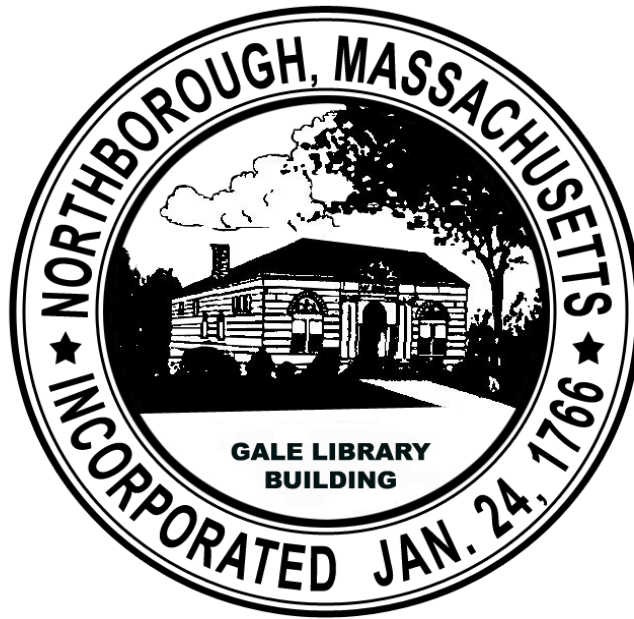


Town of Northborough



Annual Town Meeting
May 1, 2021

Warrant Supplement & Reference Material

2021 ANNUAL TOWN MEETING INTRODUCTION

On the following pages you will find the Articles from the posted Warrant for the 2021 Annual Town Meeting. In addition to the Articles themselves, the motions that are intended to be made at Town Meeting, as of the date of printing of this document, are also included. Some of the motions may reflect changes since the time the Warrant was posted, as this document follows the culmination of review by the various Town Boards & Committees.

The Warrant sets the format for Annual Town Meeting, which usually commences on the fourth Monday in April. Due to the ongoing pandemic, the Town took advantage of enabling state legislation to modify the schedule for Town Meeting to Saturday, May 1, 2021 at 9:00 a.m. in an outdoor venue at the Algonquin Regional High School. This year's Warrant is composed of 40 Articles. An Article is the mechanism by which residents are asked to consider some form of action during Town Meeting. For example, Article 6 asks residents to consider acceptance of the Northborough School K-8 operational budget. Following some Articles, you will find a brief explanation (unless it is self-explanatory).

Additionally, to maximize safety of participants at Town Meeting, the Moderator will be seeking to conduct this annual meeting as efficiently as possible. Many budget presentations and hearings have been recorded and posted online. Therefore, it will be incumbent on participants to review the basic information in advance. Likewise, presentations at Town Meeting will be substantially limited and the Moderator will also utilize a “consent agenda,” as at last year’s Annual Town Meeting. This is a process whereby routine articles, including any proposed to be passed over, will be grouped and voted on as a block. The consent agenda approach will not compromise the ability to take any of those articles out of the grouping and handle them separately if that is the will of Town Meeting. Following this introduction is a brief explanation of the Moderator’s proposed consent agenda process and the articles which will be included on that agenda.

Also included in this document is a summary of the Town’s operational budget, a summary of revenues and expenditures for the Town and Schools, the Financial Planning Committee’s report and the Appropriations Committee’s report and recommendations.

I wish to recognize the efforts of the Town's Boards, Committees, Commissions and Town Departments in contributing to the preparation of the FY2022 Budget and the drafting of the Warrant.

Respectfully submitted,

John W. Coderre
Town Administrator

Moderator's Consent Agenda For Annual Town Meeting

In order to reduce the time during which the voters are gathered for the Annual Town Meeting during this time of the COVID-19 pandemic, and to account for the fact that a longer meeting in an outdoor setting poses possible discomfort for some voters and is subject to disruption by inclement weather, the Moderator will use a procedure known as a consent agenda. It is the bundling of articles considered to be non-controversial, and/or related by subject matter, into a single motion to be voted on by Town Meeting. This practice has been used in other towns, and in some towns it is a routine part of Town Meeting. A consent agenda can save time by eliminating the need for an individual motion, a second, an explanation and a vote on individual articles that are capable of being considered together.

What Articles Are Included?

There will be one consent agenda for this Town Meeting, as follows:

Consent Agenda 1:

Article 1 – Appoint Deputy Moderator: Article 1 ratifies the routine appointment by the Moderator of Gerry Hickman to serve as Deputy Moderator in the event the Moderator is unable to continue.

Article 2 – Authorize Compensating Balance Agreements: This annual Article provides authorization for the Town to enter into a compensating balance agreement in order to obtain banking services. A compensating balance agreement is an arrangement by which a town maintains municipal funds on deposit in return for banking services.

Article 3 – Prior Years' Bills: There are no prior years' bills, so this Article will be passed over.

Article 9 – Authorize Revolving Fund Limits for FY2022: This is a housekeeping article that sets expenditure limits for special funds used to hold fees associated with providing certain Town services which are then used to offset the cost of providing the services (e.g., ambulance services).

How The Consent Agendas Will Work

When the meeting reaches the first article to be included in the consent agenda, which will be Article 1, the Moderator will explain the process. The Moderator will read the title of each article included in the consent agenda. He will pause after each article to allow any voter who has a question on the article to say, "hold."

Held articles will be set aside for separate consideration, apart from the consent agenda. Voters who hold an article will be asked to identify themselves and should be prepared to speak to the article later in the meeting.

After the meeting agrees on which articles to include in the consent agenda, there will be no debate and the Moderator will immediately call for a vote. Every article included in the consent agenda will either pass or fail depending on the single vote taken.

The articles removed from the consent agenda by a hold will be taken up individually in the order in which they appear in the Warrant.

What Voters Should Do To Prepare

Town Meeting voters should review the Warrant in advance and be ready to state which article(s) in the consent agenda they wish to hold for individual consideration.

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TOWN OF NORTHBOROUGH
ANNUAL TOWN MEETING HANDOUT
MAY 1, 2021

WORCESTER, SS

GREETINGS:

To any Constable in the Town of Northborough, County of Worcester:

In the name of the Commonwealth of Massachusetts, you are hereby commanded to warn and notify the legal voters of the Town of Northborough to meet at THE ALGONQUIN REGIONAL HIGH SCHOOL on SATURDAY the FIRST day of May 2021 at 9:00 a.m. to act on the following warrant articles:

ARTICLE 1: Appointing Deputy Moderator

To see if the Town will vote to ratify the appointment by the Moderator of Gerald Hickman as Deputy Moderator, as provided by Article II, Section 2-2 of the Northborough Home Rule Charter.

MOTION ARTICLE 1: Appointing Deputy Moderator

I move the Town vote to ratify the appointment by the Moderator of Gerry Hickman as Deputy Moderator, as provided by Article II, Section 2-2 of the Northborough Home Rule Charter.

ARTICLE 2: Compensating Balance Agreement

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

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

MOTION ARTICLE 2: Compensating Balance Agreement

I move the Town 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.

ARTICLE 3: Prior Years' Bills

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

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

MOTION ARTICLE 3: Prior Years' Bills

I move the Town vote to pass over this article.

ARTICLE 4: Town Budget

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Twenty-Two Million Seven Hundred Twenty-Eight Thousand Five Hundred Seventy-Two Dollars (\$22,728,572) 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	\$19,495
Transfer from Cemetery Sale of Lots	\$12,000
Transfer from Debt Exclusion Premium Reserve	\$9,835
Transfer from DPU Transportation Fund	\$3,587
Transfer from Conservation Commission Fees	\$8,523
Transfer from Fire Emergency Medical Services Revolving Fund	\$351,240
Transfer from Animal Control Revolving Fund	\$27,461
Transfer from Medicare Part D Subsidy	\$39,039
Transfer from PEG Access Cable Related Fund	\$262,753
Free Cash	\$500,000

for a total of One Million Two Hundred Thirty-Three Thousand Nine Hundred Thirty-Three Dollars (\$1,233,933) and that the sum of Twenty-One Million Four Hundred Ninety-Four Thousand Six Hundred Thirty-Nine Dollars (\$21,494,639) be raised by taxation.

MOTION ARTICLE 4: Town Budget

I move the Town vote to raise and appropriate and transfer from available funds the sum of Twenty-Two Million Seven Hundred Twenty-Eight Thousand Five Hundred Seventy-Two Dollars (\$22,728,572) for Town Government as displayed in the warrant supplement distributed at this Town Meeting, and to meet said appropriation, the following sums available for appropriation be transferred:

From:

Transfer from Cemetery Trust Fund Income	\$19,495
Transfer from Cemetery Sale of Lots	\$12,000
Transfer from Debt Exclusion Premium Reserve	\$9,835
Transfer from DPU Transportation Fund	\$3,587
Transfer from Conservation Commission Fees	\$8,523
Transfer from Fire Emergency Medical Services Revolving Fund	\$351,240
Transfer from Animal Control Revolving Fund	\$27,461
Transfer from Medicare Part D Subsidy	\$39,039
Transfer from PEG Access Cable Related Fund	\$262,753
Free Cash	\$500,000

for a total of One Million Two Hundred Thirty-Three Thousand Nine Hundred Thirty-Three Dollars (\$1,233,933) and that the sum of Twenty-One Million Four Hundred Ninety-Four Thousand Six Hundred Thirty-Nine Dollars (\$21,494,639) be raised by taxation

ARTICLE 5: Water, Sewer and Solid Waste Enterprise Funds

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Six Million Two Hundred Fifty-Four Thousand Two Hundred Seventy-Nine Dollars (\$6,254,279) 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	\$316,548
Solid Waste Fund Free Cash	\$ 93,984

Raise and Appropriate by Taxation:

Solid Waste General Fund Subsidy	\$337,160
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for a total of Seven Hundred Forty-Seven Thousand Six Hundred Ninety-Two Dollars (\$747,692) and that the sum of Five Million Five Hundred Six Thousand Five Hundred Eighty-Seven Dollars (\$5,506,587) be financed from Water, Sewer and Solid Waste Revenues.

Water Fund	\$2,961,675
Sewer Fund	\$2,373,460
Solid Waste	\$ 919,144
Total	\$6,254,279

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

I move the Town vote to raise and appropriate and transfer from available funds the sum of Six Million Two Hundred Fifty-Four Thousand Two Hundred Seventy-Nine Dollars (\$6,254,279) for the operation of the Water, Sewer and Solid Waste Utilities, in the amounts of Two Million Nine Hundred Sixty-One Thousand Six Hundred Seventy Five Dollars (\$2,961,675) for the Water Enterprise Fund, Two Million Three Hundred Seventy-Three Thousand Four Hundred Sixty Dollars (\$2,373,460) for the Sewer Enterprise Fund, and Nine Hundred Nineteen Thousand One Hundred Forty Four Dollars (\$919,144) for the Solid Waste Enterprise Fund; and to meet said appropriation, the following sums available for appropriation be transferred:

From:

Water Fund Free Cash	\$316,548
Solid Waste Fund Free Cash	\$ 93,984

Raise and Appropriate by Taxation:

Solid Waste General Fund Subsidy	\$337,160
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for a total of Seven Hundred Forty-Seven Thousand Six Hundred Ninety-Two Dollars (\$747,692) and that the sum of Five Million Five Hundred Six Thousand Five Hundred Eighty-Seven Dollars (\$5,506,587) be financed from Water, Sewer and Solid Waste Revenues and allocated as stated.

ARTICLE 6: Northborough K-8 Schools Budget

To see if the Town will vote to raise and appropriate by taxation the sum of Twenty-Five Million Seven Hundred Ninety-Nine Thousand Six Hundred Seventy-Eight Dollars (\$25,799,678) for the operation of the Northborough Public Schools, or take any action relative thereto.

