



2019
Annual Report for the Town of Northborough, Massachusetts

**Northborough's
New Town Common**



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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

FY2020 Tax Rate per Thousand

- \$17.25

FY2020 Average Single Family Home Value

- \$461,744

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

www.town.northborough.ma.us

Town Offices

63 Main Street

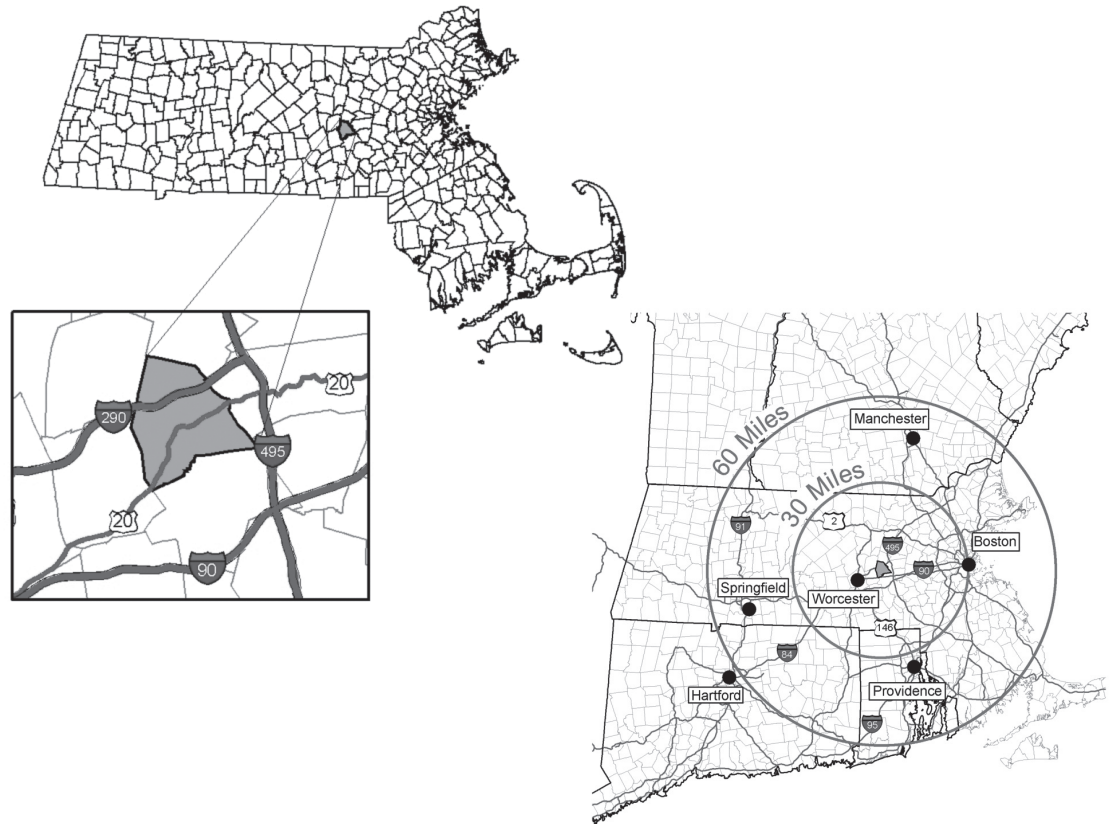
Northborough, MA 01532

Phone: (508) 393-5040

Fax: (508) 393-6996

townadmin@town.northborough.ma.us

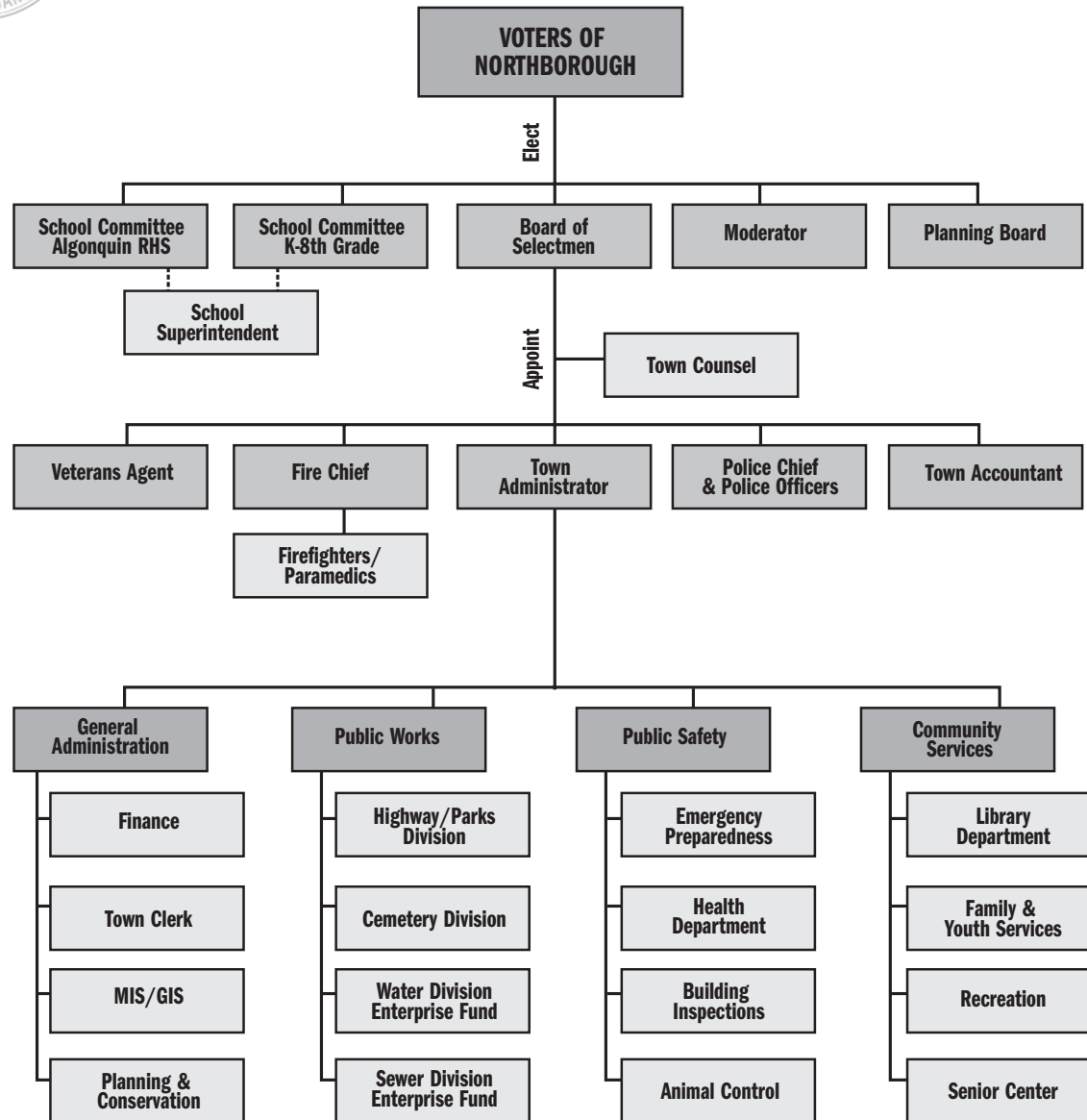
In The Center Of It All: Northborough, Massachusetts



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

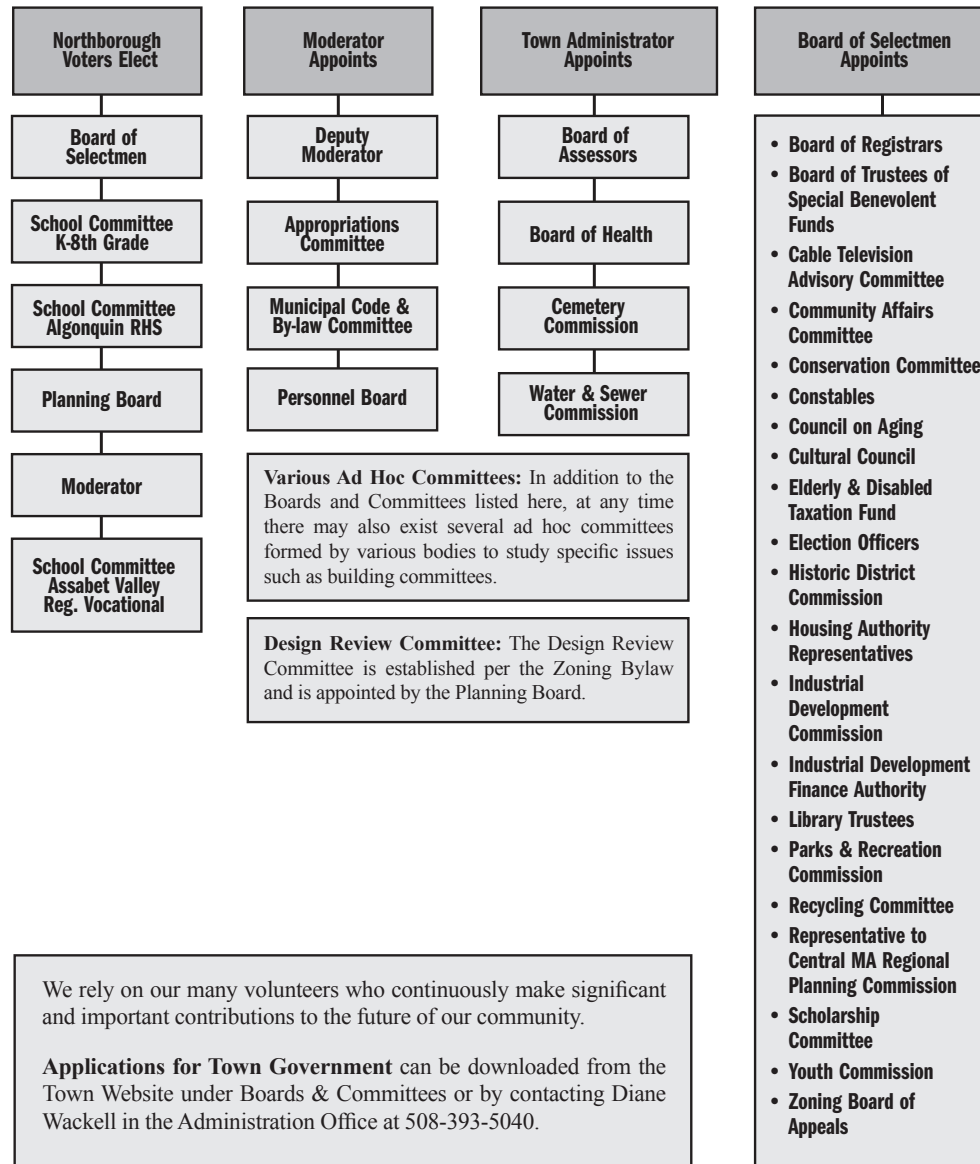


Personnel Appointing Authority

- **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 & Worc

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

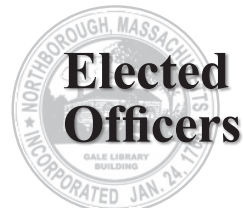
State Rep. 4th Middlesex District

(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

Jason Perreault, Chair

Julianne Hirsh

Timothy Kaelin

Dawn Rand

Leslie Rutan

Planning Board

Kerri Martinek, Chair.

Michelle Gillespie

Millie Milton

Amy Poretsky

Anthony Ziton

**Theresa Capobianco*

Assabet Valley Regional Vocational District School Committee

Virginia Simms George

Northborough School Committee

Susan Lawrence, Chair

Lauren Bailey-Jones

Joan Frank

Kelly Guenette

Keith Lebel

Northborough/Southborough Regional School Committee

S-Cathy Kea, Chair

N-Joan Frank

N-Kathleen Howland

N-John Kane, III

N-Sean O'Shea

N-Helynn Winter

S-Paul Butka

S-Paul Desmond

S-Kathleen Harragan Polutchko

S-Daniel Kolenda



Boards, Committees & Commissions

Council on Aging

Adrienne Cost, Chair

Jarl Anderson

Lee Beavers

Linda Cragin

Phylis Muthee

Virginia Simms George

Council on Aging, *cont.*

Alice Stapelfeld

**Anthony Pini*

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

Cheryl Fraser

William Graham

Community Affairs Committee

Lisa Hodge, Chair

Elizabeth Bedard

Suzanne Cieslica

Rebecca Foley Mihopoulos

Jessica Hey

Pamela Markey

Beth Paine

Lisa Smith

**Ruba AbdelHadi*

**Kara McCormick*

**Amy Rogers*

Community Preservation Committee

John Campbell, Chair (Open Space)

Andrew Clark

Jeffrey Leland

Peter Martin

Sean Durkin (Parks & Rec)

Leslie Harrison (HDC)

Millie Milton (Planning Board)

**Resigned/Term Expired/Other*



Boards, Committees, Commissions

Community Preservation Committee, *cont.*

Todd Helwig (Conservation)
Rita Osborne (Housing Authority)
**Kathleen Polanowicz*
**Anthony Ziton (Planning Board)*

Conservation Commission

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

Cultural Council

Selvi Oyola, Chair
Craig Cox
Suzanne Cox
Heidi Knight
Bich-Ngan Nguyen
Leslie Shore
Loredana Tiron-Pandit
**Steven Smith*

Design Review Committee

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

Earthwork Board

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

Elderly & Disabled Taxation Fund Committee

Jennifer Critchlow
Muriel Swenor

Financial Planning Committee

David DeVries, Chair
Michael Hodge
Roger Leland
William Peterson, Jr.
T. Scott Rogers
Thomas Spataro

