - Highway	\$180,000	2	YES (4-0-0)
<ul style="list-style-type: none"> <li>Replaces a 2002 sidewalk machine.</li> <li>Funded from free cash. No additional impact to tax rate.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommend Approval?
Road Improvements & Maintenance	Public Works - Highway	\$300,000	2	YES (4-0-0)
<ul style="list-style-type: none"> <li>Funds needed to supplement the Pavement Management Plan due to FY2017 reduction in State Chapter 90 Transportation Funding</li> <li>Funded from free cash. No additional impact to tax rate.</li> </ul>				

### Municipal Departments (continued)

Project	Sponsor	Cost	Priority	Recommend Approval?
Inflow and Infiltration Study	Public Works - Sewer	\$500,000	1	YES (4-0-0)
<ul style="list-style-type: none"> <li>Studies leaks and infiltration problems with Town's Sanitary Sewer System and makes construction repairs as needed.</li> <li>Funded from Sewer Enterprise Fund.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommend Approval?
Valve Maintenance Trailer System	Public Works – Water	\$75,000	2	YES (4-0-0)
<ul style="list-style-type: none"> <li>Satisfies State Mandate for valve exercise program.</li> <li>Funded from Water Enterprise Fund.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommend Approval?
One-Ton Dump Truck w/Plow	Public Works – Water & Sewer	\$95,000	2	YES (4-0-0)
<ul style="list-style-type: none"> <li>Replaces a 2006 dump truck.</li> <li>Funded from Water and Sewer Enterprise Funds.</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	Recommend Approval?
First Parish Unitarian Church Restoration	First Parish Church	\$54,000	N/A	YES (4-0-0)
<ul style="list-style-type: none"> <li>Funds restoration of belfry and accessibility improvements at church.</li> <li>Expenditure is in compliance with CPA requirements.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommend Approval?
Future creation of affordable housing	Northborough Affordable Housing Corporation (NAHC)	\$100,000	N/A	YES (4-0-0)
<ul style="list-style-type: none"> <li>Funds to be used by NAHC for future creation of affordable housing.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommend Approval?
Community Preservation Committee (CPC) Debt Service	CPC	\$46,800	N/A	YES (4-0-0)
<ul style="list-style-type: none"> <li>Apply Community Preservation Act (CPA) funding to pay debt service on debt issued as a component of the FY2012 CPA Green Street land purchase for open space.</li> <li>Fourth annual installment of a five-year financing term.</li> </ul>				

Project	Sponsor	Cost	Priority	Recommend Approval?
Creation of a Town Common	Town Common Committee	\$480,000	N/A	YES (4-0-0)
<ul style="list-style-type: none"> <li>Phase I of II phases: includes acquisition of 45 West Main Street, demolition of 39 West Main Street and funding for project design and bid documents.</li> </ul>				

Respectfully submitted,  
 Northborough Financial Planning Committee  
 March 28, 2016

# Financial Planning Committee Recommendations for FY2017 Capital Project Warrant Articles

## Northborough Annual Town Meeting April 2016

Article	Project	Cost	Funding Source	Priority	Vote *	Recommend Approval?
21	Police: Cruiser Replacement	85,000	Free Cash	2	4-0-0	YES
22	Police: Roof Replacement	90,000	Free Cash	2	4-0-0	YES
23	DPW: Church Street Culvert Replacement	2,000,000	Municipal Bonds/Free Cash/Repurposed Bonds	1	4-0-0	YES
24	DPW: Six-Wheel Dump w/Plow	215,000	Free Cash	2	4-0-0	YES
25	DPW: Sidewalk Machine	180,000	Free Cash	2	4-0-0	YES
26	DPW: Road Improvements & Maintenance	300,000	Free Cash	2	4-0-0	YES
27	Sewer: Inflow & Infiltration Study	500,000	Sewer Enterprise Fund	1	4-0-0	YES
28	Water: Valve Maintenance Trailer	75,000	Water Enterprise Fund	2	4-0-0	YES
29	Water: One-Ton Dump Truck w/Plow	95,000	Water Enterprise Fund	2	4-0-0	YES
37	CPA: First Parish Unitarian Restoration	54,000	CPA	**	4-0-0	YES
38	CPA: Transfer to NAHC	100,000	CPA	**	4-0-0	YES
39	CPA: Green St. Debt Service	46,800	CPA	**	4-0-0	YES
40	CPA: Town Common	480,000	CPA	**	4-0-0	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 2017-2022**