MOTION ARTICLE 6: Northborough K-8 Schools Budget

I move the Town vote to raise and appropriate by taxation the sum of Twenty-Five Million Seven Hundred Ninety-Nine Thousand Six Hundred Seventy-Eight Dollars (\$25,799,678) for the operation of the Northborough K-8 Public Schools.

ARTICLE 7: Algonquin Regional High School Budget

To see if the Town will vote to raise and appropriate by taxation Northborough's share of the assessment for the operation of the Northborough-Southborough Regional School District, the sum of Thirteen Million Six Hundred Fifty-Two Thousand Seven Hundred Fourteen Dollars (\$13,652,714), or take any action relative thereto.

MOTION ARTICLE 7: Algonquin Regional High School Budget

I move the Town vote to raise and appropriate by taxation Northborough's share of the assessment for the operation and debt service of the Northborough-Southborough Regional School District, the sum of Thirteen Million Six Hundred Fifty-Two Thousand Seven Hundred Fourteen Dollars (\$13,652,714).

ARTICLE 8: Assabet Valley Regional Vocational School District Budget

To see if the Town will vote to raise and appropriate by taxation Northborough's share of the assessment for the operation and debt service of the Assabet Valley Regional Vocational School District, the sum of One Million Sixty-Eight Thousand Four Hundred Ninety Dollars (\$1,068,490), or take any action relative thereto.

MOTION ARTICLE 8: Assabet Valley Regional Vocational School District Budget

I move the Town 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 One Million Sixty-Eight Thousand Four Hundred Ninety Dollars (\$1,068,490).

ARTICLE 9: Revolving Funds Authorization of Expenditure Limits

To see if the Town will vote to authorize revolving fund annual expenditure limits for Fiscal Year 2022 as shown in the table below:

Revolving Fund	Annual Expenditure Limit
Fire Department (EMS and Haz Mat)	\$600,000
Animal Control	\$50,000
Family & Youth Services	\$20,000
Council on Aging	\$300,000
Community Affairs	\$20,000
Library	\$20,000

or take any other action relative thereto.

- Pursuant to the 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.

MOTION ARTICLE 9: Revolving Funds Authorization of Expenditure Limits

I move the Town vote to authorize revolving fund annual expenditure limits for Fiscal Year 2022 as shown in the table in the warrant supplement distributed at this Town Meeting.

ARTICLE 10: Appropriations Committee Reserve Fund

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

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

MOTION ARTICLE 10: Appropriations Committee Reserve Fund

I move the Town 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.

ARTICLE 11 (CIP): Police – Police Cruiser Replacements (3)

To see if the Town will vote to appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000) 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 Fifty Thousand Dollars (\$150,000) be transferred from Free Cash.

- This Article provides funds for the purchase of three replacement patrol vehicles with three existing vehicles being traded-in. Included in the funding request is the cost of outfitting the vehicles with ancillary equipment.

MOTION ARTICLE 11 (CIP): Police – Police Cruiser Replacements (3)

I move the Town vote to appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000) 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 Fifty Thousand Dollars (\$150,000) be transferred from Free Cash.

ARTICLE 12 (CIP): Fire – Car 3 Pickup Truck Replacement

To see if the Town will vote to appropriate the sum of Eighty Thousand Dollars (\$80,000) for the use of the Fire Department for the purchase of a new one-ton, four-wheel-drive crew cab pickup

truck, and to meet said appropriation the sum of Eighty Thousand Dollars (\$80,000) be transferred from Free Cash.

- This Article provides funds for the replacement of a 2012 one-ton, four-wheel-drive crew cab pickup truck. This vehicle is used for emergency responses, inspections, investigations and fire alarm service. The current pickup will be traded-in.

MOTION ARTICLE 12 (CIP): Fire – Car 3 Pickup Truck Replacement

I move the Town vote to appropriate the sum of Eighty Thousand Dollars (\$80,000) for the use of the Fire Department for the purchase of a new one-ton, four-wheel-drive crew cab pickup truck, and to meet said appropriation the sum of Eighty Thousand Dollars (\$80,000) be transferred from Free Cash.

ARTICLE 13 (CIP): Fire – Car 1 SUV Replacement

To see if the Town will vote to appropriate the sum of Seventy-Six Thousand Dollars (\$76,000) for the use of the Fire Department for the purchase of a new command vehicle, and to meet said appropriation the sum of Seventy-Six Thousand Dollars (\$76,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a new command vehicle which is used by the Fire Chief and is a critical component of the Incident Command System. This new vehicle will replace a 2015 Chevy Tahoe command vehicle, which will be repurposed to replace a 2008 Chevy SUV, which will be traded-in. The command vehicle provides vital communications and reference resources necessary to effective incident command.

MOTION ARTICLE 13 (CIP): Fire – Car 1 SUV Replacement

I move the Town vote to appropriate the sum of Seventy-Six Thousand Dollars (\$76,000) for the use of the Fire Department for the purchase of a new command vehicle, and to meet said appropriation the sum of Seventy-Six Thousand Dollars (\$76,000) be transferred from Free Cash.

ARTICLE 14 (CIP): DPW – Road Improvements and Maintenance

To see if the Town will vote to appropriate the sum of Three Hundred Ten Thousand Dollars (\$310,000) for Road Improvements and Maintenance, and to meet said appropriation the sum of Three Hundred Ten Thousand Dollars (\$310,000) be transferred from Free Cash.

- This Article provides funds in addition to the State’s Chapter 90 transportation funding in order to maintain current road conditions in accordance with the Pavement Management Plan.

MOTION ARTICLE 14 (CIP): DPW – Road Improvements and Maintenance

I move the Town vote to appropriate the sum of Three Hundred Ten Thousand Dollars (\$310,000) for Road Improvements and Maintenance, and to meet said appropriation the sum of Three Hundred Ten Thousand Dollars (\$310,000) be transferred from Free Cash.

ARTICLE 15 (CIP): DPW – One-Ton Dump Truck with Plow Replacement

To see if the Town will vote to appropriate the sum of One Hundred Fifteen Thousand Dollars (\$115,000) for the use of the Department of Public Works for the purchase of a one-ton dump truck with a plow, and to meet said appropriation the sum of One Hundred Fifteen Thousand Dollars (\$115,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a one-ton dump truck with a plow to replace a 2006 one-ton dump truck that has surpassed its useful life. As part of this vehicle replacement, an existing similar vehicle will be repurposed to extend its useful life.

MOTION ARTICLE 15 (CIP): DPW – One-Ton Dump Truck with Plow Replacement

I move the Town vote to appropriate the sum of One Hundred Fifteen Thousand Dollars (\$115,000) for the use of the Department of Public Works for the purchase of a one-ton dump truck with a plow, and to meet said appropriation the sum of One Hundred Fifteen Thousand Dollars (\$115,000) be transferred from Free Cash.

ARTICLE 16 (CIP): DPW – One-Ton Pickup Truck with Plow Replacement

To see if the Town will vote to appropriate the sum of Seventy-Four Thousand Dollars (\$74,000) for the use of the Department of Public Works for the purchase of a one-ton pickup truck with a plow, and to meet said appropriation the sum of Seventy-Four Thousand Dollars (\$74,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a one-ton pickup truck with a plow to replace a 2003 one-ton pickup truck that has surpassed its useful life. As part of this vehicle replacement, an existing similar vehicle will be repurposed to extend its useful life.

MOTION ARTICLE 16 (CIP): DPW – One-Ton Pickup Truck with Plow Replacement

I move the Town vote to appropriate the sum of Seventy-Four Thousand Dollars (\$74,000) for the use of the Department of Public Works for the purchase of a one-ton pickup truck with a plow, and to meet said appropriation the sum of Seventy-Four Thousand Dollars (\$74,000) be transferred from Free Cash.

ARTICLE 17 (CIP): DPW/Water & Sewer – Supervisory Control and Data Acquisition (SCADA) System

To see if the Town will vote to appropriate the sum of Five Hundred Thousand Dollars (\$500,000) for the use of the DPW/Water and Sewer Divisions to fund Phase 2, installation and implementation of the SCADA project, and to meet said appropriation the sum of Five Hundred Thousand Dollars (\$500,000) be raised by transfer from available funds, borrowing or otherwise; or take any action relative thereto.

- This Article provides funds for Phase 2 of the SCADA project, needed to monitor and efficiently manage the Town's utility infrastructure. Remote features to ensure adequate alarm response are critical to the health and well-being of the residents. Phase 1 entailed the completion of a radio study and assessment in FY2015. In FY2022, Phase 2 will consist of the installation and implementation of the system. The borrowing cost repayment is intended to be split 44%/56% between the Water and Sewer Enterprise Funds.

MOTION ARTICLE 17 (CIP): DPW/Water & Sewer – Supervisory Control and Data Acquisition (SCADA) System

I move the Town vote to appropriate the sum of Five Hundred Thousand Dollars (\$500,000) for funding Phase 2, installation and implementation of the SCADA project for the DPW/Water and Sewer Divisions, including the payment of costs incidental or related thereto; that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$500,000 under Chapter 44 of the General Laws or any other enabling authority; that the Board of Selectmen is authorized to contract for and expend any federal or state aid available for the project; and that the Select Board is authorized to take any other action necessary to carry out this project; and provided that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. chapter 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 18 (CIP): DPW/Water – Reservoir Dam Compliance

To see if the Town will vote to appropriate the sum of Fifty Thousand Dollars (\$50,000) for design and permitting to implement a breach of the Reservoir Dam, and to meet said appropriation the sum of Fifty Thousand Dollars (\$50,000) be raised by transfer from available funds, borrowing or otherwise; or take any action relative thereto.

- This Article provides funds for design and permitting necessary to permanently breach the Reservoir Dam which is owned by the Town and located between Shrewsbury and Boylston and no longer serves a purpose for the Town. This structure is a significant hazard, poor condition dam. The Massachusetts Office of Dam Safety has ordered the

Town to either bring the dam into compliance or permanently breach the dam. The Town has submitted a grant application to fund 75% (\$150,000) of the design and permitting. This FY2022 request is for the remaining 25% (\$50,000) match.

MOTION ARTICLE 18 (CIP): DPW/Water – Reservoir Dam Compliance

I move the Town vote to appropriate the sum of Fifty Thousand Dollars (\$50,000) for design and permitting to breach the Reservoir Dam, including the payment of costs incidental or related thereto; that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$50,000 under Chapter 44 of the General Laws or any other enabling authority; that the Board of Selectmen is authorized to contract for and expend any federal or state aid available for the project; and that the Select Board is authorized to take any other action necessary to carry out this project; and provided that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. chapter 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

ARTICLE 19 (CIP): DPW/Water & Sewer – Utility Tractor Replacement

To see if the Town will vote to appropriate the sum of Eighty Thousand Dollars (\$80,000) for the use of the DPW/Water and Sewer Divisions for the purchase of a utility tractor, and to meet said appropriation the sum of Thirty-Two Thousand Dollars (\$32,000) be transferred from Water Enterprise Free Cash and the sum of Forty-Eight Thousand Dollars (\$48,000) be transferred from Sewer Enterprise Free Cash, for a total of Eighty Thousand Dollars (\$80,000).

- This Article provides funds for the purchase of a replacement utility tractor with trailer to be used for water and sewer projects. The cost of the utility tractor is being split 40%/60% between the Water and Sewer Enterprise Funds and will be funded by user fees.

MOTION ARTICLE 19 (CIP): DPW/Water & Sewer – Utility Tractor Replacement

I move the Town vote to appropriate the sum of Eighty Thousand Dollars (\$80,000) for the use of the DPW/Water and Sewer Divisions for the purchase of a utility tractor, and to meet said appropriation the sum of Thirty-Two Thousand Dollars (\$32,000) be transferred from Water Enterprise Free Cash and the sum of Forty-Eight Thousand Dollars (\$48,000) be transferred from Sewer Enterprise Free Cash, for a total of Eighty Thousand Dollars (\$80,000).