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
Jason Perreault
Amy Poretsky

Board of Health

Glenn French, Chair
Theresa Capobianco
Dilip Jain
Swati Sane
**Tina Hill*

Historic District Commission

Normand Corbin, Chair
Bruce Chute
Michael Duchesneau
Leslie Harrison
Alexandra Molnar
Zenya Molnar
Brian Smith
Millie Milton - Alternate
Brian Swanson - Alternate
**Stephanie Stockman*
**Amy Jo White*

Housing Authority

Rita Osborne, Chair
Rae Carlsen
Andrew Dowd
Brad Newman
Elaine Solomon
**Jean Perry*
**Raymond Reynolds*

Housing Partnership

Michael Durkin
Nicole Carey
Jane Fletcher (Council on Aging)

Industrial Development Commission

Mark Donahue, Chair
Budhinath Padhy

Industrial Development Finance Authority

George Pember, Chair
Francis McKenna

Library Trustees

Michelle Rehill, Chair
Mitch Cohen
James Hogan
Neeta Karanjkar
Jocelyn McElhiney
Charles Recchia
Joan Scott
Hamilton Soriano
Richard Tucker
**Robert Babcock, III*
**Lara Helwig*
**Ralph Parente*

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

Andrea Leland
Brian Strand
**Peter Brockmann*
**Lorraine Leland*

Open Space Committee

John Campbell, Chair
Brian Belfer
Dan Clark
Ashley Davies
Leslie Harrison
Paul Tagliaferri
Timothy Kaelin (Selectmen)
David Putnam (Parks & Rec)
Greg Young (Conservation)
Anthony Ziton (Planning Board)

Parks & Recreation Commission

David Putnam, Chair
Mark Awdycki
Tracey Cammarano
Sean Durkin
Faith Stevens

**Resigned/Term Expired/Other*



Boards, Committees, Commissions

Personnel Board

Virginia Simms George, Chair
Charles Frankian
Lisa Studholme
**David Brumby*
**Phil Lockwood*

Recycling Commission

Justin Fisher
Ingrid Molnar
June Stokoe
Brian Swanson
Jane Walsh

Board of Registrars

Andrew Dowd, Ex-Officio
Richard Hagen
Claire Swan
**Michael Long*

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

Andrea Leland
**Lorraine Leland*
**Peter Brockmann*

Water & Sewer Commission

John Meader, Chair
Bryant Firmin
David Pepe

White Cliffs Committee

Normand Corbin - HDC Rep
Todd Helwig - CPC Rep
Julianne Hirsh - BOS Rep
Diana Nicklaus
Tom Reardon
**Kathleen Polanowicz*

Youth Commission

Sandra Scott, Chair
Gretchen Bean
Joan Clementi
James Harrington
Gila Schneider Nachum
Casey Rickli
**Rebecca Haberman*
**Lori Mott*

Zoning Board of Appeals

Fran Bakstran, Chair
Brad Blanchette
Richard Rand
Mark Rutan
Paul Tagliaferri
Leslie Harrison – Alternate
Jeffrey Leland – Alternate

**Resigned/Term Expired/Other*

Meeting Schedule

Annual Town Meeting	4th Monday in April	7:00 PM	Algonquin High School Auditorium
Annual Town Election	2nd Tuesday in May	7AM - 8 PM	Melican Middle School
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 many of the Boards and Committees.



Appointed Officers

Town Administrator

John W. Coderre

Assistant Town Administrator

**Kimberly Foster*

Executive Assistants

Lynda LePoer

Diane Wackell

Finance Director

Amy Haley

**June Hubbard-Ward*

Asst. Treasurer/Collector

Kristi Dagle

Asst. Tax Collector

Marijane Pescara

**Elaine Dell'Olio*

Financial Assistant

Ashley Snell

**Marijane Pescara*

Town Accountant

Jason Little

Assistant Town Accountant

Peter Crepeault

Principal Assessor

Daniel Brogie

Assessors

James Dillon

Arthur Holmes

Assessor's Assistants

Julie Brownlee

Megan Hennessy

**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/Earthwork Board

Secretary

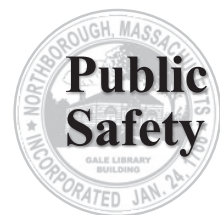
Melanie Rich

ZBA Board Secretary

Elaine Rowe

Town Hall/Police Custodian

Hosannah Pires



Public Safety

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

Scott Maffioli

Kevin Fruwirth

Patrol Officers

Kostas Agiomavritis

Michael Bisset

Christopher Buzzell

Kyle Crewe

Phillip Martin

Thomas McDonald

Sean Montville

Daniel Murphy

Jeffrey Noel

Stephen Sullivan

Brendan Woeller

**Kevin Fruwirth*

**Patrick Harper*

**Scott Maffioli*

Special Officers

Erica Abro

James Bruce

**Robert Ekross*

**Daniel Hanley*

**Jacob Mick*

Administrative Assistant

Karen Mueller

Supervisor of Communications &

Records

Chris Carleton

Dispatchers

Amie Bullard

Christopher Cherry

Katie Mick

Veronica Mueller

Michael Rice

Amanda Stone

Fire Chief

David Parenti

Fire Captains

Daniel Brillhart

Jamie Desautels

Frederick Hurst

Robert Theve

Firefighter/Paramedics

Steven Brosque

Patrick Doucimo

Richard Duong

Peter Galas

Brian Hatch

James Kelley

Dylan Kessler

Patrick McManus

Jeremy Peters

Douglas Pulsifer

Scott Reynolds

Joel Rosenkrantz

Ryan Snee

Christopher Tetreault

Todd Yellick

**Ioanis Pintzopoulos*

Firefighter/EMT

Michael Gaudette

Call Firefighters/EMTs

Donald Charest

Daniel Gaudette

Aleksandra Pond

Brett Rand

Michael Serapiglia

Administrative Assistant

Lorraine Cain

Chaplain

Richard Martino

Haz Mat Assistant

Michael Borowiec

Inspector of Buildings

Robert Frederico

Local Building Inspector

Christopher Lund

**Resigned/Term Expired/Other*



Public Safety

Administrative Assistants

Katie Holt
Angie Sowden
**Louise Leo*

Plumbing & Gas Inspector

A. Richard Desimone

Wiring Inspector

Robert Berger



Public Service

Cable Access Director

Kathleen Dalglish

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
Janet Naughton



Public Service

Highway/Parks Superintendent

David Robillard

Highway/Parks Supervisors

Donald LeBlanc
David Lane

Heavy Equipment Operators

Christopher Carlin
Edward Faford
Richard Frederick
Lucas Szufat
Richard Pelletier

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
Angie Sowden
**Louise Leo*

Senior Center Director

Kelly Burke

Program Coordinators

Carolyn Harrington
Victoria Killeen
Terry Leo

Outreach Coordinator

Jocelyn Ehrhardt

Office Assistant

Nancy Dragon

Van Drivers

Keith Cofer
William Daley
Robert Lang
Dennis Parker
**Joseph Duca*

Family & Youth Services Director

June David-Fors

FYS Counselor

Ayako Reich

Office Assistant

Kate Gonzalez

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

Kimberlee Arnold
Carlina Arsenault
Rachael Hutchins
Geneinde Jones
Srikala Rajendran
Diane Richmond
Eric Wang
Lindsay Ward
**Spencer Stevens*

Financial Assistant

Kathleen Whitman

Recreation Director

Allison Lane

Administrative Assistant

Michelle Lyseth

**Resigned/Term Expired/Other*



Board of Selectmen

Jason Perreault, 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.
- Regularly scheduled meetings are broadcast live and can be viewed on all multimedia devices by looking up "Northborough Cable" on YouTube.

Communication is Key

The Town of Northborough strives to continuously improve its communication and processes. Open communication goes a long way in helping to bridge the gap between residents, community groups, boards and committees and Town staff. In order to build better relationships, each Selectmen's Agenda includes a public comments portion in order to provide an opportunity for residents to come before the Board to provide constructive feedback on any topic.

Visit us on-line at www.town.northborough.ma.us

The Town's website is full of important and helpful information about your community. The Board is pleased to announce that the Town has updated its website by adding new features that will enhance communication with residents. Improvements have been made to the website design and navigation. The enhanced website now includes a mobile-friendly responsive design, where the website will distinguish between a PC, tablet or phone and present content formatted for each. The website now offers online services such as tax and utility bill payments, submittal of permit applications, a newly redesigned interactive GIS viewer and a bid/RFP module.

Subscribe to Town News

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 various Boards and Committees. Currently there are 1155 residents, up from 926 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.

Volunteers help Shape our Community

We strongly encourage residents to attend any of the various Board or Committee meetings and to consider volunteering one's services by becoming a member. Residents who are interested in volunteering can easily apply online by visiting the Town's online Board and Committee Information Center. Our sincere appreciation goes out to all the volunteers who contribute to making our community a great place in which to live, work, play and raise a family.

Finances

Northborough taxpayers continue to receive an outstanding value for their tax dollars, especially as finances continue to present a challenge with respect to the needs of our community and our ability to continue to provide the level of Town services that the community has come to expect. 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 using the highest principals of government budgeting. For the FY2020 budget, the Town received its tenth consecutive national budget award from the Government Finance Officers Association. Please read the report of the Town Administrator to learn about the value of receiving this prestigious award.



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

Safety First

In order to maintain and improve traffic and pedestrian safety in Town, various Town officials continue to meet periodically throughout the year to identify areas of concern and make recommendations to the Board of Selectmen. Recommendations implemented this year included traffic mitigation measures for Davis Street, with the installation of several stop signs, as well as a 2.5-ton truck exclusion from Southwest Cutoff to West Main Street.

Master Plan

The Board of Selectmen continued to support the efforts of the Master Plan Steering Committee in updating the Town's Master Plan. Multiple public forums and surveys were undertaken, along with regular Steering Committee meetings. It is expected that the final Master Plan will be adopted in early 2020, at which time the Board of Selectmen will establish a Master Plan Implementation Committee consisting of members from various Boards and Committees and Town Staff.

The Board would like to extend its appreciation to the Master Plan Steering Committee for their efforts in leading this important project. Appreciation is also extended to Town Planner Kathy Joubert, the consultants and the public who participated in the surveys and informational sessions.

Town Common

By the end of 2019, the Town Common construction project is nearly complete. The War Memorial was installed in October and a Veterans Day and Flag raising ceremony was held on Veterans Day in honor of those who have served and are currently serving our Country. An official dedication of the Town Common and the War Memorial will take place in the Spring of 2020. Thanks to the many residents who made this Town Common a reality and in creating this beautiful addition to our community.

JULY 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
	<div><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></div> <div><div>AUGUST 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>30</td><td>31</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>		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	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	1	2	3	4
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Town Administrator

John W. Coderre, *Town Administrator*

It is with great pleasure and pride that I write this report for the 2019 Calendar year. As we reflect upon not only the past year, but also the past several years, Northborough continues to thrive and be recognized for its financial achievements and management, as well as its communication and teamwork.

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. Each December the Town's updated Financial Trend Monitoring System (FTMS) Report is presented at a Joint Meeting between the Board of Selectmen, Appropriations Committee and Financial Planning Committee. The FTMS and its financial policies play a critical role in supplying the information needed to make logical, well thought out policy decisions, which have a direct impact on the community.

The Fiscal Year 2020 budget adopted at the April 2019 Annual Town Meeting was the eleventh 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.

The Government Finance Officers Association has awarded Northborough its tenth, consecutive Distinguished Budget Award for its annual budget document for the fiscal year beginning July 1, 2019 (FY2020). To be recognized, the budget document must satisfy demanding criteria which evaluate it as a policy document, a financial plan, an operations guide, and a communications tool. Further,

GFOA raises the bar by requiring past award winners to demonstrate ever greater clarity and completeness in their budget document. To repeat as a GFOA award winner reflects the continuing efforts of the Financial Team to improve communication and transparency in Town finance and apply best practices to municipal budgeting.

WHITE CLIFFS

The White Cliffs Committee continues to meet as it endeavors to save this historic building and chart a course for finding a viable reuse that will ensure its long-term preservation. During 2019, efforts were focused on securing the building and enhancing security. DBVW Architects performed condition assessments that included, drawings, structural investigations and assessments on the stored items, including the extraordinary stain glass, and character defining elements. As the Committee proceeds through the process of studying the feasibility and re-use of the White Cliffs, there will be more broad-reaching opportunities for residents to provide input and receive updates. 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.

FIRE STATION

The Town is proceeding with the purchase of 61-65 West Main Street and 10 Monroe Street as the preferred site for the new Fire Station as recommended by the 2019 Annual Town Meeting. At that time, a preliminary conceptual design was presented. In 2020, more specific designs of the new Fire Station will be presented and reviewed, with many opportunities for public input. At the 2020 Annual Town Meeting, funding for construction and project expenses will be sought. It is anticipated that a final design and bidding for the new Fire Station will begin in the Summer of 2020, with construction following soon after.

MUNICIPAL VULNERABILITY PREPAREDNESS PLANNING

I am pleased to report that Northborough was awarded a State grant from the Municipal Vulnerability Preparedness (MVP) Program to create a list of priority action items to advance the community's resilience to projected climate change impacts. The initial grant is for the planning stages, which



Northborough Town Offices, 63 Main Street

will lead to additional grant funding for future capital and infrastructure projects. The first MVP Planning Workshop was held in October of 2019 and comprised of Town staff, Board and Committee Chairs and various State officials. As a result of that workshop, a summary report was developed identifying strengths, vulnerabilities and options on how to advance climate resilience in Northborough. This summary report will be used for larger community input sessions to be held in early 2020.

