

The Northborough Free Library celebrates its 150th Anniversary.



❖ DEDICATORY * EXERCISES ❖

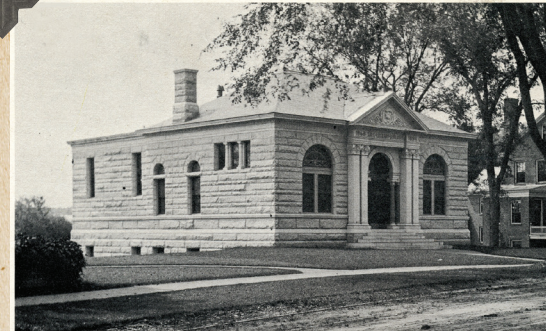
— OF THE —

Gale Library Building.

Town Hall, Northborough, Mass.,

Wednesday, June 12, 1895,

— AT 2.15 P. M. —



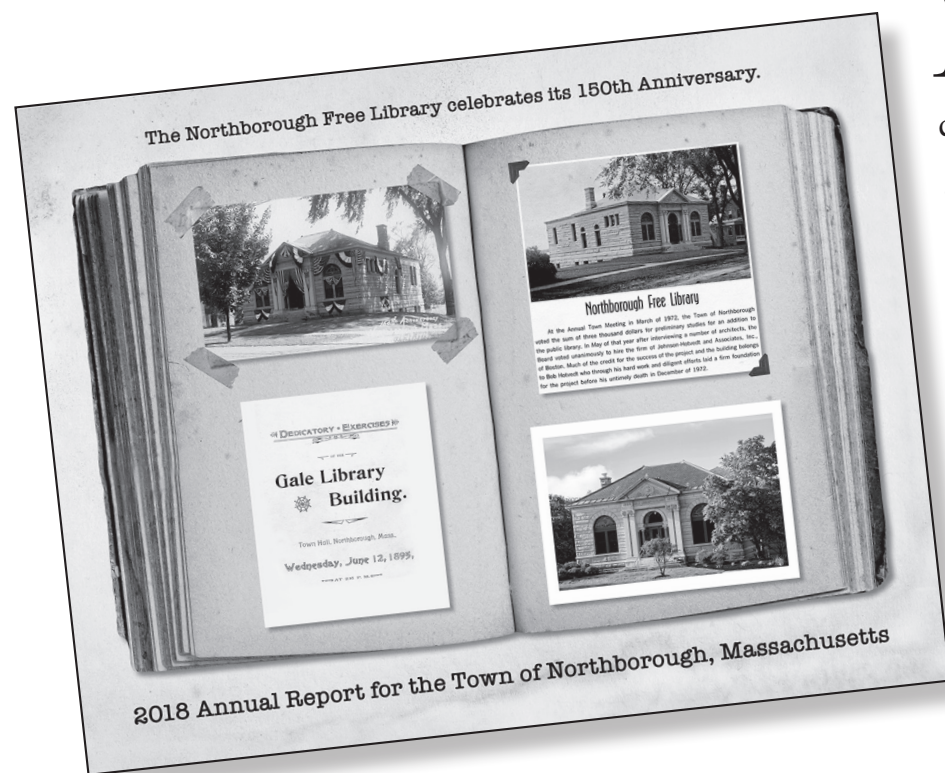
Northborough Free Library

At the Annual Town Meeting in March of 1972, the Town of Northborough voted the sum of three thousand dollars for preliminary studies for an addition to the public library. In May of that year after interviewing a number of architects, the Board voted unanimously to hire the firm of Johnson-Hotvedt and Associates, Inc., of Boston. Much of the credit for the success of the project and the building belongs to Bob Hotvedt who through his hard work and diligent efforts laid a firm foundation for the project before his untimely death in December of 1972.





The Northborough Free Library Celebrates its 150th Anniversary – 1868 - 2018



Beginning on page 35, you can learn about the history of the Library and some of the celebratory events held throughout the year, as well as the wide variety of services it offers today to residents of all ages. Jeanine Vitale of Prism Point Photography is credited with the most current image (*bottom right*) of the Library, as well as the image of the Library on page 35 and all images included on page 36.



Table of Contents

About the Cover	inside front cover	Town Reports – General Administration		Town Reports – Community Services	
Town Organization	3	Board of Selectmen	10	Council on Aging/Senior Center	34
Boards, Committees, Commissions		Town Administrator.....	12	Northborough Free Library	
Organization	4	Finance Department	14, 16, 17, 18	150th Anniversary	35-36
Officers of the United States	5	Town Clerk’s Office	19	Northborough Free Library	37
Officers of the Commonwealth	5	Planning Department.....	20	Recreation Department.....	38
Elected Officers	5	Engineering Department	22	Family & Youth Services Department	40
Boards, Committees, Commissions	5, 6, 7	Town Reports – Public Safety		Veterans’ Services	42
Meeting Schedule	7	Police Department	24	MIS/GIS	43
Town Personnel		Fire Department/EMS	26	Cable Access	43
Appointed Officers	8	Building Department.....	28	Housing Authority	43
Public Safety	8	Health Department	30	Community Affairs Committee.....	44
Public Service.....	9	Town Reports – Public Works		Cultural Council	44
Health & Human Services.....	9	Public Works Department	32	Trails Committee	45
Culture & Recreation	9			Historic District Commission.....	46
				Northborough School District	
				School Committee and Administration	47
				Superintendent’s Report	48
				School Financial Statement.....	50
				Annual Town Meeting Warrant	51
				Telephone Numbers	back cover



Community Profile

Incorporated

- 1766

Land Area

- 18.72 Sq. Miles

Public Roads

- 92.76 Miles

County

- Worcester

Population

- 14,659

Form of Government

- Town Administrator
- Five-member Board of Selectmen
- Open Town Meeting

FY2018 Tax Rate per Thousand

- \$17.15

FY2018 Average Single Family Home Value

- \$447,273

To find out more about Northborough's municipal services, please visit:

www.town.northborough.ma.us

Town Offices

63 Main Street

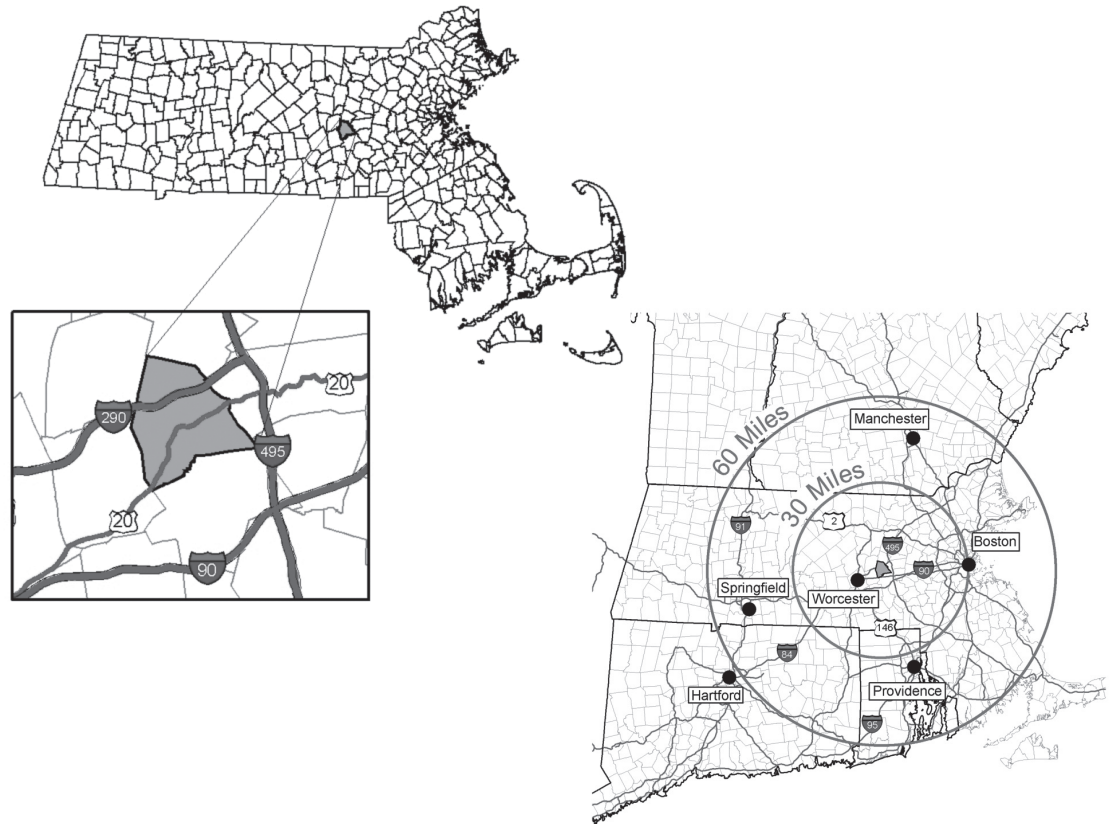
Northborough, MA 01532

Phone: (508) 393-5040

Fax: (508) 393-6996

townadmin@town.northborough.ma.us

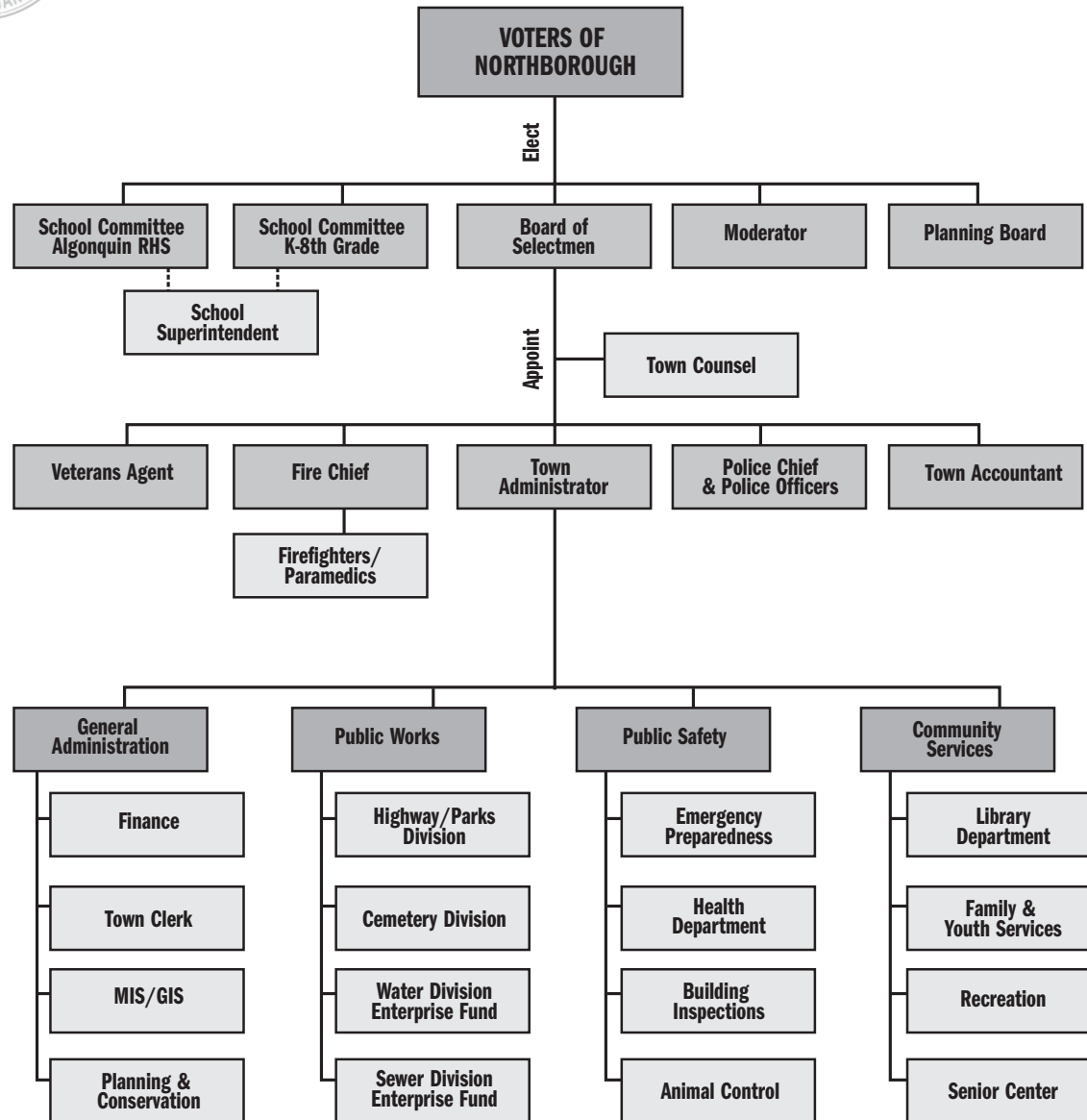
In The Center Of It All: Northborough, Massachusetts



The Town of Northborough is a suburban community which offers classic New England charm while providing access to educational opportunities, a mix of retail establishments and restaurants, a variety of housing options, and a stable and prospering business environment. These attributes make Northborough an attractive community in which to live, shop and work. Because Northborough is centrally located and in close proximity to I-495, I-290 and the Mass Pike I-90, it is a desirable area for travelers heading to Boston, New Hampshire, Rhode Island and Connecticut.

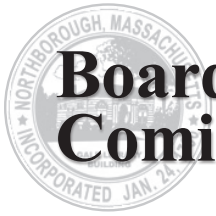


Town Organization

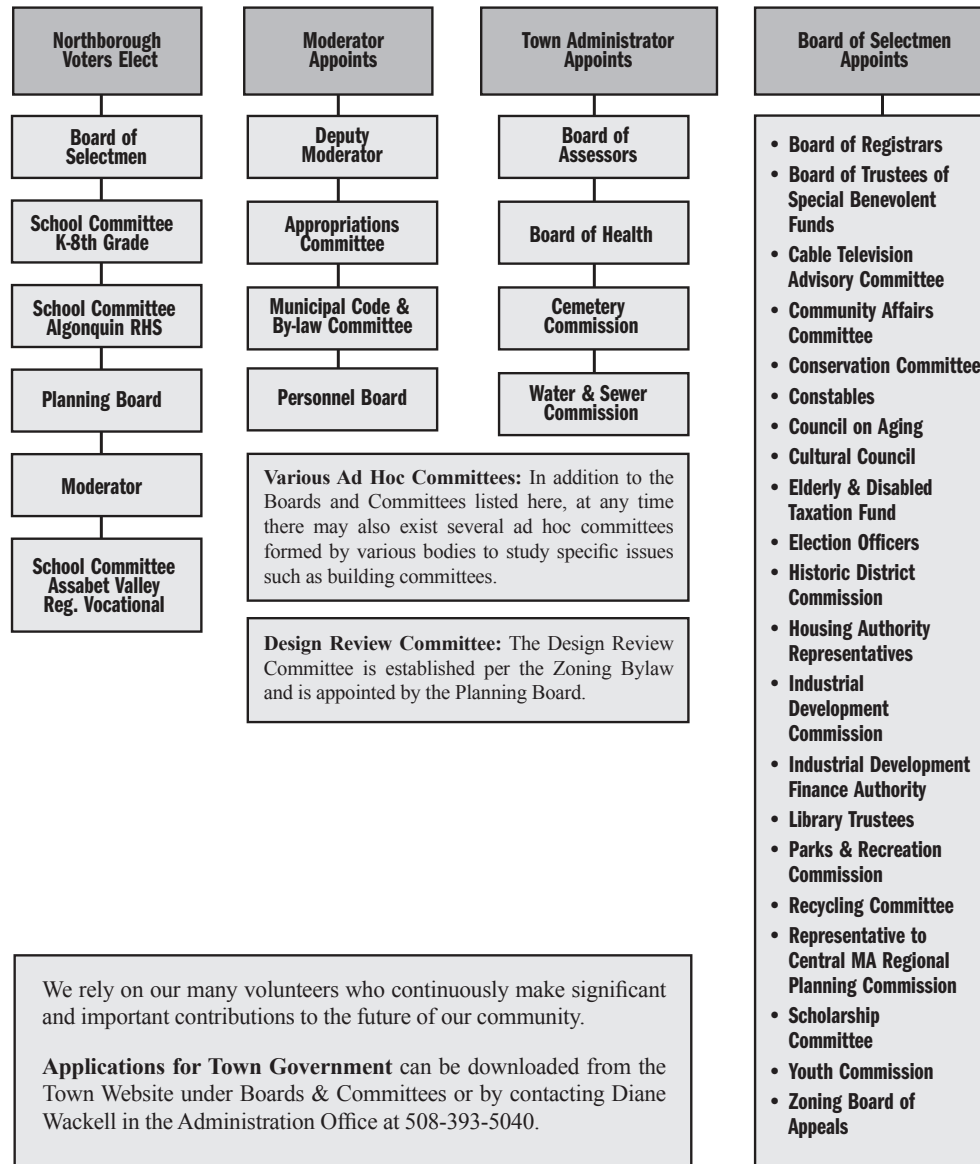


Personnel Appointing Authority

- **Voters** elect the Board of Selectmen, School Committees, Planning Board and Town Moderator.
- **The Northborough K-8 School Committee and the Algonquin Regional High School Committee** appoint the Superintendent.
- **The Board of Selectmen** appoint the Town Administrator, Fire Chief (Chief appoints firefighters/paramedics), Police Chief, Police Officers, Town Counsel, Town Accountant and Veterans Agent. The Selectmen also appoint the Library Board of Trustees, which operates under their general administrative direction to appoint the Library Director and staff.
- **The Town Administrator** appoints all other Town Personnel and is responsible for overall budgeting and financial coordination between departments. At the pleasure of the Board of Selectmen, the day-to-day activities of Town Counsel, Police Chief, Fire Chief, the Town Accountant and the Veterans Agent coordinate through the Town Administrator's Office.

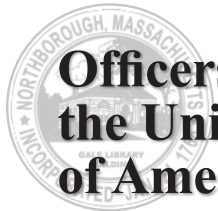


Boards, Committees, Commissions Organization



Boards & Committees with Multiple Appointing Authorities

- **Financial Planning Committee:** The Financial Planning Committee consists of six members, three appointed by the Moderator, one by the Planning Board, one by the School Committee, and one by the Appropriations Committee for three-year terms.
- **Earthwork Board:** The Earthwork Board consists of five members, one each appointed by the Moderator, the Board of Selectmen, the Conservation Commission, the Zoning Board of Appeals and the Planning Board for three-year terms.
- **Groundwater Advisory:** The Groundwater Advisory Committee consists of five members, one each appointed by the Planning Board, the Conservation Commission, the Board of Health, the Board of Selectmen and the Water & Sewer Commission for indefinite terms.
- **Community Preservation Committee (CPC):** The CPC consists of nine members, one each from the Open Space Committee, the Conservation Committee, the Planning Board, the Parks & Recreation Commission, the Historical Commission, the Housing Authority, and three members appointed by the Board of Selectmen for three-year terms.
- **Open Space Committee:** The Open Space Committee consists of seven members, one each from the Planning Board, Conservation Commission, Parks & Recreation Commission, Board of Selectmen, and three members and two alternates appointed by the Board of Selectmen for three-year terms. The Trails Committee is a subcommittee of the Open Space Committee.
- **Housing Partnership:** The Housing Partnership Committee consists of nine members, one each from the Board of Selectmen, Planning Board, Housing Authority, Council on Aging and five members appointed by the Board of Selectmen, one of which must be a realtor, for three-year terms.
- **LEPC:** The Northborough Local Emergency Planning Committee is a committee established through the Federal Emergency Planning and Right-To-Know Act (EPCRA) of 1986. Local, State, and Federal members work together to formulate emergency planning for hazardous materials within Northborough, exercise the plan annually, maintain training for hazardous materials emergencies, and provide information on hazardous materials to the public. Membership includes: State and Local Elected Officials, Hospitals, Firefighters, Environmental Groups, Law Enforcement Personnel, News Media, Civil Defense Officials, Community Groups, Public Health Officials, Transportation Resources, and Hazardous Materials Facilities.



Officers of the United States of America

President

Donald J. Trump

Vice President

Michael R. Pence

Senator in Congress

Elizabeth A. Warren

Senator in Congress

Edward J. Markey

Congressman, 3rd District

James P. McGovern



Officers of the Commonwealth of Massachusetts

Governor

Charles D. Baker

Lieutenant Governor

Karyn E. Polito

Secretary of the Commonwealth

William F. Galvin

Treasurer

Deborah B. Goldberg

Attorney General

Maura Healey

Auditor

Suzanne M. Bump

Governor's Council 3rd District (Pct. 3)

Marilyn Petitto Devaney

Governor's Council 7th District (Pct. 1, 2, 4)

Jennie L. Caissie

State Senator (Pct. 3) Middlesex & Worcester

James B. Eldridge

State Senator (Pct. 1, 2, 4) 1st Worcester

Harriette L. Chandler

State Rep. 12th Worcester District (Pct. 2, 4)

Harold P. Naughton

State Rep. 4th Middlesex District (Pct. 1, 3)

Danielle W. Gregoire

District Attorney Joseph D. Early, Jr.