ARTICLE 20: Consolidated Personnel Bylaw

To see if the Town will vote to amend the Consolidated Personnel Bylaw as shown in the appendix to this warrant entitled “Article 20 – Consolidated Personnel Bylaw Amendments – 2021 Annual Town Meeting,” a copy of which is viewable on the Town’s website at <https://www.town.northborough.ma.us>.

MOTION ARTICLE 20: Consolidated Personnel Bylaw

I move the Town vote to amend the Consolidated Personnel Bylaw as shown in the appendix to the warrant entitled “Article 20 – Consolidated Personnel Bylaw Amendments – 2021 Annual Town Meeting,” a copy of which is viewable on the Town’s website at <https://www.town.northborough.ma.us>.

ARTICLE 21: Stormwater Management and Land Disturbance Bylaw

To see if the Town will vote to amend the Code of the Town of Northborough, by adding a new Chapter 2-60, entitled, "Stormwater Management and Land Disturbance", as shown in the appendix to this warrant) entitled "Article 21 – Stormwater Management and Land Disturbance Bylaw – 2021 Annual Town Meeting," a copy of which is viewable on the Town’s website at <https://www.town.northborough.ma.us>; and vote, pursuant to section 58 of Chapter 40 of the General Laws, to establish and adopt a municipal charges lien for costs incurred by the Town to abate a violation of the Bylaw or perform remediation work, as authorized in section 2-60-110 of the Bylaw, or take any action relative thereto.

- This Article provides for adoption of a bylaw regulating post-construction stormwater runoff for both new and redevelopment projects which involve disturbance of one acre or more of land, and erosion and sediment control and stormwater runoff for construction sites as required by the U. S. Environmental Protection Agency as part of the Federal Stormwater Program.

MOTION ARTICLE 21: Stormwater Management and Land Disturbance Bylaw

I move the Town vote to amend the Code of the Town of Northborough, by adding a new Chapter 2-60, entitled, "Stormwater Management and Land Disturbance", as shown in the appendix to the warrant) entitled "Article 21 – Stormwater Management and Land Disturbance Bylaw – 2021 Annual Town Meeting," a copy of which is viewable on the Town’s website at <https://www.town.northborough.ma.us>; and vote, pursuant to section 58 of Chapter 40 of the General Laws, to establish and adopt a municipal charges lien for costs incurred by the Town to abate a violation of the Bylaw or perform remediation work, as authorized in section 2-60-110 of the Bylaw.

ARTICLE 22: Northborough Wetlands Bylaw – Section 6-04-060 Notice; Hearings

To see if the Town will vote to amend the Town of Northborough Wetlands Bylaw Section 6-04-060 Notice; hearings, by adding the text shown below as underlined, or take any action relative thereto.

6-04-060 Notice; Hearings

A. Any person filing a notice of intention with the Commission at the same time shall give written notice thereof, by certified mail (return receipt requested), hand delivery or by first class mail with

a USPS certificate of mailing, to all direct abutters at their mailing addresses shown on the most recent applicable tax list of the assessors. The notice to abutters shall enclose a copy of the application or request, with plans, or shall state where copies may be examined and obtained by abutters free of charge. An affidavit of the person providing such notice, a copy of the notice mailed or delivered and return receipts shall be filed with the Commission. When a person requesting a determination is other than the owner, the request, the plans, the notice of the hearing and the determination itself shall be sent by the applicant to the owner.

- This amendment will allow for the use of certificates of mailing for abutter notification. The Conservation Commission is proposing this change to make the notice process more convenient, and to reduce the financial burden on applicants, especially homeowners, by removing the requirement to use certified mail with return receipt, which currently costs approximately \$7 per article of mail, compared to approximately \$1.50 for a certificate of mailing.

MOTION ARTICLE 22: Northborough Wetlands Bylaw – Section 6-04-060 Notice; Hearings

I move the Town vote to amend the Town of Northborough Wetlands Bylaw Section 6-04-060 Notice; hearings, by adding the text shown as underlined, as set forth in the Warrant.

ARTICLE 23: Community Preservation Fund – Pickleball Courts at Ellsworth McAfee Park

To see if the Town will vote to appropriate the sum of Two Hundred Ninety Thousand Two Hundred Fifty Dollars (\$290,250), or any other sum, from the Community Preservation Fund revenues to the Northborough Department of Public Works and the Northborough Parks and Recreation Department, for the construction of six outdoor pickleball courts at Ellsworth McAfee Park, or take any other action relative thereto.

- This Article would fund the construction of six outdoor pickleball courts at the Ellsworth McAfee Park, including site preparation and installation of drainage, landscaping and fencing.

MOTION ARTICLE 23: Community Preservation Fund – Pickleball Courts at Ellsworth McAfee Park

I move the Town vote to appropriate the sum of Two Hundred Ninety Thousand Two Hundred Fifty Dollars (\$290,250) from the Community Preservation Fund revenues to the Northborough Department of Public Works and the Northborough Parks and Recreation Department, for the construction of six outdoor pickleball courts at Ellsworth McAfee Park.

ARTICLE 24: Community Preservation Fund –Exterior painting and cleaning of building located at 52 Main Street

To see if the Town will vote to appropriate the sum of Twenty Thousand Dollars (\$20,000), or any other sum, from the Community Preservation Historic Reserve Fund to the Northborough Historical Society for painting and cleaning of the exterior of the building located at 52 Main Street, or take any other action relative thereto.

- This work will include painting the exterior of the building; washing, removing mold and dirt; and cleaning debris from gutters and downspouts.

MOTION ARTICLE 24: Community Preservation Fund –Exterior painting and cleaning of building located at 52 Main Street

I move the Town vote to appropriate the sum of Twenty Thousand Dollars (\$20,000) from the Community Preservation Historic Reserve Fund to the Northborough Historical Society for painting and cleaning of the exterior of the building located at 52 Main Street.

ARTICLE 25: Community Preservation Fund – Conservation Fund

To see if the Town will vote to appropriate the sum of Four Hundred Thousand Dollars (\$400,000), or any other sum, from the Community Preservation Unreserved Fund and transfer said amount to the Conservation Fund for future open space preservation or acquisitions, or take any other action relative thereto.

- This Article would deposit and set aside funds in the Conservation Fund for future open space preservation or acquisitions. The Conservation Fund is managed by the Conservation Commission with assistance from the Open Space Committee.

MOTION ARTICLE 25: Community Preservation Fund – Conservation Fund

I move the Town vote to appropriate the sum of Four Hundred Thousand Dollars (\$400,000) from the Community Preservation Unreserved Fund and transfer said amount to the Conservation Fund for future open space preservation or acquisitions.

ARTICLE 26: Community Preservation Fund – Affordable Housing Reserve

To see if the Town will vote to appropriate the sum of Sixty-Five Thousand Two Hundred Dollars (\$65,200), or any other sum, from the Community Preservation Fund revenues and place said amount in the Community Preservation Affordable Housing Reserve Fund, or take any other action relative thereto.

- This Article would set aside funds for the future creation of affordable housing.

MOTION ARTICLE 26: Community Preservation Fund – Affordable Housing Reserve

I move the Town vote to appropriate the sum of Sixty-Five Thousand Two Hundred Dollars (\$65,200) from the Community Preservation Fund revenues and place said amount in the Community Preservation Affordable Housing Reserve Fund.

ARTICLE 27: Community Preservation Fund – White Cliffs Debt Service

To see if the Town will vote to appropriate the sum of Two Hundred Three Thousand Seven Hundred Eighty Dollars (\$203,780), or any other sum, from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for Fiscal Year 2022 debt service and expenses associated with the acquisition of the property at 167 Main Street, or take any other action relative thereto.

- This Article funds the fourth debt service payment associated with the purchase of the White Cliffs facility at 167 Main Street.

MOTION ARTICLE 27: Community Preservation Fund – White Cliffs Debt Service

I move the Town vote to appropriate the sum of Two Hundred Three Thousand Seven Hundred Eighty Dollars (\$203,780) from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for Fiscal Year 2022 debt service and expenses associated with the acquisition of the property at 167 Main Street.

ARTICLE 28: Community Preservation Fund – CPA Administration

To see if the Town will vote to appropriate the sum of Thirty-Two Thousand Six Hundred Dollars (\$32,600), 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 2022, or take any other action relative thereto.

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

MOTION ARTICLE 28: Community Preservation Fund – CPA Administration

I move the Town vote to appropriate the sum of Thirty-Two Thousand Six Hundred Dollars (\$32,600) 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 2022.

ARTICLE 29: Zoning Bylaw – Section 7-03-080.C, Enforcement – Penalty for Violation

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-03-080.C, Enforcement – Penalty for Violation, by adding the text shown below as underlined, or take any action relative thereto.

7-03-080.C, Enforcement – Penalty for Violation

C. Penalty for violation. Any person, firm or corporation who violates or refuses to comply with any applicable provision of this bylaw shall be fined a sum not to exceed three hundred dollars (\$300.00) for each such violation. This bylaw may be enforced by the non-criminal disposition method under MGL C. 40, § 21D, as set forth in section 1-04-020 of the Town Code, in which case the penalties shall be as follows: first violation - \$50, second violation - \$100, third and subsequent violations - \$300. Each day that any violation is permitted to exist after written notification thereof by the Building Inspector/Zoning Enforcement Officer shall constitute a separate offense. The town shall be the beneficiary of all fines and penalties paid, including the costs of prosecuting any legal action if allowable by law.

MOTION ARTICLE 29: Zoning Bylaw – Section 7-03-080.C, Enforcement – Penalty for Violation

I move the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-03-080.C, Enforcement – Penalty for Violation, by adding the text shown as underlined, as set forth in the Warrant.

ARTICLE 30: Zoning Bylaw – Section 7-05-010, General Provisions

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-05-010 G. by adding the text shown below as underlined or take any action relative thereto.

G. Prohibited uses.

(4) All uses that pose a present or potential hazard to human health, safety, welfare, or the environment through emission of smoke, particulate matter, noise or vibration, or through fire or explosive hazard, or glare are expressly prohibited in all zoning districts. In addition, the following uses are expressly prohibited in all zoning districts:

- a) Abattoir and commercial slaughtering.
- b) Manufacturing and storage of corrosive, poisonous or malodorous acids and chemicals.
- c) Cement, lime, gypsum, and plaster-of-Paris manufacture.
- d) Fertilizer manufacture or fat rendering in manufacture of tallow, grease, and oils.
- e) Glue, size, and gelatin manufacture.
- f) Petroleum and kerosene refining or distillation and derivation of by-products.
- g) Smelting and reduction of metals or ores.

- h) Asphalt plants.
- i) Concrete batch plants.
- j) Reclamation and reprocessing of asphalt and/or concrete.
- k) Lumber mills.
- l) Raising and breeding of fur bearing animals.
- m) Yard for storage and sale of used building and junk materials
- n) Self-storage facility

No use variance shall be granted for any prohibited use set forth in this subsection, within any zoning district in the Town of Northborough. Nothing in this Zoning Bylaw shall prohibit or regulate any use in contravention of M.G.L. c. 40A, sec. 3 or any other applicable state or federal law.

MOTION ARTICLE 30: Zoning Bylaw – Section 7-05-010, General Provisions

I move the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-05-010 G. by adding the text shown as underlined, as set forth in the Warrant but with modifications to clauses (4)(a), (4)(d), and (4)(m) as shown in **bold** in the Warrant supplement distributed at this Town Meeting. [shown below]

G. Prohibited uses.

(4) All uses that pose a present or potential hazard to human health, safety, welfare, or the environment through emission of smoke, particulate matter, noise or vibration, or through fire or explosive hazard, or glare are expressly prohibited in all zoning districts. In addition, the following uses are expressly prohibited in all zoning districts:

- a) Abattoir and commercial slaughtering **of animals.**
- b) Manufacturing and storage of corrosive, poisonous or malodorous acids and chemicals.
- c) Cement, lime, gypsum, and plaster-of-Paris manufacture.
- d) Fertilizer manufacture **or fat rendering in manufacture of tallow, grease, and oils.**
- e) Glue, size, and gelatin manufacture.