LEGISLATIVE PRIORITIES

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. An important example is the Town's ongoing efforts to effectuate change at the State level regarding large-scale agricultural composting operations in residential neighborhoods.

AUGUST 2020

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Finance Department

Jason Little, *Finance Director/Town Accountant*
Amy Haley, *Treasurer/Collector*
Daniel Brogie, *Principal Assessor*

The Town's Finance Department is comprised of three functions: Accounting, Assessing, and Treasurer/Collector.

The Town's financial position remains solid, having completed FY2019 with an unassigned fund balance in the General Fund of \$9.26 million. Total reserves remained steady with certified Free Cash at \$2.85 million and the Stabilization Fund balance at \$4.90 million. In total, the reserves represent over 10.0% of the total budget. The Town's Independent Auditor completed the FY2019 audit in accordance with generally accepted auditing standards and determined that there were no material weaknesses.

Economists report that worldwide economies are slowing, with some in recession, and while the United States economy has experienced steady growth in the recent past, economists warn that growth in the Gross National Product will slow to approximately 1% per quarter in 2020 before growing again in 2021. At the state level, during the annual revenue hearing which starts the FY2021 budget season, testimony was given that state revenues may modestly exceed benchmarks, but tax collections are expected to grow slowly by approximately 2%. At the local level, strong tax revenue and local receipts combined with conservative expense budgets resulted in the return of appropriated funds that provided positive fund balances at year-end FY2019, and these conditions will guide the Town to continue conservative budgeting practices going forward.

NORTHBOROUGH RECEIVES DISTINGUISHED BUDGET AWARD FOR TENTH 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, 2019 to June 30, 2020.*

SEPTEMBER 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
13	14	15	16	17	18	19 Rosh Hashanah
20	21	22	23	24	25	26
27	28 Yom Kippur	29	30	Applefest Weekend →		
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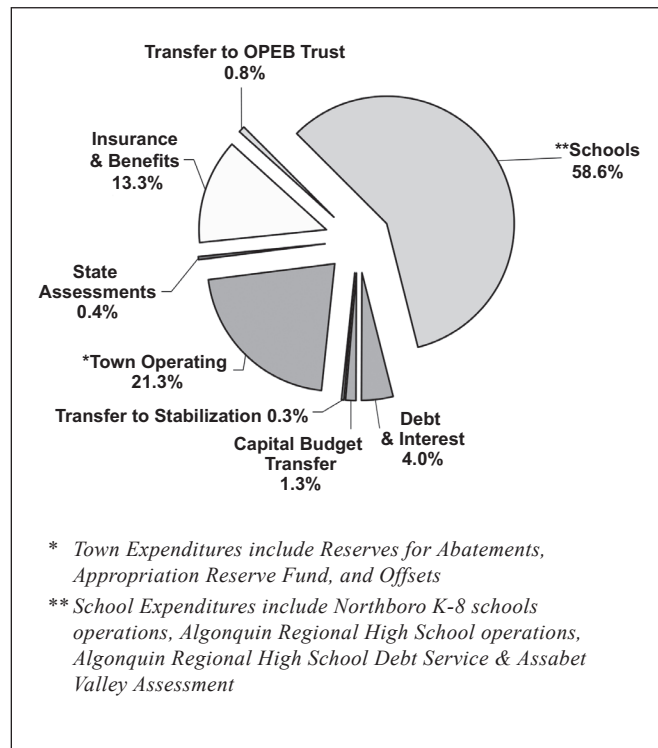


Finance Department

Budget in Brief

The FY2020 Budget relies on projections regarding available revenue which 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, Local Receipts such as fees, permits, interest earned as well as transfers from available funds such as Free Cash and Special Revenue funds.

Fiscal Year 2020 Expenditures



FY2020 BUDGET

EXPENDITURES	FY2019 Budget	FY2020 Proposed	Variance	% Change
General Government (Town)	\$21,634,080	\$22,391,273	\$757,193	3.50%
Schools				
Northborough K-8	\$24,265,593	\$24,928,558	\$662,965	2.73%
Algonquin Reg. HS 9-12	\$11,304,714	\$12,252,514	\$947,800	8.38%
Algonquin Debt Exclusion	\$610,774	\$621,442	\$10,668	1.75%
Assabet Valley	\$612,406	\$694,822	\$82,416	13.46%
Assabet Valley Debt	\$145,316	\$141,488	-\$3,828	-2.63%
Warrant Articles				
Reserve Fund	\$175,000	\$175,000	\$0	0.00%
Free Cash Capital Projects	\$1,360,000	\$861,167	-\$498,833	-36.68%
Transfer to Stabilization	\$200,000	\$200,000	\$0	0.00%
Transfer to OPEB Trust	\$500,000	\$550,000	\$50,000	10.00%
Zeh School Debt	\$371,447	\$350,578	-\$20,869	-5.62%
Colburn St. Debt Service	\$64,680	\$62,315	-\$2,365	-3.66%
Library Debt Service	\$373,605	\$364,928	-\$8,677	-2.32%
Senior Center Debt Service	\$409,145	\$394,645	-\$14,500	-3.54%
Lincoln Street Debt	\$1,100,275	\$1,075,875	-\$24,400	-2.22%
Other Funds	\$967,828	\$952,083	-\$15,745	-1.63%
Adjustments	-\$256,673		\$256,673	-100.00%
Subtotal General Fund	\$63,838,190	\$66,016,688	\$2,178,498	3.41%
Water Enterprise Funds	\$2,496,718	\$2,548,680	\$51,962	2.08%
Sewer Enterprise Fund	\$2,132,715	\$2,244,114	\$111,399	5.22%
Solid Waste Enterprise Fund	\$811,839	\$933,959	\$122,120	15.04%
Subtotal Enterprise Funds	\$5,441,272	\$5,726,753	\$285,481	5.25%
TOTAL ALL FUNDS	\$69,279,462	\$71,743,441	\$2,463,979	3.56%



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, 2019 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 2019 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, 2019

	Governmental Activities	Business-Type Activities	Total
Assets			
Current assets:			
Cash and cash equivalents	\$ 16,362,934	7,824,213	24,187,147
Investments	10,082,432	-	10,082,432
Receivables (net of allowance for uncollectibles)	1,366,053	261,304	1,627,357
Unbilled revenue	-	957,194	957,194
Due from other governments	1,533,439	887	1,534,326
Other assets	38,566	-	38,566
Total current assets	29,383,424	9,043,598	38,427,022
Non-current assets:			
Special assessments	-	524,635	524,635
Due from other governments	668,597	12,645	681,242
Capital assets:			
Assets not being depreciated	8,714,414	2,791,040	11,505,454
Assets being depreciated, net	62,652,751	15,592,366	78,245,117
Total non-current assets	72,035,762	18,920,686	90,956,448
Total assets	101,419,186	27,964,284	129,383,470
Deferred Outflows of Resources			
Deferred amounts related to OPEB	-	-	-
Deferred amounts related to pensions	3,492,510	134,188	3,626,698
Total deferred outflows	3,492,510	134,188	3,626,698
Liabilities			
Current liabilities:			
Warrants and accounts payable	1,359,085	48,322	1,407,407
Accrued payroll and withholdings	2,711,967	10,009	2,721,976
Other accrued liabilities	238,673	-	238,673
Accrued interest payable	166,058	32,699	198,757
Due to other governments	-	3,697,162	3,697,162
Notes payable	1,551,000	866,000	2,417,000
Unamortized bond premium	-	17,512	17,512
Compensated absences	220,483	13,407	233,890
Bonds payable	1,996,500	748,956	2,745,456
Total current liabilities	8,243,766	5,434,067	13,677,833
Noncurrent liabilities:			
Compensated absences	159,328	6,000	165,328
Other post employment benefits	34,199,861	436,084	34,635,945
Net pension liability	29,593,234	1,137,020	30,730,254
Unamortized bond premium	-	101,184	101,184
Bonds payable	17,467,000	4,450,089	21,917,089
Total noncurrent liabilities	81,419,423	6,130,377	87,549,800
Total liabilities	89,663,189	11,564,444	101,227,633
Deferred Inflows of Resources			
Deferred amounts related to OPEB	10,740,969	136,487	10,877,456
Deferred amounts related to pensions	536,723	20,622	557,345
Total deferred inflows	11,277,692	157,109	11,434,801
Net Position			
Net investment in capital assets	50,590,033	12,318,361	62,908,394
Restricted for:			
Permanent funds - nonexpendable	771,886	-	771,886
Permanent funds - expendable	401,664	-	401,664
Capital projects	3,809,434	1,056,423	4,865,857
Grants and other	6,259,174	-	6,259,174
Unrestricted	(57,861,376)	3,002,135	(54,859,241)
Total net position	\$ 3,970,815	16,376,919	20,347,734



Assessing Division

The primary role of the Assessor's Division, under the direction of the Board of Assessors, is the valuation of all real and personal property in the Town. The State Department of Revenue (DOR) requires that all property be valued at full and fair cash value which ensures that all property owners pay their fair share of the yearly tax burden. The Assessor's Division is responsible for meeting and adhering to strict certification requirements of the DOR. To meet these requirements, the Assessors are obligated to analyze and adjust the values of all properties annually and, once every five years, undergo a full recertification. In addition to appraisal duties, the Assessor's Division is responsible for the administration of statutory tax exemptions; tax abatement filings for real estate and motor vehicle excise taxes; maintaining and updating records following Registry of Deeds transactions; processing of betterments; maintaining tax maps; maintaining records of exempt property; and defense of values at the Appellate Tax Board.

The Town currently has 6,257 taxable real and personal property accounts, of which 4,059 are single family residences. Various new development projects have provided \$44.8 million of new growth valuation and the Town's total assessed valuation for FY2020 has increased to \$3.07 billion. The Town's tax base is diverse, with the ten largest taxpayers accounting for 13% of the total assessed valuation.

Treasurer/Collector's Division

The Treasurer/Collector's Office is responsible for billing and collection of real estate taxes, motor vehicle excise taxes, and the receipt of various permits and licenses. In addition, the Division is responsible for reconciliation of bank accounts, long and short-term investments, long and short-term borrowing, payroll processing, income tax reporting, and benefit administration for active and retired employees (health, dental, disability and life insurance). The Treasurer/Collector's Division receives, manages and disperses all funds of the Town in accordance with Massachusetts General Laws and the Town of Northborough Financial Policies. The Town's property tax collections remain strong with a collection rate over 99% through the last ten years.

Valuation by Classification

VALUATION	FY2016	FY2017	FY2018	FY2019	FY2020
RESIDENTIAL	1,965,827,789	2,013,539,345	2,091,939,208	2,211,760,440	2,295,831,540
OPEN SPACE	0	0	0	0	0
COMMERCIAL	306,879,461	322,825,207	335,105,282	342,787,654	358,803,898
INDUSTRIAL	265,393,165	268,128,185	275,437,940	290,908,445	316,627,605
PERSONAL PROPERTY	86,762,690	90,963,940	91,397,760	95,335,440	102,343,000
TOTAL VALUATION	2,624,863,105	2,695,456,677	2,793,880,190	2,940,791,979	3,073,606,043
TAX RATE (per thousand)	\$17.17	\$17.39	\$17.39	\$17.15	\$17.25
AVERAGE HOME VALUE	398,960	408,144	422,078	447,273	461,744
AVERAGE TAX BILL	\$6,850	\$7,098	\$7,340	\$7,671	\$7,965

Top Ten Taxpayers in Fiscal Year 2019

			TOTAL VALUATION	TOTAL TAXES ASSESSED	% of TOTAL
1	EQUITY ONE JV SUB NORTHBOROUGH	NORTHBOROUGH CROSSING	112,893,700	1,947,416	3.67%
2	AVB NORTHBOROUGH, INC.	AVALON BAY COMMUNITIES	76,628,700	1,321,845	2.49%
3	IRON MOUNTAIN INFO MGT. INC.	171-175 BEARFOOT RD	49,105,600	847,072	1.60%
4	G&I IX FORBES	WHITNEY ST/FORBES ROAD	33,584,800	579,338	1.09%
5	MASSACHUSETTS ELECTRIC CORP	NATIONAL GRID	29,271,950	504,941	0.95%
6	MM INDUSTRIAL BEE MAN RD LLC	1 BEEMAN RD	24,452,400	421,804	0.80%
7	REEP-IND. Lyman LLC	55 LYMAN ST	21,252,900	366,613	0.69%
8	GN11 FORBES RD. LLC	GENZYME CORPORATION	18,514,800	319,380	0.60%
9	NORTON CO	SAINT-GOBAIN CORPORATION	17,530,100	302,394	0.57%
10	WAL-MART REAL ESTATE	WAL-MART	16,325,150	281,609	0.53%
TOTAL TOP TEN TAXPAYERS			399,560,100	6,892,412	13.00%
TOTAL FY 2020 VALUATION OF THE TOWN			3,073,606,043		



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



Mookie

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 8am – 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 payments"

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.

Election Registration

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.