Elected Officers

Moderator

Frederick A. George

Deputy Moderator Gerald Hickman

Board of Selectmen

Dawn Rand, Chair

Jason Perreault

Julianne Hirsh

Timothy Kaelin

Board of Selectmen

Leslie Rutan

**Jeff Amberson*

**William Pantazis*

Planning Board

Theresa Capobianco, Chair

Michelle Gillespie

Kerri Martinek

Amy Poretsky

Anthony Ziton

**Leslie Harrison*

**George Pember*

Assabet Valley Regional Vocational District School Committee

Virginia Simms George

Northborough School Committee

Susan Lawrence, Chair

Lauren Bailey

Joan Frank

Kelly Guenette

Keith Lebel

**John Kane, III*

**Patricia Kress*

Northborough/Southborough Regional School Committee

N-Helynn Winter, Chair

N-Jonetta Choi

N-Joan Frank

N-John Kane, III

N-Kathleen Howland

S-Paul Butka

S-Paul Desmond

S-Kathleen Harragan Ploutchko

S-Cathy Kea

S-Daniel Kolenda

** Hallie Burak*



Boards, Committees & Commissions

Council on Aging

Adrienne Cost, Chair

Jarl Anderson

Linda Cragin

Phyllis Muthee

Anthony Pini

Alice Stapelfeld

**Edward Bombard*

**Timothy Kaelin*

Appropriations Committee

Elaine Kelly, Chair

George Brenckle

Robert D'Amico

Janice Hight

Richard Nieber

Anthony Poteete

Board of Assessors

Daniel Brogie, Principal

James Dillon

Arthur Holmes

Cable Television Advisory Committee

Richard Swee, Chair

Cemetery Commission

Gail Forsberg

William Graham

Community Affairs Committee

Lisa Hodge, Chair

Elizabeth Bedard

Suzanne Cieslica

Rebecca Foley Mihopoulos

Jessica Hey

Pamela Markey

Kara McCormick

Amy Rogers

**Resigned / Retired / Term Expired / Other*



Boards, Committees, Commissions

Community Affairs Committee

**Deborah Ballard*
**Sandra Coombs*
**JoAnne Gorham*
**Karen Marie Tucker*

Community Preservation Committee

John Campbell, Chair (Open Space)
Andrew Clark
Peter Martin
Kathleen Polanowicz
Sean Durkin (Parks & Rec)
Leslie Harrison (HDC)
Todd Helwig (Conservation)
Rita Osborne (Housing Authority)
Anthony Ziton (Planning Board)
**Normand Corbin*

Conservation Commission

Gregory Young, Chair
Wayne Baldelli
Thomas Beals
Justin Dufresne
Diane Guldner
Todd Helwig
Kelley Marston
**Maurice Tougas*

Constables

Ralph Bibeau
Ronald Bowness
Raymond Reynolds

Cultural Council

Selvi Oyola, Chair
Craig Cox
Suzanne Cox
Heidi Knight
Bich-Ngan Nguyen

Cultural Council

Leslie Shore
Steven Smith
Loredana Tiron-Pandit
**Scott Nolan*
**Seira Shalton*
**Peter Worrest*

Design Review Committee

Michelle Gillespie, Chair
Anthony Abu
Diana Nicklaus
Tom Reardon
David Veron

Earthwork Board

Janet Sandstrom, Chair
Thomas Beals
Ronald Doucett
Frederic Philcox
Anthony Pini
**Anthony Ziton*

Elderly & Disabled Taxation Fund Committee

Jennifer Critchlow
Muriel Swenor
**Arlene Parker*

Financial Planning Committee

David DeVries, Chair
Michael Hodge
Roger Leland
William Peterson, Jr.
T. Scott Rogers
Thomas Spataro
**Heidi Bourque Gleason*
**Richard Smith*

Fire Station Building Committee

Daniel Brillhart
Mitch Cohen
Jamie Desautels
Elaine Kelly
David Parenti
Dawn Rand
Richard Smith

Groundwater Advisory Committee

Theresa Capobianco
Bryant Firmin
Diane Guldner
Tina Hill
Tim Kaelin
**William Pantazis*
**George Pember*

Board of Health

Glenn French, Chair
Tina Hill
Dilip Jain
Swati Sane

Historic District Commission

Normand Corbin, Chair
Bruce Chute
Leslie Harrison
Alexandra Molnar
Stephanie Stockman
Amy Jo White
Zanya Molnar
Michael Duchesneau – Alternate
Brian Smith – Alternate
**Ben Davies – Alternate*

Housing Authority

Rita Osborne, Chair
Raymond Reynolds
Brad Newman
Jean Perry

Housing Partnership

Michael Durkin
Nicole Carey
Jane Fletcher (*Council on Aging*)
**Jeff Amberson*

Industrial Development Commission

Mark Donahue, Chair
Budhinath Padhy

Library Trustees

Michelle Rehill, Chair
Robert Babcock, III
Mitch Cohen
Lara Helwig
James Hogan
Jocelyn McElhiney
Ralph Parente
Hamilton Soriano
Richard Tucker
**William Frankian*
**Jack Sharp*

Master Plan Steering Committee

Fran Bakstran, Chair
Jonathan Cogswell
Normand Corbin
Ashley Davies
Mark Donahue
Justin Dufresne
Michelle Gillespie
Susan Marie Lawrence
Rick Leif
Alexandra Molnar
Diana Nicklaus
George Pember
Jason Perreault
Amy Poretsky
David Putnam
Tom Reardon

Municipal Code & Bylaw Committee

Lorraine Leland, Chair
Peter Brockmann
Andrea Leland
Brian Strand

Open Space Committee

John Campbell, Chair
Dan Clark
Ashley Davies
Leslie Harrison
Paul Tagliaferri
Timothy Kaelin (Selectmen)
Amy Poretsky (Planning Board)

**Resigned / Retired / Term Expired / Other*



Boards, Committees, Commissions

Open Space Committee

Greg Young (Conservation)

**Jeff Amberson*

**Sean McCann*

Parks & Recreation Commission

David Putnam, Chair

Mark Awdycki

Tracey Cammarano

Sean Durkin

Faith Stevens

**Sean McCann*

Personnel Board

Virginia Simms George, Chair

David Brumby

Charles Frankian

Phil Lockwood

Lisa Studholme

**Susan LaDue*

Recycling Commission

Justin Fisher

Ingrid Molnar

June Stokoe

Brian Swanson

Jane Walsh

Board of Registrars

Andrew Dowd, Ex-Officio

Richard Hagen

Michael Long

Claire Swan

Scholarship Committee

Robert D'Amico, Chair

James Kihungi

Marjorie Markson

Kelly Moran

Trails Committee

Robert Mihalek, Chair

Brian Belfer

George Curtis

Sherral Devine

James Klinkenberg

Forest Lyford

James Stein

Marielle Stone

Trust Funds Committee

Lorraine Leland, Chair

Peter Brockmann

Andrea Leland

Water & Sewer Commission

John Meader, Chair

Bryant Firmin

David Pepe

White Cliffs Committee

Kathleen Polanowicz, Chair

Normand Corbin

Todd Helwig

Julianne Hirsh

Tom Reardon

**William Pantazis*

Youth Commission

Sandra Scott, Chair

Gretchen Bean

Joan Clementi

Rebecca Haberman

James Harrington

Lori Mott

Gila Schneider Nachum

Zoning Board of Appeals

Richard Rand, Chair

Fran Bakstran

Brad Blanchette

Mark Rutan

Paul Tagliaferri

Leslie Harrison – Alternate

Jeffrey Leland – Alternate

Meeting Schedule

Annual Town Meeting	4th Monday in April	7:30 PM	Algonquin High School Auditorium
Annual Town Election	2nd Tuesday in May	7AM - 8 PM	Four Precincts
Board of Selectmen	2nd & 4th Mondays	7:00 PM	Town Hall
Board of Health	2nd Tuesday	6:00 PM	Town Hall
Conservation Commission	2nd Monday	7:00 PM	Town Hall
Northborough School Committee	1st Wednesday	7:00 PM	Melican Middle School
Parks & Recreation Commission	1st Tuesday	5:30 PM	Town Hall - Recreation Center
Planning Board	1st & 3rd Tuesdays	7:00 PM	Town Hall
Regional School Committee	3rd Wednesday	7:00 PM	Algonquin High School
Zoning Board of Appeals	4th Tuesday	7:00 PM	Town Hall

The full meeting schedule can be seen on the Town Website under Boards & Committees. Also, on the Town Website under Subscribe to Town News, residents can sign up to receive agendas and minutes of the meetings for the Zoning Board of Appeals, Board of Selectmen and Planning Board.



Appointed Officers

Town Administrator

John W. Coderre

Assistant Town Administrator

Kimberly Foster

Executive Assistants

Lynda LePoer

Diane Wackell

Finance Director

June Hubbard-Ward

Asst. Treasurer/Collector

Kristi Dagle

Asst. Tax Collector

Elaine Dell'Olio

Financial Assistant

Marijane Pescaro

Town Accountant

Jason Little

Assistant Town Accountant

Peter Crepeault

Principal Assessor

Daniel Brogie

Assessors

James Dillon

Arthur Holmes

Assessor's Assistants

Julie Brownlee

Susan Reagan

Town Clerk

Andrew Dowd

Assistant Town Clerk

Karen Wilber

Town Counsel

KP Law

Town Planner

Kathryn Joubert

Town Engineer

Fred Litchfield

Administrative Assistant

Debora Grampietro

Conservation Agent

Mia McDonald

Conservation/Earth Removal Board Secretary

Melanie Rich

ZBA Board Secretary

Elaine Rowe

Town Hall/Police Custodian

Hosannah Pires



Police Chief

William E. Lyver, Jr.

Police Lieutenant

Joseph Galvin

Police Sergeants

Demosthenes Agiomavritis

Justin Faucher

William Griffin

James Scesny

Jeremy Trefry

Detective Sergeant

Brian Griffin

Detectives

Michael Bisset

Scott Maffioli

Patrol Officers

Kostas Agiomavritis

Christopher Buzzell

Kyle Crewe

Kevin Fruwirth

Patrick Harper

Phillip Martin

Thomas McDonald

Sean Montville

Daniel Murphy

Jeffrey Noel

Stephen Sullivan

Brendan Woeller

Special Officers

Erica Abro

James Bruce

Robert Ekross

Daniel Hanley

Jacob Mick

**Raymond Reynolds*

Administrative Assistant

Karen Mueller

Supervisor of Communications & Records

Chris Carleton

Dispatchers

Christopher Cherry

Katie Mick

Michael Rice

Amanda Stone

Fire Chief

David Parenti

Fire Captains

Daniel Brillhart

Jamie Desautels

Frederick Hurst

Robert Theve

Firefighters/EMTs

Steven Brosque

Patrick Doucimo

Richard Duong

Peter Galas

Michael Gaudette

Firefighters/EMTs

Brian Hatch

Dylan Kessler

Patrick McManus

Jeremy Peters

Ioanis Pintzopoulos

Douglas Pulsifer

Scott Reynolds

Joel Rosenkrantz

Ryan Snee

Christopher Tetreault

Todd Yellick

**Nicholas Johnson*

**Jeffrey Legendre*

Call Firefighters/EMTs

Donald Charest

Aleksandra Pond

Brett Rand

Michael Serapiglia

**Zachary Charest*

**DJ Gaudette*

Administrative Assistant

Lorraine Cain

Chaplain

Richard Martino

Haz Mat Assistant

Michael Borowiec

Inspector of Buildings

Robert Frederico

**Resigned / Retired / Term Expired / Other*



Public Service

Local Building Inspector

Christopher Lund

Administrative Assistants

Katie Holt

Louise Leo

Plumbing & Gas Inspector

A. Richard Desimone

Wiring Inspector

Robert Berger

Cable Access Director

Kathleen Dalgliesh

Studio Assistants

Terry Crean

Dana Volke

MIS/GIS Director

David Kane

Assistant MIS/GIS Director

John Sabatini

DPW Director

Scott Charpentier

Administrative Assistants

Sarah Jean

Robert Luke

**Laurie Becker*

Highway/Parks Superintendent

David Robillard

Highway/Parks Supervisors

Donald LeBlanc

David Lane



Public Service

Heavy Equipment Operators

Christopher Carlin

Edward Faford

Richard Frederick

Lucas Szufat

**Richard Lane*

Light Equipment Operators

Matthias Bradshaw

Robert Currier

Mechanic

Michael Roberts

Water/Sewer Supervisor

Timothy Davison

Water/Sewer Maintenance Workers

Taylor Cheverier

Steven Jobes

Jeremy Weeks



Health & Human Services

Health Agent

Casey Mellin

Administrative Assistants

Katie Holt

Louise Leo

Senior Center Director

Kelly Burke



Health & Human Services

Program Coordinators

Carolyn Harrington

Victoria Killeen

Terry Leo

Outreach Coordinator

Jocelyn Ehrhardt

Office Assistant

Nancy Dragon

Van Drivers

Joseph Duca

Robert Lang

Dennis Parker

**William Daley*

**Bob Williams*

Family & Youth Services Director

June David-Fors

FYS Counselor

Ayako Reich

Office Assistant

**Kathy Brumby*

Veterans' Services Director

Justin Sousa



Culture & Recreation

Library Director

Christopher Lindquist

Librarians

Deborah Hersh

Katrina Ireland

Donna Kafel

Bonny Krantz

Circulation Desk Supervisor

Kristen Bartolomeo

Library Assistants

Carlina Coleman

Rachael Hutchins

Geneinde Jones

Spencer Stevens

Lindsay Ward

**Juliane Bozicas*

**Michael Long*

Financial Assistant

Kathleen Whitman

Recreation Director

Allison Lane

Administrative Assistant

Michelle Lyseth

Recreation Program Supervisor

**Stefanie Youssef*

**Resigned / Retired / Term Expired / Other*



Board of Selectmen

Dawn Rand, Chair

Meeting Information

- The Board of Selectmen meets on the 2nd and 4th Monday of each month, unless otherwise noted.
- Agendas and Meeting Minutes are available on the Town's website.
- Each Selectmen's Agenda includes a public comments portion in order to provide an opportunity for any citizen to come before the Board to speak for any reason.
- Regularly scheduled meetings are broadcast live and can be viewed on all multimedia devices by looking up "Northborough Cable" on YouTube.
- All Board, Committee and Commission meetings are open to the public.

While there is always room for improvement when it comes to communication, the Town of Northborough prides itself on a long and successful history of following best practices. We encourage public input and suggestions as we strive to continuously improve upon our documents, communications and processes.

We strongly encourage your participation in your local government, including your attending any of the various Board or Committee meetings within the community, visiting the Town Offices or volunteering one's services by becoming a member on a Board or Committee. Residents who are interested in volunteering on a Board or Committee are encouraged to apply online by visiting the Town's online Board and Committee Information Center. Our sincere appreciation goes out to all the volunteers who make our community a great place in which to live, work and raise a family.

The Board of Selectmen is thankful to Town staff for their commitment to open government by posting key records on the Town website, including agendas, minutes, budgets, by-laws, community calendars, as well as Town

Meeting warrants and results. This commitment remains as we continue to expand the information available online. Looking ahead, the Town has plans to update its website to add new features that will enhance communication with residents. The website upgrades will be done in conjunction with a \$40,000 State Community Compact Grant the Town received to create a comprehensive Information Technology/Management Information Systems Strategic Plan.

All residents are urged to subscribe to Town News through the Town website. This opt-in email distribution list delivers information on Town activities including: storm-related information, public health and public works alerts, recycling information, election information and other special Town-related events. These notices are a helpful tool in getting the word out quickly and efficiently and in advance to the public. Residents can also subscribe to receive agendas and minutes of the meetings for the Board of Selectmen, Planning Board and Zoning Board of Appeals. Currently there are 926 residents, up from 844 this time last year, who have taken advantage of the Town News Subscription service. We would like to see every resident subscribe to receive these emails as this is a timely and cost-effective communication tool.

The Board of Selectmen would like to publicly acknowledge the efforts and commitment of the Town Administrator and the financial team in developing each fiscal year budget. The Town received its ninth consecutive national budget award in FY2018 from the Government Finance Officers Association. The award reflects the commitment of the Board of Selectmen and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the Town had to satisfy nationally recognized guidelines for effective budget presentation, including transparency and communication. At a time when financial matters are most critical, the budget document can be used as a valuable tool for the residents, presented in a very user-friendly, easy-to-understand document. The average citizen can go to Town Meeting and feel as if they are able to participate in a meaningful way in their local government.



Board of Selectmen from left to right: Timothy Kaelin, Leslie Rutan, Dawn Rand, Julianne Hirsh and Jason Perreault

The Massachusetts Municipal Association presented the Town of Northborough with a First Place Award Certificate for our 2017 Annual Town Report in Category 1 (population 12,500 and up) of the MMA's Annual Town Report Contest. Town Reports serve to communicate important information to town residents. It is used as an effective and informative tool in promoting an understanding of local government. MMA judging criteria for the annual town-report contest include cover design and layout; logical arrangement of material; presentation of statistics and data; summaries of the town's achievements and evidence of local planning for the future; and practical utility of the report, which enhances the citizen's understanding of town government.

The Board of Selectmen continues to support the Fire Station Building Committee who decided unanimously in favor of the sites at 61-65 Main Street and 10 Monroe Street as the location for a new fire station; the White Cliffs Committee in their endeavor to save this important historic building and explore the long-term viability use that will ensure its long-term preservation; and the Master Plan Steering Committee in their tireless efforts in updating the Town's Master Plan. Lastly, the Town Common design is almost complete with an anticipated groundbreaking in the Spring of 2019.

JULY 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
	1 Fiscal Year Begins	2	3	4 Independence Day	5	6																																																																																				
7	8	9	10	11	12	13																																																																																				
14	15	16	17	18	19	20																																																																																				
21	22	23	24	25	26	27																																																																																				
28	29	30	31	<div> <div>JUNE 2019</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> </div> <div> <div>AUGUST 2019</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> </div>		S	M	T	W	T	F	S	30						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
S	M	T	W	T	F	S																																																																																				
30						1																																																																																				
2	3	4	5	6	7	8																																																																																				
9	10	11	12	13	14	15																																																																																				
16	17	18	19	20	21	22																																																																																				
23	24	25	26	27	28	29																																																																																				
S	M	T	W	T	F	S																																																																																				
				1	2	3																																																																																				
4	5	6	7	8	9	10																																																																																				
11	12	13	14	15	16	17																																																																																				
18	19	20	21	22	23	24																																																																																				
25	26	27	28	29	30	31																																																																																				

Town Administrator

John W. Coderre, Town Administrator

Calendar year 2018 was another exciting and successful year for Northborough with several significant initiatives designed to enhance communication, plan for future service needs, and articulate the long-term vision for our community.

I am pleased to report Northborough received official designation as a “Green Community” under the Massachusetts Department of Energy Resources’ Green Communities Program. The Green Community Designation and Grant Program provides a road map along with financial and technical support to municipalities that 1) pledge to cut municipal energy use by 20 percent over 5 years; 2) reduce the life-cycle costs of buildings; 3) provide as-of-right siting for renewable energy/alternate energy facilities; 4) provide for expedited permitting; and 5) adhere to a policy of purchasing fuel efficient vehicles. This is exciting news that will result in numerous grant-funded facility improvement projects over the coming years.

Department staff continues to work collaboratively with various boards, committees and commissions to identify the Town’s Legislative Priorities. Each year, we invite our legislative delegation to a Selectmen’s Meeting where we ask for their support on important issues and initiatives. One such example is the Town’s ongoing efforts to effectuate change at the State level regarding large-scale agricultural composting operations in residential neighborhoods. The goal is to modify existing laws to allow for reasonable local input, in order to mitigate some of the negative impacts that can be created by these solid waste operations. During 2018 the Town was successful in getting its proposed legislation passed through the House and Senate, only to be vetoed by the Governor. Efforts to protect residents from large-scale composting in residential neighborhoods will again be a primary focus in the coming year.

Much progress was made during 2018 regarding the preservation of the historic White Cliffs mansion. The White Cliffs Committee engaged an architectural firm which spent months assessing the structure and developing phased plans to protect this important historic asset from further deterioration. The Committee will continue to meet throughout the coming year as it endeavors to save this very important historic building and chart a course for finding a viable reuse that will ensure its long-term preservation. Community members interested in keeping apprised of the status of the White Cliffs project are directed to the White Cliffs Committee webpage for regular updates.

Another important facility project undertaken in 2018 was the completion of the fire station feasibility study. Following a thorough programmatic assessment of the existing 1975 fire station, it was determined that more space was needed; however, the existing site is too small to accommodate an expansion. A formal Request for Proposals (RFP) process for land acquisition was undertaken and the Committee will seek sufficient funding at the 2019 Annual Town Meeting to acquire the requisite land and fund the full design development for bidding. Subsequent funding will be sought at the 2020 Town Meeting for the actual construction costs based upon the final design and bid results.

In terms of long-term vision for our community, the Master Plan Steering Committee continues its efforts to update the Town’s Master Plan. Multiple public forums and surveys were undertaken, along with regular Steering Committee meetings. The project will roll over into 2019 with several more forums and surveys to come. Input and involvement from the various Town boards and the public is vital for both the creation and successful implementation of this vision for Northborough. Please visit the Town’s webpage for the most current information on this exciting process.

In terms of awards, the Massachusetts Municipal Association presented Northborough with First Place for its 2017 Annual Town Report contest. The MMA’s state-wide contest was created to recognize Towns that produce annual reports that serve as effective and informative tools in promoting an understanding of local government, and is the result of months of work by dedicated Town staff, committed to improving transparency and accountability in Northborough’s Local Government. The Annual Report represents another excellent communication device to convey important information to residents and we are honored to be recognized at the state level for our efforts.



From left to right: MMA Executive Director Geoff Beckwith, Executive Assistant Diane Wackell, Town Administrator John Coderre, MMA President Ellen Allen, MMA Vice President Cecilia Calabrese.

With regard to finances, Northborough continues to follow national best practices in budgeting and financial planning, so that the policy-making boards and committees have good information upon which to base their decisions. Northborough’s annually updated Financial Trend Monitoring System (FTMS) and its financial policies play a critical role in helping guide annual budget decisions that will have long-range implications in supporting financial stability, allowing us to preserve service levels, invest in our infrastructure and maintain Northborough as an affordable and attractive place in which to live and to operate a business.

The Fiscal Year 2019 budget adopted at the April 2018 Annual Town Meeting was the tenth consecutive budget to be unanimously recommended by the Board of Selectmen, Appropriations Committee, Financial Planning Committee and the K-8 School Committee. The continued consensus is based upon months of collaborative work and excellent communication, which allowed Town Meeting members to vote with confidence, knowing that all the primary stakeholders participated in an open and transparent process.

I want to take this opportunity to thank the Board of Selectmen, Appropriations Committee, Financial Planning Committee, the School Superintendent and the School Committee for their support and cooperation in bringing another round of capital and operating budgets to Town Meeting with unanimous support. Once again, Northborough’s leaders have sought to solve today’s challenges in a measured approach that does not sacrifice the financial integrity of future generations.

AUGUST 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		<div>JULY 2019</div> <div>S M T W T F S</div> <div><div></div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div></div> <div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div></div> <div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div></div> <div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div></div> <div><div>28</div><div>29</div><div>30</div><div>31</div><div></div><div></div><div></div></div>	<div>SEPTEMBER 2019</div> <div>S M T W T F S</div> <div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div></div> <div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div></div> <div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div><div>20</div><div>21</div></div> <div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div><div>27</div><div>28</div></div> <div><div>29</div><div>30</div><div></div><div></div><div></div><div></div><div></div></div>	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Finance Department

June Hubbard-Ward, *Finance Director*

Jason Little, *Town Accountant*

Daniel Brogie, *Principal Assessor*

Our Finance Department is comprised of three functions, Treasurer/Collector, Assessing and Accounting.

The Town's financial position remains solid despite continued recessionary concerns. The Town completed FY2018 with an unassigned fund balance in the General Fund of \$8.32 million. Our total reserves remained steady with certified Free Cash at \$2.23 million and our Stabilization Fund balance at \$4.56 million. In total, these reserves represent over 10.0% of our total budget. Our Independent Auditor completed the FY2018 audit in accordance with generally accepted auditing standards and determined that there were no material weaknesses.

Treasurer/Collector Division

The United States economy has experienced steady growth, with the stock market continuing to exhibit strength and resiliency. There has been growth in the Gross National Product, record low unemployment and an increase in both wages and retail sales.

At the local level, excellent tax revenue and local receipts combines with conservative budgeting resulted in the return of appropriated funds which provided a very positive fund balance at year end. The Federal Reserve continues to gradually raise interest rates, in small increments of 25 basis points and are expected to implement similar increases in the future. Looking toward the future, some economists have expressed concern for a pending recession.

NORTHBOROUGH RECEIVES DISTINGUISHED BUDGET AWARD FOR NINTH CONSECUTIVE YEAR



The Government Finance Officers Association of the United States and Canada (GFOA) presented an Award of Distinguished Budget Presentation to the Town of Northborough, MA for its annual budget document for the fiscal year beginning July 1, 2018 to June 30, 2019.

SEPTEMBER 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
1	2 Labor Day	3	4	5	6	7																																																																																				
8	9	10	11	12	13	14																																																																																				
15	16	17	18	19	20	21																																																																																				
22	23	24	25	26	27	28																																																																																				
29	30 Rosh Hashanah	<div> <div>AUGUST 2019</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> </div> <div> <div>OCTOBER 2019</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> </div>		S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
S	M	T	W	T	F	S																																																																																				
				1	2	3																																																																																				
4	5	6	7	8	9	10																																																																																				
11	12	13	14	15	16	17																																																																																				
18	19	20	21	22	23	24																																																																																				
25	26	27	28	29	30	31																																																																																				
S	M	T	W	T	F	S																																																																																				
		1	2	3	4	5																																																																																				
6	7	8	9	10	11	12																																																																																				
13	14	15	16	17	18	19																																																																																				
20	21	22	23	24	25	26																																																																																				
27	28	29	30	31																																																																																						

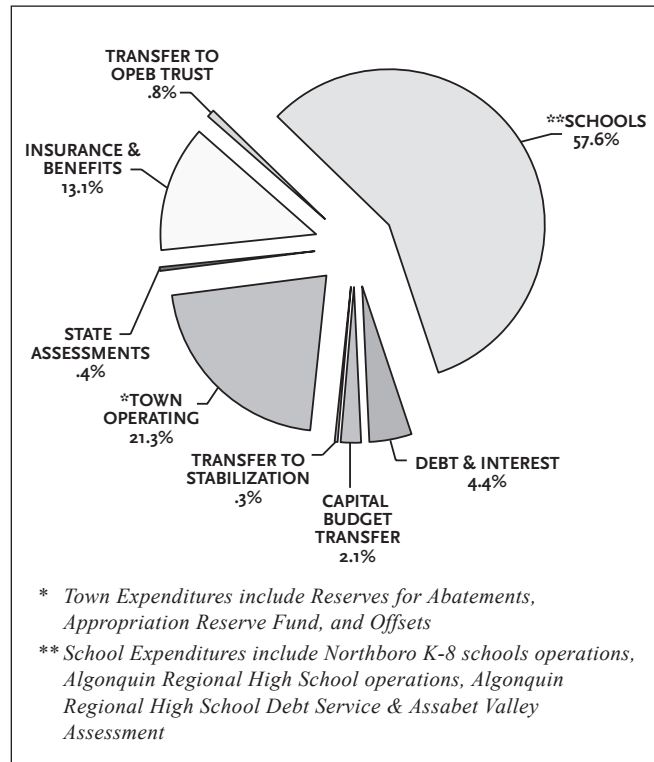


Finance Department

Budget in Brief

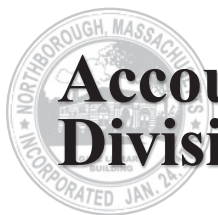
The FY2019 Budget relies on projections regarding available revenue. Revenues are conservatively budgeted. The tax revenue budget is based upon an established ceiling of revenue derived from local property taxes in accordance with Proposition 2 ½. Added to these are estimated revenues from State Aid, Departmental Receipts such as fees, permits, interest earned as well as available funds such as Free Cash and Special Revenues.