- f) Petroleum and kerosene refining or distillation and derivation of by-products.
- g) Smelting and reduction of metals or ores.
- h) Asphalt plants.
- i) Concrete batch plants.
- j) Reclamation and reprocessing of asphalt and/or concrete.
- k) Lumber mills.
- l) Raising and breeding of fur bearing animals.
- m) **~~Yard for storage and sale of used building and junk materials~~Junkyard or automobile graveyard.**
- n) Self-storage facility

No use variance shall be granted for any prohibited use set forth in this subsection, within any zoning district in the Town of Northborough. Nothing in this Zoning Bylaw shall prohibit or regulate any use in contravention of M.G.L. c. 40A, sec. 3 or any other applicable state or federal law.

ARTICLE 31: Zoning Bylaw – Section 7-05-020, Classification of uses

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-05-020.I(6)(c), Contractor's yard, by deleting the text shown below in strikethrough and adding the text shown below as underlined, or take any action relative thereto.

(c) Contractor's yard: ~~Lumber yard, construction contractor's yard or other open air establishment for the storage, distribution, or sale at wholesale or retail of materials (but not including salvage materials), merchandise, products or equipment, fabrication of sub-assemblies, or parking of wheeled equipment~~ yards including administrative office and structures used by a builder, contractor, subcontractor, landscaper, tradesman, or similar business dedicated to the storage of their vehicles, equipment, machinery, tools, materials and fabrications; provided, that all operations shall be such as to confine to the premises disturbing dust, noise, odors, or other objectionable effects; and provided further, that such use is not hazardous by reason of the potential for fire, explosion, radiation release or other casualty. All outside storage and parking of trucks, equipment and dumpsters shall be screened from view from the street and abutting properties by fences or plantings in perpetuity. Storage of salvage materials is prohibited.

MOTION ARTICLE 31: Zoning Bylaw – Section 7-05-020, Classification of uses

I move the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-05-020.I(6)(c), Contractor’s yard, by deleting the text shown in strikethrough and adding the text shown as underlined, as set forth in the Warrant but with the modifications shown in **bold** in the Warrant supplement distributed at this Town Meeting. [shown below]

(c) Contractor’s yard: ~~Lumber yard, construction contractor’s yard or other open air establishment for the storage, distribution, or sale at wholesale or retail of materials (but not including salvage materials), merchandise, products or equipment, fabrication of sub-assemblies, or parking of wheeled equipment~~ Yards including administrative office and structures used by a builder, contractor, subcontractor, landscaper, tradesman, or similar business dedicated to the storage of their vehicles, equipment, machinery, tools, materials and fabrications, and sales of their materials, products and services; provided, that all operations shall be such as to confine to the premises ~~disturbing~~ **disturbing** dust, noise, odors, or other objectionable effects; and provided further, that such use is not hazardous by reason of the potential for fire, explosion, radiation release or other casualty. All outside storage and parking of trucks, equipment, materials, salvage materials, and dumpsters shall be screened from view from the street and abutting properties by fences or plantings in perpetuity. ~~Storage of salvage materials is prohibited.~~

ARTICLE 32: Zoning Bylaw – Section 7-05-030, Table of Uses, Table 1, Part A

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 A. Residential Districts, by deleting the text shown below in strikethrough and adding the text shown below as underlined, or take any action relative thereto.

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

USES	RA	RB	RC	GR	MSR	DN
Accessory Uses						
Accessory dwelling unit	BA <u>Y</u>	BA <u>Y</u>	Y	Y	Y	Y

MOTION ARTICLE 32: Zoning Bylaw – Section 7-05-030, Table of Uses, Table 1, Part A

I move the Town 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 A. Residential Districts, by deleting the text shown in strikethrough and adding the text shown as underlined, as set forth in the Warrant.

ARTICLE 33: Zoning Bylaw – Section 7-05-030, Table of Uses, Table 1, Part B

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 deleting the text shown below in strikethrough and adding the text shown below as underlined, or take any action relative thereto.

Section 7-05-030 Table of Uses, Table 1, Table of Uses. Part B. Commercial and Industrial Districts

USES	DB	BE	BW	BS	HB	I
Trade						
Wholesale trade	N	N	BA <u>N</u>	BA <u>N</u>	¥ BA	¥ PB

MOTION ARTICLE 33: Zoning Bylaw – Section 7-05-030, Table of Uses, Table 1, Part B

I move the Town vote to pass over this Article.

ARTICLE 34: Zoning Bylaw – Section 7-05-030, Table of Uses, Table 1, Part B

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 deleting the text shown below in strikethrough and adding the text shown below as underlined, or take any action relative thereto.

Section 7-05-030 Table of Uses, Table 1, Table of Uses. Part B. Commercial and Industrial Districts

USES	DB	BE	BW	BS	HB	I
Other Business Uses						
Commercial storage facility	N	N	BA <u>N</u>	BA	N	PB

MOTION ARTICLE 34: Zoning Bylaw – Section 7-05-030, Table of Uses, Table 1, Part B

I move the Town 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 deleting the text shown in strikethrough and adding the text shown as underlined, as set forth in the Warrant.

ARTICLE 35: Zoning Bylaw – Section 7-07-010, Groundwater Protection Overlay District, C. Establishment and delineation

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-07-010.C(5) by deleting the text shown below in strikethrough and adding the text shown below as underlined, or take any action relative thereto.

C(5) The special permit granting authority shall be the Zoning Board of Appeals, except that for wireless communication facilities applications, two-family dwelling unit applications, or any applications in the Industrial District, the special permit granting authority shall be the Planning Board. The special permit granting authority shall hear and act upon all cases of appeal and petitions for special permits which are brought under this chapter. The special permit granting authority shall, within five (5) business days of receipt of application or filing, forward to the Groundwater Advisory Committee (consisting of one (1) member each or one (1) designee each from the Board of Selectmen, Conservation Commission, Board of Health, Planning Board, and Water/Sewer Commission) five (5) copies of said application or filing. Within sixty-five (65) days of receipt of application or filing, the special permit granting authority shall hold a public hearing. Prior to the public hearing, ~~Within twenty-one (21) days following the public hearing~~, the Groundwater Advisory Committee shall report its findings and recommendations to the special permit granting authority. The special permit granting authority shall render its decision within ninety (90) days of the public hearing.

MOTION ARTICLE 35: Zoning Bylaw – Section 7-07-010, Groundwater Protection Overlay District, C. Establishment and delineation

I move the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-07-010.C(5) by deleting the text shown in strikethrough and adding the text shown as underlined, as set forth in the Warrant.

ARTICLE 36: Zoning Bylaw – Section 7-07-010, Groundwater Protection Overlay District, D. Use regulations

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-07-010.D((4)(b) and (e) by deleting the text shown below in strikethrough and adding the text shown as underlined, or take any action relative thereto.

(b) Each application for a special permit shall be filed with the Town Clerk for transmittal to the special permit granting authority and shall be accompanied by nine (9) copies of the plan (minimum scale of one (1) inch equal to one hundred (100) feet). ~~Such special permit shall be granted if the special permit granting authority determines that the intent of this chapter as well as its specific criteria are met. In making such determination, special permit granting authority shall give consideration to the simplicity, reliability and feasibility of the control measures proposed and the degree of threat to water quality which would result if the control measures failed.~~

(e) After notice and public hearing and after coordinating, clarifying and weighing the comments and recommendations of the Groundwater Advisory Committee, the special permit granting authority may grant ~~such a special permit~~ in accordance with section 7-03-040 and meeting the following additional criteria: provided, that it finds that the proposed use:

- [1] Meets the purpose and intent of this chapter and will not derogate from the purpose of the Groundwater Protection Overlay Districts.
- [2] Will not, during construction or thereafter, impair ambient groundwater quality or reduce existing recharge capacity beyond that allowed per this chapter.
- [3] Will not adversely affect the quality or the yield of an existing or potential water supply.

In making its determination, the special permit granting authority shall give consideration to the simplicity, reliability and feasibility of the control measures proposed and the degree of threat to water quality which would result if the control measures failed.

MOTION ARTICLE 36: Zoning Bylaw – Section 7-07-010, Groundwater Protection Overlay District, D. Use regulations

I move the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-07-010.D(4)(b) and (e) by deleting the text shown in strikethrough and adding the text shown as underlined, as set forth in the Warrant.

ARTICLE 37: Zoning Bylaw – 7-08-010 Applicability and 7-08-020 Special permit required

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Chapter 7-08 Nonconforming Uses and Structures, Sections 7-08-010.A and 7-08-020.A, by deleting the text shown below in strikethrough and adding the text shown below as underlined, or take any action relative thereto.

7-08-010 Applicability

- A. This bylaw shall not apply to structures or uses lawfully in existence begun, or to a building or special permit issued, before the first publication of notice of the public hearing required by MGL C. 40A sec. 5 at which this bylaw or any relevant part thereof was adopted. Such prior, lawfully existing nonconforming uses and structures may continue to the same extent and for the same purpose; provided, that no modification, extension or alteration of the use or structure is accomplished except as authorized hereunder.

7-08-20 Special permit required

- A. The Zoning Board of Appeals may grant a special permit to ~~change~~ extend or alter a nonconforming use in accordance with this section only if it determines that such ~~change or extension or alteration~~ is for a similar or less nonconforming detrimental use, and that it will not be substantially more detrimental than the existing nonconforming use to the neighborhood. ~~i~~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.

MOTION ARTICLE 37: Zoning Bylaw – 7-08-010 Applicability and 7-08-020 Special permit required

I move the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Chapter 7-08 Nonconforming Uses and Structures, Sections 7-08-010.A and 7-08-020.A, by deleting the text shown in strikethrough and adding the text shown as underlined, as set forth in the Warrant.

ARTICLE 38: Property Tax Exemption for Gold Star Parents

To see if the Town will vote to accept the provisions of M.G.L c. 59, § 5, Clause Twenty-second H (inserted by Chapter 218 of the Acts of 2018, known as An Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and Enforcement ("BRAVE Act")), signed into law August 28, 2018, which provides for a property tax exemption for real estate as follows: to the full amount of the taxable valuation of the real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and veterans who: (i) during active duty service, suffered an injury or illness documented by the United States Department of Veterans Affairs or a branch of the armed forces that was a proximate cause of their death; (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the Armed Forces of the United States; provided, however, that the real estate shall be occupied by the surviving parents or guardians as the surviving parents' or guardians' domicile; and provided further that the surviving parents or guardians shall have been domiciled in the Commonwealth for the 5 consecutive years immediately before the date of filing for an exemption pursuant to this clause or the soldier or sailor, member of the National Guard or veteran was domiciled in the Commonwealth for not less than 6 months before entering service.

Surviving parents or guardians eligible for an exemption pursuant to this clause shall be eligible regardless of when the soldier or sailor, member of the National Guard or veteran died or became missing in action with a presumptive finding of death; provided, however, that the exemption shall only apply to tax years beginning on or after January 1, 2019. Such exemption shall be available until such time as the surviving parents or guardians are deceased. No real estate shall be so exempt which has been conveyed to the surviving parents or guardians to evade taxation.

- Acceptance of this clause by the Town creates a new real estate tax exemption to the full amount of the taxable valuation of real property of the surviving parents or guardians of a

soldier, sailor, member of the National Guard, or veteran, who dies while on active duty or is missing in action and presumed dead. The Town will not receive any amount of reimbursement from the Commonwealth for each exemption under this clause if it is accepted.

MOTION ARTICLE 38: Property Tax Exemption for Gold Star Parents

I move the Town vote to accept the provisions of M.G.L c. 59, § 5, Clause Twenty-second H (inserted by Chapter 218 of the Acts of 2018, known as An Act Relative to Veterans' Benefits, Rights, Appreciation, Validation, and Enforcement ("BRAVE Act")).