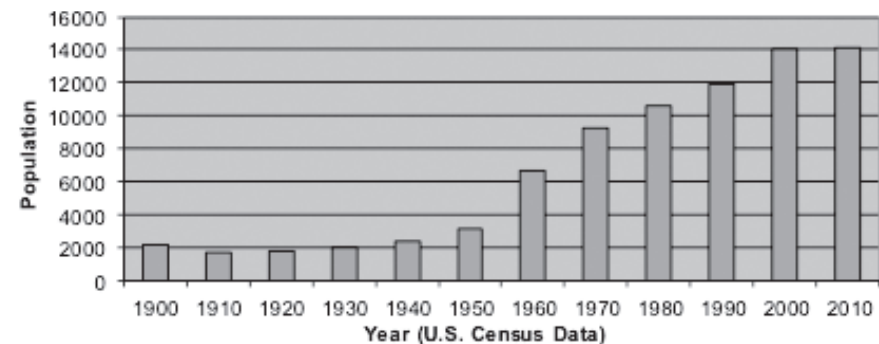
In 2019 the Town Clerk's office conducted the following election: May 14th – Annual Town Election

All 4 voting precincts were moved to a consolidated location at Melican Middle School 145 Lincoln St. Register to Vote online: www.RegisterToVoteMA.com

REGISTERED VOTERS – as of 12/31/2019

PRECINCTS	1	2	3	4	TOTAL
American Independent	1	4	5	2	12
Conservative	0	0	3	0	3
Democrats	663	612	589	577	2441
Green Rainbow	1	3	1	3	8
Inter 3rd Party	2	2	2	1	7
Libertarian	12	15	8	11	46
MA Independent	2	1	1	1	5
Pirate	0	0	1	0	1
Pizza Party	1	0	0	0	1
Republicans	362	377	369	384	1492
Socialist	0	0	0	1	1
Unenrolled	1832	1747	1779	1796	7154
United Independent Party	3	9	7	3	22
Working Families	0	1	0	0	1
Totals	2879	2771	2765	2779	11194

GROWTH TRENDS



VITAL STATISTICS – for 2019

Births - 132 Deaths - 134 Marriages - 61*

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



Kathryn A. Joubert, Town Planner

Planning Board

The five members of the elected Planning Board and the 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.

The major undertaking of 2018-2019 was the updating of the Northborough Master Plan. The consulting firm of VHB, Inc. was hired to work with the fifteen-member Master Plan Steering Committee (MPSC) on this 18-month comprehensive project. In addition to monthly public meetings of the MPSC, three public forums and three public surveys were also conducted for public input. The Planning Board held a public hearing in conjunction with the MPSC public presentation of the Master Plan in December and the final step for this part of the process is for the Planning Board to adopt the Master Plan in 2020. The Board of Selectmen will then appoint an Implementation Committee to carry out the recommendations identified in the Master Plan.

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 2019, plans reviewed and approved included nine site plans for residential, commercial, and industrial development; one common driveway application; and five residential, commercial, and industrial lot plans resulting in the creation of nine 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, Community Preservation Committee, Design Review Committee, and Housing Partnership. The Conservation Agent serves as staff to the Conservation Commission, Open Space Committee, and Trails Committee.

Zoning Board of Appeals

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

Seventeen applications were filed in 2019. Eleven special permits including special permits with site plan approval and thirteen variances were reviewed by the Board resulting in the approval of eight variances and six special permits. Two variances and three special permits were denied. Four applications were withdrawn by the applicant.

Conservation Commission

The Conservation Commission is a seven-member board appointed by the Board of Selectmen. The Commission serves to protect conservation land and wetland resource areas such as streams, swamps, rivers and ponds within the Town of Northborough. The Commission administers permits through the Massachusetts Wetlands Protection Act and the Northborough Wetlands Bylaw. The permit applications reviewed by the Commission in 2019 ranged from natural resource area evaluations and single-family home projects to commercial development and large-scale industrial construction. In 2019, the Conservation Commission issued fifty-four permits, including thirteen Orders of Conditions; seven Determinations of Applicability; one Resource Area Delineation; and thirty Certificates of Compliance. The Commission successfully accomplished a long-term goal of completing the update of their local wetlands bylaw and regulations to increase the protections of valuable wetland resource areas in town.

Open Space Committee

The Open Space Committee effectively fulfills the Conservation Commission's obligation to coordinate 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 continue to identify key parcels to protect, either by acquisition or various conservation easements. Outreach and education to landowners and abutters about the benefits of conservation easements and other protection tools continues to be a high priority for the Committee. The Committee is proud to have successfully worked with a landowner to purchase and protect 17 acres of their backland in 2019, which included forested areas and streams that will expand the Mount Pisgah Trails and provide long term benefit to the residents of Northborough. The Committee is currently working on the update of the Northborough Open Space and Recreation Plan and hosts those Committee meetings monthly. The plan is scheduled to be completed in 2020.

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 are being drafted for two-family dwelling units and these guidelines should be adopted in 2020.

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 2019 Annual Town Meeting, \$718,670 was allocated to various projects pertaining to historic preservation, affordable housing, open space, and the second debt service payment for the purchase of 167 Main Street ("White Cliffs").

OCTOBER 2020

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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 also worked very closely with the Recycling Committee as well as administering 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 Engineering Department also worked closely with the Public Works Department issuing road opening permits 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 2019, the Earthwork Board met seven (7) times, held eighteen (18) public hearings and issued twelve (12) new permits. More meetings were required than in previous years as the Governor's Permit Extension Act has expired which had eliminated the need for developers to renew their permits annually as required by our local bylaw.

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 of the 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. In 2019 the Groundwater Advisory Committee met eight (8) times and made recommendations regarding five (5) projects.

Mass DOT Projects

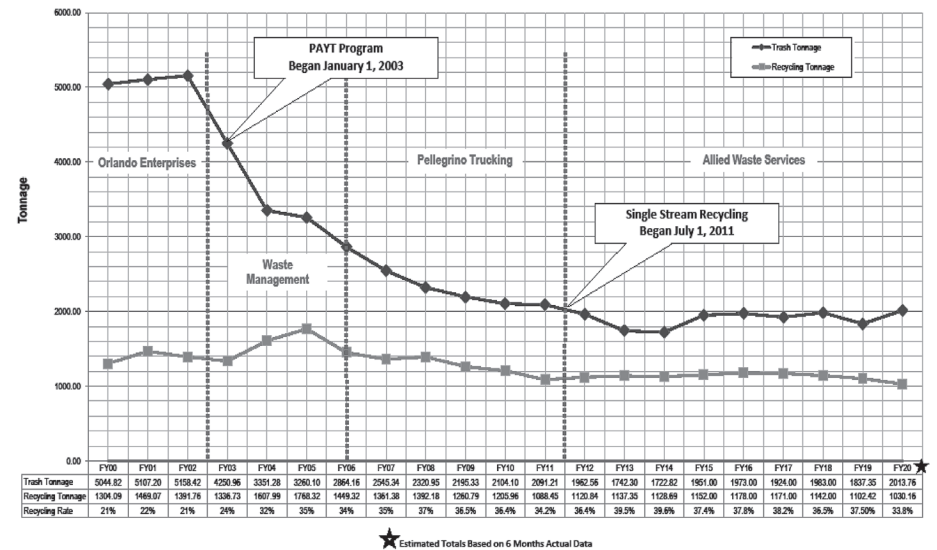
The Town Engineer generally acts as the liaison with the Massachusetts Department of Transportation (Mass DOT) regarding projects in both the planning and construction phases within the Town of Northborough. The Engineering Department also works closely with Mass DOT to relay concerns regarding traffic signal operations and signage along state highways located within the Town of Northborough.

Collection of Solid Waste and Recycling

In July, the Town entered into a new three (3) year contract with Allied Waste Services of Auburn for the curbside collection of solid waste and the curbside collection and disposal of recycling materials, the contract became effective on July 1, 2019 and includes two possible extensions of one year each at the Town's option. As a result of the instability in the recycling industry due to the reduced ability to sell recyclables across the United States and China, this contract included an annual adjustment for a change in the cost to process recyclable materials. At this time, it is extremely important each household review the requirements of proper recycling as outlined on the recycling calendar sent to each household every spring because contamination of the single stream recycling is a main contributor to increased recycling costs. Many questions about which items are recyclable and which you may think should be recyclable but are not, can be answered by visiting Mass DEP's website "RecycleSmartMA.org"

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

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



and cardboard collection. This past year the Northborough Junior Women's Club was able to organize a Styrofoam 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 also provided an opportunity for residents to drop off used needles 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 2020

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William Lyver, Chief of Police

I am pleased to provide you with the 2019 Annual Report for the Northborough Police Department. We pride ourselves on continuing a proud tradition of excellence, dedication, professionalism and service to our community. We pledge to continue to remain 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 are in contact with.

Northborough Police Department Staff

1	Chief of Police
1	Lieutenant
5	Patrol Sergeants
1	Detective Sergeant
12	Patrol Officers
2	Detectives
1	Administrative Assistant
1	Communications Supervisor
6	Public Safety Dispatchers
.5	Custodian
30.5	Total Employees

Calls For Service

During 2019, Northborough Police provided 22,169 instances of police service. This number includes 7,719 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 13,405 incidents were calls for police service generated by residents, businesses, motorists and the courts.

I am very pleased to report the roll-out of two new programs. The department established a Jail Diversion/Co-Responder Program geared towards effectively handling persons with mental health issues and substance abuse disorders. This entails partnering with a mental health provider to respond to calls with officers. This is a grant funded position and has been a tremendous success. Another new program is our affiliation with C4RJ (Communities For Restorative Justice). This is a diversion program for young offenders and young adults who commit minor criminal offenses that might hamper college admission or government employment if proceeded against in criminal court. With C4RJ, the offender is given the opportunity to meet with the victim and a group or trained volunteers who set conditions that must be met by the offender. The alternative is proceeded in court if they fail to keep to the agreement with the circle.

Alphabetically the significant categories were:

Alarms (burglar, fire, panic, hold-up, etc.)	649
Ambulance calls	1113
Assist Fire Department	398
Bank/business checks	1,579
Breaking and Entering	19
Family Offenses/Domestic Violence	108
Homicide	1
House checks	440
Larceny	56
Motor vehicle accidents	439
Operating under the Influence arrests	45
Suspicious persons/vehicles	730
Traffic citations issued	
(All warnings, civil etc.)	3,723
Verbal traffic warning	2,265

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.

The following programs and services continued during 2019:

- **Drug Abuse Resistance Education** – (D.A.R.E.) presented to fifth and seventh grade students.
- **“RUOK” Program** – (“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 4th 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 and we provide similar safety planning and training with businesses and houses of worship

As I reported in 2018, the ongoing opioid crisis has not spared Northborough. 2019 saw an increase in opioid overdoses from ten in 2018 to fifteen in 2019 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.

DECEMBER 2020

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David Parenti, Fire Chief

2019 Apparatus Update

We placed our new Medic 1 in service on September 8, 2019. The total cost including equipment was \$315.00. This unit will run as our primary EMS response unit.



Operations

In 2018, NFD responded to 2,333 incidents which was a slight decrease from 2,378 last year.

Of these, 1,399 were classified as Emergency Medical Responses, 396 were classified as fire responses, and 91 were classified as Motor Vehicle Accidents. The remaining 447 were classified as Hazardous Materials, Mutual Aid, Search and Rescue, Service Call-other. We had seventeen firefighter injuries or exposures with four injuries resulting in lost time.

The chart in the next column is a breakdown of the incidents by type of alarm. These include emergency and non-emergency responses.

Fire Prevention

In 2019, the department issued 1,223 permits. These permits were for everything from fire permits to tank removal. We conducted 1,289 inspections. We identified 450 violations.

Alarm Type

Detail	73
EMS	1399
Fire Response	396
Hazardous Materials Response	71
MVA	91
Mutual Aid Response	185
Rescue Response	2
Search and Rescue	1
Service Call/Public Education/Other	115
Grand Total	2333

House Numbering

To help us find your house in an emergency please follow the following recommendations:

- The number must be visible from the street.
- The number should be of a contrasting color to the background.
- The number should be at least 4" in height.
- If your driveway is long the number should be on a post or mail box and visible from both sides.



Notable Accomplishments

There were several notable accomplishments for the Fire Department in 2019:

- We, along with the Police Department, successfully transitioned to a new Computer Aided Dispatch (CAD) System.
- We implemented a new records management system for emergency medical reports that integrates with our CAD and Fire RMS.
- We purchased through a grant new Self Contained Breathing Apparatus which brought us into compliance with current standards.
- We implemented a new firefighter accountability system to help us better track the location of all personnel on the scene.



Smoke alarms are a key part of a home fire escape plan

When there is a fire, smoke spreads fast. Working smoke alarms give you early warning so you can get outside quickly.

- A closed door may slow the spread of smoke, heat and fire. Install smoke alarms in every sleeping room and outside each separate sleeping area. Install alarms on every level of the home. Install alarms in the basement. Smoke alarms should be interconnected. When one sounds, they all sound.
- Large homes may need extra smoke alarms.
- Test all smoke alarms at least once a month. Press the test button to be sure the alarm is working.
- Today's smoke alarms will be more technologically advanced to respond to a multitude of fire conditions, yet mitigate false alarms.
- A smoke alarm should be on the ceiling. Keep smoke alarms away from the kitchen to reduce false alarms. They should be at least 10 feet (3 meters) from the stove
- People who are hard-of-hearing or deaf can use special alarms. These alarms have strobe lights and bed shakers.
- Replace all smoke alarms when they are 10 years old.
- Smoke alarms are an important part of a home fire escape plan.

JANUARY 2021

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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, as well as the requirements of the Massachusetts Architectural Access Board. 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. In 2020, we will upgrade to the ViewPoint cloud based permitting software system which will allow greater flexibility to our customers and improve operations in the office. The Town's building website will be updated in 2020 to reflect current code requirements, and will provide more information to architects, contractors, and homeowners alike.