Fiscal Year 2019 Expenditures



FY2019 Budget

EXPENDITURES	FY2018 Budget	FY2019 Proposed	Variance	% Change
General Government (Town)	\$20,902,493	\$21,634,080	\$731,587	3.50%
Schools				
Northborough K-8	\$23,445,017	\$24,265,593	\$820,576	3.50%
Algonquin Reg. HS 9-12	\$10,406,326	\$11,322,989	\$916,663	8.81%
Algonquin Debt Exclusion	\$660,574	\$610,774	-\$49,800	-7.54%
Assabet Valley	\$741,661	\$612,406	-\$129,255	-17.43%
Assabet Valley Debt	\$151,232	\$145,316	-\$5,916	-3.91%
Warrant Articles				
Reserve Fund	\$175,000	\$175,000	\$0	0.00%
Free Cash Capital Projects	\$1,497,000	\$1,360,000	-\$137,000	-9.15%
Transfer to Stabilization	\$200,000	\$200,000	\$0	0.00%
Transfer to OPEB Trust	\$500,000	\$500,000	\$0	0.00%
Zeh School Debt	\$389,854	\$371,447	-\$18,407	-4.72%
Colburn St. Debt Service	\$66,990	\$64,680	-\$2,310	-3.45%
Library Debt Service	\$383,985	\$373,605	-\$10,380	-2.70%
Senior Center Debt Service	\$422,195	\$409,145	-\$13,050	-3.09%
Lincoln Street Debt	\$1,124,675	\$1,100,275	-\$24,400	-2.17%
Other Funds	\$880,367	\$967,828	\$87,461	9.93%
Adjustments	-\$313,479	\$0	\$313,479	-100.00%
Subtotal General Fund	\$61,633,890	\$64,113,138	\$2,479,248	4.02%
Water Enterprise Funds	\$2,436,381	\$2,496,718	\$60,337	2.48%
Sewer Enterprise Fund	\$2,051,028	\$2,132,715	\$81,687	3.98%
Solid Waste Enterprise Fund	\$792,830	\$811,839	\$19,009	2.40%
Subtotal Enterprise Funds	\$5,280,239	\$5,441,272	\$161,033	3.05%
TOTAL ALL FUNDS	\$66,914,129	\$69,554,410	\$2,640,281	3.95%



Accounting Division

In accordance with the requirements of Mass General Law, the Annual Financial Reports for the Town of Northborough, for the Fiscal Year ending June 30, 2018 have been submitted. The audited financial statements reflect a fair and accurate presentation of all material aspects of the Town's financial position and results from its operation.

The Town's general ledger is maintained following the Uniform Municipal Account System (UMAS) prescribed by the Massachusetts Department of Revenue. The Town's financial statements are prepared using Generally Accepted Accounting Principles (GAAP) in accordance with standards developed by the Governmental Accounting Standards Board (GASB). The 2018 statements reflect implementation of GASB Statements through #75, which require actuarial valuations be performed to determine the Town's long term Other Post Employment Benefit (OPEB) and Pension obligations. The liabilities and disclosures are included in the statements.

Bill Fraher, CPA, has completed the audit of the Town's financial records. A copy of the audited financial statements is available in the office of the Town Clerk and from the Town Accountant's webpage.



TOWN OF NORTHBOROUGH, MASSACHUSETTS Statement of Net Position – Ended June 30, 2018

Assets	Governmental Activities	Business-Type Activities	Total
Current assets:			
Cash and cash equivalents	\$ 16,315,729	7,500,909	23,816,638
Investments	9,312,181	-	9,312,181
Receivables (net of allowance for uncollectibles)	1,392,060	270,130	1,662,190
Unbilled revenue	-	933,902	933,902
Due from other governments	926,638	1,331	927,969
Other assets	37,004	-	37,004
Total current assets	27,983,612	8,706,272	36,689,884
Non-current assets:			
Special assessments	-	529,619	529,619
Due from other governments	1,120,004	18,538	1,138,542
Capital assets:			
Assets not being depreciated	8,255,500	2,918,227	11,173,727
Assets being depreciated, net	65,041,097	15,550,248	80,591,345
Total non-current assets	74,416,601	19,016,632	93,433,233
Total assets	102,400,213	27,722,904	130,123,117
Deferred Outflows of Resources			
Deferred amounts related to OPEB	1,459,760	-	1,459,760
Deferred amounts related to pensions	2,972,888	114,223	3,087,111
Total deferred outflows	4,432,648	114,223	4,546,871
Liabilities			
Current liabilities:			
Warrants and accounts payable	1,214,574	142,002	1,356,576
Accrued payroll and withholdings	2,558,543	9,531	2,568,074
Other accrued liabilities	69,567	-	69,567
Accrued interest payable	187,571	35,929	223,500
Due to other governments	-	1,999,342	1,999,342
Notes payable	1,819,000	900,000	2,719,000
Unamortized bond premium	-	18,304	18,304
Compensated absences	176,499	13,035	189,534
Bonds payable	2,048,532	761,456	2,809,988
Total current liabilities	8,074,286	3,879,599	11,953,885
Noncurrent liabilities:			
Compensated absences	126,205	6,000	132,205
Other post employment benefits	42,049,721	529,073	42,578,794
Net pension liability	26,368,739	1,013,130	27,381,869
Unamortized bond premium	-	118,696	118,696
Bonds payable	19,463,500	5,199,046	24,662,546
Total noncurrent liabilities	88,008,165	6,865,945	94,874,110
Total liabilities	96,082,451	10,745,544	106,827,995
Deferred Inflows of Resources			
Deferred amounts related to OPEB	73,768	-	73,768
Deferred amounts related to pensions	1,301,442	50,003	1,351,445
Total deferred inflows	1,375,210	50,003	1,425,213
Net Position			
Net investment in capital assets	50,440,301	11,607,973	62,048,274
Restricted for:			
Permanent funds - nonexpendable	750,396	-	750,396
Permanent funds - expendable	357,259	-	357,259
Capital projects	4,311,823	1,917,989	6,229,812
Grants and other	5,611,493	-	5,611,493
Unrestricted	(52,096,072)	3,515,618	(48,580,454)
Total net position	\$ 9,375,200	17,041,580	26,416,780



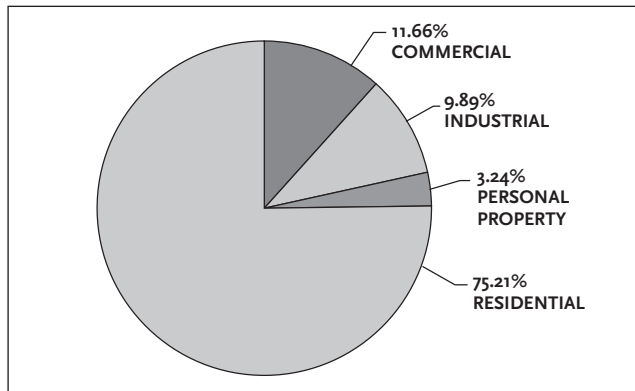
Assessing Division

The mission of the Board of Assessors is to serve the public interest and assure financial stability by exhibiting the highest level of competence and professionalism. To this end, the Board of Assessors pledges our effort toward the accomplishment of these five critical objectives:

1. Timely tax billing
2. Tax equity whereby each taxpayer pays only their fair share of the tax burden
3. Capture all new growth revenue
4. Administration of the real estate, personal property and motor vehicle excise tax through prompt, courteous, honest and thorough public service
5. Enhancement of public awareness of both legislative changes in tax laws and relief programs for qualified local taxpayers

The town currently has 6,272 taxable real and personal property accounts, of which 4,055 are single family residences. Various new development projects have provided \$36.7 million of new growth valuation and our total assessed valuation for FY 2019 has increased to \$2.94 billion. Our tax base is diverse, with the fifteen largest taxpayers accounting for 15.24% of the total assessed valuation. Property tax collections remain strong with a 5 year average of 99.4% collected in the year of the tax levy.

FY2019 Valuation by Classification



Valuation by Classification

VALUATION	FY2015	FY2016	FY2017	FY2018	FY2019
RESIDENTIAL	1,901,181,910	1,965,827,789	2,013,539,345	2,091,939,208	2,211,760,440
OPEN SPACE	0	0	0	0	0
COMMERCIAL	301,314,148	306,879,461	322,825,207	335,105,282	342,787,654
INDUSTRIAL	274,257,128	265,393,165	268,128,185	275,437,940	290,908,445
PERSONAL PROPERTY	92,112,560	86,762,690	90,963,940	91,397,760	95,335,440
TOTAL VALUATION	2,568,865,746	2,624,863,105	2,695,456,677	2,793,880,190	2,940,791,979
 TAX RATE (per thousand)	 \$16.73	 \$17.17	 \$17.39	 \$17.39	 \$17.15
 AVERAGE HOME VALUE	 387,617	 398,960	 408,144	 422,078	 447,273
 AVERAGE TAX BILL	 \$6,485	 \$6,850	 \$7,098	 \$7,340	 \$7,671

Top Ten Taxpayers in Fiscal Year 2019

			TOTAL VALUATION	TOTAL TAXES ASSESSED	% of TOTAL
1	EQUITY ONE JV SUB NORTHBOROUGH	NORTHBOROUGH CROSSING	113,146,300	1,940,459	3.85%
2	AVB NORTHBOROUGH, INC.	AVALON BAY COMMUNITIES	67,155,890	1,151,723	2.28%
3	IRON MOUNTAIN INFO MGT. INC.	171-175 BEARFOOT RD	44,745,490	767,385	1.52%
4	G&I IX FORBES	WHITNEY ST/FORBES ROAD	34,363,700	589,337	8.90%
5	MASSACHUSETTS ELECTRIC CORP	NATIONAL GRID	29,261,540	501,835	1.00%
6	MM INDUSTRIAL BEE MAN RD LLC	1 BEEMAN RD	23,834,200	408,757	0.81%
7	REEP-IND. Lyman LLC	55 LYMAN ST	20,672,800	354,539	0.70%
8	GN11 FORBES RD. LLC	GENZYME CORPORATION	18,514,800	317,529	4.80%
9	NORTON CO	SAINT-GOBAIN CORPORATION	18,098,650	310,392	4.69%
10	WAL-MART REAL ESTATE	WAL-MART	16,141,250	276,822	4.18%
TOTAL TOP TEN TAXPAYERS			385,934,620	6,618,778	13.12%
TOTAL FY 2019 VALUATION OF THE TOWN			2,940,791,979		



Town Clerk & Election Registration

Andrew T. Dowd, *Town Clerk*

Often considered the core of local government, the Town Clerk's Office serves as the central information point for local residents and citizens at large. Our office is responsible for maintaining and preserving the town's vital records. The office also issues various licenses and permits such as; business certificates, raffle/bazaar permits, and dog licenses. The office of the Town Clerk also issues birth, death, and marriage certificates as well as accepting marriage intentions from couples wishing to be married. The Town Clerk also serves as a Justice of the Peace. Both the Town Clerk and Assistant Town Clerk serve as Notary Public.

Our office posts all meeting notices, agendas, and minutes directly to the town's website. Additionally a calendar on the homepage of the website listing all meetings and other important dates is also maintained by the Town Clerk's office. This feature provides an easy way for residents to keep abreast of upcoming meetings. The Town's website provides a wealth of information including the ability for customers to pay online for a variety of services.

Dog Licensing



Aja

Dogs are licensed on the calendar year: January – December. Dogs six months and older must be registered annually. Dog licenses are sold at the Town Clerk's Office, or can be purchased by mail or online. The Town Hall is open on Mon, Wed, Thu 8 am – 4 pm; Tuesday 8 am – 7 pm and Friday 7 am – Noon.

License fees are: spayed/neutered – \$15.00 and intact males/females – \$20.00 Checks should be made out to the Town of Northborough. Unless already on file, a valid rabies certificate is required to purchase a dog license.

Proof of spaying or neutering is also necessary for all dogs that were not licensed as such last year. Spay or neuter certificates or a short note from your veterinarian will be acceptable. Feel free to contact the Town Clerk's Office to verify what's on file.

To purchase a dog license online, please visit the Town's Website: www.town.northborough.ma.us and click "online services"

Once your dog is licensed, please make every effort to renew your dog license every year by the end of February. A **\$25 late fee per dog** is effective on **March 1st**. This late fee does not apply to a new dog.

If you have any questions about licensing, please contact the Town Clerk's Office at 508-393-5001 or e-mail: townclerk@town.northborough.ma.us. To fax a certificate please dial 508-393-6996. You may contact the Dog Officer at: 978-897-5596.

Massachusetts General Laws Chapter 140 Section 137 requires that all dogs be licensed. The Town of Northborough currently has over 1,800 licensed dogs.

The Town Clerk serves as the Chief Election Official and as such is responsible for all Elections; local, state, and federal.

Massachusetts General Law C.51 s.4 requires an annual census be mailed to each residence. Replying to the census assures that you remain on the active voter list and provides documentation of your legal residence.

In 2018 the Town Clerk's office conducted the following elections:

- May 8th – Annual Town Election
- September 4th – State Primary Election
- November 6th – State General Election*

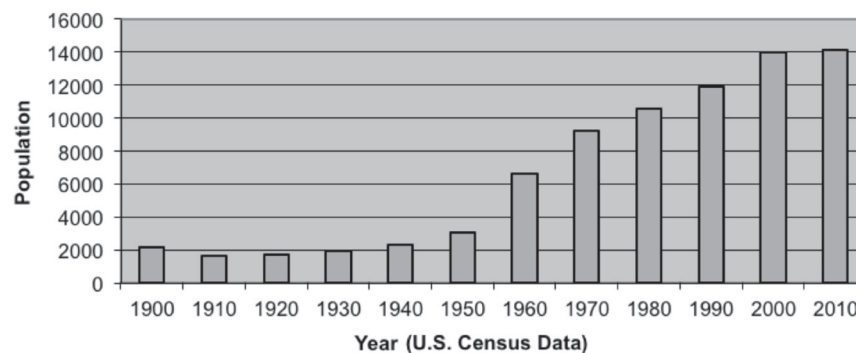
*Early Voting October 22nd – November 2nd

Register to Vote online: www.RegisterToVoteMA.com*

REGISTERED VOTERS – as of 12/31/2018

PRECINCTS	1	2	3	4	TOTAL
American Independent	0	3	3	3	9
Conservative	0	0	4	0	4
Democrats	661	622	595	591	2469
Green Rainbow	1	1	2	3	7
Inter 3rd Party	1	1	0	3	5
Libertarian	7	15	6	11	39
MA Independent	1	2	1	1	5
Pirate	0	0	1	0	1
Pizza Party	1	0	0	0	1
Republicans	359	379	365	376	1479
Socialist	1	0	0	1	2
Unenrolled	1820	1738	1765	1794	7117
United Independent Party	3	12	8	5	28
Working Families	0	1	0	0	1
Totals	2869	2693	2763	2801	11126

GROWTH TRENDS



VITAL STATISTICS –for 2018

Births - 123 Deaths - 102 Marriages - 75*

*Citizens who applied for their marriage license in the Town of Northborough. These are not necessarily residents of the Town.



Planning Department

Kathryn A. Joubert, Town Planner

Planning Board & Town Planner

The five member elected Planning Board and Town Planner are responsible for insuring the development of land in Northborough meets the criteria set forth in state and local land use regulations. The process involves the review of subdivisions, site plans, special permits, and scenic roads. The Planning Board places a high priority on balancing the growth of residential development while encouraging the expansion of the industrial and commercial tax base. The Board seeks to encourage industrial and commercial development in a manner which maintains the existing character of the town; preserves our residential neighborhoods; and protects our natural resources.

This year we began the process of updating the Northborough Master Plan. The consulting firm of VHB, Inc. was hired to work with the fifteen member Master Plan Steering Committee on this 12-18 month comprehensive project. To date, two public forums and two public surveys have taken place along with several Steering Committee meetings and at least two additional forums and surveys will be scheduled for 2019. Please visit northboromp.com for the most current information on this project.

The Planning Board meets twice a month to review development applications, update zoning bylaws and subdivision rules & regulations, and discuss long-term planning goals. In 2018, plans reviewed and approved included four site plans for residential, commercial, and industrial development; one common driveway application; one scenic road application; and nine residential and industrial lot plans resulting in the creation or alteration of fifteen lots.

The Planning Board and the Town Planner belong to the Central Massachusetts Regional Planning Commission (CMRPC), the Massachusetts Chapter of the American Planning Association (APA), and the Massachusetts Association of Planning Directors Inc. (MAPD).

The Town Planner serves as staff to the Planning Board, Zoning Board of Appeals, Open Space Committee, Community Preservation Committee, Design Review Committee, Housing Partnership, and Trails Committee.

Zoning Board of Appeals

The five members of the Zoning Board of Appeals, appointed by the Board of Selectmen, serve to hear and decide applications for special permits, variances, site plans, appeals, and comprehensive permits.

Twenty-one applications were filed in 2018. Fourteen special permits, twelve sign variances, four dimensional variances, and four use variances were granted. One sign variance was denied.

Open Space Committee

The Open Space Committee serves to coordinate the prioritization of the protection and acquisition of open space parcels for both active and passive recreation; to explore alternate funding sources for the purchase of these parcels; and to educate and inform the public of the benefits of preserving open space.

Committee members will continue to identify key parcels to protect, either by acquisition or conservation easement. The Committee has been working with a landowner on permanently protecting approximately sixteen acres of land adjacent to town-owned land and hopefully this will be finalized in 2019. Outreach and educating landowners about the benefits of conservation restrictions and other protection tools continues to be a high priority for the Committee.

Housing Partnership

The Housing Partnership formulates and implements housing policy for the Town including the review of local bylaws to reduce the barriers for the creation of affordable housing; educate residents and promote awareness of the need for affordable housing; and identify and evaluate housing resources for the community.

Design Review Committee

The Design Review Committee works with applicants and architects to review building design and landscaping for properties located in the commercial zoning districts. The purpose of design review is to promote architectural and ecological considerations for the betterment of the community. Design guidelines have been drafted for two-family dwelling



units and these guidelines should be adopted in 2019.

Community Preservation Committee

The Community Preservation Committee oversees the process of implementing the Community Preservation Act (CPA) and makes recommendations at each year's Town Meeting for the allocation of CPA revenue. At the 2018 Annual Town Meeting, \$882,250 was allocated to various projects pertaining to historic preservation, affordable housing, and open space.

Conservation Commission

The Conservation Commission is a seven member board appointed by the Board of Selectmen and serves to protect wetland resource areas within the Town of Northborough. Resource areas range from small streams and swamps to the Assabet River and Bartlett Pond. In 2018, the Conservation Commission issued thirty-eight permits, including nineteen Orders of Conditions; six Determinations of Applicability; one Resource Area Delineation; and twelve Certificates of Compliance. The applications reviewed by the Commission range from natural resource area evaluations and single family home projects to residential subdivisions and large scale industrial/commercial construction. A Tree Removal Policy was adopted in 2013, giving residents more information regarding problem trees on their property near wetland resource areas. A copy of the policy, along with permit application guidelines, can be found on the Commission's website.

This year the Conservation Commission gained a full time staff member, Mia McDonald. Residents are encouraged to contact the office with any wetlands questions or assistance with permit applications.

OCTOBER 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
		1	2	3	4	5																																																																																				
6	7	8	9 Yom Kippur	10	11	12																																																																																				
13	14 Columbus Day	15	16	17	18	19																																																																																				
20	21	22	23	24	25	26																																																																																				
27	28	29	30	31	<div> <div>SEPTEMBER 2019</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <div>NOVEMBER 2019</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> </div>		S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						S	M	T	W	T	F	S							1 2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
S	M	T	W	T	F	S																																																																																				
1	2	3	4	5	6	7																																																																																				
8	9	10	11	12	13	14																																																																																				
15	16	17	18	19	20	21																																																																																				
22	23	24	25	26	27	28																																																																																				
29	30																																																																																									
S	M	T	W	T	F	S																																																																																				
						1 2																																																																																				
3	4	5	6	7	8	9																																																																																				
10	11	12	13	14	15	16																																																																																				
17	18	19	20	21	22	23																																																																																				
24	25	26	27	28	29	30																																																																																				



Engineering Department

Fred Litchfield, P.E., Town Engineer

The Engineering Department provides staff support and reviews all projects that are submitted to the Earthwork Board, Planning Board, Zoning Board of Appeals and the Groundwater Advisory Committee. The Town Engineer works closely with the Recycling Committee and administers all aspects of the Solid Waste Program.

Construction Projects

The Engineering Department monitored several commercial construction and residential subdivision projects that were issued permits from the boards or committees listed above to insure that they are being constructed in accordance with the approved plans and permits. The Department also worked closely with the Public Works Department preparing bid packages for various utility and construction projects.

Earthwork Board

The mission of the Earthwork Board is to prevent soil stripping and the generation of unsafe and unsightly conditions in Town. In 2018, the Earthwork Board met ten (10) times, held nineteen (19) public hearings and issued fifteen (15) new permits. More meetings were required than in previous years.

Groundwater Advisory Committee

The Town Engineer provides technical support to the Groundwater Advisory Committee which reviews all projects located within each of the known aquifers in Town and makes recommendations to the Zoning Board of Appeals and the Planning Board. The purpose of this Committee is to protect, preserve and maintain the existing and potential groundwater supply and groundwater recharge areas, to preserve and protect present and potential sources of water supply and to conserve the natural resources of the Town. In 2018 the Groundwater Advisory Committee met seven (7) times

and made recommendations regarding ten (10) projects.

Mass DOT Projects

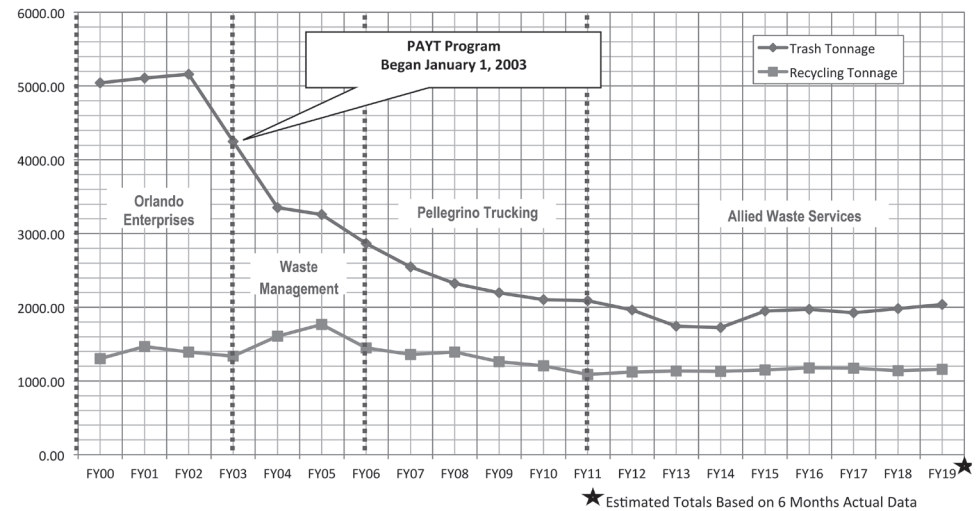
The Town Engineer generally acts as the liaison with the Massachusetts Department of Transportation (Mass DOT) regarding projects in both the planning and construction phases within the Town. In 2018, Mass DOT contracted with Baltazar Construction for improvements to the ramp from Route 20 west onto Route 9 west. The Engineering Department also worked closely with Mass DOT and the owner of the Northborough Crossing retail development on the installation of traffic signals at the intersection of Shops Way, Hitching Post Lane and Route 20.