ARTICLE 39: Compression Brake Prohibition Bylaw

To see if the Town will vote to amend Part 2 of the Northborough Town Code, Chapter 2-44 Peace and Good Order, by adding the text shown below as underlined, or take any other action relative thereto.

2-44-130 Compression Brake Use Restricted

No operator of a diesel truck shall use an engine brake, compression brake, dynamic brake or mechanical exhaust device, also known as exhaust or Jake braking, designed to assist in deceleration or braking, except for emergency use, while operating a vehicle on a public way, or designated portion of a public way, in the Town, where such use is prohibited by a traffic rule or regulation issued by the Board of Selectmen after a public hearing. Whoever violates this bylaw shall be punished by a fine of \$100 for the first offense and \$300 for second and subsequent offenses. The owner of the vehicle may be cited in lieu of the operator.

MOTION ARTICLE 39: Compression Brake Prohibition Bylaw

I move the Town vote to amend Part 2 of the Northborough Town Code, Chapter 2-44 Peace and Good Order, by adding the text shown as underlined, as set forth in the Warrant.

ARTICLE 40: Reports

FY2022 General Fund Budget Summary (Warrant Article 4)

TOWN GENERAL FUND BUDGET SUMMARY				
Department	FY2021 Budget	FY2022 Proposed Budget	\$ Change	% Change
GENERAL ADMINISTRATION				
<u>EXECUTIVE OFFICE</u>				
Selectmen	177,341	181,004	3,663	2.07%
Administrator	278,059	295,460	17,401	6.26%
Economic Development	1,325	1,325	-	0.00%
Town Reports	5,150	5,150	-	0.00%
<u>PUBLIC BUILDINGS</u>				
Town Hall/Public Bldgs.	504,586	598,961	94,375	18.70%
<u>FINANCE</u>				
Treasurer	311,508	317,419	5,911	1.90%
Board of Assessors	274,461	265,150	(9,311)	-3.39%
Town Accountant	188,031	191,719	3,688	1.96%
<u>MIS/GIS</u>				
MIS/GIS	488,693	543,666	54,973	11.25%
<u>TOWN/CLERKS OFFICE</u>				
Town Clerk	142,941	146,171	3,230	2.26%
Election/Registration	47,715	26,067	(21,648)	-45.37%
<u>ADVISORY BOARDS/SERVICES</u>				
Moderator	500	500	-	0.00%
Appropriations Committee	1,695	1,695	-	0.00%
Town Counsel	85,000	90,000	5,000	5.88%
Personnel Board	66,082	79,975	13,893	21.02%
<u>PLANNING & CONSERVATION</u>				
Conservation Commission	90,841	94,148	3,307	3.64%
Planning Board	188,511	200,113	11,602	6.15%
Zoning Board	5,254	5,306	52	0.99%
Earthwork Board	1,877	1,944	67	3.57%
PUBLIC SAFETY				
Police	2,986,114	3,032,302	46,188	1.55%
Fire	2,155,018	2,194,077	39,059	1.81%
Emergency Preparedness	2,000	7,000	5,000	250.00%
Building	181,971	187,234	5,263	2.89%
Gas Inspector	12,671	12,897	226	1.78%
Wire Inspector	22,671	23,052	381	1.68%
Sealer of Weights	8,000	8,000	-	0.00%
Board of Health	203,784	220,246	16,462	8.08%
Animal Control	41,484	42,729	1,245	3.00%
PUBLIC WORKS				
Highway Admin.	128,214	129,862	1,648	1.29%
Hwy. Const. & Maint.	1,578,034	1,610,922	32,888	2.08%
Parks	137,950	150,950	13,000	9.42%
Cemetery	151,147	165,987	14,840	9.82%
Engineering	194,275	196,605	2,330	1.20%
Snow & Ice	437,000	437,000	-	0.00%
Street Lighting	125,000	135,000	10,000	8.00%
Trees	46,000	51,000	5,000	10.87%
COMMUNITY SERVICES				
Council on Aging	302,029	312,262	10,233	3.39%
Library	865,875	886,565	20,690	2.39%
Recreation	104,021	145,591	41,570	39.96%
Youth Services	152,933	172,083	19,150	12.52%
Veterans Services	82,726	88,039	5,313	6.42%
Cable TV	304,246	262,753	(41,493)	-13.64%
Cultural Council	500	500	-	0.00%
Community Affairs Committee	500	500	-	0.00%
Historical Commission	500	500	-	0.00%

FY2022 General Fund Budget Summary Continued

Department	FY2021 Budget	FY2022 Proposed Budget	\$ Change	% Change
UNDISTRIBUTED EXPENSES				
<u>EMPLOYEE BENEFITS & INSURANCE</u>				
Health Insurance	5,997,041	6,122,824	125,783	2.10%
Transfer to OPEB Trust	-	-	-	
Life Insurance	8,930	8,930	-	0.00%
Other Benefits/FICA	488,258	489,904	1,646	0.34%
Workers Comp	141,330	134,702	(6,628)	-4.69%
Retirement Assessments	2,275,596	2,470,601	195,005	8.57%
<u>BUILDING & LIABILITY INSURANCE</u>				
Bldg. & Liability Insur.	269,862	283,557	13,695	5.07%
<u>DEBT SERVICE</u>				
Debt Service	2,202,532	2,130,726	(71,806)	-3.26%
<u>STATE ASSESSMENTS</u>				
State Assessments	273,418	255,768	(17,650)	-6.46%
<u>NORFOLK AGRICULTURAL HIGH SCHOOL</u>				
Tuition/Transportation	-	38,500	38,500	
<u>STABILIZATION FUND CONTRIBUTION</u>				
Stabilization Fund	-	-	-	
<u>RESERVE FUND</u>				
Reserve Fund	375,000	175,000	(200,000)	-53.33%
<u>SPECIAL WARRANT ARTICLES</u>				
Special Articles	712,775	805,000	92,225	12.94%
Solid Waste Subsidy	337,160	337,160	-	0.00%
OTHER NON-APPROPRIATED AMOUNTS				
Reserve for Abatements	650,299	404,661	(245,638)	-37.77%
Offsets	23,994	28,793	4,799	20.00%
ENTERPRISE FUNDS				
Water	2,600,970	2,961,675	360,705	13.87%
Sewer	2,296,295	2,373,460	77,165	3.36%
Solid Waste	873,550	919,144	45,594	5.22%
GROSS TOTAL TOWN	32,611,243	33,459,834	848,591	2.60%
CALCULATION OF NET TOTAL TOWN				
Less Water Fund	(2,600,970)	(2,961,675)		
Less Sewer Fund	(2,296,295)	(2,373,460)		
Less Solid Waste	(873,550)	(919,144)		
Less Other Funds	(755,886)	(733,933)		
Less Recap Adjustments	(220,180)			
Less Debt Exclusion	(1,862,888)	(1,852,012)		
Less Reserve Fund Article	(375,000)	(175,000)		
Less Transfer to OPEB Trust	-	-		
Less Transfer to Stabilization	-	-		
Less Special Articles	(712,775)	(805,000)		
NET TOTAL TOWN	22,913,699	23,639,610		3.17%
CALCULATION OF TOWN APPROPRIATION				
GROSS TOTAL TOWN	32,611,243	33,459,834		
Less County Assessments	(2,275,596)	(2,470,601)		
Less State Assessments	(273,418)	(255,768)		
Less Reserve for Abatements	(650,299)	(404,661)		
Less Offsets	(23,994)	(28,793)		
Less Reserve Fund Article	(375,000)	(175,000)		
Less Stabilization Transfer Article	-	-		
Less Special Articles	(712,775)	(805,000)		
Less Solid Waste Subsidy	(337,160)	(337,160)		
Less Enterprise Funds	(5,770,815)	(6,254,279)		
Net Town Warrant Article 4	22,192,186	22,728,572		

FY2022 Enterprise Funds Budget Summary (Warrant Article 5)

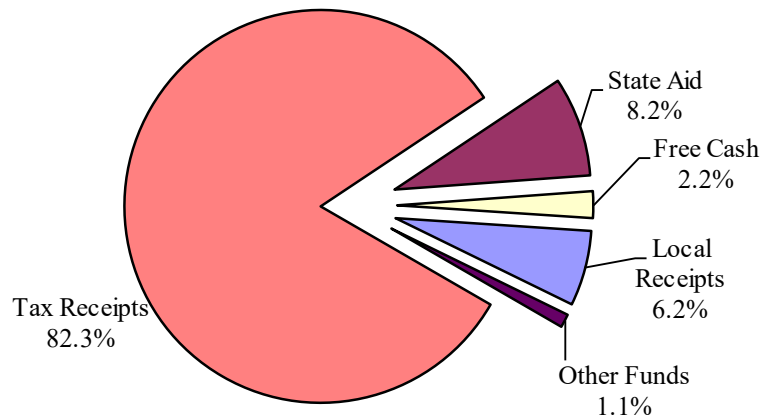
REVENUE	FY2021	FY2022	\$ Change	% Change
Water Fees, Charges & Betterments	2,386,032	2,645,127	259,095	10.86%
Transfer from Water Fund Free Cash (Operating)	214,938	316,548	101,610	47.27%
TOTAL WATER FUND REVENUES	2,600,970	2,961,675	360,705	13.87%
Sewer Fees, Charges & Betterments	2,296,295	2,373,460	77,165	3.36%
Transfer from Sewer Fund Free Cash (Operating)	0	0	0	
TOTAL SEWER FUND REVENUES	2,296,295	2,373,460	77,165	3.36%
Solid Waste Fees	488,000	488,000	0	0.00%
General Fund Subsidy	337,160	337,160	0	0.00%
Transfer from Solid Waste Free Cash	48,390	93,984	45,594	94.22%
SOLID WASTE FUND REVENUES	873,550	919,144	45,594	5.22%
WATER, SEWER & SOLID WASTE REVENUES	5,770,815	6,254,279	483,464	8.38%
EXPENDITURES	FY2021	FY2022	\$ Change	% Change
Wages, Benefits & Expenses	2,320,755	2,677,910	357,155	15.39%
Debt Service	280,215	283,765	3,550	1.27%
WATER FUND EXPENDITURES	2,600,970	2,961,675	360,705	13.87%
Wages, Benefits & Expenses	1,601,951	1,651,138	49,187	3.07%
Debt Service	694,344	722,322	27,978	4.03%
SEWER FUND EXPENDITURES	2,296,295	2,373,460	77,165	3.36%
SOLID WASTE FUND EXPENDITURES	873,550	919,144	45,594	5.22%
WATER, SEWER & SOLID WASTE EXPENDITURES	5,770,815	6,254,279	483,464	8.38%

FY2022 Public Education Summary (Warrant Articles 6, 7 & 8)