The Building Department continued the high amount of construction permit applications, both commercial and residential, reflecting ongoing economic vitality in the area. The approximate total value of permitted work (building and mechanical only) in Northborough during 2019 was \$54,218,789.00 which is a significant increase over the previous year. Of note is the construction of 3 warehouses on Bartlett Street, and other newly constructed office and mixed-use buildings around town.

In 2019 the Town of Northborough saw the completion of the new warehouse at 150 Hayes Memorial Drive containing 168,000 square feet. A new dental office was completed on Southwest Cutoff, and a mixed-use building was completed on West Main Street. 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 2020. With it comes Northborough's commitment to the best use of our natural resources. 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	2019
Single Family Houses	11	7	15	11	6
Attached Single Family	6	8	2	0	0
Residential Addition/ Alteration/Repairs	134	190	177	212	190
Non Residential:					
New Construction	6	7	2	8	8
Non Residential:					
Add/Alt/Repairs	52	60	49	45	50
Roofing/Siding/Windows	239	154	169	190	163
Garages	5	2	2	3	4
Sheds/Barns	7	8	8	9	6
Decks/Porches/Gazebos	21	37	40	32	53
Swimming Pools	8	11	9	9	12
Stoves	14	22	18	25	14
Signs/Awnings	57	65	46	61	46
Demolitions	10	21	11	27	8
Tents/Trailers	6	4	9	9	12
Foundations	5	2	2	1	2
Mixed Use/Change in Use	1	0	1	2	1
Wireless Comm. Facility	11	3	5	5	1
Solar Panels	106	63	46	63	56
Insulation	25	35	21	47	123
Retaining Walls/Other			2	3	2
Totals	728	701	634	762	757



Total Building/Mechanical Permit Fees	\$ 552,769.18
Total Certificate of Inspection Fees	\$ 4,420.00
Plumbing Revenue	\$ 24,627.00
Gas Revenue	\$ 11,805.00
Wiring Revenue	\$ 31,233.25
COMBINED TOTAL 2019	\$ 624,854.43

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 2021

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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 231 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 2019 calendar year amount to \$70,167.50 (includes PayPal payments).

The following information is provided as a statistical summary of permits/licenses issued by the Board of Health for the 2019 calendar year:



Food Establishment Permits	113
Temporary Food Permits	35
Soil Tests	27
Disposal Works Installer Permits	32
Septic Single Component Repair Permits	34
Septic Pumping Records	1316
Septage Haulers	17
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
Title 5 Records	139

The Health Department, through its contract with the Salmon VNA, also investigated the following communicable diseases, conducted blood pressure clinics and flu clinics in 2019

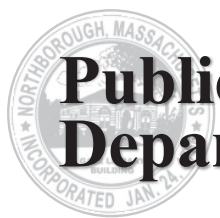
Blood Pressure Clinics	10
Human Granulocytic Anaplasmosis	4
Campylobacter	3
Botulism	1
Group A Strep	2
Measles	1
Mumps	3
Legionellosis	1
Norovirus	2
Babesiosis	1
Salmonella	4
Typhi	1
Giardiasis	2
EEE	1
Borrelia	1

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 2021

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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; 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.

Public Works Administration worked throughout the year to complete the new Town Common including the Gulf War and Global War on Terrorism Memorial.

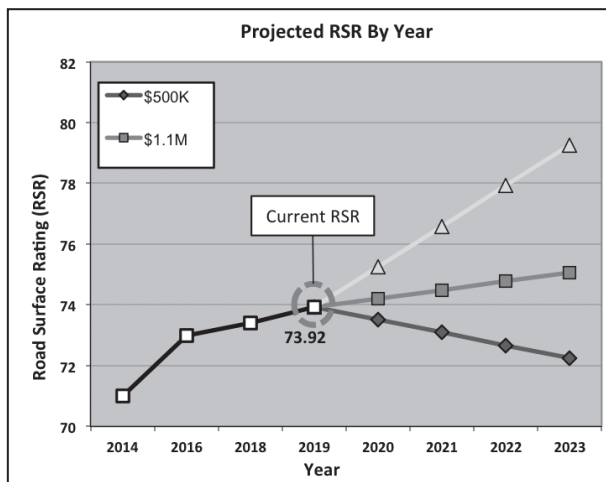


Gulf War and Global War on Terrorism Memorial

Our Highway Division includes not only 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 a below average winter snowfall in the 2018/19 season, which included a total snowfall depth in Northborough of 47.7" over 13 individual snow events. There were numerous instances of icing conditions which required application of over 3,100 tons of salt.

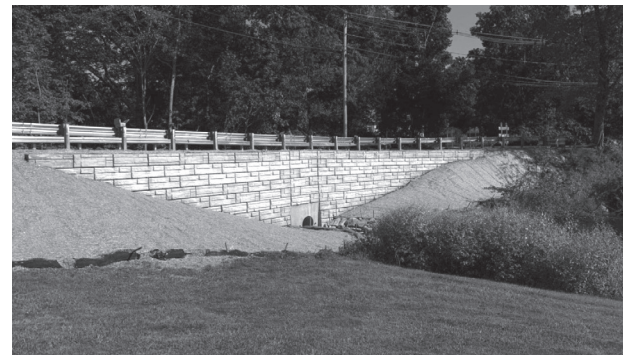
Roadway Surface Rating Funding Table



Pavement management efforts for 2019 consisted of a wide range of roadway treatments. These included our standard methods such as full depth reclamation, mill and overlay, and crack filling. An environmentally friendly treatment was used for the first time in town, hot in place asphalt recycling. This reuses the existing asphalt while supplementing it with a recycled rubber chip seal as a wearing surface. 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. 2019 work efforts included improvements to approximately 9.6 miles or 11.3% of our Town roadways which raised our roadway rating from 73.4 to 73.9.

Replacement of the Rice Avenue culvert, which conveys a tributary to the Assabet River, was completed during the summer of 2019. In addition, the Department completed a town-wide culvert inventory and began design work to replace three aging culverts.




Completed Rice Ave. Culvert Project

DPW staff work diligently to maintain the fleet of equipment which are imperative to delivering our residents the highest level of service. The community aids in these efforts by providing the support for equipment acquisition including the 2019 purchase of a large dump truck and utility pickup truck.

The Water Division prepared and implemented the first year of the valve exercising program which was recently mandated by MassDEP. The work includes exercising all water valves in town over a 5-year period as a means to maintain system reliability. Design work was completed on rehabilitation of the Assabet Hill Water Storage Tank. This will improve water quality with a non-mechanical mixing system and expand communications through SCADA integration. The Sewer Division completed the first year of infiltration elimination. This included relining of sewer mains, replacement of failed service connections, and sealing of leaking manholes. While mandated by the EPA, this work will increase the town's available sewer capacity by reducing non-sewer flow from entering the collection system.

APRIL 2021

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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.

Participation is on the rise. Thanks to two grants, we continue to reach out to the populations who may be underserved in our community. Now in our second year, we operate DayBreak which provides meaningful social activity every Tuesday afternoon for those with Dementia while providing a 3-hour respite for their caregiver. The program is also offered at the Marlborough and Hudson Senior Centers every Wednesday and Thursday afternoons respectively.

We are also in our second year with our Diversity through Collaboration grant. In cooperation with Framingham, Hudson, Marlborough, and Natick Senior Centers, we reach out to those in the LBBTQ community with programming and to ensure they know that we each provide a welcoming Senior Center for all residents.

The Bistro@119 (our restaurant that operates on its own revenue) continues to serve delicious food and an opportunity to socialize in a friendly setting. 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. Their constant support and fundraising efforts continue to benefit the Senior Center and its services.

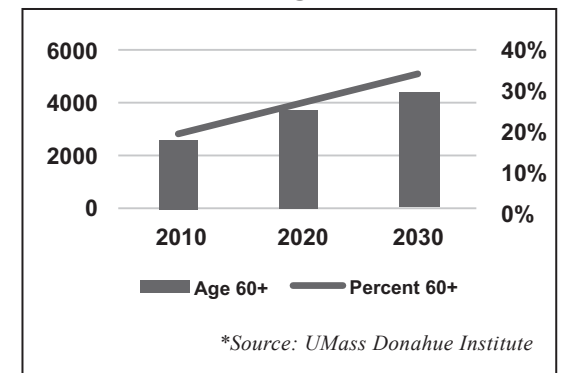
We maintain an active calendar of activities ranging from exercise to art classes as well as ESL classes and presentations pertinent to aging. More information on activities can be found on the Town website as well as our monthly color newsletter. The newsletter is mailed to all seniors 60 years of age 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 wages and all costs associated with the transportation are fully reimbursed by the WRTA.

Northborough Seniors*





Northborough Free Library

Christopher Lindquist, Director

Library Hours: Monday: 12:00 p.m. – 8:30 p.m.
Tuesday, Wednesday & Thursday: 9:30 a.m. – 8:30 p.m.
Friday and 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

The Northborough Free Library is Your Place To Connect! In addition to loaning popular books and materials, the library offers a wide variety of other services for residents of all ages. Here are some of our most popular services:

- You can place holds for books and other items, including items from other libraries throughout Massachusetts and beyond. Items from other libraries can be requested online anytime, anywhere and be delivered to the Library so you can check them out here.
- The latest DVDs, video games, audiobooks and CD music for your viewing and listening pleasure.
- A growing collection of eBooks, eAudios and eVideos for downloading to your Kindle, iPad, iPhone, or other mobile device. Our Adult Services staff will be happy to assist you in using your device to download these electronic resources!
- Children's storytime and craft programs, as well as special events for teens and adults throughout the year.
- *Check it out!* Free and discounted passes to more than 20 museums, zoos, gardens, aquariums and other area attractions, funded by the Friends of the Library.
- 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.
- Home access to many other electronic databases that are not available via the Internet, including **Morningstar Mutual Funds**, **Value Line**, **Boston Metro Collection** of newspapers from Newsbank, **Learning Express** test preparation studio, and **Kanopy**, our newest streaming service featuring award-winning films, documentaries and independent films.
- Weekly email updates of library acquisitions through **Wowbrary** that can be customized to suit your reading, viewing and listening interests. Let us show you how!

New in 2019

- Print from anywhere! Secure wireless printing capability from your computer, mobile device or laptop throughout the library with the capability to retrieve print jobs more conveniently using a new coin-op machine attached to the public printer.
- Library of Things: New formats for your borrowing pleasure, including games and puzzles, musical instruments, crafts and hobbies, science and technology. You can even check out an Orion Starblast telescope!
- Children's Services added some new programs, including a weekday evening Pajama Storytime, as well as its popular weekly Saturday Stories, in order to meet the needs of busy working parents.
- Children's Services continued to develop resources for children and parents, including new formats such as Wonderbooks, and a large print collection for kids.
- Teen Services expanded its popular Minecraft Club to 3 days a month in order to create additional gaming opportunities for teens.
- A new Question Board was added to the Teen Room in order to allow teens to share their thoughts and ideas about Teen Services.

- The Board of Trustees approved a comprehensive Action Plan for FY2021, as part of our long-term strategic planning process.

In addition to the new services listed above, the library continued to offer a variety of programs year-round for residents of all ages, including:

- 513 children's programs, 210 adult programs, not including the 3 monthly book discussion groups, and 72 programs for teens for a total of **795 programs**.
- Total attendance at all programs was **19,141 people**, a **27.1% increase** from the prior year!
- More than **124,900 visits** were made to the Library in FY2019, or about **415 visits per day**.
- Total circulation, including usage of our electronic collections, went up 2.8% to more than **200,000 items**.

Did you know?

- The value of all items checked out from our library in 2019 was **\$4.25 million!**
- Electronic database usage **increased more than 56%** to 7,935 items.

The **Friends of the Northborough Library** continued to provide valuable services to the community thanks to the tireless efforts of the Friends Board and volunteers, who raise funds by selling donated books both online and in several book sales throughout the year, as well as an ongoing book sale in our Internet Café. Funds from the Friends enable the library to offer a variety of high-quality programs for children, teens and adults, including our summer reading programs. The Friends provide funds for most our museum passes and support other special needs of the Library that are not included in the Town's operating budget.

	FY2016	FY2017	FY2018	FY2019
Circulation	207,450	204,484	189,741	192,296
Number of volumes (books)	68,844	69,419	69,695	68,557
Number of non-print items	83,709	82,623	103,107	109,040
Registered borrowers	10,417	10,558	10,648	10,953
Total program attendance	14,463	16,680	15,051	19,141
Number of wireless sessions	11,661	10,257	9,609	9,756
Reference inquiries	3,861	6,814	12,766	11,986
Number of visits to library	127,062	126,894	124,290	124,935
Interlibrary loans	34,629	34,142	31,423	32,242
Meeting/Study Room usage	2,048	*1,053	1,975	2,048

**This figure does not include study room usage in FY2017*



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 \$561,410. 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 2019 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.