Collection of Solid Waste and Recycling

In July, the Town entered the last of a three (3) year contract with Allied Waste Services for curbside collection of solid waste and curbside collection and disposal of recycling materials. The Engineering Department is researching information to assist in the decision to go out to bid or to recommend another short term extension for the collection contract. The recycling industry has become quite volatile due to the reduced ability to sell recyclables across the United States and China. It is extremely important that each household review the requirements of proper recycling as outlined on the recycling calendar sent to each household every Spring as contamination of the single stream recycling is a main contributor to increased recycling costs.

The annual swap event - TAKE IT OR LEAVE IT DAY – was again held at the DPW Garage at 190 Main Street in May and again included scrap metal, hard plastics, textiles and cardboard collection. In 2018, the Northborough Junior Women's Club was able to organize a Styrofoam

Solid Waste Enterprise Fund
FY00 - FY19 Trash & Recycling Comparison Chart



recycling day held in conjunction with the swap event. The Annual Household Hazardous Waste Day held at the DPW Garage in the fall was also successful and again provided the residents with an opportunity to dispose of hazardous chemicals and scrap metal items which are not accepted at the curb. Styrofoam recycling was also collected by the Northborough Junior Women's Club during the annual Household Hazardous Waste collection day. Household Hazardous Waste Day provided an opportunity for residents to drop off used needles for the first time due the lack of locations willing to accept these materials within the Town.

The Engineering Department accepts button cell batteries, rechargeable batteries, mercurial thermometers and thermostats which are all unacceptable items for the waste stream due to their mercury content. Fluorescent light tubes and compact fluorescent light bulbs which also contain small amounts of mercury, can be brought to Rocky's Ace hardware at 261 West Main Street.

For questions concerning trash collection or recycling, please visit the Town website at www.town.northborough.ma.us.

NOVEMBER 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																					
			<div><div>OCTOBER 2019</div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>T</div><div>F</div><div>S</div></div><table><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table></div> <div><div>DECEMBER 2019</div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>T</div><div>F</div><div>S</div></div><table><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table></div>			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					1	2
		1	2	3	4	5																																																																					
6	7	8	9	10	11	12																																																																					
13	14	15	16	17	18	19																																																																					
20	21	22	23	24	25	26																																																																					
27	28	29	30	31																																																																							
1	2	3	4	5	6	7																																																																					
8	9	10	11	12	13	14																																																																					
15	16	17	18	19	20	21																																																																					
22	23	24	25	26	27	28																																																																					
29	30	31																																																																									
3 Daylight Saving Time Ends	4	5	6	7	8	9																																																																					
10	11 Veteran’s Day	12	13	14	15	16																																																																					
17	18	19	20	21	22	23																																																																					
24	25	26	27	28 Thanksgiving	29	30																																																																					



William Lyver, Chief of Police

The Police Department formally received its fifth consecutive Accreditation award October 24, 2018. The Accreditation program involves a thorough examination of the department by Commission-appointed assessors where we must demonstrate (1) our ongoing compliance with 326 professional standards, (2) that we are willing to be assessed on a regularly scheduled basis by Commission assessors to confirm our compliance with professional standards and (3) we agree to correct any deficiencies discovered during the assessment process to establish or re-establish compliance with standards. Accredited status is awarded for a three-year period. Maintaining our accredited status demonstrates our commitment to professional excellence and service. It means that we have pledged to adopt standards that are considered best practices in law enforcement as a way of doing business on a daily basis. The department first received state accreditation on Jan. 24, 2003, when it was the eighth police department in the state to achieve that status.

We pride ourselves on continuing a proud tradition of excellence, dedication, professionalism and service to our community. We pledge to continue remaining on the cutting edge of law enforcement progress while continuing to focus on our guiding principle of providing exceptional public service with integrity, compassion and professionalism to all persons we contact.

As of December 31, 2018, the Northborough Police Department is staffed as shown at the end of the report.

Calls For Service

During 2018, Northborough Police provided 22,843 instances of police service. This number includes 10,668 self-initiated actions by our officers such as traffic stops, suspicious person/vehicle checks and other service related actions. We responded with and assisted the Northborough Fire Department with 1113 medical emergencies/ambulance

calls and 472 other fire department service calls. The remaining 10,590 incidents were calls for police service generated by residents, businesses and motorists.

Alphabetically the significant categories were:

Alarms (<i>burglar, fire, panic, hold-up, etc.</i>)	653
Ambulance calls	1113
Assist Fire Department	472
Bank/business checks	1,579
Breaking and Entering	23
Family Offenses/Domestic Violence	96
Homicide	0
House checks	526
Larceny	75
Motor vehicle accidents	247
Operating under the Influence arrests	65
Suspicious persons/vehicles	960
Traffic citations issued (<i>All warnings, civil etc.</i>)	4,847
Verbal traffic warning	3,733

I am pleased to report that the start of the school year this past fall saw the implementation of patrol officers making daily visits to our elementary schools and interacting with students at recess and lunch times. The visits are intended to increase a police visibility at the schools, while developing relationships with the students and staff. We also expanded delivery of the DARE program to seventh grade students at Melican Middle School.

The following programs and services continued during 2018:

- **Drug Abuse Resistance Education (D.A.R.E.)** presented to fifth grade students
- **“RUOK” Program** (which stands for “Are You Okay?”) At-risk members of our senior community receive a well-being telephone call every morning from the Police Department.
- **Child Car Seat Installations:** We strongly encourage parents (and grandparents!) to use this important and valuable free service.
- **Community Policing week:** We continued with our third annual open house and Coffee with a Cop day.
- **Continued our partnership with the Come 2B Dementia Friendly program.** And provided first responder dementia training for the entire department.

- **A.L.I.C.E drills.** In partnership with the school superintendent’s office we provide training and guidance in school emergency response to intruders and other threats
- **Provide similar safety planning and training** with businesses and houses of worship.

As I reported in 2017, the ongoing opioid crisis has not spared Northborough. 2018 saw a slight increase in opioid overdoses from seven in 2017 to nine in 2018 with one fatal overdose. All patrol vehicles are equipped with naloxone hydrochloride or “NARCAN” to counteract the drug’s effects during an overdose crisis. In all but one of the overdoses officers arriving first on scene administered Naloxone and in several instances initiated CPR while awaiting arrival of Fire Department Paramedics. In addition to carrying Naloxone, all department patrol vehicles are equipped with Automated External Defibrillators (“AED’s”) and extensive emergency first aid equipment to better protect the public we serve.

This is **your** Police Department. As shown above, the majority of our time, effort and services are geared towards crime prevention and the safety of our residents. Please contact us if we can be of assistance to you. We maintain a vast network of contacts in the social service fields, and we will strive to either help you or direct you to aid. We are available to speak to school, civic and related groups. Northborough is a desirable community in which to live, work and enjoy life and we will strive to help our residents maintain and enjoy the highest quality of life possible.

Northborough Police Department Staff

1	Chief of Police
1	Lieutenant
5	Sergeants
1	Detective Sergeant
12	Patrol Officers
2	Detectives
1	Administrative Assistant
1	Communications Supervisor
5	Public Safety Dispatchers

29 Total Employees

DECEMBER 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
1	2	3	4	5	6	7																																																																																				
8	9	10	11	12	13	14																																																																																				
15	16	17	18	19	20	21																																																																																				
22	23 Hanukkah Begins	24	25 Christmas Day	26	27	28																																																																																				
29	30	31	<div> <div>NOVEMBER 2019</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> </div> <div> <div>JANUARY 2020</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> </div>		S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
S	M	T	W	T	F	S																																																																																				
					1	2																																																																																				
3	4	5	6	7	8	9																																																																																				
10	11	12	13	14	15	16																																																																																				
17	18	19	20	21	22	23																																																																																				
24	25	26	27	28	29	30																																																																																				
S	M	T	W	T	F	S																																																																																				
			1	2	3	4																																																																																				
5	6	7	8	9	10	11																																																																																				
12	13	14	15	16	17	18																																																																																				
19	20	21	22	23	24	25																																																																																				
26	27	28	29	30	31																																																																																					



David Parenti, Fire Chief

Fire Station Building Committee

Following a review of a programmatic analysis of space needs, the Fire Station Building Committee concluded that the current fire station site at 11 Pierce Street is insufficient to support the Department's programmatic needs. The Committee voted unanimously to recommend pursuing the properties at 61-65 Main Street and 10 Monroe Street. Below are the primary reasons identified by the Committee in support of their decision.

- Lower overall acquisition and development costs
- Eliminates any operational interruption and cost associated with the need for temporary fire station quarters
- Better overall location for safe and efficient operational access and response directly onto Route 20/Main Street
- Site can accommodate drive through bays and separation of public access areas
- More design options for optimal building and site layout to meet programmatic needs of the department
- Overall larger site allows for future potential expansion, out buildings or communication tower
- Not in a residential neighborhood or in conflict with abutting uses
- Vacant site would not require the elimination of existing businesses or potentially impact valued historic structure that is in good repair
- Maintains optimal emergency response times from one centrally located station

Fire Prevention

In 2018, the department issued 1,531 Permits. These permits were for everything from fire permits to tank removal. We conducted 1,540 inspections and identified 508 violations.



classified as fire responses, and 92 were classified as Motor Vehicle Accidents. The remaining 480 were classified as Hazardous Materials, Mutual Aid, Search and Rescue, Service Call-other.

The Fire Department entered into a Statewide Public Safety Mutual Aid Agreement for Public Safety and Public Works to expand mutual aid beyond bordering communities. This allows the Town to request emergency response assistance from any participating community in the State.

Hazard Mitigation

A planning team consisting of myself, Chief Lyver, MIS Director David Kane, Town Planner Kathy Joubert, Assistant Town Administrator Kim Foster, Haz Mat Assistant Michael Borowiec, DPW Director Scott Charpentier, former Health Agent Stephanie Bacon, as well as representatives from the CMRPC worked together in drafting a comprehensive Northborough Hazard Mitigation Plan, which the Board of Selectmen formally adopted in 2018. The purpose of the plan is to identify natural hazards and seeks to prioritize projects, policies and educational efforts in order to reduce these risks. The plan will be updated every five years.

Relatedly, the Northborough Local Emergency Planning Committee works to formulate emergency planning for hazardous materials within Northborough, exercises the plan annually, maintains training for hazardous materials emergencies, and provides information on hazardous materials to the public. Meetings are held at least twice per year at the Fire Station and are publicly posted. The public is welcome to attend.

Operations

In 2018, the department responded to 2,378 incidents which was an increase of 2.46% from 2017 and 11.33% from 2016. Of these, 1,372 were classified as Emergency Medical Responses, 434 were

Congressman James McGovern paid a visit to the Northborough Fire Department to view the new Self-Contained Breathing Apparatus (SCBA) equipment that the department recently purchased with funds from a \$252,096 Federal Assistance to Firefighters Grant from the Federal Emergency Management Agency (FEMA). The grant enabled the department to purchase 41 SCBA air packs and three rip packs and as a result was able to withdraw a funding request from the capital budget.



Pictured left to right: Town Administrator John Coderre, Fire Chief David Parenti, Congressman James McGovern, Fire Captain Jamie Desautels and Firefighter/Paramedics Patrick Doucimo and Todd Yellick (photo credit to Melanie Petrucci, the Community Advocate)

JANUARY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	DECEMBER 2019 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEBRUARY 2020 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	1 New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Martin Luther King Day	21	22	23	24	25
26	27	28	29	30	31	



Building Department

Inspector of Buildings	Robert J. Frederico, CBO
Local Inspector	Christopher Lund, CBO
Inspector of Wires	Robert Berger, CBO
Plumbing/Gas Inspector	Richard Desimone

The Building Department is charged with enforcing the Massachusetts Building, Mechanical, Wiring, Gas, and Plumbing Codes. This ensures that the citizens of Northborough are afforded safe and reliable structures to live and work in. We are also responsible for enforcing the Northborough Zoning Bylaws so that everyone can live in harmony with the desires of the community. We are able to provide these services by continually working with individual homeowners and contractors; always looking for ways to improve communication and simplify the permitting process.

We strive for superior customer satisfaction for all your building and zoning needs. We continue to use our on-line permitting system, ViewPoint. It has proven to be successful and we are striving to make it more user friendly every day. Additionally, the Town's building website will be updated in 2019 to reflect current code requirements, and will provide more information to architects, contractors, and homeowners alike.

The Building Department experienced an increase in construction permit applications over the past year, both commercial and residential, reflecting economic vitality in the area. The approximate total value of permitted work (building and mechanical only) in Northborough during 2018 was \$32,551,778.00. This represents a significant increase over the previous year. Of note is the increase in residential energy conservation repairs and upgrades (windows, insulation, rooftop solar, etc.).

In 2018 the Town of Northborough saw the completion of the new warehouse at 301 Bartlett Street containing 220,000 square feet. The second phase at Northborough Crossing has been permitted with the addition of several restaurants,

fitness facilities, and other small businesses. A renovated building on Bearfoot Road now houses a new 50,000 square foot self-storage facility. Several buildings have undergone extensive renovations that welcome restaurants, medical offices, retail, and other professional offices.

The Massachusetts State Building Code will update to the 10th Edition sometime in calendar year 2019. These new regulations will provide for the safest and most energy efficient new and renovated buildings in our history.

The following is a breakdown of all permits issued and revenues generated.

DESCRIPTION	TOTALS			
	2015	2016	2017	2018
Single Family Houses	11	7	1	11
Attached Single Family	6	8	2	0
Residential Addition/ Alteration/Repairs	134	190	177	212
Non Residential: New Construction	6	7	2	8
Non Residential: Add/Alt/Repairs	52	60	49	45
Roofing/Siding/Windows	239	154	169	190
Garages	5	2	2	3
Sheds/Barns	7	8	8	9
Decks/Porches/Gazebos	21	37	40	32
Swimming Pools	8	11	9	9
Stoves	14	22	18	25
Signs/Awnings	57	65	46	61
Demolitions	10	21	11	27
Tents/Trailers	6	4	9	9
Foundations	5	2	2	1
Mixed Use/Change in Use	1	0	1	2
Wireless Comm. Facility	11	3	5	5
Solar Panels	106	63	46	63
Insulation	25	35	21	47
Retaining Walls/Other	4	2	2	3
Totals	728	701	634	762

Total Building/Mechanical Permit Fees	\$ 346,949.18
Total Certificate of Inspection Fees	\$ 2,170.00
Plumbing Revenue	\$ 23,264.83
Gas Revenue	\$ 9,115.60
Wiring Revenue	\$ 24,304.03
COMBINED TOTAL 2018	\$ 405,803.64



For any questions or concerns regarding construction, zoning, code enforcement, or inspections please contact the Building Department during business hours at 508-393-5010 or by sending an email via the links located on the departments webpage located on the Town's website at www.town.northborough.ma.us. Please provide 24 hour notice when scheduling inspections for Building, Wiring, Plumbing and Gas. As a reminder, in the State of Massachusetts, only a licensed plumber/ gas fitter can apply for and perform work relating to plumbing and gas. If you are hiring a contractor to perform work on your home it is advisable to check references, licenses, and insurance before signing a contract.



FEBRUARY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
				<div><div>JANUARY 2020</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table></div> <div><div>MARCH 2020</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table></div>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						1
S	M	T	W	T	F	S																																																																																				
			1	2	3	4																																																																																				
5	6	7	8	9	10	11																																																																																				
12	13	14	15	16	17	18																																																																																				
19	20	21	22	23	24	25																																																																																				
26	27	28	29	30	31																																																																																					
S	M	T	W	T	F	S																																																																																				
1	2	3	4	5	6	7																																																																																				
8	9	10	11	12	13	14																																																																																				
15	16	17	18	19	20	21																																																																																				
22	23	24	25	26	27	28																																																																																				
29	30	31																																																																																								
2	3	4	5	6	7	8																																																																																				
9	10	11	12	13	14	15																																																																																				
16	17 President’s Day	18	19	20	21	22																																																																																				
23	24	25	26	27	28	29																																																																																				



Health Department

Casey Mellin, Health Agent

The Health Department's mission is to preserve and to protect public health in the community by preventing disease and assuring safety and environmental quality. This objective is carried out through routine inspections, complaint investigations and plan reviews. The department also develops regulations and programs to address existing and future public health issues and to promote preventative public health. It is through these efforts that the Health Department is helping to improve the quality of life for all members of the community.

The Board of Health in conjunction with Salmon VNA, conducted annual flu clinics, vaccinating 159 people in the community. Routine inspections are continued throughout the year with education and guidance where needed. Inspections are routinely performed at food establishments, non-private swimming pools, camps, stables and for septic systems. Compliance checks are also conducted for establishments that sell tobacco.

Permits/Licenses/Grants and fees collected and deposited with the Town Treasurer for the 2018 calendar year amount to \$65,844.62 (includes Paypal payments).

The following information is provided as a statistical summary of permits/licenses issued by the Board of Health for the 2018 calendar year:



Public Health
Prevent. Promote. Protect.



Food Establishment Permits	105
Temporary Food Permits	48
Soil Tests	42
Disposal Works Installer Permits	33
Septic Single Component Repair Permits	40
Septic Pumping Records	1045
Septage Haulers	19
Semi Public Swimming Pool Permits	4
Horse Stable Permits	9
Camp Permits	3
Tobacco Permits	13
Motel Licenses	1
Funeral Director	1
Well Permits	8

The Health Department, through its contract with the Salmon VNA, also investigated the following communicable diseases, conducted blood pressure clinics and flu clinics in 2018.

Blood Pressure Clinics	12
Human Granulocytic Anaplasmosis	2
Anaplasmosis	1
Campylobacter	3
Enterovirus	1
Pertussis	4
Suspected Meningitis	1
Salmonella	4
Shigatoxin	1
Borellia	1
Dengue Fever	1
Measles	1
Norovirus	2

10 Easy Tips to Live By

- 1. Cook from scratch** – This is one of the most important life skills you can learn. It allows you to have complete control of what goes into your food.
- 2. Eat a balanced diet** – Aim to eat a balanced diet that contains each of the food groups in the correct proportions.
- 3. Variety is key – eat the rainbow** – Fill your diet with a wide range of fruits, vegetables, lean meats, fish, eggs, pulses, nuts, seeds, wholegrains and naturally low fat dairy foods. When it comes to fruit and veg, different colors provide your body with the different nutrients it needs to stay strong and healthy – it's not just greens that are good for you!
- 4. Understand what you're eating** – Make an effort to learn about the food you're eating – we all need to understand where food comes from and how it affects our bodies.
- 5. Eat nutritious calories** – Make sure the majority of your energy intake comes from nutritious calories that also provide your body with nutrients like vitamins, minerals, protein, fiber and good fats. Avoid empty calories.
- 6. Don't skip breakfast** – Breakfast kick-starts your metabolism and helps you to be alert and awake throughout the day. Make sure you always eat a nutritious breakfast. Make it wholesome and make it count.
- 7. Read the small print** – It's important to read packaging correctly. Be aware of the recommended portion sizes, and the sugar, salt and saturated fat contents. Remember that not all E-numbers are bad, but too many is often a bad sign.
- 8. Drink more water** – Water is an essential part of your diet. Drink plenty of water and avoid empty calories from things such as fizzy drinks, energy drinks or juices with added sugar. Eat your calories don't drink them.
- 9. Keep active** – Exercise is an extremely important factor in staying healthy so try to be as active as you can.
- 10. Sleep well** – Make sure you get enough sleep – it's an essential part of being healthy and directly affects how well we are able to learn, grow and act in life. While we're asleep, our bodies have that all-important time to repair.

MARCH 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
1	2	3	4	5	6	7																																																																																				
8 Daylight Savings Time Begins	9	10	11	12	13	14																																																																																				
15	16	17	18	19	20	21																																																																																				
22	23	24	25	26	27	28																																																																																				
29	30	31	<div> <div> FEBRUARY 2020 <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table> </div> <div> APRIL 2020 <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table> </div> </div>		S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
S	M	T	W	T	F	S																																																																																				
						1																																																																																				
2	3	4	5	6	7	8																																																																																				
9	10	11	12	13	14	15																																																																																				
16	17	18	19	20	21	22																																																																																				
23	24	25	26	27	28	29																																																																																				
S	M	T	W	T	F	S																																																																																				
			1	2	3	4																																																																																				
5	6	7	8	9	10	11																																																																																				
12	13	14	15	16	17	18																																																																																				
19	20	21	22	23	24	25																																																																																				
26	27	28	29	30																																																																																						



Public Works Department

Scott Charpentier, DPW Director

The Northborough Department of Public Works encompasses multi-disciplinary Divisions including Administration, Water, Wastewater, Highway, Parks, Trees and Cemetery. The Department provides the essentials of daily living to all the residents and businesses of Northborough including: the distribution of safe, clean drinking water; the collection and disposal of the Town's wastewater; providing the motorists and pedestrians with a safe and reliable roadway and sidewalk network; and the general maintenance and care of the Town's public buildings, parks, monuments, shade trees and cemeteries.

Master planning and implementation continues to be the focus of the Public Works Department as we concentrate on the highest levels of proficiency and accountability throughout all Divisions. Master plans that are currently at various stages of development and/or completion include:

- Water and Sewer System Master Planning
 - Water and Sewer Rate Study
 - Water Distribution System Hydraulic Model
 - Sewer System Inflow and Infiltration Evaluation
- Pavement Management Plan
- Guardrail and Culvert Inventory and Assessment
- Equipment Fleet Maintenance

Highway Division of the Department includes not only the Highway, but also the Cemetery, Parks, and Tree Divisions. These teams of individuals provided regular maintenance operations (mowing, weeding, trimming, pruning, and re-setting of grave markers) at the cemeteries located on Howard Street in addition to laying out plots and preparing plots for burials. The Tree Division continued its efforts to trim and remove decaying and dead trees within the Town's right-of-way. The Highway Division repaired or replaced numerous structures including catch basins, manholes, culverts, headwalls, and curbing throughout Town.

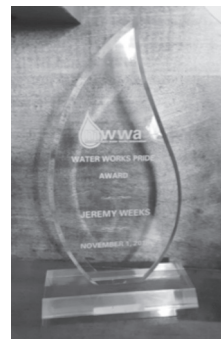
The Public Works Department faced an above average winter snowfall in the 2017/18 season, which included a total snowfall depth in Northborough of 72.9" over 16 individual snow events. The blizzard of March 13 and 14 covered the area with more than 18-inches of snow. The Federal government declared this storm a disaster which will allow Northborough recoup a portion of the snow removal costs through the FEMA reimbursement process.

Pavement management efforts for 2018 consisted of a wide range of roadway treatments. These included full depth reclamation and paving, mill and overlay, crack filling, and simple overlaying. In addition, the Department implemented guardrail replacement in various locations along our roadways. Implementing a well-rounded approach to the maintenance of our roadway infrastructure provides the community with the most efficient use of allocated funds. This tactic extends the useful life of road surfaces through maintenance operations before full reconstruction is required. 2018 work efforts included improvements to approximately 10.6 miles or 13.2% of our Town roadways.

Replacement of the Fisher Street culvert which conveys Cold Harbor Brook was completed during the fall of 2018. This proved to be a very challenging project as it occurred during the wettest November on record. Work was completed in time to re-open the road before winter.

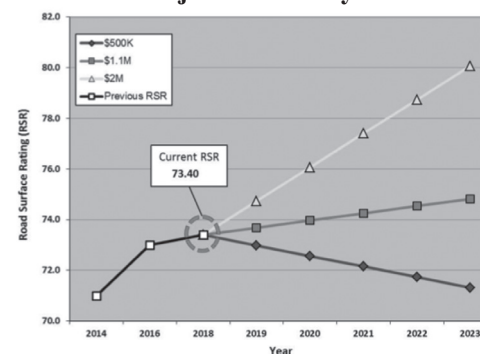
DPW staff work diligently to maintain the fleet of equipment which are imperative to deliver our residents the highest level of service. The community aids in these efforts by providing the support for equipment acquisition including the 2018 purchase of an excavator, skid steer, street sweeper, and asphalt hot-box.

The Water and Sewer Divisions completed several critical projects including reconstruction of the West Main Street Sewer Pump Station, replacement of water mains along Park Street and Winn Street, as well as continued hydrant replacement. We are pleased to announce that one of our water/sewer staff members is the proud recipient of the Massachusetts Water Works Association 2018 Water Works Pride award.