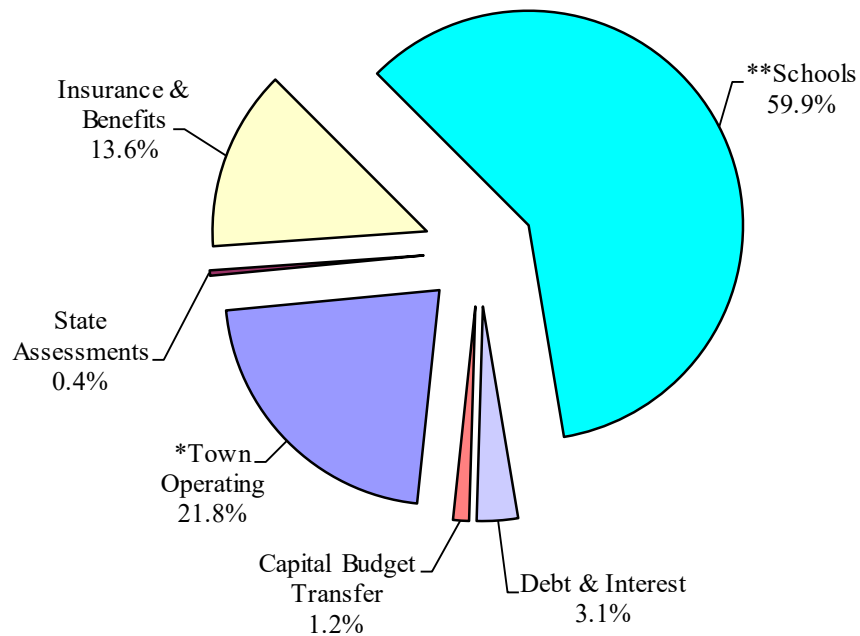
PUBLIC EDUCATION	FY2021	FY2022	\$ Change	% Change
Northborough K-8	\$25,177,844	\$25,799,678	\$621,834	2.47%
Northborough K-8 Total (Article 6)	\$25,177,844	\$25,799,678	\$621,834	2.47%
Algonquin Regional HS 9-12	\$12,587,175	\$13,004,868	\$417,693	3.32%
Algonquin HS Debt Exclusion	\$632,229	\$647,846	\$15,617	2.47%
Algonquin Total (Article 7)	\$13,219,404	\$13,652,714	\$433,310	3.28%
Assabet Valley Regional HS	\$865,186	\$934,658	\$69,472	8.03%
Assabet Valley Debt Assessment	\$137,660	\$133,832	(\$3,828)	-2.78%
Assabet Total (Article 8)	\$1,002,846	\$1,068,490	\$65,644	6.55%
TOTAL PUBLIC EDUCATION	\$39,400,094	\$40,520,882	\$1,120,788	2.84%

TOWN OF NORTHBOROUGH					
REVENUE & EXPENDITURE SUMMARY FISCAL YEARS 2020--2022					
LEVY LIMIT CALCULATION	FY2020	PROPOSED FY2021	REVISED FY2021	PROPOSED FY2022	% CHANGE
Prior Year Levy Limit	\$50,955,099	\$52,997,340	\$52,997,340	\$55,450,240	
Add 2.5%	\$1,273,877	\$1,324,934	\$1,324,934	\$1,386,256	
Add New Growth	\$768,364	\$776,250	\$1,127,966	\$684,800	
Add Overrides	\$0	\$0	\$0	\$0	
True Levy Limit	\$52,997,340	\$55,098,524	\$55,450,240	\$57,521,296	
Add Debt Excl - Zeh School	(\$32,041)	\$0	\$0	\$0	
Add Debt Excl - Colburn St.	\$0	\$0	\$0	\$0	
Add Debt Excl - Library	\$364,428	\$353,803	\$353,803	\$343,177	
Add Debt Excl - Senior Center	\$383,272	\$370,348	\$370,348	\$362,594	
Add Debt Excl - Algonquin	\$621,442	\$632,229	\$632,229	\$647,846	
Less Debt Excl -Settlement	(\$223,108)	(\$220,000)	(\$227,586)	(\$220,000)	
Add Debt Excl - Lincoln Street	\$1,075,199	\$1,050,837	\$1,050,837	\$1,026,182	
Add Debt Excl - Fire Station	\$0	\$17,098	\$17,098	\$52,750	
Adjusted Levy Limit	\$55,186,532	\$57,302,839	\$57,646,969	\$59,733,845	
REVENUES					
Adjusted Levy Limit	\$55,186,532	\$57,302,839	\$57,646,969	\$59,733,845	
Less Unused Levy Capacity	(\$2,166,828)	(\$2,333,425)	(\$3,399,223)	(\$3,913,557)	
Total Tax Receipts	\$53,019,704	\$54,969,414	\$54,247,746	\$55,820,288	2.90%
State Aid	\$5,412,370	\$4,492,267	\$5,434,115	\$5,521,216	1.60%
MSBA Payments	\$382,543	\$0	\$0	\$0	
Free Cash (Operating)	\$500,000	\$500,000	\$500,000	\$500,000	0.00%
Free Cash (Rtmt/Health Ins)	\$0	\$378,000	\$378,000	\$0	-100.00%
Free Cash (Reserve)	\$175,000	\$375,000	\$375,000	\$175,000	-53.33%
Free Cash (Stabilization)	\$200,000	\$0	\$0	\$0	
Free Cash (Capital/Other)	\$861,167	\$712,775	\$712,775	\$805,000	12.94%
Local Receipts	\$4,468,000	\$3,837,000	\$3,837,000	\$4,171,000	8.70%
Other Funds	\$952,083	\$755,886	\$755,886	\$733,933	-2.90%
TOTAL GENERAL FUND REVENUES	\$65,970,867	\$66,020,342	\$66,240,522	\$67,726,437	2.24%
Enterprise Funds	\$5,726,753	\$5,770,815	\$5,770,815	\$6,254,279	8.38%
TOTAL REVENUES	\$71,697,620	\$71,791,157	\$72,011,337	\$73,980,716	2.73%
EXPENDITURES					
Town	\$22,391,273	\$22,913,699	\$22,913,699	\$23,639,610	3.17%
Schools					
Northborough K-8	\$24,928,558	\$25,177,844	\$25,177,844	\$25,799,678	2.47%
Algonquin 9-12	\$12,252,514	\$12,587,175	\$12,587,175	\$13,004,868	3.32%
HS Debt Exclusion	\$621,442	\$632,229	\$632,229	\$647,846	2.47%
Assabet	\$694,822	\$865,186	\$865,186	\$934,658	8.03%
Assabet Renovation Project	\$141,488	\$137,660	\$137,660	\$133,832	-2.78%
Warrant Articles					
Reserve Fund	\$175,000	\$375,000	\$375,000	\$175,000	-53.33%
Transfer to Stabilization	\$200,000	\$0	\$0	\$0	
Capital / Other Articles	\$861,167	\$712,775	\$712,775	\$805,000	12.94%
Transfer to OPEB Trust	\$550,000	\$0	\$0	\$0	
Zeh School Debt Service	\$350,578	\$0	\$0	\$0	
Colburn Street Debt Service	\$62,315	\$59,923	\$59,923	\$57,475	-4.08%
Library Debt Service	\$364,928	\$354,248	\$354,248	\$343,567	-3.01%
Senior Center Debt Service	\$394,645	\$380,145	\$380,145	\$371,445	-2.29%
Lincoln Street Debt Service	\$1,075,875	\$1,051,475	\$1,051,475	\$1,026,775	-2.35%
Fire Station Debt Service	\$0	\$17,098	\$17,098	\$52,750	208.52%
Other Funds	\$952,083	\$755,886	\$755,886	\$733,933	-2.90%
Adjustments	(\$45,821)		\$220,180		
TOTAL GENERAL FUND EXPENDITURES	\$65,970,867	\$66,020,342	\$66,240,522	\$67,726,437	2.24%
Water Enterprise Fund	\$2,548,680	\$2,600,970	\$2,600,970	\$2,961,675	13.87%
Sewer Enterprise Fund	\$2,244,114	\$2,296,295	\$2,296,295	\$2,373,460	3.36%
Solid Waste Enterprise Fund	\$933,959	\$873,550	\$873,550	\$919,144	5.22%
TOTAL ALL FUNDS	\$71,697,620	\$71,791,157	\$72,011,337	\$73,980,716	2.73%

Fiscal Year 2022 Revenue Sources



Fiscal Year 2022 Expenditures



*Town Expenditures include Reserves for Abatements, Appropriation Reserve Fund, and Offsets

**School Expenditures include Northborough K-8 School operations, Algonquin Regional High School operations, Algonquin Regional High School Debt Service & Assabet Valley Assessment

<p style="text-align: center;">Article 20 Consolidated Personnel Bylaw Amendments 2021 Annual Town Meeting</p>

The proposed amendment to the Consolidated Personnel Bylaw, Chapter 1-64 of the Town Code, consists of the following:

1. Adoption of the General Compensation scale in section 1-64-350, Schedule B. The proposed change is a 2% increase in compensation rates for non-union municipal employee positions effective July 1, 2021. The proposed increase is consistent with the average increase of the Town's collective bargaining units for FY2022 as required by the Town Personnel Bylaw.
2. Classification of a Data Collector Position in the Assessor's Office: This amendment seeks to add a new Data Collector position, classified as a Grade D, to section 1-64-340, Schedule A (Classification of Positions by Occupational Groups and Assignment to Compensation Grades).
3. Increase to Merit-Based Salary/Wage Adjustment range in section 1-64-360, Schedule D.

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

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

- E Assessor
Assistant Director, Library
Assistant Director, Family & Youth Services

- F Assistant Director MIS/GIS
Director, Recreation
Director, Family & Youth Services
Director, Senior Center
Health Agent
Highway/Parks Superintendent
Town Clerk
Water & Sewer Superintendent

- G Assistant Town Administrator
Director, Library
Director MIS/GIS
Facilities Manager
Inspector of Buildings/Zoning Enforcement Officer
Police Lieutenant
Principal Assessor
Town Accountant
Town Planner
Treasurer/Collector

- H Assistant Director, DPW
Deputy Fire Chief
Town Engineer

- I Finance Director

- J Director of Public Works
Fire Chief
Police Chief

General Compensation Effective July 1, 2021 (2% Increase)

HOURLY

GRADE	MINIMUM	MAXIMUM
A	\$21.04	\$27.35
B	\$23.29	\$30.28
C	\$25.78	\$33.52
D	\$28.54	\$37.11
E	\$31.60	\$41.08
F	\$34.98	\$45.48
G	\$38.73	\$50.34
H	\$42.87	\$55.73
I	\$45.87	\$59.64
J	\$49.08	\$63.81

ANNUAL

GRADE	MINIMUM	MAXIMUM
A	\$43,757.96	\$56,885.34
B	\$48,442.45	\$62,975.17
C	\$53,628.45	\$69,716.93
D	\$59,369.62	\$77,180.50
E	\$65,725.39	\$85,443.02
F	\$72,761.60	\$94,590.07
G	\$80,551.05	\$104,716.38
H	\$89,174.42	\$115,926.76
I	\$95,416.68	\$124,041.63
J	\$102,095.80	\$132,724.53

Miscellaneous Compensation

Merit-Based¹ - Eligible for General Salary/Wage Adjustment

Substitute Librarian	Minimum: \$25.79	Maximum: \$33.52/hour
Substitute Library Assistant	Minimum: \$21.03	Maximum: \$27.35/hour
Call Inspector	Minimum: \$28.54	Maximum: \$37.11/hour
Call Firefighter Trainee	Minimum: \$19.40	Maximum: \$25.25/hour
Call Firefighter	Minimum: \$21.50	Maximum: \$27.96/hour
Call Firefighter/EMT or Paramedic	Minimum: \$23.80	Maximum: \$30.94/hour
Special Police Officer	Minimum: \$18.93	Maximum: \$31.88/hour

Not Merit-Based – Pay rates/ranges adjusted as market conditions warrant

Assistant Dog Officer	Per call: \$4/phone call, \$20/call-out; \$30/kennel call	
Part-time Dispatcher	Rates per Union Contract	
Library Page	Minimum: \$12.75	Maximum: \$14.75/hour
Seasonal Staff A	Minimum: \$12.75	Maximum: \$15.75/hour
Seasonal Staff B	Minimum: \$13.75	Maximum: \$16.75/hour
Seasonal Staff C	Minimum: \$16.75	Maximum: \$19.75/hour
Seasonal Staff D	Minimum: \$25.00	Maximum: \$60.00/hour
Senior Center Van Driver	Minimum: \$13.50	Maximum: \$16.50/hour

Stipends:

Inspector of Animals	\$5,000 - \$6,000 per year
Emergency Preparedness Director	\$5,000 - \$6,000 per year
Sealer of Weights/Inspector of Measures	\$3,000 - \$4,000 per year
Assistant to the Emergency Preparedness Director	\$500 per year
Emergency Shelter Coordinator	\$500 per year

¹ Assuming satisfactory performance and minimum level of pay achieved.