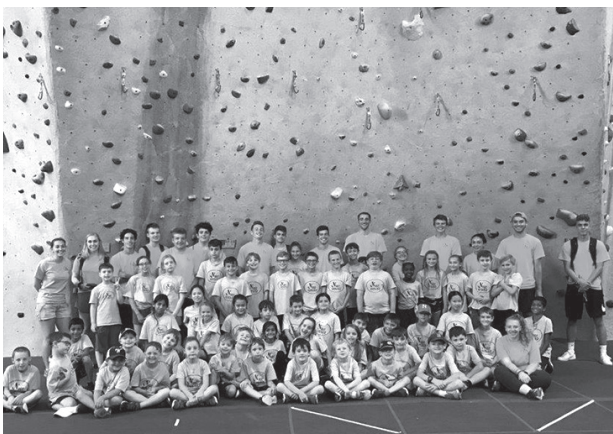
In 2017 we added a preschool section to our summer camp. This way families who have grade school children and



Fun Day Cooking

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 2018 and 2019. The feedback was positive from all parents.

This past year we installed new MUSCO lighting on the fields at Melican Middle School. Using CPA funds we will be able to light 2 full football/soccer fields. The goal for these lights are to move the Northborough/Southborough Youth Football program over the Melican full time. Also NYSA and Adult programs will be able to play on the fields until 10pm each night.



Camp 2019 at Central Rock

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.

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 Obeime

P.O. Box 424

Northborough, MA 01532

Website: www.northboroughyouthbasketball.org

LACROSSE

N/S Girls Lacrosse

Website: www.nsgl.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!
NORTHBOROUGH RECREATION

MAY 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31 Memorial Day			<div><div>APRIL 2021</div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>T</div><div>F</div><div>S</div></div><div><div></div><div></div><div></div><div></div><div>1</div><div>2</div><div>3</div></div><div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div></div><div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div></div><div><div>18</div><div>19</div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div></div><div><div>25</div><div>26</div><div>27</div><div>28</div><div>29</div><div>30</div><div></div></div></div> <div><div>JUNE 2021</div><div><div>S</div><div>M</div><div>T</div><div>W</div><div>T</div><div>F</div><div>S</div></div><div><div></div><div></div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div></div><div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div></div><div><div>13</div><div>14</div><div>15</div><div>16</div><div>17</div><div>18</div><div>19</div></div><div><div>20</div><div>21</div><div>22</div><div>23</div><div>24</div><div>25</div><div>26</div></div><div><div>27</div><div>28</div><div>29</div><div>30</div><div></div><div></div><div></div></div></div>		1
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9 Mother's Day	10 Annual Town Election	11	12	13	14	15
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Family & Youth Services Department

June David-Fors, LICSW Director

American Novelist Herman Melville recognized *"We cannot live for ourselves alone. Our lives are connected by a thousand invisible threads, and along these sympathetic fibers our actions run as causes and return to us as results."*

Melville eloquently captured the essence of interconnectedness – and at Family & Youth Services this is exactly what we do.

We are steadfast in our conviction to collaborate with our community partnerships. As when we recognize the threads of our common humanity and work together, we maximize support and resources for children, adults and families to achieve brighter futures.

This cooperative spirit is the quintessential foundation for a strong and caring community. Through it, we collectively assist children, adults and families through:

- Strengthening their community bonds and connections
- Reducing social isolation and feelings of loneliness
- Support families during crisis situations in their lives
- Providing the emotional support necessary for healing
- Connecting them to essential services and programs
- Provide linkage to life-enhancing resources necessary to meet their basic needs and enhance their quality of life

2019 Program & Services

In 2019, Family & Youth Services and its partnership programs assisted a total of 1,106 residents through the following programs and services:

2019 PROGRAM & SERVICES

MENTAL HEALTH SERVICES 163 Residents

• Youth, Adult & Family Therapy	87
• Families on Counseling Waitlist	28
• Crisis Intervention Services	4
• Parent & Clinical Consultation	44

CASE MANAGEMENT 103 Residents

• Basic Health & Life Needs	52
• Fuel Application Site	29
• SNAP (Food Stamps)	9
• Northborough Food Pantry	7
• Northborough Cares Coalition	2
• Non-English-Speaking Family Support	4

PARTNERSHIP PROGRAMS 246 Residents

• Helping Hands Holiday Program	164
• Helping Hands Emergency Fund	11
• Back Pack Program	65
• Team Works Scholarships	3
• Northborough Youth Basketball	3

REFERRAL INFORMATION 594 Residents

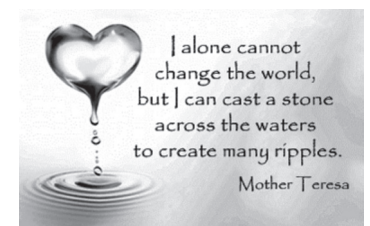
594 Residents received **925 Referrals** to local, state and federal resources. We also reached out to the schools, town departments and others to advocate and coordinate services for residents.

TOTAL SERVED: 1,106 RESIDENTS

2019 Initiatives and Accomplishments

- On June 10, 2019, Kate Gonzalez was hired into the Office Assistant position.
- Together with our partnerships we helped **1,106 families** to obtain food, fuel, holiday gifts, backpacks, specialized medical services and scholarships for summer camp and sports activities. We also provided counseling to residents to achieve emotional wellness; and linkage to community activities to reduce feelings of loneliness and social isolation.
- The Director was elected as a Board Member and Treasurer on the Human Service Council, an Arm of the Massachusetts Municipal Association. The Council is the leader and strong voice for human services for the Massachusetts Government.
- We continue to be an Application Site for Fuel Assistance. In 2019, Southern Middlesex Opportunity Council reported **137 Northborough** residents received heating assistance, with a dollar expended of **\$118,850.49**.
- Due to the generosity of TeamWorks we referred three Northborough children to their summer camp.
- We continue to collaborate with Ashland, Framingham, Hudson, Southborough and Natick to reduce youth substance use. Our activities included "Hidden in Plain Sight" and attendance at Search Institutes "Developmental Relationships + Igniting Sparks." As a trainer, our staff will be able to offer this training for free within our community.

In closing, although I have reiterated the value of our collaborative partnerships, I am also reminded of the impact that one individual can have upon others. As poignantly stated by Mother Theresa:



JUNE 2021

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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.

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

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.*

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 2019, 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%.

2019 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 2019, compared to 7,200 for the same period in 2018.

Payments to public assistance recipients in Northborough under Massachusetts General Law, Chapter 115 rose from \$42,337.18 in 2018 to \$47,120.23 in 2019. 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 2019 as compared to 2018. At the time of this writing there are 40 open claims currently on file through the district.

The district coordinated, hosted, and participated in various events throughout 2019, 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.



MIS/GIS

David Kane, MIS/GIS Director

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

New systems in the Police and Fire Departments for Records Management, Dispatch and EMS were deployed in 2019, bringing advanced technology to police cruisers, fire apparatus and ambulances. These solutions will result in better integration between critical systems, bringing GPS and other cloud-based services to first responders who are in the field or en-route to calls for service.

In 2019, the Town's redesigned website debuted, featuring a mobile-friendly responsive design and improvements to many online services. Additional features are forthcoming, including the ability to receive agendas and minutes for all boards and committees on a subscription basis and improved online permitting.

The aerial photography project is scheduled to take place in early-April of 2020. Northborough is partnering with the Towns of Westborough and Shrewsbury to lower costs and obtain higher quality data.

These are just a sample of the many ways the Town strives to utilize information technology to consistently improve its services to Town residents, businesses 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 Access Television Department provides hundreds of locally produced television shows for the community including Selectmen, Planning Board, School Committee and Master Plan meetings as well as educational shows, school events and entertainment. We make these shows available for viewing on your television set, your computer, and Smartphone via broadcast, as well as on YouTube.

This department also provides free producer training classes to allow residents to learn how to produce their own television show or assist others in creating theirs. Classes are offered throughout the year. Simply contact us to arrange a convenient time.

Please let us know if you have any ideas for shows, suggestions for our station or website, or if you have any unresolved issues with Verizon or Charter that we may be able to assist you with.

See our ever-expanding content on the Town's new website where you can request more information, sign-up for classes, get links to shows and much more.

Thank you for watching!

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	Find our link from Northborough Town website.
Contact	508-393-6195, director.ncat@verizon.net .



Housing Authority

Lynne Trombley, Executive Director

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 NHA consists of five members and is responsible for establishing policy, planning programs and setting operational goals. 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 \$48,100 for one person to \$90,650 for eight people. This past year DHCD implemented a new state public housing on line application system known as CHAMP (Common Housing Application for Massachusetts Public Housing). 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, Inc. The NHA continues to manage four privately built units on Centre Drive.

Lynne Trombley, NHA's Executive Director, oversees the day to day 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. The office is located at 26 Village Drive and is open from 9:00 a.m. to 4:00 p.m., Monday – Friday.

The NHA works diligently to provide safe and well maintained properties for all of our tenants. The NHA would like to express its gratitude to all of the Northborough Boards and Committees for their support and to the police and fire departments for their selfless services to our community.



Community Affairs Committee

Lisa Hodge, Chair

The Northborough Community Affairs Committee successfully executed our 2019 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, Dunkin Donuts and Northboro Junior Woman's Club.

The Annual Summer Concert Series continued with five 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 Judy Boyle, Remax, BEST Soccer, Carvalho & Roth Orthodontics, Carol Crowley of Edward Jones, Goswick Eye, Brendon Properties, Flaherty Physical Therapy, and the Mass Cultural Council.

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 purchased and served by Metrowest Painting and free pizza from Northborough House of 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, Lorna Helms Realtor, Anthony Andrew Jewelers and Jacob Stein Family Dentistry were sponsors of the event.

We look forward to continuing our programs during 2020.



Cultural Council

Selvi Oyola, Chair

The Northborough Cultural Council (NCC) is made of appointed volunteers and 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.

To kick off 2019, NCC awarded 21 grants totaling \$5013.00 in support of arts and cultural enrichment events in our community. These programs ranged from 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.

In February, NCC held a successful Grantee Reception to recognize and honor the grant recipient artists whose programs bring extraordinary opportunities to enrich our community. NCC and its grantees were honored by the attendance of the Honorable Harriet L. Chandler, Senate President Emerita; the Honorable Senator James B. Eldridge, Massachusetts State Senator, and the Honorable Harold P. Naughton Jr., Massachusetts State Representative.

In MCC's second year of council-originated event program initiative, NCC received an allocation of \$763 for its Second Annual CultureFest of Music and Arts. In addition, NCC applied for MCC's Festival Grants and was awarded \$500. For the first time in 2019, NCC also raised funds totalling \$168 for its CultureFest. The CultureFest was well attended and received positive feedback. The festival featured local musicians/bands, international dancers, and an outdoor art gallery featuring Northborough artists of all ages, a kids corner and food vendors. Another first this year was the "Community Art" project run by an ARHS high school student where festival participants got to paint a square to create an art work of the town's Aqueduct. We hope that you had the chance

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 reflect the heartbeat of its community and 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	2019 Grant
Charles River Sinfonietta	Applefest Concert in September 2019	\$300
Northborough Historical Society	A Visit with Louisa May Alcott	\$325
Root, John	Songbirds of the Northeast	\$125
Assabet Valley Mastersingers	2018/19 Concert Season, with Senior Tickets	\$315
Hayden, Lisa	Abstracted Massachusetts - A Painted Journey	\$300
Northborough Community Affairs Committee	Northborough Summer Concert Series	\$400
Lewis, Stephen	Ban the Bomb - An International Poster Exhibit	\$98
Root, John	A Celebration of Song	\$150
Hart, Francis	A Cultural and Historical Reflection of the 1960s	\$250
Marguerite E. Peaslee Elementary School	5th Graders Study Monet paintings	\$200
Northborough Free Library	Spring 2019 Music Series	\$325
Interboro Community Band	ICB ARHS Winter Concert	\$300
Worcester Natural History Society dba Eco-Tarium	EcoTarium Town Days - Northborough	\$150
Northborough Area Community Chorus	NACC 2018 Holiday and 2019 Spring Concerts	\$300
Chamber Music MetroWest	The Toy Box/To the Beat of a Different Drum	\$150
Weber, Catherine	Art on the Trails 2019	\$200
Audio Journal, Inc.	Cultural Access for the Visually Impaired	\$150
Havens, Leslie	Concert by Solstice Sackbuts	\$250
AmudhaSri Dance School	Nava Shakthi Dance Production (conditionally approved pending Northborough or surrounding area location)	\$250
Manning, Jim	A Ballooniverse of Stories	\$275
St. Bernadette School	Alastair Mooock: Learning History Through Music	\$200
Total Grants Awarded in 2019		\$5013



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 are very pleased to be able to work with Town Conservation Agent Mia McDonald to help us coordinate and sponsor various activities. We also rely on volunteers for organizational and maintenance activities. Some highlights of years activities are described below.

1) In 2019, Trails Committee volunteers continued their efforts at keeping the trails clear and well-marked. NTC was able to complete the acquisition of a commercial grade mower that was used to keep the grass (and hopefully ticks) off of hikers when using the grass-covered trails such as through Schunder's Meadow, Stirrup Brook Trail and Old Farm Trail.

2) NTC worked with the Borough's Loop Trail (BLT) group to blaze a connection from the Old Farm Trail over to

Boundary St. to connect the Northborough section of the BLT with Marlborough. A grand opening of the BLT was hosted at Algonquin Regional high school and was well-attended.

3) The Trails Committee had another successful showing at the 2019 Applefest event. Each year, George Curtis does a great 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. Thanks to Deb Grampietro for printing all the maps. Volunteers spent the day at the booth handing out materials and guiding prospective users to the trails that would best suit their recreational needs.

4) NTC continues to work with the Massachusetts Water Resources Administration 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. On the Aqueduct, Phase II is officially open, allowing hikers and bikers the opportunity to travel north from Edmund Hill Woods up to Mt. Pisgah and beyond into Berlin. The final phase will be opening the bridge across the Assabet River at Hudson St.