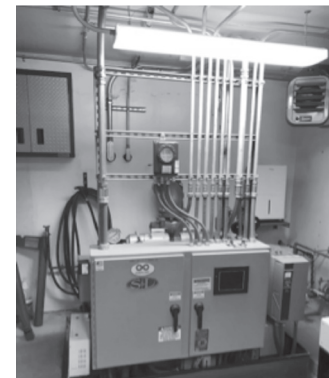


*MWWA Water Works
Pride Award*

Projected RSR by Year



Skid Steer



West Main Street Pump Station



Excavator

APRIL 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
			1	2	3	4																																																																																				
5	6	7	8	9 Passover	10	11																																																																																				
12 Easter	13	14	15	16	17	18																																																																																				
19	20 Patriot's Day	21	22	23	24	25																																																																																				
26	27	28	29	30	<div> <div>MARCH 2020</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> <div>MAY 2020</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td>1 2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> </div>		S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					S	M	T	W	T	F	S	31						1 2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
S	M	T	W	T	F	S																																																																																				
1	2	3	4	5	6	7																																																																																				
8	9	10	11	12	13	14																																																																																				
15	16	17	18	19	20	21																																																																																				
22	23	24	25	26	27	28																																																																																				
29	30	31																																																																																								
S	M	T	W	T	F	S																																																																																				
31						1 2																																																																																				
3	4	5	6	7	8	9																																																																																				
10	11	12	13	14	15	16																																																																																				
17	18	19	20	21	22	23																																																																																				
24	25	26	27	28	29	30																																																																																				
<div> Annual Town Meeting – ARHS Auditorium – 7:30 p.m.  </div>																																																																																										



Council on Aging/ Senior Center

Kelly Burke, Director

Hours of Operation:

Monday, Wednesday, Thursday 8:00 a.m. to 4:00 p.m.

Tuesday 8:00 a.m. to 8:00 p.m.

Friday 8:00 a.m. to 12:00 p.m.

The Council on Aging serves as the advisory body for the Northborough Senior Center, located at 119 Bearfoot Road. The Council on Aging meets the second Tuesday of each month at 7:00 p.m. at the Senior Center. The public is always invited to attend these open meetings.

The Senior Center provides social, recreational, and educational programs for those over 60 years of age. In addition, it is a source of information, support and referral through the Outreach Program. The Council on Aging/Senior Center is available as a community resource for anyone who needs information on services for older adults.

In addition to the committed staff, the Senior Center enjoys the services of more than 100 volunteers offering their time and talents in the Office, Reception Desk, Lunch and Dinner Preparation in The Bistro @ 119, Escorts, Shopping Assistants, Members on the Council on Aging and many other worthwhile endeavors.

According to Massachusetts Councils on Aging, “on 12/31/2016, for the first time in Massachusetts history, the number of people in our Commonwealth age 60 and over

the
BISTRO @119

Northborough Senior Center, 119 Bearfoot Road, Northborough, MA

became greater than the population under 20.” We’ve seen the growth at our Senior Center, where over the past 5 years, we’ve seen an 84% increase in participation.

In the Bistro@119 alone (our restaurant that operates on its own revenue), the number of orders has increased phenomenally! In FY11 (the summer we opened the building) we had 2,471 orders. Fast forward to the present, in FY18, we had 10,243 orders. That’s a 315 % increase in orders! We serve lunch Monday – Thursday and dinner on Tuesday evenings. The Bistro@119 is open to the public. No reservations are needed for lunch and are only required if we are selling tickets for dinner when entertainment is included with dinner.

We are very appreciative of the Friends of the Northborough Senior Center, Inc. who has generously agreed to fund a second position in the Bistro@119. Their constant support and fundraising efforts continue to benefit the Senior Center and its services.

We maintain an active calendar of activities ranging from exercise to art classes as well as ESL classes and presentations pertinent to aging. More information on activities can be found on the Town website as well as our monthly color newsletter. The newsletter is mailed to all seniors 60 years of age and older in town through the generosity of the Friends of the Northborough Senior Center, Inc. who pay for the mailing costs.

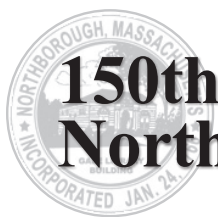
The students from Algonquin Regional High School’s CAP (Community Action Program) continue to lead Technology Tuesdays and help with a variety of volunteer positions. The students from Assabet Valley Collaborative also help out in our Bistro @119. We have been fortunate to build volunteer relationships with Iron Mountain, National Grid, Avidia, DIVAS (members of Northborough Church of Christ).

Our Outreach Department is available to anyone dealing with aging-related concerns. For many people getting older raises some unexpected or unfamiliar issues. Whether it be a senior citizen or a family member, our full-time Outreach Coordinator can assist with identifying needs, resources, benefit eligibility, service coordination and advocacy. Areas of assistance include, but are not limited to, housing, home health, transportation food resources, medical equipment, socialization and counseling.

Transportation to and from the Senior Center as well as to medical appointments, work, shopping and errands is available to seniors and those with disabilities in cooperation with WRTA (Worcester Regional Transit Authority). We employ 4 drivers and their salary and all costs associated with the transportation are fully reimbursed by the WRTA.



Since September 2015, Northborough, Hudson and Marlborough have been working together to make their communities Dementia Friendly. The initiative, COME 2 B Dementia Friendly was rolled out in each community by Action Teams (volunteers representing different sectors of each town/city). Surveys were completed by residents/businesses in each community. Results found the need for more education about Alzheimer’s and Dementia and resources for more education about Alzheimer’s and Dementia along with their caregivers. The three Action Teams then created projects to address these issues in their communities. On June 9, 2017 the communities of Northborough, Hudson and Marlborough received the Innovator of the Year award for their efforts of behalf of COME 2B Dementia Friendly from Massachusetts Association of Councils on Aging at their annual meeting.



150th Anniversary Northborough Free Library

The original benefactors of the Gale Library were Captain Cyrus Gale, Sr. and his wife Susan, when the first Trustees meeting to establish a free public library where town residents could read, learn and connect was held in their home at 43 Main Street on April 8, 1868. The Library was then located in a room at the old Town Hall on Main Street, until it outgrew that space and moved to its current location at 34 Main Street. Cyrus Gale, Jr. and his wife Ellen were the main benefactors of the Gale Library, donating the land at 34 Main Street and at least \$30,000 toward construction of the original building, which was opened to the public following an official dedication ceremony on June 12, 1895.

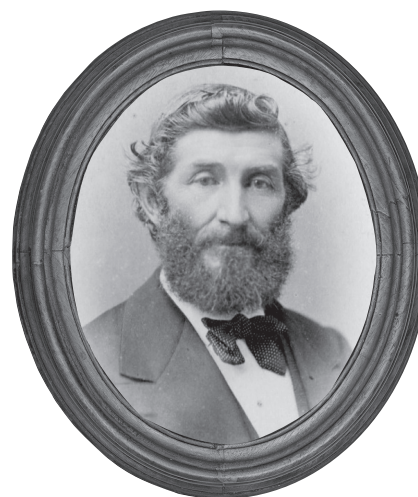
Today, the Library has grown to more than 26,000 square feet, including a modern two-story addition which opened in 2009 and welcomes nearly 130,000 people through its doors each year. The Library loans more than 190,000 items annually and is noted for the quality of its programs and services for children, teens and adults.



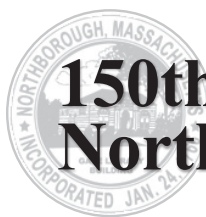
New Library Addition and New Main Entrance Circa 2009



Captain Cyrus Gale, Sr. and Susan G. (Holbrook) Gale



Cyrus Gale, Jr. and Ellen M. Gale



150th Anniversary Northborough Free Library

The 150th Anniversary Committee

Mitch Cohen, Chair
Michelle Rehill
Ralph Parente
Chris Lindquist
Spencer Stevens
Jane Clark

150th Anniversary Quilt

A 150th anniversary quilt featuring the 150th anniversary logo on the reverse side was designed and donated by local quilter Terry L. Crean – and will be raffled off during the 150th Anniversary Jubilee



A 150th Birthday party kicked off the Northborough Free Library's Sesquicentennial Celebration on April 8, 2018

The celebratory event included:

- A visit from 19th Century poet and Transcendentalist Walt Whitman, performed by actor Stephen Collins, who gave a glimpse of what it was like in 1868, based on Whitman's life.
- A tour of the original Gale Library building with former Library Director Jean Langley.
- Children and their families enjoyed playing games that were popular 150 years ago.
- And of course, a birthday cake!

The 150th Birthday Party Subcommittee

Deborah Hersh
Katrina Ireland-Bilodeau
Spencer Stevens
Ellen Church



Actor Stephen Collins as Walt Whitman

The Northborough Free Library 150th Anniversary Jubilee

At the time this report went to print, a 150th Anniversary Jubilee was being planned at The Haven Country Club on April 6, 2019. The event is the capstone to the yearlong celebration of the Library's 150th anniversary (1868 - 2018) and promises to be a special fundraising and social event. Ted Reinstein, well-known Author and Reporter for "Chronicle" (WCVB-TV/Boston) will be the Master of Ceremonies. The event will include dancing with The Party Factor Band.

The 150th Anniversary Jubilee Subcommittee

Mitch Cohen, Chair
Michelle Rehill
Chris Lindquist
Linda Corbin
Christine D'Angelo
Lori Chastanet, Event Consultant

Gale Library Exhibit

During the months of November and December, the Gale Library Exhibit in the Library's main meeting room featured historical photos and documents from archives and on loan from the Northborough Historical Society, as well as original artwork depicting the Gale Library Building.





Northborough Free Library

Christopher Lindquist, Director

Library Hours: Monday: 12:00 p.m. – 8:30 p.m.
Tuesday and Wednesday: 9:30 a.m. – 8:30 p.m.
Thursday – Saturday, 9:30 a.m. – 5:00 p.m.
Website: www.northboroughlibrary.org
Online catalog: <http://tinyurl.com/jnqetox>
Phone: (508) 393-5025 **Fax:** (508) 393-5027
Email: Library@town.northborough.ma.us

In addition to loaning popular books and materials, the Library offers a wide variety of other services for residents of all ages. Some of our most popular services include:

- Holds that can be placed for books and other items, including items from other libraries throughout Massachusetts and beyond. Holds can be placed from home or at the library. Items delivered to the Library can be checked out and returned here.
- The latest DVDs, video games, audiobooks and CD music for your viewing and listening pleasure.
- eBooks, eAudios and eVideos for downloading to your Kindle, iPad, iPhone, or other mobile devices.
- A wide variety of engaging children's storytime and craft programs, as well as ongoing programs and special events teens, adults and seniors.
- A monthly drop-in memory care program for those with dementia and their caregivers called the Apple Memory Café that includes a free lunch, entertainment, arts and crafts.
- Free and discounted passes to more than 20 museums, zoos, gardens, aquariums and other area attractions, funded by the Friends of the Library and the Junior Women's Club.
- Playaway Launchpads (devices that provide both text and audio so people can read and listen to the story) available for loan, as well as Large Print items for older adults.

- Exciting, theme-based Summer Reading Club programs for children, teens and adults.
- Public computers, printers and photocopiers; free high-speed wireless Internet access.
- Comfortable meeting rooms and study rooms for use by local residents and non-profit organizations.
- Online access to **Ancestry.com** for genealogy and family history research (in-library use only), as well as *Consumer Reports Online*, and *Rosetta Stone* with 30 languages for use from home or at the library.

New in 2018

- We offered new monthly adult programs, including a popular drop-in Nutrition Series called *The Art of Good Nutrition*; an ongoing Music Series programs on Saturday afternoons at 2 PM; a new Photography Series; our ongoing Fall For Art Series and other hands-on programs featuring arts and crafts; a new Meditation Group Series; an ongoing weekly English Conversation Circles run by volunteers.
- A new online meeting room reservation system called EK Rooms allowing residents to reserve meeting rooms online.
- 150th anniversary celebration (1868–2018): 150th Birthday Party attended by more than 200 guests, including Senator Harriette Chandler; Applefest Parade & Booth featuring the Library's Book Cart Drill Team; special Gale Library Exhibit featuring archival documents and photos from the collections of the Library and the Northborough Historical Society, commemorating the original Gale Library (circa 1895); Time Capsule that will be opened in 2068 on the 200th anniversary of the Library;
- A new after school STEAM Lab program for elementary school kids on Tuesdays and Thursdays, as well as Saturday Stories, which allows busy working families to attend a weekly story time.

- New periodic after hours events for Teens on Friday nights, including Lock-Ins and a Hunger Games-themed event.
- New non-traditional items for loan called Library of Things, including wireless hotspots, ukuleles, snare drum, telescope, MERGE V/R Goggles, crochet needles and a variety of games and puzzles.
- The Board of Trustees hired a consultant to undertake a Capital Fundraising Planning Study, as part of the Library's ongoing fundraising and development initiatives.
- Continued homebound delivery services to local residents, thanks to a two-year grant from the Mass. Board of Library Commissioners called *Library On The Go*.

Did you know?

- There were 622 children's, teen and adult programs held in FY2018 and attendance at all programs in FY2018 was 15,051 people.
- The value of all items checked out from the library, total computer usage, total program attendance, total meeting and study room usage and total reference assistance in FY2018 was more than \$4,250,000!
- Nearly 125,000 visits were made to the Library in FY2018, an average of about 415 visits per day.
- The Library celebrated its 150th anniversary in 2018, culminating in a 150th Jubilee at The Haven Country Club in Boylston, MA on April 6, 2019!

Statistical Snapshot

FISCAL YEAR	FY2015	FY2016	FY2017	FY2018
Number of items borrowed	201,909	207,450	204,484	189,741
Number of books (volumes)	68,067	68,044	69,419	69,695
Number of non-print items	*10,553	*10,887	*10,282	*10,347
Total registered borrowers	10,179	10,417	10,558	10,648
Attendance at Children's summer reading programs	944	973	1,824	3,065
Adult reference transactions	4,173	3,861	6,814	11,102
Children's reference transactions	2,925	3,185	4,082	4,628
Total visits to the Library	117,428	127,062	126,894	124,290
Interlibrary loans	33,981	34,629	34,142	31,423
Meeting/Study Room usage	1,527	2,048	**1,053	**1,085

*This figure does not include eBooks available in OverDrive or the Commonwealth eBooks Collections.

** This figure includes both actual meeting room and study room usage in FY2017 and FY2018, instead of the number of meeting room and study room reservations.



Recreation Department

Allison Lane, *Director*

The Recreation Department provides activities for people of all ages in the community. The department consists of one full-time director, one full-time assistant, one part-time program supervisor as well as many part-time seasonal employees. Two seasonal brochures (Spring/Summer and Fall/Winter) are mailed to town residents describing all of the programs for the community. All information is available on the town's website at www.northboroughrecreation.com.

The Recreation Department offers over three hundred programs in Town, at locations including the Rec Center, the Town Hall Gymnasium, and Northborough schools. Preschool programs for kids ages 6 months – 5 years old, grade school programs, middle school and high school programs are run throughout the year. Adult programs are held in the gym in the evenings. Our revenue in last fiscal year was \$567,875. The Recreation Department continues to be a self-sufficient department, existing on funds generated from program revenue, without using taxpayers' money.

Residents are invited to apply yearly in the Fall for a plot in our Community Gardens on Valentine Road. The Community Gardens were built in 2011 and have grown in popularity since. All thirty gardens were rented for the 2018 season.

The Recreation Department offers a variety of half-day and full-day summer programs for children. The Recreation Summer Camp is held at Melican Middle School for grades Pre-K – 8 and runs Monday – Friday, 8am–6pm for 8 weeks out of the summer. On average, twenty-five to thirty staff are hired yearly for our summer camps. Staff needs to be at least in their sophomore year of school in order to apply for employment. The Recreation Summer Camp is the largest source of revenue for the Recreation Department.

In 2017 we added a preschool section to our summer camp. This way families who have grade school children and pre-K

children can bring both of their kids to one location. It was extremely successful. We filled all 20 spots for all 8 weeks in 2017 and 2018. The feedback was positive from all parents.

We have been adding more sports leagues each year to increase physical activity for the kids. Two years ago we took over the summer recreation basketball league. We had 151 participants in 2017 and we had 124 participants in 2018. We also added a preschool soccer league on Sunday mornings. We were able to have 8 teams for our first and second year. Overall we are helping the kids stay active and learn to live healthy lives at an early age.

The Recreation Department is responsible for scheduling the use of all playing fields in town. The Department is also responsible for scheduling use of the Town Hall Gym, which can be rented for a fee depending on availability. In addition, the Recreation Department also schedules rentals of the Pavilion at Ellsworth-McAfee Park.

In 2018 the Recreation Department renovated both the baseball and softball fields at the Melican Middle School. We also received \$285,000 from the Community Preservation Committee for FY19 for Phase 1 of the lighting project at the Melican Middle School. We are asking for \$290,000 from CPC for FY20 to complete the project. At completion we will have 2 full lit multi-use fields.

The Parks and Recreation Commission is a five-member board with its members appointed by the Selectmen. The Commission meets once a month to discuss issues and policies that affect the local park facilities and recreation programs.



Rec Summer Camp



Renovated baseball field at MMS

Northborough Youth Sports Leagues & Scouts

BASEBALL/SOFTBALL

Northborough Youth
Baseball

Contact: Mike Flynn

PO Box 472

Northborough, MA 01532

Website: www.northboroughbaseballsoftball.org

FOOTBALL/ CHEERLEADING

NS Youth Football and

Cheer

P.O. Box 322

Northborough, MA 01532

Website: www.jrthawks.com

SOCCER

Northborough Youth Soccer

Contact: Kevin McCormick

PO Box 141

Northborough, MA 01532

Website: www.nysa.net

GIRL SCOUTS

Website: www.northboroughgirlscouts.org

BASKETBALL

Northborough Youth
Basketball

Contact: Bob Obeirne

P.O. Box 424

Northborough, MA 01532

Website: www.northboroughyouthbasketball.org

LACROSSE

N/S Girls Lacrosse

Website: www.nsagl.org

LACROSSE

N/S Boys Lacrosse

Website: www.nsyla.org

BOY SCOUTS

Website:

Boy Scouts Troop 1:
troop1northboro.org

Boy Scouts Troop 101:
bsatroop101ma.org

Laugh! LEARN! Play!
XXXXX
NORTHBOROUGH RECREATION

MAY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
31			<div>APRIL 2020</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<div>JUNE 2020</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					1	2
S	M	T	W	T	F	S																																																																																				
			1	2	3	4																																																																																				
5	6	7	8	9	10	11																																																																																				
12	13	14	15	16	17	18																																																																																				
19	20	21	22	23	24	25																																																																																				
26	27	28	29	30																																																																																						
S	M	T	W	T	F	S																																																																																				
	1	2	3	4	5	6																																																																																				
7	8	9	10	11	12	13																																																																																				
14	15	16	17	18	19	20																																																																																				
21	22	23	24	25	26	27																																																																																				
28	29	30																																																																																								
3	4	5	6	7	8	9																																																																																				
10 Mother's Day	11	12 Annual Town Election	13	14	15	16																																																																																				
17	18	19	20	21	22	23																																																																																				
24	25 Memorial Day	26	27	28	29	30																																																																																				



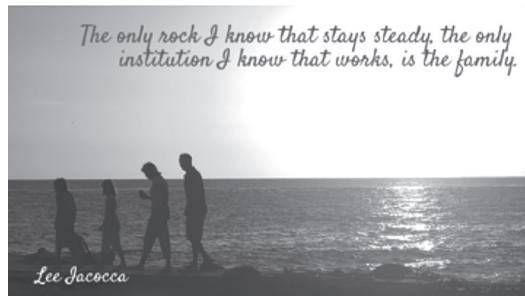
Family & Youth Services Department

June David-Fors, LICSW Director

In 2018, the Massachusetts Municipal Association invited the Director to present at their 39th Annual Meeting. This was a great honor for us as this is the largest gathering of Massachusetts local government officials.

Their theme, *Strong Families Make Strong Communities* precisely aligns with our mission to enhance the lives of families through direct services and linkage to our community partnerships. It is this cooperative spirit that enables us to collectively strengthen community bonds for residents.

We know this work is essential, as strong families are the backbone of strong communities, and strong communities ultimately lead to strong nations.



Family & Youth Services 2018 Accomplishments:

The following are just a few of our 2018 highlights:

- In 2018 we assisted 954 residents together with our partnership programs. We helped them obtain food and fuel; navigate complexities of government benefits; and achieve emotional wellness and greater satisfaction within themselves, within their relationships and in their community.
- On October 11, 2018, Kathy Brumby retired after 10 years of public service. We are grateful for her compassionate work with residents.

- In May 2018 our Boston College Graduate Social Work Intern successfully completed her placement after assisting several youth & families.
 - This summer we were able to send six children to camp due to the generosity of TEAMWORKS and community donations. To date, this is the highest number of scholarships we provided to children.
 - As a site for Federal Low Income Home Energy Assistance, South Middlesex Opportunity Council reported to us that in FY2018 136 Northborough residents received heating assistance with a total dollar expended of \$109,403.10.
 - Through the Substance Abuse Prevention Coalition we continue to provide community programs with the goal to reduce underage substance use. We have educated parents through "Hidden in Plain Sight" and utilized evidence-based strategies to strengthen youth connections with adults.
 - In April 2018 we were also asked to present at the Meeting of the Worcester Area Mission Society. Upon learning of our initiative, "Northboro Cares," they were so impressed that they wanted to learn more about our collaborate work.
- As always, we are most grateful for our community partnerships who help us to maximize resources for children, families and individuals of all age.

"The spirit of a community manifests through the breadth and depth through which people care for one another. When a community nurtures its most vulnerable residents every member benefits."

Northborough stands proud as a town that resolves to strengthen community bonds and support its more vulnerable people."
— Author Unknown



The Northborough Youth Commission

The Commission is a seven member board appointed by the Board of Selectmen to evaluate community needs and advocate for resources to support Northborough families. The Commission is pleased to have student liaisons from Algonquin Regional High School and St. John's High School.

2018 Programs and Services

MENTAL HEALTH SERVICES 152 Residents

Child & Adolescent Therapy
Individual & Family Therapy
Crisis Intervention Services
Parent & Clinical Consultation

CASE MANAGEMENT 103 Residents

Fuel Assistance
SNAP Food Benefits
Food Pantry Outreach
Northborough Cares

PARTNERSHIP PROGRAMS 184 Residents

Back Pack Program
Helping Hands Holiday
Helping Hands Emergency
Substance Use Prevention
TEAMWORKS Scholarships

REFERRAL INFORMATION 515 Residents

Residents received 1001 referrals to local, state & federal programs
We communicated with 526 collateral contacts to advocate & coordinate services for families

TOTAL RESIDENTS SERVED: 954 Residents

In sum, I was very proud to speak on behalf of the Town of Northborough at the 39th Annual Meeting of the Massachusetts Municipal Association.

This also gives me the opportunity to share with all of you the positive feedback we received about the great work that is occurring in Northborough on behalf of its children, families and individuals.

JUNE 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
	1	2	3	4	5	6																																																																																				
7	8	9	10	11	12	13																																																																																				
14	15	16	17	18	19	20																																																																																				
21 Father's Day	22	23	24	25	26	27																																																																																				
28	29	30	<div> <div>MAY 2020</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> </div> <div> <div>JULY 2020</div> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> </div>		S	M	T	W	T	F	S	31					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
S	M	T	W	T	F	S																																																																																				
31					1	2																																																																																				
3	4	5	6	7	8	9																																																																																				
10	11	12	13	14	15	16																																																																																				
17	18	19	20	21	22	23																																																																																				
24	25	26	27	28	29	30																																																																																				
S	M	T	W	T	F	S																																																																																				
			1	2	3	4																																																																																				
5	6	7	8	9	10	11																																																																																				
12	13	14	15	16	17	18																																																																																				
19	20	21	22	23	24	25																																																																																				
26	27	28	29	30	31																																																																																					



Justin Sousa, District Director

Mission

The mission of the Central Massachusetts Veterans' District is to act as the chief advocate for Veterans residing in Grafton, Northborough, Shrewsbury, and Westborough. We do this by:

- Helping Veterans access and navigate federal, state, and local programs and benefits
- Serve as a center of information for Veterans and their families
- Coordinate Veterans' services across state agencies and local governments
- Develop innovative, flexible programming and outreach to address Veterans' needs
- Provide individualized support where necessary

Benefits

There are a variety of benefits available to Veterans and their families residing in Northborough. The most common benefits applied for through the Central Massachusetts Veterans' District are described below.