PROJECTS BY DEPARTMENT		Page #	Source of Funds	Six-Year Total	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>Fire</b>	Fire Station Addition/Renovation	21	2	6,650,000		650,000	6,000,000			
	Ambulance Replacement	22	5	315,000				315,000		
	SCBA Replacement	23	6	290,000				290,000		
	Pick-Up Truck Replacement	24	6	70,000					70,000	
	Car One Replacement	25	6	76,000						76,000
<b>Fire Subtotal</b>				<b>\$7,401,000</b>	<b>\$0</b>	<b>\$650,000</b>	<b>\$6,000,000</b>	<b>\$605,000</b>	<b>\$70,000</b>	<b>\$76,000</b>
<b>Police</b>	Police Cruiser Replacement	26	6	595,000	85,000	85,000	85,000	85,000	85,000	170,000
	Police Station Roof Replacement	27	6	90,000	90,000					
	<b>Police Subtotal</b>			<b>\$685,000</b>	<b>\$175,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$170,000</b>
<b>Town Offices</b>	Town Offices Building Repair Project Phase 2	28	2/6	0		TBD				
	Town Offices Building Repair Project Phase 3	29	2/6	0			TBD			
	<b>Town Hall Subtotal</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Management Information Systems/Geographic Information Systems</b>	GIS Aerial Photography	30	6	100,000			100,000			
	<b>MIS/GIS Subtotal</b>			<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Town of Northborough  
Capital Improvement Program Summary  
Fiscal Years 2017-2022**

PROJECTS BY DEPARTMENT			Page #	Source of Funds	Six-Year Total	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>DPW: Highway/Parks/Cemetery Division</b>											
Church Street Culvert Replacement	31	2/6	2,000,000	2,000,000	2,000,000		220,000	225,000		235,000	240,000
Six-Wheel Dump Truck w/ Spreader & Plow	32	6	1,135,000	1,135,000	215,000						
Sidewalk Machine	33	6	180,000	180,000	180,000						
Roadway Improvements/Maintenance	34	6	1,800,000	1,800,000	300,000		300,000	300,000	300,000	300,000	300,000
One-Ton Dump Truck w/Plow	35	6	440,000	440,000			100,000		220,000		120,000
Memorial Field Parking Lot Wall and Stairs	36	6	TBD	TBD			TBD				
Street Sweeper	37	2/6	455,000	455,000			220,000			235,000	
One-Ton Truck w/Chip Body & Plow	38	6	120,000	120,000			120,000				
Memorial Field Building Improvements	39	6	50,000	50,000			50,000				
Pleasant Street Culvert Replacement	40	2/6	150,000	150,000			150,000				
Fisher Street Culvert Replacement	41	2/6	500,000	500,000			500,000				
Hudson Street Drainage Improvements	42	2/6	200,000	200,000			200,000				
Stump Grinder	43	6	55,000	55,000			55,000				
Chipper	44	6	85,000	85,000			85,000				
Highway Garage Renovation/Expansion	45	2	TBD	TBD					TBD		TBD
Loader	46	2/6	230,000	230,000					230,000		
Skid Steer	47	6	80,000	80,000					80,000		
Wing Mower Replacement	48	6	75,000	75,000						75,000	
One Ton Pick Up Truck w/plow	49	6	70,000	70,000							70,000
<b>Highway/Parks/Cemetery Subtotal</b>			<b>\$7,625,000</b>	<b>\$7,625,000</b>	<b>\$2,695,000</b>	<b>\$1,010,000</b>	<b>\$1,515,000</b>	<b>\$830,000</b>	<b>\$845,000</b>	<b>\$730,000</b>	