<p style="text-align: center;">Article 21 Stormwater Management and Land Disturbance Bylaw 2021 Annual Town Meeting</p>

Town of Northborough

Chapter 2-60

STORMWATER MANAGEMENT AND LAND DISTURBANCE

Sections:

- 2-60-00F Footnote to Chapter 2-60
- 2-60-010 Purpose and Objective
- 2-60-020 Definitions
- 2-60-030 Applicability
- 2-60-040 Authority
- 2-60-050 Responsibility for Administration
- 2-60-060 Waivers
- 2-60-070 Regulations
- 2-60-080 Permit
- 2-60-090 Consent to Entry onto Property
- 2-60-100 Inspection and Site Supervision
- 2-60-110 Enforcement
- 2-60-120 Severability
- 2-60-130 Surety
- 2-60-140 Final Reports

2-60-00F Footnote to Chapter 2-60.

Adopted May 1, 2021 ATM, Art. 21

2-60-010 Purpose and Objective.

- A. The purpose of this bylaw is to protect public health, safety, general welfare, and the environment by controlling the adverse effects of construction site stormwater runoff and post-construction stormwater runoff. Stormwater runoff can be a major cause of:
 - (1) Impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands, groundwater and drinking water supplies;
 - (2) Contamination of drinking water supplies;
 - (4) Alteration or destruction of aquatic and wildlife habitat;
 - (5) Overloading or clogging of municipal stormwater management systems; and
 - (6) Flooding.

B. The objectives of this bylaw are to:

- (1) Protect water resources;
- (2) Comply with state and federal statutes and regulations relating to stormwater discharges including total maximum daily load requirements, and with the General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts, issued by the U.S. Environmental Protection Agency and the Massachusetts Department of Environmental Protection (“MS4 Permit”);
- (3) Prevent and reduce pollutants from entering the Town of Northborough’s municipal separate storm sewer system (MS4);
- (4) Establish minimum construction and post construction stormwater management standards and design criteria for the regulation and control of stormwater runoff quantity and quality;
- (5) Establish provisions for the long-term responsibility for, and maintenance of, structural stormwater control facilities and nonstructural stormwater best management practices to ensure that they continue to function as designed, and pose no threat to public safety; and
- (6) Recognize the Town of Northborough’s legal authority to ensure compliance with the provisions of this bylaw through inspection, monitoring, and enforcement.

2-60-020 Definitions.

Unless a different definition is indicated in other sections of this bylaw, the following definitions and provisions shall apply throughout this bylaw:

ALTERATION OF DRAINAGE CHARACTERISTICS: Any activity on an area of land that changes the water quality, force, direction, timing or location of runoff flowing from the area. Such changes include: change from distributed runoff to confined or discrete discharge; change in the volume of runoff from the area; change in the peak rate of runoff from the area; and change in the recharge to groundwater on the area.

APPLICANT: Any person requesting a Land Disturbance Permit.

AS-BUILT DRAWING: Drawings that completely record and document applicable aspects and features of conditions of a project following construction using Stormwater Management Plans derived from a Land Disturbance Permit.

BEST MANAGEMENT PRACTICES (BMPs): Schedules of activities, practices (and prohibitions of practices), structures, vegetation, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to Waters of the United States. BMPs also include treatment requirements, operating procedures, and practices to control project site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

CERTIFIED PROFESSIONAL IN EROSION AND SEDIMENTATION CONTROL (CPESC): A certified specialist in soil erosion and sediment control. This certification program, sponsored by the Soil and Water Conservation Society in cooperation with the American Society of Agronomy, provides the public with evidence of professional qualifications.

CLEAN WATER ACT: The Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.) as hereafter amended.

CLEARING: Any activity that removes the vegetative surface cover of land.

COMMON PLAN OF DEVELOPMENT: A plan of development for a contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one plan.

DISCHARGE OF POLLUTANTS: The addition from any source of any pollutant or combination of pollutants into the municipal storm drain system or into the Waters of the United States or the Commonwealth from any source.

EROSION: The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

EROSION AND SEDIMENTATION CONTROL PLAN: A document containing narrative, drawings and details developed by a qualified professional engineer (PE) or a Certified Professional in Erosion and Sedimentation Control (CPESC), which includes best management practices, or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land disturbing activities.

GRADING: Changing the level or shape of the ground surface.

GROUNDWATER: Water beneath the surface of the ground.

GRUBBING: The act of clearing land surface by digging up roots and stumps.

HAZARDOUS MATERIAL: Any material which, because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as "toxic" or "hazardous" under MGL c. 21C and c. 21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

ILLICIT DISCHARGE: Direct or indirect discharge to the municipal storm drain system that is not composed entirely of stormwater, except as exempted in Section 4-12-080 of the Town's Illicit Discharges to The Municipal Storm Drain System Bylaw, Chapter 4-12 of the Northborough Town Code.

IMPERVIOUS SURFACE: Any surface that prevents or significantly impedes the infiltration of water into the underlying soil. This can include but is not limited to: roads, driveways, parking areas and other areas created using nonporous material, buildings, rooftops, structures, artificial turf and compacted gravel or soil.

INFILTRATION: The act of conveying surface water into the ground, permitting groundwater recharge and the reduction of stormwater runoff from a project site.

LAND DISTURBANCE PERMIT: A permit issued by the Stormwater Authority pursuant to this bylaw prior to commencement of a Land Disturbing Activity.

LAND DISTURBING ACTIVITY: Any activity that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material; results in an increased amount of runoff or pollutants; measurably changes the ability of a ground surface to absorb waters; involves clearing, grading, or excavating, including grubbing; or results in an alteration of drainage characteristics.

LOW IMPACT DEVELOPMENT or LID: Site planning and design strategies that use or mimic natural processes that result in the infiltration, evapotranspiration or use of stormwater in order to protect water quality and associated aquatic habitat. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and aesthetically appealing site drainage that treat stormwater as a resource rather than a waste product. LID practices include but are not limited to bioretention facilities, rain gardens, vegetated rooftops, rain barrels and permeable pavements.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM: The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Northborough.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER DISCHARGE PERMIT: A permit issued by the EPA, or jointly with the Commonwealth, that authorizes the discharge of pollutants to Waters of the United States.

OPERATION AND MAINTENANCE PLAN: A plan setting up the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

OWNER: A person with a legal or equitable interest in property.

PERSON: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department, or political subdivision of the Commonwealth or the Federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

POINT SOURCE: Any discernible, confined, and discrete conveyance, including but not limited to any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel, or other floating craft from which pollutants are or may be discharged.

PRE-CONSTRUCTION: All activity in preparation for construction.

POLLUTANT: Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, construction wastes and residues including discarded building materials, concrete truck wash out, chemicals, litter, and sanitary wastes and industrial, municipal and agricultural waste discharged into water.

RECHARGE: The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

REDEVELOPMENT: Development, rehabilitation, expansion, demolition, construction, land alteration, or phased projects that disturb the ground surface, including impervious surfaces, on previously developed sites.

RUNOFF: Rainfall, snowmelt, or irrigation water flowing over the ground surface.

SEDIMENT: Mineral or organic soil material that is transported by wind or water, from its origin to another location; the product of erosion processes.

SEDIMENTATION: The process or act of deposition of sediment.

SITE: The location, to its full areal extent, of construction activities, including but not limited to the creation of new impervious cover and improvement of existing impervious cover.

SOIL: Any earth, sand, rock, gravel, or similar material.

STORMWATER AUTHORITY: Town of Northborough Conservation Commission or its authorized agent(s).

STORMWATER: Stormwater runoff, snow melt runoff, and surface runoff and drainage.

STORMWATER MANAGEMENT PLAN: A document containing narrative, drawings, details and reporting requirements developed by a qualified professional engineer (PE), which describes structural and non-structural best management practices designed to control the discharge of pollutants from impervious surfaces and onsite activities as well as the volume and peak rate of surface runoff from a site on an ongoing basis after construction has been completed.

TOTAL MAXIMUM DAILY LOAD or TMDL: Section 303(d) of the Clean Water Act authorizes the EPA to assist states, territories and authorized tribes in listing impaired waters and developing Total Maximum Daily Loads (TMDLs) for these waterbodies. A TMDL establishes the maximum amount of a pollutant that a waterbody can accept and still meet water quality standards for protecting public health and maintaining the designated beneficial uses of those waters for drinking, swimming, recreation, and fishing. A TMDL includes waste load allocations for point source discharges, load allocations for nonpoint sources and/or natural background, and must include a margin of safety and account for seasonal variations.

WATERCOURSE: A natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

WATERS OF THE COMMONWEALTH: All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, groundwater, and including, to the extent applicable, Waters of the United States as defined under the Federal Clean Water Act as hereafter amended.

2-60-030 Applicability.

- A. A Land Disturbance Permit is required for all construction activity or land disturbance that individually or as part of a Common Plan of Development results in land disturbance of one acre (43,560 square feet) or more.

- B. The following activities are exempt from the provisions of Chapter 2-60:
- (1) Maintenance of existing landscaping, gardens or lawn areas associated with a single-family dwelling conducted in such a way as not to cause a nuisance;
 - (2) Construction of fencing that will not substantially alter existing terrain or drainage patterns;
 - (3) Construction of utilities other than drainage (gas, water, electric, telephone, etc.) which will not alter terrain or drainage patterns or result in discharge of sediment or other pollutants to the MS4 or, directly or indirectly, to a Watercourse or Waters of the Commonwealth;
 - (4) Normal maintenance and improvement of land in agricultural or aquacultural use, as defined by the Massachusetts Wetlands Protection Act regulation at 310 CMR 10.04;
 - (5) Activities conducted in accordance with a Forest Cutting Plan approved by the Massachusetts Department of Conservation and Recreation; and
 - (6) Redevelopment activities that are exclusively limited to maintenance and improvement of existing public roadways (including widening less than a single lane, adding shoulders, correcting substandard intersections, improving existing drainage systems, and repaving projects) and that will improve existing conditions unless infeasible. Construction may not commence until issuance of EPA's approval of the NPDES Construction General Permit Notice of Intent and the final Stormwater Pollution Prevention Plan is posted at the site (if applicable), and best management practices are in place in accordance with the Massachusetts Stormwater Management Standard 8 related to construction related impacts. Roadway widening or improvements that increase the amount of impervious area on the redevelopment site by greater than or equal to a single lane width shall not be exempt.
- C. Any person that fails to follow the requirements of a Land Disturbance Permit and the related Erosion and Sedimentation Control Plan, and Operations and Maintenance Plan, shall be in violation of this bylaw.

2-60-040 Authority.

This bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Massachusetts home rule statute, and the regulations under the Federal Clean Water Act including 40 CFR 122.34.

2-60-050 Responsibility for Administration.

The Stormwater Authority shall administer, implement and enforce this bylaw. Any powers granted to or duties imposed upon the Stormwater Authority may be delegated in writing by the Stormwater Authority to employees or authorized agents of the Town.

2-60-060 Waivers.

The Stormwater Authority, or its authorized agent, may waive strict compliance with any requirement of this bylaw or the rules and regulations promulgated hereunder, where such action is:

- A. Allowed by federal, state and local statutes and/or regulations and the MS4 Permit; and
- B. In the public interest; and
- C. Not inconsistent with the purpose and intent of this bylaw.

2-60-070 Regulations.

- A. The Stormwater Authority may adopt, and may periodically amend, regulations, rules and/or written guidance relating to the terms, conditions, definitions, enforcement, fees, procedures and administration of this Stormwater Management Bylaw by majority vote after conducting a public hearing to receive comments. Such hearing shall be advertised in a newspaper of general local circulation, at least fourteen (14) days prior to the hearing date. Failure of the Stormwater Authority to issue such rules, or regulations, or a legal declaration of their invalidity by a court, shall not act to suspend or invalidate the effect of this bylaw.
- B. Stormwater Management regulations, rules or guidance shall identify requirements for Land Disturbance Permits required by this bylaw and shall be consistent with or more stringent than the relevant requirements of the most recent MS4 Permit.

2-60-080 Permit.