Federal Benefits

Disability Compensation is a tax free monetary benefit paid to Veterans with disabilities that are the result of a disease or injury incurred or aggravated during active military service. Compensation may also be paid for post-service disabilities that are considered related or secondary to disabilities occurring in service and for disabilities presumed to be related to circumstances of military service, even though they may arise after service. Generally, the degrees of disability specified are also designed to compensate for considerable loss of working time from exacerbations or illnesses.

Dependency and Indemnity Compensation (DIC) is a tax free monetary benefit generally payable to a surviving spouse, child, or parent of Servicemembers who died while on active duty, active duty for training, or inactive duty training or survivors of Veterans who died from their service-connected disabilities. DIC for parents is an income based benefit.

Veterans Pension* is a tax-free monetary benefit payable to low-income wartime Veterans.

Survivors Pension* is a tax-free monetary benefit payable to a low-income, un-remarried surviving spouse and/or unmarried children of a deceased Veteran with wartime service.

**Veterans and survivors who are eligible for Pension benefits and are housebound or require the aid and attendance of another person may be eligible to receive additional monetary amounts.*

“The mission of the Central Massachusetts Veterans' District is to act as the chief advocate for Veterans residing in Grafton, Northborough, Shrewsbury, and Westborough.”

State Benefits

Massachusetts General Law, Chapter 115 provides a uniform program of financial and medical assistance for low-income veterans and their dependents. Qualifying veterans and their dependents receive necessary financial assistance for food, shelter, clothing, and medical care.

Veterans' Bonuses are offered through the Massachusetts' Department of the State Treasurer for those who served during World War II, Korea, Vietnam, Iraq, and Afghanistan.

An annuity in the amount of \$2,000 (payable biannually on August 1st and February 1st in two installments of \$1,000 each) is given in recognition of the service of our distinguished 100% service-connected disabled veterans and to the parents of distinguished veterans (Gold Star Parents) and the non-remarried spouses (Gold Star Wives or Husbands) of distinguished Veterans who gave their lives in the service of their country during wartime.

Additional information on these and other benefits can be found on www.centralmassvets.org.

Benefit Administration

In FY 2018, the Central Massachusetts Veterans' District administered Massachusetts General Law, Chapter 115 benefits totaling \$47,120.23. Benefits are generally reimbursed to municipalities by the Commonwealth at 75%.

2018 Overview

The District is served by a full-time Veterans' Services Director and two part-time Veterans' Services Officers. The staff offers regular office hours in each of the four towns. Veterans residing in the district are free to meet with any of the District's Officers in any location. Current walk-in hours and contact information is available at www.centralmassvets.org or by calling (774) 293-2208. Veterans and their family members seeking information regarding benefits are strongly encouraged to speak with a local Veterans' Services Officer.

The District's website, www.centralmassvets.org, may be used as a self-help resource for Veterans seeking information regarding benefits. Traffic to the website has remained steady with 7,000 views between January and December 2018, compared to 7,200 for the same period in 2017.

Payments to public assistance recipients in Northborough under Massachusetts General Law, Chapter 115 rose from \$42,337.18 in 2017 to \$47,120.23 in 2018. This 10.2-percent increase was primarily driven by better outreach to the community.

Most local Veterans and family members seen in our office are seeking information and assistance accessing benefits offered through the Department of Veterans Affairs, to include disability compensation and pensions. Northborough residents are collectively receiving approximately \$1.6 million in annual compensation through the VA's disability and pension programs. The demand for assistance in this area has remained steady in 2018 as compared to 2016. At the time of this writing there are 25 open claims currently on file through the district.

The district coordinated, hosted, and participated in various events throughout 2018, including various memorial services, benefit education programs, and Memorial and Veterans Day activities. Pictures and information on these events can be found on the Central Massachusetts Veterans' District Facebook page.



David Kane, Director

The MIS/GIS Department is charged with two main responsibilities. The first is to oversee the acquisition, implementation and support of information technology, and the second is to develop, distribute and keep current the Town's Geographic Information System (GIS).

In 2018 new host servers and storage were deployed at Town Hall and the Fire and Police Departments. These servers host all virtualization at these sites, provide for increased redundancy and include capacity for upgrades to critical public safety applications.

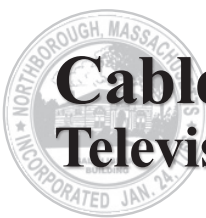
Also in 2018 voters at the Annual Town Meeting approved funding for a new aerial photography project. This project will obtain new photogrammetry and planimetric data (buildings, pavement, utilities and other features visible from the air) and topographic data (elevation data in the form of 1' contours). Northborough will explore combining efforts with two neighboring communities in an effort to regionalize the project and lower costs.

Be on the lookout for a newly designed website in 2019 that will feature many enhancements. This will include a 'responsive design' where functionality will be customized to any device, whether it's a cell phone, tablet or PC.

These are just a sample of the many ways the Town strives to utilize information technology to consistently improve its services to Town residents, business and the general public. Point your browser to www.town.northborough.ma.us for the latest news and services available on the Town's web site.



All individuals and businesses are encouraged to sign up for CodeRED. Click on the CodeRED Logo found on the front page of the Town website.



Cable Access/ Television Department

Kathy Dalglish, Director

The Northborough Cable Television Department provides local media content, produced to share information and entertainment to the viewing audience through television channels, streaming video, YouTube, Facebook, and Video on Demand. Every year we expand local video offerings and produce hundreds of new shows watched by thousands of viewers every month.

The Cable TV Department offers free television production training to any member of our community. How to use a camera, microphones, lighting, editing and studio production are just some of the opportunities open to every resident who would like to create their own television show or help with community videotaping. Classes are offered as needed throughout the year in our beautiful facility at Algonquin Regional High School

The Department also oversees the cable contract with Charter and Verizon, so please don't hesitate to phone or email us if you have any questions or concerns and have been unsuccessful working with either of these companies. We will do whatever we can to resolve your issue.

How to watch us? Our channels are:

Public Access	Verizon 31, Charter 191
Education Access	Verizon 29, Charter 194
Government Access	Verizon 30, Charter 192
YouTube and Facebook	Northborough Cable TV
Website	New coming soon as well as pages on the Town of Northborough website.
Contact	508-393-6195, email: director.ncat@verizon.net



Housing Authority

Lynne Trombley, Executive Director
Rita Osborne, Chair

The Northborough Housing Authority (NHA) is a public agency, which provides housing for low-income elderly, handicapped, and families. It is regulated by the Commonwealth of Massachusetts through the Department of Housing and Community Development (DHCD) and must adhere to the strict regulations and funding requirements of DHCD.

The Board of Commissioners of the NHA consists of five members and is responsible for establishing policy, planning programs and setting operational goals. The Board of Selectman appoints four of the members and the Governor appoints the fifth member. Current board members are Brad Newman, Rita Osborne, and Jean Perry. There are currently two vacant seats, one of them being the state appointee position. The Board meets on the first Wednesday of each month at 6:00 p.m. in the Colonial Village Community Building at 26 Village Drive.

The NHA currently owns and operates 104 elderly and 26 family housing units in Northborough. Present net income limits for determining admission to state-aided public housing range from \$46,000 for one person to \$86,750 for eight people. The NHA also owns 8 special needs low income housing units at 152 East Main Street which are regulated by The Department of Mental Health and managed by the Advocates. In addition, the NHA manages 4 units of elderly housing which were built by the Northborough Affordable Housing Corp with the use of CPC funds.

Lynne Trombley, NHA's Executive Director, oversees the operations of NHA including office administration, property maintenance, and the oversight of development projects. Lynne and her assistant Julie Molloy can be reached at (508) 393-2408 to answer to provide information on public housing. The office is located at 26 Village Drive and is open from 8:00 a.m. to 4:00 p.m. Our goal is to seek alternatives for developing affordable housing for the people of the community. We work diligently to provide safe and well maintained properties for all of our tenants.



Community Affairs

Lisa Hodge, Chair

The Northborough Community Affairs Committee successfully executed our 2018 programs aimed at enhancing community life in Northborough.

In April, with the Northborough Woman's Club, we held The Annual Louise Houle Town Clean Up. The beautiful weather brought out many townspeople to clean up the town. We provided breakfast that included chicken biscuit sandwiches donated by Chick Fil A. In addition to volunteers, we received support from DPW and donations from Wegmans and Dunkin Donuts.

The Annual Summer Concert Series continued with four free summer concerts at the Ellsworth-McAfee Park. The concerts were filled with town and local residents who enjoyed picnic suppers while listening to the bands. Food vendors, including food trucks, were available. Main Street Bank was our series sponsor and we also had support from Carvalho & Roth Orthodontics, Flaherty Physical Therapy, and the Massachusetts Cultural Council.

At the end of August we held our outdoor movie night at Melican Middle School. We had a huge turnout of families who came to see the movie Despicable Me 3 and enjoyed popcorn and candy while watching the show. We were supported by: Best Soccer, Carol Crowley from Edward Jones Investments, Goswick Eye, Judy Boyle – ReMax, St. Mary's Credit Union, Trombetta's Farm and Wegmans

Our year concluded with the Annual Tree Lighting Ceremony. We had several hundred local residents join us. Carols were sung by a group of students from Zeh Elementary School and attendees enjoyed cookies and hot cocoa from Wegmans and free pizza from Northborough House of Pizza and Mama's Pizza who only asked for monetary donations that were given to the Northborough Food Pantry. We were joined by the Selectmen, the American Legion Honor Guard and the Ellsworth family. Avidia Bank, Anthony Joseph Real Estate and Jacob Stein Family Dentistry helped sponsor the event.

We look forward to continuing our programs during 2019.



Cultural Council

Selvi Oyola, Chair

The Northborough Cultural Council (NCC) supports diversified programs in the arts, music, humanities, and interpretive sciences for the cultural benefit and enrichment of our community. NCC receives funding both from the Massachusetts Cultural Council (MCC) and the Town of Northborough to support such programs and administers them as grants to eligible applicants.

NCC had a successful 2018. To kick it off, NCC awarded 18 grants totaling \$4,835.00 in support of arts and cultural enrichment events in our community. These programs included concerts of varying musical genres, literature programs, town-wide events, art and music programs at town schools, and various other cultural events in our community as listed in the table below.

In April, NCC held its first ever Grantee Reception. It served to recognize and honor the recipient artists whose programs bring extraordinary opportunities to enrich our community. It also provided a casual platform for the community members and artists to interact and find out further about these exciting events.

Moreover, for the very first time this year, MCC allocated funds to Local Cultural Councils to develop their own events. NCC received \$690 as an allocation for this purpose. Northborough Cultural Council took this opportunity seriously and presented its First Annual Culture Fest of Arts and Music during the Applefest weekend. The Culture Fest was well attended and received great feedback. This free event provided a diverse outdoors program for all ages and highlighted our home talents as well as other area artists in music, dance and visual arts. The program also included junior artists, a kids corner and food vendors. In addition, NCC developed a "Love Northborough" campaign for this event. As a result of this event, Northborough Cultural Council was recognized by MCC and was invited to present in a webinar on festival planning in November.

During the Holiday Season, the "Love Northborough" statue was decorated and was circulated between the Library,

Police Department, Fire Station, Town Hall and the Algonquin Regional High School to continue to spread the joy of the season and to promote the 'love' for our community.

We hope that you had the chance to participate in these cultural programs sponsored by your NCC. A community can be defined by the actions of its members, therefore these programs play a vital role in our identity. Cultural programs bring greater understanding and appreciation of the past which in return brings a mindful and creative common vision for the future. We look forward to serving you and bringing more events in the arts next year.

Grantee	Project	2018 Grant
Allyn Phelps, Zeh School	Great East Music Festival	\$200.00
Assabet Valley Mastersinger	2018 Concert Season	\$350.00
Beth Orsini,		
Melican Middle School	Author visit	\$450.00
Catherine Weber	Art On The Trails 2018	\$250.00
Charles River Sinfonietta	Applefest Concert	\$350.00
Christopher Lindquist	Northborough Free Library	
Music Series		\$300.00
Cope, Ed the Wizard	"Libraries Rock"	
A Rocket Workshop		\$200.00
Elyse O'Connor	Musical Visits for Seniors	\$250.00
Gregory Maichack	Monet's Magic: Pastel Paint	
Monet's Wondrous Water		\$250.00
Marion E. Zeh PTO	Crocodile River Music	\$250.00
Nashoba Friends of Music	Nashoba Symphonic Band	\$275.00
Northborough Community Affairs Committee	Northborough Summer Concert Series	\$500.00
Northborough Historical Society	An Evening with General and Mrs. Ulysses S. Grant	\$335.00
Peaslee PTO	Alchemy Lab	\$275.00
Radoslaw Jaster	Art on the Trails Film	\$100.00
Scott Jameson	Magic Show for Libraries Rock'	
Library Program		\$225.00
St. Bernadette School	Antonio Rocha, Storyteller	\$225.00
Stephen Lewis	May Day - An International Poster Exhibit	\$50.00
Total Granted in 2018		\$4835.00



Robert Mihalek, Chair

The Northborough Trails Committee's (NTC) mission is to maintain a viable recreational trail system in Northborough on public and private property. We also work alongside town and state agencies to look for opportunities to add trails to the existing network.

We rely on volunteers for all of our organizational and maintenance activities. Some highlights of our years activities are described below.

- 1) NTC is very fortunate to be able to access funds available for open space preservation through the Community Preservation Act (CPA). Our organization used these funds in 2018 to replace the trail head kiosk at the Edmund Hill Woods trail network that had been torn down by vandals. Additionally, new kiosks were installed at the Green Street/Schunder's Meadow trail network and also at the Yellick Fisherman's Access/Coyote trail head (on Hudson St.). We would like to thank Chris Gamache, founder of Gamache Construction, for building and installing these kiosks.
- 2) Modeled after the street sign at Carney Park, we had Eagle Scout candidates build three additional street signs



Reduce your chances of getting a tickborne disease by using repellents, checking for ticks, and showering after being outdoors. If you have a tick bite followed by a fever or rash, seek medical attention.

Gardening, camping, hiking, and playing outdoors – when enjoying these activities, don't forget to take steps to prevent bites from ticks that share the outdoors. Ticks can infect humans with bacteria, viruses, and parasites that can cause serious illness.

Before You Go Outdoors

- Know where to expect ticks. Ticks live in or near wooded or grassy areas. You may come into contact with ticks during

to be put in place at the same trail areas as the new kiosks: Green St., Coyote Trail and Edmund Hill Woods. Eagle Scout Chris Perry (along with the expert guidance of Troop 101 Advancement Chairman Mr. Brian Warren) built and installed the kiosk at Schunder's Field, and Derek Long from Troop 1 in Northborough built and installed the kiosks at Edmund Hill Woods and the Coyote Trail. As always with these projects, the scouts donate the time and labor for the projects and the NTC covers the cost of material.

- 3) I would like to acknowledge the long standing service of Forest Lyford as the Recording Secretary for the NTC. Forest began taking the Meeting Minutes for the Committee in 2013 and will be stepping down as Secretary as of January 2019. Chairman Bob Mihalek will poll the other volunteers to see who would be able to record the Minutes and Mr. Mihalek will serve as the Recording Secretary if there are no volunteers. Fortunately, Mr. Lyford will remain an active volunteer with the Trails Committee as his scientific expertise is greatly valued by all volunteers.
- 4) On the topic of Mr. Lyford, his continuing enthusiasm with the Northborough Senior Walks continued to result in record-breaking attendance throughout 2018. The seniors have traversed all of the trails in Northborough multiple times and have also branched out to trails in neighboring towns. This is a wonderful opportunity for the seniors to build friendships, get some exercise and discover new areas of the town to explore. The next challenge will be to get the Northborough teenagers out on to the Trails!

TICK SAFETY From the Health Department

outdoor activities around your home or when walking through leaf litter or near shrubs. Always walk in the center of trails in order to avoid contact with ticks.

- Products containing permethrin kill ticks. Permethrin can be used to treat boots, clothing and camping gear and remain protective through several washings.
- Use a repellent with DEET on skin. Repellents containing 20% or more DEET (N, N-diethyl-m-toluamide) can protect up to several hours. Always follow product instructions. Parents should apply this product to their children, avoiding the hands, eyes, and mouth.



- 5) The Trails Committee had another successful showing at the 2018 Applefest event. Each year, George Curtis does a phenomenal job of organizing the activities, arranging the space and having all the materials available for handing out to eager hikers and bikers. Many thanks to Mr. Curtis for his planning this year that resulted in such a successful event. Volunteers Brian Belfer and Jim Stein pulled double-shifts at the booth, handing out materials and guiding prospective users to the trails that would best suit their recreational needs.
- 6) NTC continues to work with the Massachusetts Water Resources Authority to open up the remaining portions of the Aqueduct to passive recreational uses and also with the Department of Conservation and Recreation to blaze trails in the Hop Brook flood control area near Davis St. and Route 20.



After You Come Indoors

Check your clothing for ticks. Ticks may be carried into the house on clothing. Any ticks that are found should be removed.

Shower soon after being outdoors. Showering within two hours of coming indoors has been shown to reduce your risk of getting Lyme disease. Showering may help wash off unattached ticks and it is a good opportunity to do a tick check.

Check your body for ticks after being outdoors. Conduct a full body check upon return from potentially tick-infested areas, which even includes your back yard. Use a hand-held or full-length mirror to view all parts of your body.



Historic District Commission

Normand Corbin, Chair

The Northborough Historic District Commission (NHDC) is a seven-member commission appointed by the Board of Selectmen. It has two primary responsibilities:

- working with property owners within the two historic districts to maintain their historical appearance and
- identifying, evaluating, and preserving the historical heritage of the town as well as broadening community awareness of our heritage.

Accomplishments in 2018 include:

Historic District Related

- Many of the grave markers in the old Howard Street Burial Ground were restored. This included straightening, repairing and cleaning them. This project was supported with Community Preservation Act (CPA) funds, initiated by the Historic District Commission and managed by Scott Charpentier, the DPW Director. The contractors for the project were Westmill Preservation Services LLC (see photos) and the Building & Monument Conservation Company. This is part of our ongoing effort on the preservation and restoration of Northborough's old Burial and Cemetery Grounds.
- Northborough's First Parish Unitarian Universalist Parish requested CPA funding to improve disability access to their Meeting House building. The design was reviewed and accepted by the NHDC. Funding was authorized at the April 2018 Town Meeting.
- Northborough's First Parish Unitarian Universalist Parish requested replacing the windows on their Parish Hall building. Several window design options were considered. The recommended design, which best replicated the original windows, has been implemented.

Historic Markers (CPA Funded)

- A historic marker was installed in front of the First Parish Unitarian Universalist Meeting House to commemorate the two earlier meeting houses on that site.
- The dates on the recently installed Howard Street Cemetery and Howard Street Burial Ground signs were corrected.
- The Commission thanks Northborough DPW for their installation of the markers.

Demolition Delay Related

- **181 East Main Street:** the 6 month demolition delay has expired; as of December 31st the house still remains standing.
- **222 West Main Street:** the 6 month demolition delay has expired; as of December 31st the house still remains standing
- **96 Whitney Street:** The house was not deemed architecturally or historically significant; it has been demolished.
- **156 Pleasant Street:** The property was deemed "Historically Significant". The 6 month demolition delay will expire in mid February 2019. This property is one of the oldest buildings in Northborough, with a construction date of 1738. In addition, the history of the property as a working farm including Revolutionary and Civil War veteran ownership is well documented by a recent owner. The house was lived in until recently and is not in a state of disrepair. Considering this, the NHDC is working with the Realtor to expand the marketing to on-line websites that specialize in antique properties. The saddest part of this is that the out-of-town developer who purchased the property could have been more appreciative of the significance of this historic home when designing his development so that demolition was not part of the plan. There are many recent instances within Northborough where developers have successfully built new homes around old antiques.

NHDC has representation on the following town committees:

- Community Preservation Committee
- Master Planning Committee
- White Cliffs Committee

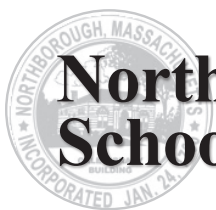
The Commission meets on the third Wednesday of each month at 7:00pm in the Town Hall, and the public is welcome to attend. Our website is: www.town.northborough.ma.us/Pages/NorthboroughMA_BComm/Historic/nhc/index.html.



Resetting a crooked marker



Repair of a marker that was broken into several pieces



Northborough School District

Northborough School Committee

Susan M. Lawrence	<i>Chairperson</i>
Joan G. Frank	<i>Vice Chairperson</i>
Keith R. Lebel	<i>Secretary</i>
Lauren C. Bailey	
Kelly L. Guenette	



From left to right: Lauren C. Bailey, Kelly L. Guenette, Keith R. Lebel. Joan G. Frank and Susan M. Lawrence.

Administration

Christine M. Johnson B.S., M.A., C.A.G.S.	<i>Superintendent of Schools</i>
Gregory L. Martineau B.S., M.A.	<i>Assistant Superintendent of Schools</i>
Marie B. Alan B.S., M.A.	<i>Director of Student Support Services</i>
Julie G. Doyle B.S., M.Ed.	<i>Director of Instructional Technology and Digital Learning</i>
Erica J. Edstrom B.S., M.S., M.Ed.	<i>Assistant Director of Student Support Services</i>
Deborah Q. Lemieux B.A., M.S.Ed., Ed.S.	<i>Assistant Director of Student Support Services</i>
Rebecca J. Pellegrino B.A., M.B.A	<i>Human Resources Administrator</i>
Rhoda Webb B.A., M.A.	<i>Director of English Language Education</i>

Cheryl M. Lepore	<i>Administrative Assistant to the Superintendent</i>
Nancy A. Bissett	<i>Administrative Assistant to the Superintendent's Office</i>
Elaine E. Chisholm	<i>Receptionist</i>
Suzanne L. Houle	<i>Clerical Support</i>
Nena H. Wall	<i>Personnel Coordinator</i>
Sandra J. Burgess	<i>Administrative Assistant to the Student Support Services Department</i>
Kyle D. Parson	<i>Food Service Director</i>
Jolene A. Chapski	<i>Business and Finance Support</i>
Pauline D. Joncas	<i>Facilities and Operations Support</i>
Pamela E. Hite	<i>Financial Coordinator – Southborough</i>
Caroline Willard	<i>Financial Coordinator – Algonquin</i>
Elena Dako	<i>Financial Coordinator – Northborough</i>
Andrew F. Mariotti	<i>District Technology Manager</i>
Thomas-James Carron	<i>Assistant District Technology Manager</i>
Loraine T. Wolfrey	<i>Data Specialist</i>

Business Office

Address 53 Parkerville Road
Southborough, MA 01772

Office Hours 8:00 a.m.- 4:30 p.m.

Telephone (508) 486-5115
FAX (508) 486-5123



Northborough School District

Superintendent's Report

Christine M. Johnson
Superintendent of Schools

The vision of the Northborough Public Schools is to promote high expectations and excellence for all students by providing a dynamic learning environment that inspires students to think critically, solve problems and engage in opportunities that ignite their intellectual curiosity. The cornerstones of this work are articulated in our Strategic Plan Vision 2020: Strategically Planning for the Future. Essential to the educational experience is creating a culture of exploration within a safe teaching and learning environment. Each of our five Northborough schools, Melican Middle School, and our elementary schools, Lincoln Street, Peaslee, Proctor, and Zeh, creates a climate of support by appreciating diversity, establishing inclusive practices and instilling the importance of intellectual and personal resiliency.

The personal growth of each student underscores our educational core. All staff are engaged in activities that emphasize the continuous growth and achievement of our students and strategic professional development of our staff in the areas of Communication, Curriculum, Student Support, and Technology. All School Improvement Plans (SIPs) are developed in a purposeful, collaborative way and actualize each of our focus areas to support the students and staff at each grade level. We celebrate the accomplishments of our students, professional teaching by our staff, commitment to our shared mission and vision, outstanding leadership by our administrative teams and from our Central Office team. We encourage innovation and appreciate the partnership with parents, community organizations and individual members as well as our town officials. We place a high priority of importance on collaboration and are committed to working closely with our stakeholders to present a well-developed, fiscally responsible and educationally sound budget. We encourage students and staff to become active, contributing members of the Northborough community as we provide for all students a challenging, multi-faceted education.