**Town of Northborough  
Capital Improvement Program Summary  
Fiscal Years 2017-2022**

PROJECTS BY DEPARTMENT		Page #	Source of Funds	Six-Year Total	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>DPW: Sewer Enterprise Fund</b>										
Inflow & Infiltration (I&I) Study		50	7	500,000	500,000					
SCADA System		51	7	700,000		700,000				
Sewer Line Inspection Camera		52	7	100,000		100,000				
Town Hall Pump Station Improvements		53	7	350,000		350,000				
West Main St. Pump Station Improvements		54	7	300,000			300,000			
Forbes Road Pump Station Improvements		55	7	400,000			400,000			
Sewer Extension - Phase 1		56	7	2,175,000				175,000	2,000,000	
Wesson Terrace Pump Station Improvements		57	7	400,000				400,000		
Church Street Pump Station Improvements		58	7	400,000					400,000	
Sewer Extension - Phase 2		59	7	200,000						200,000
Water/Sewer Garage Improvements		60	7/8	TBD						TBD
<b>Sewer Enterprise Fund Subtotal</b>				<b>\$5,525,000</b>	<b>\$500,000</b>	<b>\$1,150,000</b>	<b>\$700,000</b>	<b>\$575,000</b>	<b>\$2,400,000</b>	<b>\$200,000</b>
<b>DPW: Water Enterprise Fund</b>										
Valve Maintenance Trailer System		61	8	75,000	75,000					
One Ton Dump Truck w/Plow		62	7/8	95,000	95,000					
Backhoe		63	8	170,000		170,000				
Hydrant Replacement Program		64	8	375,000		65,000			80,000	85,000
Repair/Replace Water Mains and Services		65	8	2,500,000		100,000	70,000	75,000	100,000	1,200,000
One-Ton Service Truck w/Plow		66	7/8	110,000			110,000			
Assabet Hill Tank Rehabilitation & Site Work		67	8	TBD			TBD			
Collins Road Water Quality Improvements		68	8	400,000			400,000			
Brigham Street Water Quality Improvements		69	8	400,000				400,000		
Utility Tractor		70	7/8	80,000						80,000
<b>Water Enterprise Fund Subtotal</b>				<b>\$4,205,000</b>	<b>\$170,000</b>	<b>\$335,000</b>	<b>\$1,680,000</b>	<b>\$475,000</b>	<b>\$180,000</b>	<b>\$1,365,000</b>
<b>TOTAL GENERAL GOVERNMENT (NON-SCHOOL)</b>										
Fire Subtotal				\$7,401,000	\$0	\$650,000	\$6,000,000	\$605,000	\$70,000	\$76,000
Police Subtotal				\$685,000	\$175,000	\$85,000	\$85,000	\$85,000	\$85,000	\$170,000
Town Offices Subtotal				\$0	\$0	\$0	\$0	\$0	\$0	\$0
MIS/GIS Subtotal				\$100,000	\$0	\$0	\$100,000	\$0	\$0	\$0
DPW: Highway/Parks/Cemetery Subtotal				\$7,625,000	\$2,695,000	\$1,010,000	\$1,515,000	\$830,000	\$845,000	\$730,000
DPW: Sewer Enterprise Fund Subtotal				\$5,525,000	\$500,000	\$1,150,000	\$700,000	\$575,000	\$2,400,000	\$200,000
DPW: Water Enterprise Fund Subtotal				\$4,205,000	\$170,000	\$335,000	\$1,680,000	\$475,000	\$180,000	\$1,365,000
<b>TOTAL GENERAL GOVERNMENT</b>				<b>\$25,541,000</b>	<b>\$3,540,000</b>	<b>\$3,230,000</b>	<b>\$10,080,000</b>	<b>\$2,570,000</b>	<b>\$3,580,000</b>	<b>\$2,541,000</b>

**Town of Northborough  
Capital Improvement Program Summary  
Fiscal Years 2017-2022**

PROJECTS BY DEPARTMENT	Page #	Source of Funds	Six-Year Total	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
<b>Northborough K-8 Public Schools</b>									
<b>Summary of School projects</b>									
Peaslee Elementary									
**Floor Tile Replacement	72	6	40,000		40,000				
Parking Lot/Walkway Paving	73	2/6	238,000		238,000				
**Design / Fire & Sprinkler Systems	74	2/3	480,000		TBD	480,000			
Feasibility Study	75	2/3	500,000				500,000		
Architectural Fees & Construction	75	2/3	28,700,000						28,700,000
Proctor Elementary									
Roof Repairs	76	6	270,000		270,000				
Zeh Elementary									
Boiler Replacement	77	6	350,000					350,000	
Melican Middle School									
Walkway Paving	78	2/6	115,000		115,000				
Feasibility Study	79	2/3	500,000					500,000	
Architect Fees/Renovation (est TBD in FY2023)	79	2/3	TBD						
<b>Northborough K-8 Public Schools Subtotal</b>			<b>\$31,193,000</b>	<b>\$0</b>	<b>\$393,000</b>	<b>\$750,000</b>	<b>\$500,000</b>	<b>\$850,000</b>	<b>\$28,700,000</b>

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

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