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

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.



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.
- Identifying, evaluating, preserving, and broadening community awareness of the historical heritage of the town.

Accomplishments in 2019

Historic District-Related

- Completion of the grave marker restoration project in the old Howard Street Burial Ground.
- Installation of the First Parish Unitarian Universalist Meeting House handicap access ramp.
- Preparation of a draft "Study Report" for including the entire Howard Street Cemetery into the Meeting House Common – Local Historic District.

Historic Markers

New markers were ordered in the fall for installation in the spring of 2020:

- Cold Harbor Bridge over Church Street
- Old Cyrus Gale General Store on Main Street
- Ordered two "Historic Route 20" Signs from the Massachusetts Department of Transportation

Training & Memberships

- Several Commission members attended the "Massachusetts History Conference", in Worcester MA on June 24 and the "Massachusetts Historic Preservation Conference" in Plymouth, MA on September 20.

- To expand our interactions with organizations specializing in historic preservation, the NHDC has joined the following organizations: Preservation Massachusetts, Massachusetts History Alliance, Historic Route 20, and the Northborough Historical Society.

Outreach

- Twenty owners of antique homes were contacted regarding possible long-term preservation options.
- Our Applefest booth focused on the Howard Street Burial Ground restoration project.
- Letters of Appreciation were sent to several owners of antique properties that have undergone some restorations.
- Historical property information was sent to new homeowners of antique homes.

Demolition Related

Three antique homes were demolished in 2019: 181 East Main Street, 222 West Main Street and 156 Pleasant Street. It is always disappointing to see the loss of the town's history. In general, antique properties are hard to sell, making them vulnerable to demolition for new development.

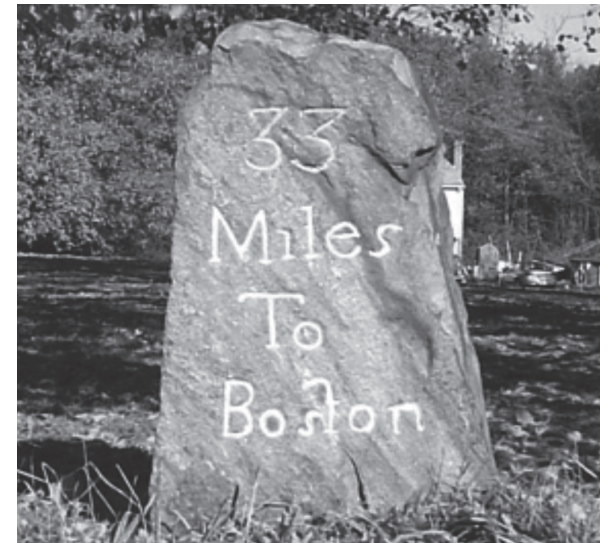
NHDC has representation on the following town committees:

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

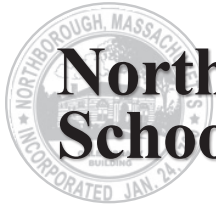
The Commission meets on the third Wednesday of each month at 7:00pm in the Town Hall, and the public is welcome to attend. Our website is www.town.northborough.ma.us/Pages/NorthboroughMA_BComm/Historic/nhc/index.html.



Lost History: 156 Pleasant Street, built in 1738 by Timothy Fay, who fought at Bunker Hill



The Boston Post Road 33 Mile Marker on East Main Street is one of 230 markers erected between Boston and New York City along the Boston Post Road in 1763.



Northborough School District

Northborough School Committee

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



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

Administration

Gregory L. Martineau B.S., M.A.	<i>Superintendent of Schools</i>
Rhoda Webb B.A., M.A.	<i>Interim Assistant Superintendent of Schools</i>
Marie B. Alan B.S., M.A.	<i>Director of Student Support Services</i>
Jennifer E. Cuker B.A., Ed.M., M.Ed.	<i>Interim Director of English Language Education</i>
Julie G. Doyle B.S., M.Ed.	<i>Director of Instructional Technology and Digital Learning</i>
Mary Ellen Duggan M.Ed., B.S.N., R.N., N.C.S.N.	<i>District Wellness Coordinator</i>
Jennifer M. Henry B.S., M.Ed., B.C.B.A., L.A.B.A.	<i>Early Childhood Administrator</i>
Deborah Q. Lemieux B.A., M.S.Ed., Ed.S.	<i>Assistant Director of Student Support Services</i>
Erica J. Matthew B.S., M.S., M.Ed.	<i>Assistant Director of Student Support Services</i>

Rebecca J. Pellegrino B.A., M.B.A.	<i>Director of Finance and Operations</i>
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Heather A. Richards B.A., M.B.A., J.D.	<i>Director of Human Resources</i>
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Central Office Support Staff

Nancy A. Bissett	<i>Administrative Assistant to the Assistant Superintendent</i>
Sandra J. Burgess	<i>Administrative Assistant to the Student Support Services Department</i>
Thomas-James Carron	<i>Assistant District Technology Manager</i>
Elaine E. Chisholm	<i>Personnel and Communications Coordinator</i>
Elena Dako	<i>Financial Coordinator – Northborough</i>
Pamela E. Hite	<i>Financial Coordinator – Southborough</i>
Michelle E. LeMay	<i>Financial Coordinator – Algonquin</i>
Cheryl M. Lepore	<i>Executive Administrator</i>
Andrew F. Mariotti	<i>District Technology Manager</i>
Kyle D. Parson	<i>Northborough and Southborough Manager of Food Services</i>
Jean M. Pinto	<i>Receptionist</i>
Nena H. Wall	<i>Human Resources Administrator</i>
Caroline Willard	<i>Finance and Operations Administrator</i>
Loraine T. Wolfrey	<i>Data Specialist</i>

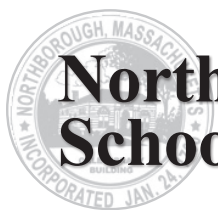
Business Office

Address	53 Parkerville Road Southborough, MA 01772
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Office Hours	8:00 a.m. - 4:30 p.m.
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Telephone	(508) 486-5115
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FAX	(508) 486-5123
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Northborough School District

Superintendent's Report

Gregory L. Martineau
Superintendent of Schools

The vision of The Public Schools of Northborough 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 its 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, Lincoln Street Elementary, Marguerite E. Peaslee Elementary, Fannie E. Proctor Elementary, and Marion E. Zeh Elementary, create climates 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 mission. All faculty and staff are engaged in activities that emphasize the continuous growth and achievement of students and strategic professional development of faculty and staff in the areas of Communication, Curriculum, Student Support, and Technology. School Improvement Plans (SIPs) are developed in a purposeful and collaborative way to support the students and staff at each grade level. The District celebrates the accomplishments of its students, professional teaching by faculty and staff, commitment to the shared mission and vision, outstanding leadership by its administrative teams and from the Central Office team. The District encourages innovation and appreciates the collaborative partnerships with parents, community organizations and individual

members as well as Northborough town officials. The District places a high priority on collaboration and is committed to working closely with stakeholders to present a well-developed, fiscally responsible and educationally sound budget. Students are encouraged to become active, contributing members of the Northborough community as faculty and staff provide all students with a challenging, multi-faceted education.

The District extends a "thank you" to its 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 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.

The District believes 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 an emphasis on community service learning. 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 emphasizes kindness and throughout the year adopted many programs in service to others. Teachers continued 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 focuses on how students learn best and the sharing of teaching best practices within a grade level and content area. This is a multi-year professional development experience and involves extensive collaboration offered through professional learning communities and peer-to-peer classroom visitations.

The Public Schools of Northborough emphasize the importance of fostering an emotionally and psychologically safe school environment in which all students feel supported and accepted. 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 its current practices, upgrading infrastructure to support best practices and coordination at all levels with health and safety personnel. Furthermore, creating a healthy school climate includes offering students and staff opportunities to engage in wellness activities. Stress reduction techniques that include mindfulness and relaxation strategies are integrated into the school day. The District partners with MetroWest Health Foundation and continues to participate in the MetroWest Adolescent Health Survey, which identifies student risk behaviors. The District continued fostering a partnership with the Northboro-Southboro Substance Abuse Prevention Coalition (NSSAPC). Faculty and staff engaged in grant writing opportunities that provided important funding to support new initiatives to develop programs that meet the needs of all students.

The Public Schools of Northborough continue to provide a continuum of programs that allow students to experience a learning model that supports their needs. These programs are cost-effective and highlight best teaching and learning practices. They include a language-based program and 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."

Education is at the heart of any community and is an invaluable investment in its future. The Public Schools of Northborough is fortunate to have a dedicated and involved community and School Committee to guide the District's work and support the ever-changing educational landscape. Information regarding enrollments, budgets, and school-related activities are available on the District's website.



Northborough School District

Federal and State Entitlement Grants

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

Title I Entitlement Grant - \$50,562 (*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 - \$21,746 (*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 - \$10,334 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.

Title IV Part A - Student Support and Academic Enrichment - \$3,888 Consolidated Grant (*Federal funding*)

Title IV Part A of the federal Elementary and Secondary Education Act provides The Public Schools of Northborough with funds to build capacity and ensure that all students have access to a high-quality educational experience. The priorities of Title IV are to support: well-rounded educational opportunities; safe and healthy students; and effective use of technology.

Early Childhood Special Education Allocation - \$18,424 Consolidated Grant (*State funding*)

This consolidated grant, shared with The Public Schools of Northborough, 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 - \$474,609

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.

Enrollment by Grades - October 1, 2019

School	K	1	2	3	4	5	6	7	8	Total
Lincoln	37	40	51	43	45	44				260
Peaslee	40	40	33	52	62	42				269
Proctor	55	41	39	40	42	48				265
Zeh	40	38	40	44	44	40				246
Melican							159	184	203	546
Total	172	159	163	179	193	174	159	184	203	1,586

Town of Northborough School Financial Statement –for the 2019 Fiscal Year July 1, 2018 - June 30, 2019

APPROPRIATION:

Regular Education	\$	16,429,741	
Special Education	\$	8,010,852	
Total Appropriation		\$	24,440,593

Total Appropriation **\$ 24,440,593**

EXPENDITURES:

REGULAR DAY PROGRAMS

ADMINISTRATION:

School Committee	\$	9,989	
Superintendent's Office	\$	151,100	
Administrative Support Services	\$	661,584	
Total Administration		\$	822,673

INSTRUCTION:

Supervision	\$	31,665	
Principals' Offices	\$	1,096,622	
Teaching (includes Salaries, Workshops, Supplies & Field Trips)	\$	10,380,788	
Professional Development	\$	97,872	
Textbooks & Instructional Equip	\$	182,836	
Library/Media Services	\$	473,136	
Guidance Services	\$	268,009	
Total Instruction		\$	12,530,928

OTHER SCHOOL SERVICES:

Attendance Services	\$	14,568	
Health Services	\$	483,312	
Pupil Transportation	\$	435,829	
After School Activities	\$	20,000	
Student Body Activities	\$	5,761	
Cafeteria Services	\$	48,820	
Total Other School Services		\$	1,008,289

OPERATION OF PLANTS:

Custodial Services (Salaries & Supplies)	\$	810,148	
Heating	\$	183,467	
Electricity	\$	226,489	
Telephones	\$	37,904	
Gas	\$	3,557	
Water	\$	27,192	
Tech/Telecomm	\$	83,433	
Total Operation of Plants		\$	1,372,190

MAINTENANCE:

Grounds	\$	17,897	
Buildings	\$	370,111	
Equipment	\$	55,421	
Technology Maint	\$	43,658	
Total Maintenance		\$	487,087

LEASE OF BUILDING & EQUIPMENT: **\$ 28,750**

TOTAL EXPENDITURES, REGULAR DAY PROGRAMS **\$ 16,249,918**

SPECIAL EDUCATION PROGRAMS

Legal Services	\$	28,221	
Supervision	\$	197,659	
Teaching (Salaries & Supplies)	\$	4,905,438	
Professional Development	\$	1,828	
Technology	\$	9,302	
Psychological Services	\$	770,219	
Health Services	\$	108,890	
Transportation	\$	598,076	
Telephone	\$	-	
Equipment Maintenance	\$	4,915	
Programs - Other Schools in Massachusetts	\$	1,480,265	
Lease of Building & Equipment	\$	-	
Payments to Collaboratives	\$	82,226	

TOTAL EXPENDITURES SPECIAL EDUCATION

\$ 8,187,038

TOTAL EXPENDITURES

\$ 24,436,956

BALANCE RETURNED TO GENERAL FUND:

\$ 3,637

SCHOOL LUNCH ACCOUNT

INCOME:

Balance from FY18	\$	7,550	
Total Receipts, FY19	\$	479,801	
Total Revenues		\$	487,351

Total Expenditures, FY19

\$ 452,282

BALANCE TO FY20

\$ 35,069

SPECIAL ED - CIRCUIT BREAKER

INCOME:

Balance from FY18	\$	934,266	
Total Receipts, FY19	\$	1,175,392	
Total Revenues		\$	2,109,658

Total Expenditures, FY19

\$ 934,266

BALANCE TO FY20

\$ 1,175,392



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

7:34p.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 Years' Bills MOTION PASSED OVER (no prior year bills)

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

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

ARTICLE 4: Town Budget MOTION PASSED

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

From:

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

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

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

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Five Million Seven Hundred Twenty-Six Thousand Seven Hundred Fifty-Three Dollars (\$5,726,753) for Water, Sewer and Solid Waste Funds as displayed below for the operation of the Water, Sewer and

Solid Waste Utilities, and to meet said appropriation, the following sums available for appropriation be transferred:

From:

Water Fund Free Cash	\$162,648
Solid Waste Fund Free Cash	\$ 28,799
Raise and Appropriate by Taxation:	
Solid Waste General Fund Subsidy	\$417,160

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

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

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 Nine Hundred Twenty-Eight Thousand Five Hundred Fifty-Eight Dollars (\$24,928,558) for the operation of the Northborough Public Schools, or take any action relative thereto.