Northborough Public Schools - 2018 Highlights

The following offers highlights of some of the activities and events that support teaching and learning in our schools. We extend a "thank you" to our parent community and organizations that provide financial and personnel support. Each year the Northborough Education Foundation (NEF), Parent Teacher Organizations (PTOs) and the Northborough/Southborough Special Education Parent Advisory Council (NSPAC) offer unique opportunities to expand the classroom by sponsoring field trips and purchasing teaching and materials. A variety of activities and events provide social and emotional opportunities for parents and students. These organizations, as well as the Corridor Nine Area Chamber of Commerce, offer grant opportunities for teachers to submit new and innovative ideas that enhance and enrich the current curriculum and schedule of events.

We believe that students thrive in a culture that supports positive connections and social-emotional learning experiences. All schools are involved in multiple community service activities and place emphasis on becoming community members in good standing by giving back to others. One example of a service project is the school community's support of the Northborough Food Pantry and multiple relief efforts designed to assist those in need at the National level. Each school creates a practice of kindness and throughout the year adopts many programs in service to others.

Teachers continue to focus on curriculum development, instruction, and the alignment to the Massachusetts State Standards. All teachers and administrators are engaged in the process of instructional rounds which primarily focuses on how students learn best and the sharing of teaching best practices within grade level and content areas. This is a multi-year professional development experience and involves extensive collaboration offered through professional learning communities and peer to peer classroom visitations.

All schools have embraced the Massachusetts (MA) Department of Elementary and Secondary Education's (DESE) Science and Technology/Engineering Curriculum Framework. Each grade level science curriculum is fully aligned with the 2016 Standards and teachers are incorporating resources that support Science Technology Engineering Mathematics learning, which includes robotics and coding. The underlying learning foundational experiences center on collaborative problem solving through project-based experiences that incorporate mathematical skills and technology. In the fall of 2018, a pre-kindergarten through grade twelve History and Social Science Study Group was formed to assess the District's current implementation of

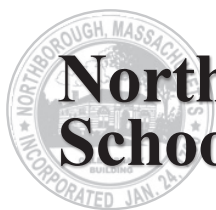
social studies curriculum; and, in October of 2018, The MA DESE adopted a revised History and Social Science Curriculum Framework, which will require realignment of content throughout our social studies curriculum. The Study Group will assess, analyze, research, and recommend changes to the District's Social Studies Curriculum. As a result, a multi-year plan will be created to guide the District in the realignment of the Social Studies Curriculum.

The District's Technology Department ensures the availability, integrity, and security of our data. We employ many methods in order to do this, including using state of the art firewalls, content filtering, antivirus and patch management, backup and storage infrastructure, and security services. We stay ahead of threats to our technology, including ransomware, phishing attacks, and virus outbreaks. We are constantly learning and implementing best practices about security and safety in the computing environment.

The use of technology as a tool is a familiar instructional practice at all levels and within all content areas. Our schools are equipped with mobile devices that provide 1:1 access for grades 3-8. Developing technology-rich digital classrooms where students and staff use appropriate and safe technology tools and resources to support the learning and teaching process is an essential expectation for all. The District is well equipped and has had great success in administering computer-based MCAS assessments. After a successful pilot last spring Melican adopted the Canvas Learning Management System at the start of the 2018-2019 school year for all teachers and students. Canvas has enhanced feedback, communication and has allowed for more blended and differentiated learning opportunities.

Our schools emphasize the importance of fostering an emotionally and psychologically safe school environment in which all students feel supported and accepted. In addition to introducing comprehensive themes such as LSS Looks with Kindness and Kindness Rock Gardens, staff focus on opportunities to foster a growth mindset for adults and students by engaging in book reads, including Only One You. A positive climate is established when a shared mission centers on building a sense of community and respecting our differences. The District continues its safe school readiness protocols by enhancing our current practices, upgrading our infrastructure to support best practices and coordination at all levels with our health and safety personnel. This year, and as a direct result of our continuous dialog and review, we have expanded the D.A.R.E curriculum to include our middle school.

Creating a healthy school climate includes offering



Northborough School District

students and staff opportunities to engage in wellness activities. Stress reduction techniques that include mindfulness and relaxation strategies are integrated into the school day. Staff learned the basics of reducing stress through mindful practice, and our hope is to have more professional development in this area and to eventually teach mindfulness, and stress-reduction techniques to our students. The District is partnering with MetroWest Health and continues to participate in the MetroWest Health Survey, which identifies student risk behaviors, as well as, developing new relationships with the Northboro-Southboro Substance Abuse Prevention Coalition (NSSAPC). Our staff engages in grant writing opportunities that provide important funding to support new initiatives for all students and develop programs that meet the needs of all students.

We continue to support several programs that allow our students to remain in our community while experiencing a learning model that supports their needs. These programs are cost-effective and highlight the best teaching and learning practices. They include a language based program, therapeutic learning programs (TLP and STEPS) at the elementary and middle schools, and a specialized program for students on the autism spectrum (CASTLE) at the elementary and middle schools. Students participate annually in a district-wide Special Olympics, "Algonquin Games."

We appreciate their continued support of our students and appreciate the high importance the citizens of Northborough place on education in our community. Education is at the heart of any community and is an invaluable investment in its future. We invite you to experience the joy of learning and encourage you to explore our web pages, newsletters, and other communiques distributed throughout the school year.

We are fortunate to have a dedicated Northborough School Committee to guide our work and support our current and ever-changing educational landscape. Information regarding enrollments, budgets, and school-related activities are available on our websites. We invite you to learn more about our schools by contacting us at any time you have a question or are interested in creating an educational partnership.

Federal and State Entitlement Grants

The following is a brief summary of the federal and state grants the Northborough Public Schools received in 2018. Our District continues to pursue grant opportunities that assist in the funding of current and new initiatives.

Title I Entitlement Grant - \$53,494 (Federal funding)

Title I provides funding for interventions that benefit underachieving students by helping students meet state performance standards. Northborough has been fortunate that several innovative reading and mathematics initiatives at the schools have been funded through Title I for the benefit of students. Title I funding is distributed based on a federal formula. Students receive assistance strictly based on academic criteria.

Title II Part A - Improving Educator Quality - \$29,232 (Federal funding)

This grant provides funds for high-quality professional development, including consultant fees, leadership training opportunities, coverage for teachers participating in mandated training, and stipends for summer curriculum projects. The grant also supports professional development for improved instruction for English Language Learners.

Title III English Language Acquisition - \$12,197 Consolidated Grant (Federal funding)

The purpose of this consolidated grant, shared by the Northborough, Southborough, and Northborough-Southborough Regional School Districts, is to offer supplemental services to children whose first language is not English. Funds are used to provide these children with the assistance needed to perform challenging academic work at proficient levels.

Early Childhood Special Education Allocation - \$14,081 Consolidated Grant (State funding)

This consolidated grant, shared with the Northborough Public Schools, guarantees that young children with disabilities are placed in high-quality inclusive programs that meet the federal and state requirements for the least restrictive learning environment. The funds pay for part of the cost of the preschool integrated programs, with emphasis on services for medically fragile children.

Federal Special Education Entitlement - \$482,370

This annual federal entitlement grant is allocated to ensure that students with disabilities receive a free and appropriate education through the provision of special education and related services. The district utilizes these funds to defray some of the costs involved in meeting students' complex, individual learning needs. A number of special education positions are funded through this grant as well as training and consultation for classroom teachers, special education teachers, and therapists.

Essential School Health Services - \$34,440 Consolidated Grant

This past year the Massachusetts Department of Public Health continued to award a health services grant to the Northborough, Southborough, and Northborough-Southborough Regional School Districts. The purpose of these funds is to improve health services to all school children. A number of part-time nursing positions are funded through this grant.

Enrollment by Grades - October 1, 2018

School	K	1	2	3	4	5	6	7	8	Total
Lincoln	41	40	40	48	43	37				249
Peaslee	40	38	54	63	42	40				277
Proctor	36	35	40	43	50	34				238
Zeh	34	40	40	43	42	45				244
Melican							181	201	198	580
Total	151	153	174	197	177	156	181	201	198	1,588

Town of Northborough School Financial Statement – for the 2018 Fiscal Year July 1, 2017 - June 30, 2018

APPROPRIATION:

Regular Education	\$ 15,998,931	
Special Education	\$ 7,446,086	
Total Appropriation		<u>\$ 23,445,017</u>

Total Appropriation \$ 23,445,017

EXPENDITURES:

REGULAR DAY PROGRAMS

ADMINISTRATION:

School Committee	\$ 9,763	
Superintendent's Office	\$ 143,281	
Administrative Support Services	\$ 622,069	
Total Administration		<u>\$ 775,113</u>

INSTRUCTION:

Supervision	\$ 32,000	
Principals' Offices	\$ 1,087,411	
Teaching (includes Salaries, Workshops, Supplies & Field Trips)	\$ 10,210,033	
Professional Development	\$ 100,874	
Textbooks & Instructional Equip	\$ 212,534	
Library/Media Services	\$ 462,737	
Guidance Services	\$ 254,793	
Total Instruction		<u>\$ 12,360,382</u>

OTHER SCHOOL SERVICES:

Attendance Services	\$ 15,067	
Health Services	\$ 484,462	
Pupil Transportation	\$ 417,198	
After School Activities	\$ 23,265	
Student Body Activities	\$ 3,230	
Cafeteria Services	\$ 51,454	
Total Other School Services		<u>\$ 994,675</u>

OPERATION OF PLANTS:

Custodial Services (Salaries & Supplies)	\$ 811,404	
Heating	\$ 195,177	
Electricity	\$ 249,124	
Telephones	\$ 36,083	
Gas	\$ 3,897	
Water	\$ 27,974	
Tech/Telecomm	\$ 69,317	
Total Operation of Plants		<u>\$ 1,392,975</u>

MAINTENANCE:

Grounds	\$ 14,663	
Buildings	\$ 148,767	
Equipment	\$ 44,039	
Technology Maint	\$ 41,223	
Total Maintenance		<u>\$ 248,692</u>

LEASE OF BUILDING & EQUIPMENT: \$ 28,820

HRA REIMBURSEMENTS: \$ 2,250

TOTAL EXPENDITURES, REGULAR DAY PROGRAMS \$ 15,802,908

SPECIAL EDUCATION PROGRAMS

Legal Services	\$ 17,505	
Supervision	\$ 174,387	
Teaching (Salaries & Supplies)	\$ 4,577,849	
Professional Development	\$ 1,101	
Technology	\$ 5,518	
Psychological Services	\$ 736,314	
Health Services	\$ 105,098	
Transportation	\$ 679,988	
Telephone	\$ 2,600	
Equipment Maintenance	\$ 4,265	
Programs - Other Schools in Massachusetts	\$ 1,212,776	
Lease of Building & Equipment	\$ -	
Payments to Collaboratives	\$ 124,708	

TOTAL EXPENDITURES SPECIAL EDUCATION \$ 7,642,109

TOTAL EXPENDITURES \$ 23,445,017

BALANCE RETURNED TO GENERAL FUND: \$ 0

SCHOOL LUNCH ACCOUNT

INCOME:

Balance from FY17	\$ 517	
Total Receipts, FY18	\$ 443,383	
Total Revenues		<u>\$ 443,901</u>

Total Expenditures, FY18 \$ 436,351
BALANCE TO FY19 \$ 7,550

SPECIAL ED - CIRCUIT BREAKER

INCOME:

Balance from FY17	\$ 649,450	
Total Receipts, FY18	\$ 1,044,504	
Total Revenues		<u>\$ 1,693,954</u>

Total Expenditures, FY18 \$ 759,688
BALANCE TO FY19 \$ 934,266



2018 Annual Town Meeting Warrant

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 79 Bartlett St. Northborough, MA on MONDAY, the TWENTY-THIRD day of April 2018 at 7:30 p.m. to act on the following warrant articles: 7:32 p.m. Moderator Fred George announced a quorum (100 voters) was present in the hall; the meeting was called to order. Moderator Fred George read the return of service of the warrant.

ARTICLE 1: Appointing Deputy Moderator MOTION PASSED

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 MOTION PASSED

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

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

ARTICLE 3: Prior Year’s Bills PASSED OVER

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

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

ARTICLE 4: Town Budget MOTION PASSED

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Twenty Two Million Five Hundred Thirty Six Thousand Seven Hundred Four Dollars (\$22,536,704) for Town Government as displayed below, and to meet said appropriation, the following sums available for appropriation be transferred:

From:

Transfer from Cemetery Trust Fund Income	\$346
Transfer from Cemetery Sale of Lots	\$14,500
Transfer from Debt Exclusion Premium Reserve	\$14,204
Transfer from Title V Reserve	\$4,532
Transfer from Conservation Commission Fees	\$6,245
Transfer from Fire Emergency Medical Services Revolving Fund	\$322,608
Transfer from Recreation Revolving Fund	\$155,677
Transfer from Animal Control Revolving Fund	\$27,000
Transfer from Medicare Part D Subsidy	\$61,418
Transfer from PEG Access Cable Related Fund	\$361,298
Free Cash	\$500,000

for a total of One Million Four Hundred Sixty Seven Thousand Eight Hundred Twenty Eight Dollars (\$1,467,828) and that the sum of Twenty One Million Sixty Eight Thousand Eight Hundred Seventy Six Dollars (\$21,068,876) be raised by taxation.

ARTICLE 5: Water, Sewer and Solid Waste Enterprise Funds MOTION PASSED

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Five Million Four Hundred Forty One Thousand Two Hundred Seventy Two Dollars (\$5,441,272) 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	\$121,347
Solid Waste Fund Free Cash	\$106,679

Raise and Appropriate by Taxation:

Solid Waste General Fund Subsidy \$217,160

for a total of Four Hundred Forty Five Thousand One Hundred Eighty Six Dollars (\$445,186) and that the sum of Four Million Nine Hundred Ninety Six Thousand Eighty Six Dollars (\$4,996,086) be financed from Water, Sewer and Solid Waste Revenues.

Water Fund	\$2,496,718
Sewer Fund	\$2,132,715
Solid Waste	\$ 811,839
Total	\$5,441,272

ARTICLE 6: Northborough K-8 Schools Budget MOTION PASSED

To see if the Town will vote to raise and appropriate by taxation the sum of Twenty Four Million Two Hundred Sixty Five Thousand Five Hundred Ninety Three Dollars (\$24,265,593) for the operation of the Northborough Public Schools, or take any action relative thereto.

ARTICLE 7: Algonquin Regional High School Budget MOTION PASSED

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 Eleven Million Nine Hundred Thirty Three Thousand Seven Hundred Sixty Three Dollars (\$11,933,763), or take any action relative thereto.

ARTICLE 8: Assabet Valley Regional Vocational School District Budget MOTION PASSED

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 Seven Hundred Fifty Seven Thousand Seven Hundred Twenty Two Dollars (\$757,722), or take any action relative thereto.

ARTICLE 9: Library Grants MOTION PASSED

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 Massachusetts General Laws 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
MOTION PASSED**

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 Bylaw and
Authorization of Expenditure Limits MOTION PASSED**
To see if the Town will vote to

A) amend the general by-laws of the Town by adding a new section to authorize revolving funds for use by certain Town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, § 53E½, as follows:

1-56-051 Departmental Revolving Funds

1. Purpose. This by-law establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.

2. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:

A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

B. No liability shall be incurred in excess of the available balance of the fund.

C. The total amount spent during a fiscal year shall not exceed the amount authorized by Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and the Appropriations Committee.

3. Interest. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the general fund.

4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this by-law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of Town monies and the expenditure and payment of Town funds shall apply to the use of a revolving fund established and authorized by this by-law. The Town Accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

5. Authorized Revolving Funds. The Table establishes:

A. Each revolving fund authorized for use by a Town department, board, committee, agency or officer,

B. The department or agency head, board, committee or officer authorized to spend from each fund,

C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant,

D. The expenses of the program or activity for which each fund may be used,

A Revolving Fund	B Department, Board Committee, Agency or Officer Authorized to Spend from Fund	C Fees, Charges or Other Receipts Credited to Fund	D Program or Activity Expenses Payable from Fund
Fire Department	Fire Chief	Hazardous materials charges, education programs, alarm monitoring fees, and ambulance service fees	Hazardous materials preparedness and response, education programs, alarm monitoring expenses, and ambulance service expenses
Animal Control	Town Administrator	Dog license fees and related late fees	Animal Control Officer contractual services
Family & Youth Services	Family & Youth Services Director	Program fees	Program expenses
Council on Aging	Senior Center Director	Transportation and program fees	Transportation and Senior Center programs
Community Affairs	Community Affairs Committee	Program fees	Program expenses
Library	Library Director	Program fees	Program expenses

And

B) authorize annual expenditure limits for said revolving funds for Fiscal Year 2019 as shown in the next table:



2018 Annual Town Meeting Warrant

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

or take any other action relative thereto.

– This article creates a bylaw for the Town’s Revolving Funds and is necessitated following changes made to Massachusetts General Laws through the Municipal Modernization Act of 2016. The addition to the bylaws will be reviewed by the Attorney General, and once approved will not be revisited unless a new revolving fund is proposed or the purpose is changed for an existing revolving fund. However, an annual vote will be required to establish expenditures limits for the funds.

ARTICLE 12: Appropriations Committee Reserve Fund MOTION PASSED

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 13: Stabilization Fund Contribution MOTION PASSED

To see if the Town will vote to appropriate the sum of Two Hundred Thousand Dollars (\$200,000) for transfer to the

Stabilization Fund, and to meet said appropriation, the sum of Two Hundred Thousand Dollars (\$200,000) be transferred from Free Cash, or take any action relative thereto.

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

ARTICLE 14: Algonquin Regional High School Stabilization Fund MOTION PASSED

To see if the Town will vote to authorize the Northborough-Southborough Regional School District to establish a Stabilization Fund according to Chapter 71, Section 16G 1/2 of the General Laws for the purposes of funding capital items as identified in the Northborough-Southborough Regional School District Capital Plan.

ARTICLE 15 (CIP): Police – Police Cruiser Replacements MOTION PASSED

To see if the Town will vote to appropriate the sum of Eighty-Seven Thousand Dollars (\$87,000) for the use of the Police Department for the purchase of two new patrol vehicles, and to meet said appropriation the sum of Eighty-Seven Thousand Dollars (\$87,000) be transferred from Free Cash.

– This Article provides funds for the purchase of two new patrol vehicles. Included in the funding request is the cost of outfitting the vehicles with ancillary equipment and mobile data terminals.

ARTICLE 16 (CIP): MIS/GIS – GIS Aerial Photography and Mapping MOTION PASSED

To see if the Town will vote to appropriate the sum of One Hundred Forty Thousand Dollars (\$140,000) for the use of the MIS/GIS Department for a new aerial photography and mapping project, and to meet said appropriation the sum of One Hundred Forty Thousand Dollars (\$140,000) be transferred from Free Cash.

– This Article provides funds for a new aerial photography and mapping project to update the Town’s Geographic Information System. The last update was done in 2008.

ARTICLE 17 (CIP): DPW – One-Ton Dump Truck with Hot Box and Plow MOTION PASSED

To see if the Town will vote to appropriate the sum of One Hundred Forty Thousand Dollars (\$140,000) for the use of the DPW Department for the purchase of a one-ton dump truck with a plow and asphalt hot box, and to meet said

appropriation the sum of One Hundred Forty Thousand Dollars (\$140,000) be transferred from Free Cash.

– This Article provides funds for the purchase of a one-ton dump truck with a plow and asphalt hot box to replace a 2008 one-ton dump truck that has surpassed its useful life expectancy of about 10 to 12 years.

ARTICLE 18 (CIP): DPW – Street Sweeper Replacement MOTION PASSED

To see if the Town will vote to appropriate the sum of Two Hundred Thirty-One Thousand Dollars (\$231,000) for the use of the DPW Department for the purchase of a street sweeper, and to meet said appropriation the sum of Two Hundred Thirty-One Thousand Dollars (\$231,000) be transferred from Free Cash.

– This Article provides funds for the purchase of a street sweeper to replace a 2007 street sweeper that has surpassed its useful life expectancy of about 10 years.

ARTICLE 19 (CIP): DPW – Skid Steer Replacement MOTION PASSED

To see if the Town will vote to appropriate the sum of One Hundred Five Thousand Dollars (\$105,000) for the use of the DPW Department for the purchase of a skid steer, and to meet said appropriation the sum of One Hundred Five Thousand Dollars (\$105,000) be transferred from Free Cash.

– This Article provides funds for the purchase of a skid steer to replace a 2006 skid steer.

ARTICLE 20 (CIP): DPW – Road Improvements and Maintenance MOTION PASSED

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 FY2019 Chapter 90 allocation in order to maintain current road conditions in accordance with the Pavement Management Plan.

ARTICLE 21 (CIP): Water & Sewer – Excavator MOTION PASSED

To see if the Town will vote to appropriate the sum of One Hundred Sixty Thousand Dollars (\$160,000) for the use of the DPW Department for the purchase of an excavator

for the Water and Sewer Enterprise Divisions, and to meet said appropriation the sum of Ninety-Six Thousand Dollars (\$96,000) be transferred from Water Enterprise Free Cash and the sum of Sixty-Four Thousand Dollars (\$64,000) be transferred from Sewer Enterprise Free Cash, for a total of One Hundred Sixty Thousand Dollars (\$160,000).

- This Article provides funds for the purchase of a new excavator to be used for water and sewer construction and repair projects. The cost of the excavator is being split 60%/40% between the Water and Sewer Enterprise Funds.

ARTICLE 22 (CIP): Water – Water Mains Repair and Replacement MOTION PASSED

To see if the Town will vote to appropriate the sum of Three Hundred Fifty Thousand Dollars (\$350,000) for the use of the Water Division to fund water main and service replacement, and to meet said appropriation the sum of Three Hundred Fifty Thousand Dollars (\$350,000) be transferred from Water Enterprise Free Cash.

- This Article provides funds for the replacement of water mains and services to significantly improve flow and fire protection in the Park Street and Winn Street neighborhood.

ARTICLE 23 (CIP): School Department – Zeh School Boiler Replacement MOTION PASSED

To see if the Town will vote to appropriate the sum of Three Hundred Fifty-Seven Thousand Dollars (\$357,000) for the use of the School Department for boiler replacement at the Zeh School, and to meet said appropriation the sum of Three Hundred Fifty-Seven Thousand Dollars (\$357,000) be transferred from Free Cash.

- This Article provides funds for the boiler replacement at the Zeh School. The proposed boiler replacement project consists of installing two 2,500,000 BTU boilers. The new boilers will be more fuel efficient, with an estimated fuel savings of around 35 to 40 percent, or approximately \$22,000 per year for heating, exclusive of any potential electricity savings. The expected useful life of the new boilers is 20 years.

ARTICLE 24: Consolidated Personnel Bylaw MOTION PASSED

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 24 – Consolidated Personnel Bylaw Amendments – 2018 Annual Town Meeting."

ARTICLE 25: Finance Department Reorganization MOTION PASSED

To see if the Town will vote to amend Part 1 of the Northborough Town Code, Sections 1-36-030, 1-36-040, and 1-36-070, by adding the text shown below as underlined and deleting the text shown in strikethrough, and by adding a new Section 1-36-080 shown below as underlined, or take any action relative thereto.

1-36-030 Office of ~~Town Accountant~~ Finance Director.

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

B. Powers and duties. The Office of the ~~Town Accountant~~ Finance Director shall work under the general policy direction of the Board of Selectmen and the general administrative direction of the ~~Finance Director~~ Administrative Officer. ~~The Town Accountant shall keep and have charge of all accounts of the town; shall keep records that clearly exhibit all expenditures and receipts of each town agency; shall credit each municipal account with its appropriation for the fiscal year and charge each account with expenditures as they are made.~~ The Finance Director is responsible for overseeing and coordinating the Town's financial activities. The Finance Director supervises the accountant, treasurer-tax collector, and assessors and may perform the functions of a treasurer-tax collector or accountant, as set forth in these Bylaws and pursuant to their respective job descriptions. The Finance Director shall ensure the regular reconciliation of cash and receivables, the effective operation of internal controls, and the timely fulfillment of reporting requirements to the Division of Local Services ("DLS"). ~~The Town Accountant~~ Finance Director shall have all of the powers and duties and

obligations that ~~town accountants~~ a Finance Director may have under the Constitution and laws of the Commonwealth, the Town Charter, town bylaws and this Administrative Code.

1-36-040 Office of Board of Assessors.

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

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

1-36-070 Office of ~~Finance Director/Treasurer-Tax Collector~~ Town Accountant.

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

B. Powers and duties. The Office of the ~~Finance Director/Treasurer-Tax Collector~~ Town Accountant shall work under the general policy direction of the Board of Selectmen and the general administrative direction of the ~~Administrative~~



2018 Annual Town Meeting Warrant

Officer Finance Director. The Finance Director shall perform the functions of a treasurer and tax collector and shall receive and have charge of all money belonging to the town or received by the town or its agents or agencies. Every town officer shall, upon receipt of any fee or charge by said officer, forthwith pay over and account for the same to the Finance Director. No other person shall pay any bill of any town agency. The Finance Director may also serve simultaneously as the Town Accountant. The Town Accountant shall keep and have charge of all accounts of the town; shall keep records that clearly exhibit all expenditures and receipts of each town agency; shall credit each municipal account with its appropriation for the fiscal year and charge each account with expenditures as they are made. The Finance Director Town Accountant shall have all of the powers and duties and obligations that treasurers and tax collectors, or either of them, town accountants may have under the Constitution and laws of the Commonwealth, the Town Charter, town bylaws and this Administrative Code.

1-36-080 Office of Treasurer-Tax Collector.

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

B. Powers and duties. The Office of the Treasurer-Tax Collector shall work under the general policy direction of the Board of Selectmen and the general administrative direction of the Finance Director. The Finance Director may also serve simultaneously as the Treasurer-Tax Collector. The Treasurer-Tax Collector shall receive and have charge of all money belonging to the town or received by the town or its agents or agencies. Every town officer shall, upon receipt of any fee or charge by said officer, forthwith pay

over and account for the same to the Treasurer-Tax Collector. No other person shall pay any bill of any town agency. The Treasurer-Tax Collector shall have all of the powers and duties and obligations that treasurers and tax collectors, or either of them, may have under the Constitution and laws of the Commonwealth, the Town Charter, town bylaws and this Administrative Code.

– This Article amends the Town Code to provide flexibility to appoint a Finance Director that also serves as the Treasurer/Collector or the Town Accountant pursuant to Article V of the Town of Northborough Charter.

ARTICLE 26: Street Acceptances MOTION PASSED

To see if the Town will vote to accept Sterling Court as a public way, as previously laid out by the Board of Selectmen, and as shown on a plan entitled "Street Acceptance Plan of Sterling Court Northborough, Mass. Owned by Sterling Court Building Company," dated February 2018, prepared by David E. Ross Associates, Inc., a copy of which is on file with the Office of the Town Clerk, and to place this street on the Official Town Map as a public way, and to authorize the Board of Selectmen to accept a deed or deeds or take by eminent domain easements for such public way, or take any action relative thereto.

– This Article provides for the acceptance of Sterling Court as a Town Street and authorizes acquisition of related easements in connection with the subdivision approval process.

ARTICLE 27: Community Preservation Fund – Library Repairs MOTION PASSED

To see if the Town will vote to appropriate the sum of Fifty-Three Thousand Dollars (\$53,000), or any other sum, from the Community Preservation Unreserved Fund to the Northborough Gale Library, for repairs and restoration, or take any other action relative thereto.

– This Article provides funds for repairs and restoration to the slate roof and chimney masonry and also interior painting necessary due to damage caused by a leaking roof.

ARTICLE 28: Community Preservation Fund – Northborough Affordable Housing Corporation MOTION PASSED

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 29: Community Preservation Fund – First Parish Unitarian Universalist Handicap Ramp MOTION PASSED (140 yes, 80 no)

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 First Parish Unitarian Universalist for a new handicap access ramp at the Church and Meeting House located at 40 Church Street, or take any other action relative thereto.

– This Article provides funds for the installation of a handicap access ramp on the west side of the Meeting House.

ARTICLE 30: Town Common Project, Acceptance of 20 Rear Gale Street Parcel Donation MOTION PASSED

To see if the Town will vote to accept, as a donation from the owner, a parcel of land located at 20 Rear Gale Street, shown as parcel 163 on Northborough Assessors' Map 63 and containing approximately 0.41 acres, said parcel to be placed under the custody and control of the Department of Public Works for town common purposes, and to authorize the Board of Selectmen and the Department of Public Works to take all actions and execute all documents necessary or convenient in connection with the acquisition of said land and its incorporation into a Town Common to be created at 0, 39 and 45 West Main Street, pursuant to the provisions of Massachusetts General Laws, Chapter 45, Section 3, as it may hereafter be amended, and any enabling authority related to public parks and playgrounds, or take any other action relative thereto.

– This Article would authorize acceptance of the donation of a parcel of land abutting the proposed Town Common site in the center of Town for incorporation into the overall Town Common project.

ARTICLE 31: Community Preservation Fund – Town Common, Phase III MOTION PASSED

To see if the Town will vote to appropriate the sum of One Hundred Fifteen Thousand Dollars (\$115,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Department of Public Works, for Phase III of the creation of a town common at 0, 39 and 45 West Main Street, as shown on Assessors' Map 63 as Parcels 159, 157 and 158 for such purpose, and 20 Rear Gale Street, as shown on Assessors' Map 63 as Parcel 163 pursuant to the provisions of Massachusetts General Laws, Chapter 45, Section 3, as it may hereafter be amended, and any 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 deemed necessary 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 project, or take any other action relative thereto.

– Phase III is for the additional design and construction costs associated with a donated parcel located at 20 Rear Gale Street.

ARTICLE 32: Community Preservation Fund – Melican Middle School Field Lighting MOTION PASSED

To see if the Town will vote to appropriate the sum of Two Hundred Eighty-Five Thousand Two Hundred Fifty Dollars (\$285,250), or any other sum, from the Community Preservation Unreserved Fund and Two Thousand Dollars (\$2,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Department of Public Works, for site investigation, engineering services, electrical service upgrade and surface restoration associated with Phase I of the project for the replacement of the field lighting at the Melican Middle School, or take any other action relative thereto.

–Phase one of a two-phase project for the design and installation of more effective and efficient field lighting

at the Melican Middle School playing fields. The original lighting poles had to be removed due to their age and compromised structural integrity.

ARTICLE 33: Community Preservation Fund – White Cliffs Debt Payment MOTION PASSED

To see if the Town will vote to appropriate the sum of Two Hundred Fifty-Five Thousand Dollars (\$255,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for Fiscal Year 2019 debt service and expenses associated with the acquisition of the property at 167 Main Street, or take any other action relative thereto.

– This appropriation represents the first debt service payment associated with the purchase of the White Cliffs facility at 167 Main Street.

ARTICLE 34: Community Preservation Fund – CPA Administration MOTION PASSED

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, professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2019, or take any other action relative thereto.

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

ARTICLE 35: Zoning Bylaw 7-03-050, Site Plan Approval Amendment MOTION PASSED

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-03-050.C(4), Site plan approval; Planning Board, by adding the text shown below as underlined and deleting the text shown below in strikethrough, or take any other action relative thereto.

(4) The Planning Board may deny a site plan only if the proponent's submission does not include the specific information required to make the determinations under subsection (B)(2) C(2)(b) of this section.

ARTICLE 36: General Bylaw 2-14-010 & 2-14-020, Prohibition of Marijuana Establishments MOTION PASSED

To see if the Town will vote to amend Part 2 of the Northborough Town Code, General Legislation, as follows, or take any other action relative thereto:

By inserting a new Chapter 2-14, Marijuana, shown below as underlined:

Chapter 2-014 Marijuana

2-14-010

Marijuana Establishments Prohibited

Consistent with G.L. c.94G, § 3(a)(2), all types of non-medical “marijuana establishments” as defined in G.L. c.94G, §1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Northborough. This prohibition of marijuana establishments specifically includes any establishment engaged in the on-site social consumption of marijuana or marijuana products as either a primary or accessory use, and shall include private social clubs or any other establishment which allows for social consumption of marijuana or marijuana products, regardless of whether the product is sold to consumers on-site. In addition, the sale of marijuana accessories, as defined in G.L. c.94G, §1 and any other applicable law or regulation, shall be prohibited within the Town of Northborough.

2-14-020

Medical Marijuana Treatment Centers Prohibited

All medical marijuana treatment centers, as defined under Chapter 94I of the General Laws and any other applicable law or regulation governing the medical use of marijuana, shall be prohibited within the Town of Northborough.

ARTICLE 37: Zoning Bylaw 7-05-010 & 7-05-030, Prohibition of Marijuana Establishments MOTION PASSED

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, as follows, or take any other action relative thereto:



2018 Annual Town Meeting Warrant

A. in Section 7-05-010, General Provisions, by adding a new paragraph (3) to subsection G, Prohibited Uses, shown below as underlined:

(3) Marijuana Establishments:

(a) Consistent with G.L. c.94G, § 3(a)(2), all types of non-medical “marijuana establishments” as defined in G.L. c.94G, §1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Northborough. This prohibition of marijuana establishments specifically includes any establishment engaged in the on-site social consumption of marijuana or marijuana products as either a primary or accessory use, and shall include private social clubs or any other establishment which allows for social consumption of marijuana or marijuana products, regardless of whether the product is sold to consumers on-site. In addition, the sale of marijuana accessories, as defined in G.L. c.94G, §1 and any other applicable law or regulation, shall be prohibited within the Town of Northborough.

(b) All medical marijuana treatment centers, as defined under Chapter 94I of the General Laws and any other applicable law or regulation governing the medical use of marijuana, shall be prohibited within the Town of Northborough.

B. in Section 7-05-030, Table of Uses, by inserting an entry for “Marijuana Establishment” and an entry for “Medical Marijuana Treatment Center” in Parts A and B under the category for “Other Business Uses,” and placing an “N”, for Prohibited, in all zoning district columns, as shown below, and including the following footnotes for each entry:

⁹Notwithstanding the provisions of Section 7-03-030 or any other provision of this Zoning Bylaw, no use variance for a marijuana establishment, medical marijuana treatment center, or sale of marijuana accessories shall be permitted.

Table 1. Table of Uses. Part A. Residential Districts

Uses	RA	RB	RC	GR	MSR	DN
Other Business Uses						
<u>Marijuana Establishment</u> ⁹	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>Medical Marijuana Treatment Center</u> ⁹	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>

Table 1. Table of Uses. Part B. Commercial and Industrial Districts

Uses	DB	BE	BW	BS	HB	I
Other Business Uses						
<u>Marijuana Establishment</u> ¹³	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>Medical Marijuana Treatment Center</u> ¹³	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>

¹³Notwithstanding the provisions of Section 7-03-030 or any other provision of this Zoning Bylaw, no use variance for a marijuana establishment, medical marijuana treatment center, or sale of marijuana accessories shall be permitted.

ARTICLE 38: Zoning Bylaw 7-05-020, 7-05-030, 7-10-080, Allowing Marijuana Establishments PASSED OVER
To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, as follows, or take any other action relative thereto.

A) By adding paragraph G.(7)(g) to Section 7-05-020 of Chapter 7-05 Use Regulations, as shown above in the underlined text:

G.(7)(g) Marijuana Establishments: Consistent with G.L. c.94G, § 3(a)(2), all types of non-medical “marijuana establishments” as defined in G.L. c.94G, § 1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers and any other types of licensed marijuana-related businesses.

Table 1. Table of Uses. Part B. Commercial and Industrial Districts

Uses	DB	BE	BW	BS	HB	I
Other Business Uses						
<u>Marijuana Establishments</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>Y</u>	<u>N</u>
<u>Marijuana Social Consumption Operations</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>

B) By adding a new entry for “Marijuana Establishments” and “Marijuana Social Consumption Operations” to Section 7-05-030 of said Chapter 7-05, Table 1, Table of Uses. Part B. Commercial and Industrial Districts, as shown on the previous page in the underlined text:

C) By adding to Chapter 7-10 Special Regulations, a new Section 7-10-080 Marijuana Establishments, as shown below in the underlined text:

7-10-080 Marijuana Establishments

A. Purpose. To provide for the placement of Marijuana Establishments in accordance with G.L. c.94G, §3, and any other enabling authority, in locations suitable for lawful marijuana establishments and to minimize adverse impacts of marijuana establishments on adjacent properties, residential neighborhoods, historic districts, schools, playgrounds and other locations where minors congregate by regulating the siting, design, placement, security, and removal of marijuana establishments.

B. Definitions. Where not expressly defined in the Northborough Zoning Bylaw, terms used in this Section 7-10-080 shall be interpreted as defined in G.L. c.94G, § 1 and the regulations of the Massachusetts Cannabis Control Commission at 935 CMR 500, and otherwise by their plain language.

1. Marijuana Establishments: All types of non-medical “marijuana establishments” as defined in G.L. c.94G, § 1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers and any other types of licensed marijuana-related businesses.

2. Marijuana Social Consumption Operations: Operations of entities licensed to purchase or otherwise acquire marijuana from licensed marijuana establishments and sell single servings of marijuana to consumers for consumption or use on the premises, pursuant to regulations of the Massachusetts Cannabis Control Commission or otherwise.

C. Location.

1. Marijuana Establishments may be permitted in the Highway Business district by right.

2. Marijuana Establishments may not be located within 500 feet of the following:

- a. School, including a public or private elementary, vocational, or secondary school providing education in kindergarten or any of grades 1 through 12;
 - b. Licensed child care facility;
 - c. Library;
 - d. Playground;
 - e. Public park;
 - f. Youth center;
 - g. Public swimming pool;
 - h. Video arcade facility; or
 - i. Similar facility in which minors commonly congregate.
3. The distance under this section is measured in a straight line from the nearest point of the property line of the protected use facility identified in Section C.2. to the nearest point of the proposed Marijuana Establishment.
4. The distance requirement may be reduced by twenty-five percent or less, but only if:
- a. The applicant demonstrates that the Marijuana Establishment would otherwise be effectively prohibited within the Town;
 - b. The applicant demonstrates that the Marijuana Establishment will employ adequate security measures to prevent diversion of marijuana to persons under 21 years of age.

D. Procedure: An applicant proposing to operate a Marijuana Establishment shall submit with its building permit application the following information. If no building permit is required, the information shall be submitted with the request for an occupancy permit.

1. A detailed floor plan of the premises that identifies the square footage available and describes the functional areas of the Marijuana Establishment, including areas for any preparation of products;
2. A description of the operating policies and procedures, including employee security policies, for the Marijuana Establishment as identified in the license application submitted to, or the license issued by, the Cannabis Control Commission;
3. A copy of proposed waste disposal procedures;
4. Hours of Operation, including dispatch of deliveries to customers.

E. Reporting.

1. A Marijuana Establishment shall file a copy of any report required to be made to local law enforcement under 935 CMR 500 with the Zoning Enforcement Officer within 24 hours of making the same. Such reports may be redacted as necessary to comply with any applicable state or federal laws and regulations;
2. A Marijuana Establishment shall file a copy of any summary cease and desist order, cease and desist order, quarantine order, summary suspension order, order limiting sales, notice of hearing, or other disciplinary or enforcement action issued or taken by the Cannabis Control Commission regarding the Marijuana Establishment with the Zoning Enforcement Officer within 48 hours of receipt by the Marijuana Establishment;
3. A Marijuana Establishment shall provide to the Zoning Enforcement Officer and Chief of the Police Department, the name, telephone number and electronic mail address of a contact person in the event that such person needs to be contacted after regular business hours to address an urgent issue. Such contact information shall be kept updated by the Marijuana Establishment; and
4. A Marijuana Establishment shall notify the Zoning Enforcement Officer in writing within 48 hours of the cessation of operation of the establishment or the expiration or termination of the license or permit issued for such operation by the Cannabis Control Commission.

F. Prohibition against Nuisances. No use shall be allowed under this Section 7-10-080 which creates a nuisance to abutters or to the surrounding area, or which creates any hazard, including but not limited to, fire, explosion, fumes, gas, smoke, odors, obnoxious dust, vapors, offensive noise or vibration, flashes, glare, objectionable effluent or electrical interference, which may impair the normal use and peaceful enjoyment of any property, structure or dwelling in the area.

G. Severability. The provisions of this Section are severable. If any provision, paragraph, sentence, or clause of this Section or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this Section.



2018 Annual Town Meeting Warrant

(D) By adding the following sentence to Section 7-03-030 B. (2): However, no use variance for a marijuana establishment, marijuana social consumption operation, medical marijuana treatment center, or sale of marijuana accessories shall be permitted.

ARTICLE 39: Zoning Bylaw 7-05-030, 7-03-060, 7-06-030, Two-Family Dwelling Amendments MOTION PASSED

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

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

USES	RA	RB	RC	GR	MSR	DN
Two-family dwelling ³	N	N	PB	PB	PB	PB

Delete the existing footnote 3 as follows: ~~In any residential district, a detached single-family dwelling existing on the effective date of this bylaw may be converted to a two-family dwelling by a special permit from the Zoning Board of Appeals.~~

And replace it with a new footnote 3 to read as follows:

³In the RC, GR, MSR, and DN districts, approval of a two-family dwelling shall be subject to design review by the Design Review Committee in accordance with two-family design guidelines adopted by the Planning Board and on file with the Town Clerk.

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

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

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

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

Insert ‘35’ in the column labeled Maximum Height, Feet, for the RA, RB, RC, GR, MSR, and DN districts.

Add a reference to footnote 3 next to each of the following district abbreviations, RC, GR, MSR, and DN, in the District column, and add the following new footnote 3 below the table:

³See Sec. 7-06-030(J)(5) for lot regulations that apply to two-family dwellings.

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

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

ARTICLE 40: Citizen Petition PASSED OVER SECTION 1 DEFINITIONS

The following words shall, unless the context clearly requires otherwise, have the following meanings:

“Director”, the Director of Inspectional Services or his/her designee.

“ASTM D6400”, the American Society for Testing and Materials (ASTM) International “Standard Specification for Compostable Plastics”.

“ASTM D7081”, ASTM International “Standard Specification for Biodegradable Plastics in the Marine Environment”.

“Checkout bag”, a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store.

“Compostable plastic bag”, a plastic bag that (1) conforms to the current ASTM D6400 for compostability; (2) is certified and labeled as meeting the ASTM D6400 standard specification by a recognized verification entity; and (3) conforms to any other standards deemed acceptable by this section.

“Department”, the City’s Department of Inspectional Services.

“Marine-degradable plastic bag”, a plastic bag that conforms to the current ASTM D7081 standard specification for marine degradability; and conforms to any other standards deemed acceptable by the Department, provided additional, Department-approved standards are as stringent as ASTM D7081.

“Recyclable Paper Bag” means a paper bag that is (1) 100 percent recyclable including the handles; (2) contains at least 40% post-consumer recycled paper content; and, (3) displays the words “recyclable” and “made from 40% post-consumer recycled content” (or other applicable amount) in a visible manner on the outside of the bag.

Minimum Yard Setbacks

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

“Retail establishment”, any retail space located in the City including without limitation a restaurant, food or ice cream truck, convenience store, retail pharmacy, or supermarket.

“Reusable checkout bag”, a sewn bag with stitched handles that (1) can carry 25 pounds over a distance of 300 feet; (2) is either (a) made of cloth or other machine washable fabric; or (b) made of plastic other than polyethylene (HDPE, LDPE, PETE, etc.) or polyvinyl chloride that is durable, non-toxic, and generally considered a food-grade material that is more than 4 mils thick.

SECTION 2 REQUIREMENTS

(a) If any retail establishment as defined in section 1 provides a checkout bag to customers, the bag shall be comply with the requirements of being either a recyclable paper bag, a compostable and marine-degradable plastic bag, or a reusable checkout bag.

(b) A store that provides any type of checkout bag shall sell them for no less than ten cents (\$0.10). All moneys collected pursuant to this ordinance shall be retained by the store.

(c) The Director may promulgate rules and regulations to implement this section.

SECTION 3 PENALTIES AND ENFORCEMENT

(a) Each Retail Establishment shall comply with this by-law.

(1) If it is determined that a violation has occurred the Director shall issue a warning notice to the Retail Establishment for the initial violation.

(2) If an additional violation of this by-law has occurred within one year after a warning notice has been issued for an initial violation, the Director shall issue a notice of violation and shall impose a penalty against the retail establishment.

(3) The penalty for each violation that occurs after the issuance of the warning notice shall be no more than:

A) \$50 for the first offense

B) \$100 for the second offense and all subsequent offenses. Payment of such fines may be enforced through civil action in the state District Court.

(4) No more than one (1) penalty shall be imposed upon a Retail Establishment within a seven (7) calendar day period.

(5) A Retail Establishment shall have fifteen (15) calendar days after the date that a notice of violation is issued to pay the penalty.

SECTION 4 EFFECTIVE DATE

All of the requirements set forth in this by-law shall take effect within six months of passage. In the event that compliance with the effective date of this ordinance is not feasible for a small retail establishment, because of economic hardship, the Department may grant a waiver of not more than six months upon application of the owner or the owner’s representative.

SECTION 5 SEVERABILITY

It is the intention of the City Council that each separate provision of this Chapter shall be deemed independent of all other provisions herein, and it is further the intention of the City Council that if any provision of this Chapter be declared to be invalid by a court of competent jurisdiction, the remaining provisions of this Chapter shall remain valid and enforceable.

Proposed by: Sravya Tanikella

ARTICLE 41: Reports PASSED OVER

12:24am motion made to dissolve the meeting.

MOTION PASSED

Attendance 4/23/2018: 358

Total Registered Voters: 11,201

**A True Copy Attest:
Andrew T. Dowd, Town Clerk**

Telephone Numbers

SERVICES	TOWN DEPARTMENT	PHONE #
Birth Certificates	Town Clerk	508-393-5001
Building Permits	Building Department	508-393-5010
Business Certificates	Town Clerk	508-393-5001
Cable Access	Cable Access Director	508-393-6195
Cemetery Services	Department of Public Works	508-393-5030
Census	Town Clerk	508-393-5001
Class I, II, III Licenses	Administration	508-393-5040
Common Victualler Licenses	Administration	508-393-5040
Conservation Questions	Planning	508-393-5019
Counseling	Family & Youth Services	508-393-5020
Death Certificates	Town Clerk	508-393-5001
Dog Complaints	Animal Control Offices	978-897-5596
Dog Licensing	Town Clerk	508-393-5001
Earth Removal Questions	Engineering	508-393-5015
Economic Development	Administration	508-393-5040
Employment Opportunities	Administration	508-393-5040
Excise Bill Payments	Treasurer/Collector	508-393-5045
Firearm Permits	Police Headquarters, 211 Main St.	508-393-1515
Food Service Permits	Board of Health	508-393-5009
Groundwater Questions	Engineering	508-393-5015
Library Services	Library, 34 Main Street	508-393-5025
Liquor Licenses	Administration	508-393-5040
Marriage Licenses	Town Clerk	508-393-5001
Motor Vehicle Abatements	Assessors	508-393-5005
Motor Vehicle Excise Questions	Assessors	508-393-5005
Park/Field Usage	Recreation	508-393-5034

SERVICES	TOWN DEPARTMENT	PHONE #
Personnel Inquiries	Administration	508-393-5040
Plumbing, Gas, Electrical Permits	Building Department	508-393-5010
Property Info, Assessments, Record Cards	Assessors	508-393-5005
Public Housing	Housing Authority, 26 Village Drive	508-393-2408
Raffle Permits	Town Clerk	508-393-5001
Recreation Programs	Recreation	508-393-5034
Recycling Information/Bins	Town Clerk	508-393-5001
Residents Listing Book	Town Clerk	508-393-5001
Rubbish Collection	Town Clerk	508-393-5001
School-Age Child Care	NEDP	508-393-7020
School Administration	Supt., 53 Parkerville Rd., Southborough	508-486-5115
Senior Center Information	Senior Center, 119 Bearfoot Road	508-393-5035
Septic System Installations	Board of Health	508-393-5009
Site Plans	Planning	508-393-5019
Street/Sidewalk Questions	Department of Public Works	508-393-5030
Subdivision Plans	Planning	508-393-5019
Swimming Pool Permits	Building Department	508-393-5010
Tax Bill Payments	Treasurer/Collector	508-393-5045
Tax Exemptions	Assessors	508-593-5005
Town Code/Town Bylaws	Town Clerk	508-393-5001
Veterans Information	Veterans Agent	774-551-5782
Voter Registration	Town Clerk	508-393-5001
Water/Sewer Bill Payments	Department of Public Works	508-393-5030
Wood Stove Permits	Building Department	508-393-5010
ZBA Special Permits/Variations	Planning	508-393-5019