ARTICLE 7: Algonquin Regional High School Budget 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 Twelve Million Eight Hundred Seventy-Three Thousand Nine Hundred Fifty-Six Dollars (\$12,873,956), or take any action relative thereto.

ARTICLE 8: Assabet Valley Regional Vocational School District Budget 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 Eight Hundred Thirty-Six Thousand Three Hundred Ten Dollars (\$836,310), or take any action relative thereto.

ARTICLE 9: Revolving Funds Authorization of Expenditure Limits MOTION PASSED

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

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

or take any other action relative thereto.

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

ARTICLE 10: Appropriations Committee Reserve Fund 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 11: 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 12 (CIP): Fire Department – Ambulance Replacement MOTION PASSED

To see if the Town will vote to appropriate the sum of Three Hundred Fifteen Thousand Dollars (\$315,000) for the use of the Fire Department for the purchase of one new ambulance, and to meet said appropriation the sum of Three Hundred Fifteen Thousand Dollars (\$315,000) be raised by borrowing, in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 7(11) or any other enabling authority, and the Treasurer, with the approval of the Board of Selectmen, be authorized to issue bonds or notes therefor.

- This Article provides funds for the replacement of a 2012 ambulance. The debt service on the bonds for the ambulance will be paid from the EMS revolving account. The EMS revolving account is funded by ambulance service fees and charges.

ARTICLE 13 (CIP): Police – Police Cruiser Replacements MOTION PASSED

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

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

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

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

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

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

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

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

ARTICLE 16 (CIP): DPW – Road Improvements and Maintenance 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 FY2020 Chapter 90 allocation in order to maintain current road conditions in accordance with the Pavement Management Plan.

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

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

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



2019 Annual Town Meeting Warrant

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

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

- This Article provides funds for the design of small repairs and recoating of the Assabet Hill Water Tank, which is a 3.5 million gallon concrete water storage tank. These repairs were recommended as a result of the most recent tank inspections performed in 2015 as required by MassDEP.

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

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

- This Article provides funds for all schools, Proctor Elementary, Peaslee Elementary, Zeh Elementary and Melican Middle schools, to receive the same equipment consistent with the installations at the newly renovated Lincoln Street Elementary School. The security systems will mirror the security equipment installed in other schools within the Public Schools of Northborough and

Southborough. Approval of this article will ensure the equity of installations throughout all schools and support overall safe school readiness protocols.

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

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

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

ARTICLE 21: Community Preservation Fund – Interpretive Signs MOTION PASSED

To see if the Town will vote to appropriate the sum of Eight Thousand Dollars (\$8,000), or any other sum, from the Community Preservation Fund Historic Reserves to

ARTICLE 20

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

the Northborough Historic District Commission for the purchase and installation of two interpretive signs to identify significant historical sites, or take any other action relative thereto.

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

ARTICLE 22: Community Preservation Fund – Historic Markers MOTION PASSED

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

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

ARTICLE 23: Community Preservation Fund – Northborough Affordable Housing Corporation MOTION PASSED

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

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

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

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

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

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

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

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

ARTICLE 26: Community Preservation Fund – CPA Administration 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, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2020, or take any other action relative thereto.

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

**ARTICLE 27: Wetlands Bylaw – 6-04-020
Applicability MOTION PASSED**

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

6-04-020 Applicability

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

11:02 a motion was made to adjourn the meeting **MOTION PASSED**



**Adjourned session of Annual Town Meeting
Tuesday, April 23, 2019**

7:35pm Moderator Fred George announced a quorum was present in the hall and called the meeting to order.

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

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

as underlined, or take any action relative thereto.

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

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

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

E. Appointment of the Design Review Committee

- (1) The Planning Board shall appoint a Design Review Committee. Such Committee shall be chaired by a member of the Planning Board, and shall additionally consist of four (4) members, who shall be residents, with a preference given to the following disciplines for three-year terms as follows:

- ~~(a) One (1) Two (2) degreed architects;~~
- (b) One (1) degreed landscape architect; and
- ~~(c) One (1) representative nominated by the Chamber of Commerce; and~~
- (c) One (1) interested and responsible citizen resident of the town with a related background such as real estate development, interior design, graphic design, lighting design, or building/construction; or
- ~~(d)~~ A balance of representation as close as possible to this mix.

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

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

- (f) Temporary Outdoor Sales of Holiday Trees, Wreaths, or



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

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

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

ARTICLE 32: Zoning Bylaw 7-08-020, Special Permit ARTICLE 31

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

Required A MOTION PASSED

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

A. The Zoning Board of Appeals may grant a special permit to change a nonconforming use in accordance with this section only if it determines that such change or extension ~~shall not be substantially more detrimental than the existing nonconforming use to the neighborhood; is~~

a similar or less detrimental use, and in making such determination the Zoning Board of Appeals shall consider whether the proposed use is different in character or in its effect on the neighborhood or on the property in the vicinity. The Zoning Board of Appeals may consider the following types of changes to nonconforming uses:

- (1) ~~Change or substantial extension of the use;~~
- (2) ~~Change from one (1) nonconforming use to another nonconforming use.~~

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

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

B. Definitions

Add a new definition (10) as shown below, and renumber existing definition (10) as (11) and renumber the remainder of the definitions in the subsection accordingly:
(10) ELECTRONIC MESSAGE CENTER – Any sign that utilizes computer-generated messages or some other electronic means of changing copy.

D. Basic requirements

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

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

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

(a) Each electronic message center shall be equipped with a light sensing device that automatically adjusts the brightness or the sign as ambient light conditions change.

(b) All electronic message center signs shall contain a default design that will freeze the sign in one position if a malfunction occurs.

(c) No electronic message center sign shall exceed a brightness level of three-tenths (0.3) foot candles above ambient light as measured using a foot candle (Lux) meter at a pre-set distance in accordance with the following procedure:

[1] At least thirty (30) minutes past sunset, record the ambient light while the sign is off or displaying all black copy;

[2] The light meter shall be held five (5') feet above the finished grade as close as practical to a perpendicular plane of the sign;

[3] The meter shall be aimed toward the center of the automatic changeable copy sign;

[4] From the same location, a second reading shall be recorded while the sign is on and not blocked;

[5] If the difference between the measurements is three-tenths (0.3) foot candles or less, the brightness is properly adjusted; otherwise the brightness level must be adjusted to comply with this standard;

[6] The measurement distance shall be determined using the following formula:

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

Example: Proposed sign is 50 square feet

$50 \times 100 = 5000$

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

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

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

Add the text shown as underlined to subsection (1)(c)[1][a]:
Electronic message center may be used as part of freestanding sign.

H. Signs in the Industrial District

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

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

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

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

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

Amend Section 1-80-020 Holding of Annual Town Meeting and Special Town Meeting

Each session of the meeting shall begin at 7 PM.

Proposed by: Douglas Stone

ARTICLE 36: Citizen Petition – Plastic Bag Reduction Bylaw MOTION PASSED

1.0 PURPOSE

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

2.0 SEVERABILITY

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

3.0 DEFINITIONS

3.1 "Agent", the Town of Northborough Health Agent

3.2 "Board of Health", the legally constituted Board of Health for the Town of Northborough, or its authorized agents or representatives.

3.3 "Department", the Town of Northborough Health Department.

3.4 "Checkout Bag", a carryout bag with handles provided by a store to a customer at the point of sale. A Checkout bag shall not include:

- Bags whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store;
- laundry or dry-cleaner bags;

- bags used to contain or wrap frozen foods, meat or fish, whether prepackaged or not, to prevent or contain moisture.

3.5 "Compostable plastic bag", a plastic bag that meets specific standards set by the American Society of Testing and Materials (ASTM) for biodegradability.

3.6 "Recyclable Paper Bag" means a paper bag that is (1) 100 percent recyclable including the handles; (2) contains at least 40% post-consumer recycled paper content; and, (3) displays the percentage of post-consumer recycled content in a visible manner on the outside of the bag.

3.7 "Retail establishment", any retail space located in the Town of Northborough including without limitation a restaurant, food or ice cream truck, convenience store, merchandise vendor, farm market, or supermarket.

3.8 "Reusable checkout bag", a sewn bag with handles, that is designed for multiple reuse and can carry 25 pounds over a distance of 300 feet. It can be either made of cloth fabric, durable plastic (more than 4 mils thick), or other durable material.

3.9 "Single Use Plastic Bag" shall mean a plastic bag including but not limited to bags with integral handles made of non-biodegradable plastic that is less than 4.0 mils in thickness and is intended for single-use transport of purchased items provided by an establishment to a customer at the point of sale.

4.0 REQUIREMENTS

4.1 If any retail establishment as defined in section 3 provides a checkout bag to customers, the bag shall comply with the requirements of being either a recyclable paper bag, a compostable plastic bag, or a reusable checkout bag. Single Use Plastic Bags are prohibited as of January 1, 2020.

4.2 The Board of Health may promulgate additional rules and regulations to implement this bylaw.

5.0 PENALTIES AND ENFORCEMENT

Each Retail Establishment shall comply with this bylaw:

5.1 If it is determined that a violation has occurred the Agent may issue a warning notice for an initial violation.

5.2 Any violation of the provisions of this bylaw may be enforced by non-criminal disposition pursuant to the provisions of Massachusetts General Laws, Chapter 40, Section 21D.

5.3 If an additional violation of this by-law has occurred within 30 calendar days after a warning notice has been issued for an initial violation, the Agent may issue a notice of violation and may impose a penalty against the Retail Establishment.

5.4 The penalty for each violation that occurs after the issuance of the warning notice shall be:

- \$50 for the second offense
- \$100 for the third offense and \$200 for all subsequent offenses.

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

6.0 EFFECTIVE DATE

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

Proposed by: Jeanne Cahill

ARTICLE 37: Citizen Petition – Polystyrene Reduction Bylaw MOTION PASSED

1.0 PURPOSE

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



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2.0 SEVERABILITY

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

3.0 DEFINITIONS

- 3.1 “Agent”, the Town of Northborough Health Agent
- 3.2 “Board of Health”, the legally constituted Board of Health for the Town of Northborough, or its authorized agents or representatives.
- 3.3 “Department”, the Town of Northborough Health Department.
- 3.4 “Disposable Food Service Container” means a single-use disposable product for serving or transporting prepared, ready-to-consume food or beverages, including without limitation, take-out foods and/or leftovers from partially consumed meals prepared by a food establishment. This includes, but is not limited to, plates, cups, bowls, trays, hinged or lidded containers, straws, cup lids, or utensils. It does not include single-use disposable packaging for unprepared foods.
- 3.5 “Food Establishment” means any operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption, as further defined in 105 CMR 590.002. Any establishment requiring a permit to operate in accordance with the State Food Code, 105 CMR 590.000, et. seq., shall be considered a food establishment for purposes of this bylaw.
- 3.6 “Expanded Polystyrene” means blown polystyrene (polystyrene that has been expanded or “blown” using a gaseous blowing agent into a solid foam) and expanded and extruded forms, which are thermoplastic petrochemical materials utilizing a styrene monomer and processed by any number of techniques including, but not limited to, fusion of polymer spheres (expandable bead polysty-

rene), injection molding, form molding, and extrusion blow molding (extruded foam polystyrene).

- 3.7 “Prepared Food” means any food or beverage prepared on the food establishment’s premises, using any cooking or food preparation technique. Prepared food does not include any raw uncooked meat, fish or eggs unless provided for consumption without further food preparation. Prepared food may be eaten on or off the food establishment’s premises.

4.0 REQUIREMENTS

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

5.0 PENALTIES AND ENFORCEMENT

Each Food Establishment shall comply with this bylaw:

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

6.0 EFFECTIVE DATE

All of the requirements set forth in this bylaw shall take effect on January 1, 2020. In the event that compliance with the effective date of this bylaw is not feasible for a Food Establishment, because of unavailability of compliant

containers or economic hardship, the Agent may grant a waiver of not more than six months upon application of the owner or the owner’s representative. The waiver may be extended for one (1) additional six-month period upon showing of continued infeasibility as set forth above.

Proposed by: Jeanne Cahill

ARTICLE 38: Citizen Petition – Elimination of Town Meeting Quorum MOTION FAILED

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

Proposed by: Douglas Stone

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

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

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

Proposed by: Lisa Maselli

ARTICLE 40: Citizen Petition – Zoning Bylaw 7-05-030, 7-03-060, 7-06-030, Two-Family Dwelling Amendments MOTION FAILED (Yes 83 No 66 Does not meet the 2/3rds required)

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

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

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

ARTICLE 40 - Part 1

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

Amend footnote 3 to read as follows:

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

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

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

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

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

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

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

Delete the existing footnote 1 as follows:

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

~~and activities, and would not disturb any consistency of the neighborhood.~~

Proposed by: Lisa Maselli

ARTICLE 41: Reports PASSED OVER

10:10pm motion made to dissolve the meeting **MOTION PASSED**

Attendance 4/22/2019: 261
Attendance 4/23/2019: 217
Total Registered Voters: 11,083

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

ARTICLE 40 - Table 2

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

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