- A. A Land Disturbance Permit must be obtained prior to the commencement of any construction activity, tree clearing, or land disturbance for which such a permit is required. An applicant seeking a permit shall file an appropriate application with the Stormwater Authority in a form and containing information as specified in this bylaw and in regulations adopted by the Stormwater Authority.
- B. Each application must be accompanied by the appropriate application fee as established by the Stormwater Authority. Applicants shall pay the application fee before the review process commences. The Stormwater Authority is authorized to retain a Registered Professional Engineer (PE) or other professional consultant to advise the Stormwater Authority on any or all aspects of the application and/or the project's compliance with conditions of a Permit. The Stormwater Authority may require the applicant to pay reasonable costs to be incurred by the Stormwater

Authority for the employment of outside consultants pursuant to Stormwater Authority regulations adopted as authorized by G.L. c.44, §53G.

- C. Required submittals to obtain a Land Disturbance Permit shall include (without limitation) an Erosion and Sedimentation Control Plan, a Stormwater Management Plan, and an Operation and Maintenance Plan. To obtain a Land Disturbance Permit, the applicant must show that site design, construction site stormwater runoff control and post-construction stormwater management will meet the standards set by the Stormwater Authority under this bylaw, in its regulations, rules and/or guidance, which shall be at least as stringent as the relevant requirements of the MS4 Permit and may also address relevant environmental considerations including (without limitation) protection of aquifers and sensitive water bodies, climate resilience, and prevention of flooding.
- D. The Land Disturbance Permit shall include measures to ensure adequate long-term operation and maintenance of stormwater management design features and BMPs. The Stormwater Authority may impose requirements including (without limitation) the following:
 - (1) A requirement that funds for future operation and maintenance be set aside in a dedicated fund or escrow account;
 - (2) A permanent permit condition requiring compliance with an Operation and Maintenance Plan;
 - (3) A permanent permit condition requiring that the property owner submit an annual report or certification regarding operation and maintenance;
 - (4) A requirement to record the Operation and Maintenance Plan (or notice thereof);
 - (5) A requirement that a legal instrument be put in place establishing responsibility for operation and maintenance of a stormwater BMP serving more than one lot; and
 - (6) A requirement that an easement be recorded allowing the Town to access the property to remedy any operational failure or maintenance problem.

2-60-090 Consent to Entry onto Property.

By signing the permit application, an applicant consents to the entry of members of the Stormwater Authority or its authorized agents in or on the site while the application is under review to verify the information in the application, and at any time after a Permit is issued to inspect for compliance with Permit conditions.

2-60-100 Inspection and Site Supervision.

The Stormwater Authority or its designated agent shall make inspections to verify and document compliance with the Land Disturbance Permit.

2-60-110 Enforcement.

The Stormwater Authority or its authorized agent shall enforce this bylaw, and any associated regulations, orders, violation notices, and enforcement orders; and may pursue all civil and criminal remedies for such violations.

A. Criminal and Civil Relief.

- (1) Any person who violates the provisions of this bylaw, or any associated regulations, permit, or order issued thereunder, may be subject to criminal penalties and prosecution in a court of competent jurisdiction and/or a fine of not more than \$300 per violation. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.
- (2) As an alternative to criminal prosecution or civil action, the Town of Northborough may elect to utilize the noncriminal disposition procedure set forth in G.L. c.40, §21D, in which case designated agents of the Stormwater Authority, including the Conservation Commission Agent, Town Engineer, or Building Inspector, shall be the enforcing persons. The penalty for the first violation shall be a warning. The penalty for the second violation shall be \$100. The penalty for the third and subsequent violations shall be \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.
- (3) The Stormwater Authority may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

B. Orders.

- (1) The Stormwater Authority, or its authorized agent, may issue a written order to enforce the provisions of Chapter 2-60 or any associated regulations or permit. Violations which may be subject of such an order include, without limitation: failure to obtain a Land Disturbance Permit for an activity subject to this bylaw; and failure to follow the requirements of a Land Disturbance Permit and the related Erosion and Sedimentation Control Plan, or Operations and Maintenance Plan or any other authorization issued pursuant to this bylaw or regulations issued hereunder. The written order may require the violator to remediate the non-compliance and/or any adverse impact caused by it, including, without limitation:
 - (a) A requirement to cease and desist from the land-disturbing activity until there is compliance with the bylaw and provisions of the Land Disturbance Permit or other authorization;
 - (b) Maintenance, installation or performance of additional erosion and sediment control measures;
 - (c) Monitoring, analyses, and reporting;
 - (d) Remediation of erosion and sedimentation resulting directly or indirectly from the land-disturbing activity;

- (e) Construction, reconstruction, repair or maintenance of stormwater BMPs or any other aspect of the post-construction stormwater management system;
 - (f) Remediation of adverse impacts resulting from improper construction or operation of the post-construction stormwater management system; and/or
 - (g) A requirement to eliminate discharges, directly or indirectly, into the MS4, a watercourse or into the Waters of the Commonwealth.
 - (2) If the Stormwater Authority or its authorized agent determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further provide that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town of Northborough may, at its option, undertake such work, and expenses thereof shall be charged to the violator.
 - (3) Within 30 days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by the Town of Northborough, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Stormwater Authority within 30 days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within 30 days following a decision of the Stormwater Authority affirming or reducing the costs, or from a final decision of a court of competent jurisdiction affirming or reducing the costs, the costs may constitute a municipal charge for purposes of G.L. c.40, §58, and for which a lien may be imposed on the property for the amount of the unpaid charge, pursuant to G.L. c.40, §58. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in G.L. c.59, §57 on the 31st day after the costs first become due.
- C. Entry to perform duties under this bylaw. To the extent permitted by local, state or federal law, or if authorized by the owner or other party in control of the property, the Stormwater Authority, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and regulations adopted hereunder and may make or cause to be made such examinations, surveys or sampling as the Stormwater Authority deems reasonably necessary.
- D. Appeals. The decisions or orders of the Stormwater Authority shall be final. Further relief shall be appealed to a court of competent jurisdiction in an action filed within sixty (60) days thereof, in accordance with G.L. c.249, §4.
- E. Remedies not exclusive. The remedies listed in this section are not exclusive of any other remedies available under any applicable federal, state or local law.

2-60-120 Severability.

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

2-60-130 Surety.

The Stormwater Authority may require the applicant to post, before the start of land disturbance or construction activity, a surety bond, cash, or other acceptable security. The form of the security shall be approved by the Stormwater Authority and be in an amount deemed sufficient by the Stormwater Authority to ensure that the work will be completed in accordance with the permit. If the project is phased, the Stormwater Authority may release part of the security as each phase is completed in compliance with the permit. If the permittee defaults on any obligations imposed by the Land Disturbance Permit, the Stormwater Authority may (after notification of the permittee) inform the holder of the security (and the Town Treasurer if the Treasurer is not holding the funds) of the default, in which event the Town shall be entitled to the security.

2-60-140 Final Reports.

Upon completion of the work and no later than two (2) years after completion of construction, the holder of a Land Disturbance Permit shall submit a report (including certified as-built construction plans) from a Professional Engineer (PE) or Land Surveyor (PLS) certifying that the project has been completed in accordance with the conditions of the Land Disturbance Permit. The holder of a Land Disturbance Permit shall also include certification from a PE that the drainage system was constructed in accordance with the approved plans and will perform as designed. The as-built drawings must depict all on site controls, both structural and non-structural, designed to manage the stormwater associated with the completed site (post construction stormwater management). Any discrepancies from the approved permit plans shall be noted in writing in the report and as-built plans.

Report of the Financial Planning Committee

The Financial Planning Committee consists of six members. Three members are appointed by the Town Moderator, and one each by the Northborough School Committee, the Appropriations Committee and the Planning Board. The role of the Financial Planning Committee is to serve in a research, study and advisory capacity to the Board of Selectmen, the Appropriations Committee and the Annual Town Meeting on short and long-range financial planning matters, and to assist in the development of a Capital Improvement Program. During Fiscal Year 2021 the Committee was composed of the following members:

Member	Appointed By	Term Expires
David DeVries, Chair	Town Moderator	April 2023
Michael Hodge, Vice-Chair	Town Moderator	April 2022
John Rapa	Town Moderator	April 2023
William Peterson, Jr.	Northborough K-8 School Committee	April 2021
Thomas Spataro	Planning Board	April 2022
*Scott Rogers	Appropriations Committee	
*Resigned June 2020		

Committee Activities

Meeting Date	Meeting Topics
01/14/2021	Joint Meeting with Board of Selectmen, Financial Planning Committee, Appropriations Committee and K-8 School Committee; Financial Trend Monitoring System Presentation and Five-Year Financial Projections
02/04/2021	Election of Officers; CIP Instruction Manual; Preliminary Free Cash Plan; DPW Project Updates and Capital Requests; Review of Meeting Schedule and Town Meeting Calendar
02/16/2021	Review of FY2022 Preliminary Capital Budget; FY2022 Police Department Capital Requests; FY2022 Fire Department Capital Requests
02/24/2021	Review of FY2022 DPW, Water & Sewer Capital Requests; FY2022 K-8 School Department Capital Requests; Review of Town's Legislative Priorities Letter
03/02/2021	Review of FY2022 CPC Project Requests; Final Review of FY2022 Capital Budget; Public Comment regarding proposed FY2022 Capital Budget; Discussion of Recommendations and Draft Report
03/09/2021	Review and Approval of Committee Report to Town Meeting; Discussion of Town Meeting Warrant
03/22/2021	Joint Meeting with Board of Selectmen – Budget Hearing (Charter 6-5) (FPC Optional)

Preparation for FY2022 presented unique challenges as the Town continues to manage the COVID-19 pandemic. Budgetary delays originating at the state level caused minor delays in FY2022 planning. However, the Committee was able to fulfill its duties as required by the Charter and have made its recommendations on each of the capital projects presented for funding in FY2022. Town Meeting is the Legislative Body of the Town of Northborough; and the final decision of approval or disapproval of each warrant article is ultimately up to you, the voters.

The Committee extends its appreciation to Town Administrator John Coderre and his Financial Team -- Assistant Town Administrator Becca Meekins and Finance Director Jason Little -- for their input and assistance throughout the Committee's process. Special thanks to Diane Wackell and Lynda LePoer for their capable administrative support.

Committee General Comments

The major role of the Financial Planning Committee is to review all submitted projects included in the Capital Improvement Program, comment upon their viability and make its final recommendations, which includes consideration of the guidelines set forth under the Debt Policy adopted by the Board of Selectmen in September 2000. These guidelines were developed to assist the Town in determining how much debt can safely be incurred, and are consistent with those recommended by the Massachusetts Department of Revenue, namely:

- Determine debt that can be incurred without jeopardizing credit standing and causing financial hardship;
- Incorporate affordability guidelines for expenditures;
- Include review of the Capital Improvement Program; and
- Indicate appropriate uses for and acceptable amounts of debt.

The Committee has reviewed the projects included in the six-year Capital Improvement Program at meetings held with the various departments proposing these projects. At these meetings, department heads presented information and data to justify the need, cost, and implementation timeframe for the projects. It is the strong opinion of the Committee that in order for the Capital Improvement Program to be an effective tool for managing the Town's capital investment, department heads must have confidence that their submitted projects will be implemented within the timeframe planned in the Program. The Committee recognizes that the municipal and school administrations have worked hard to anticipate capital needs, submit projects into the Plan, and distribute those projects over the six-year planning period so as to comply with the constraints of the Town's Debt Policy.

At this writing, debt service projections and metrics were not yet finalized and available to the Committee, but conservative preliminary estimates prepared by the Town Administrator indicate that the program will be well within the guidelines set forth in the Debt Policy both for Credit Standing and Affordability. The FY2021 debt service budget is just 3.34% of the overall operating budget, which is actually below the Town's Debt Policy guidelines of 5-10%, and the proposed FY2022 budget will see debt levels reduced even further. The Town is well positioned to take on some of the large upcoming building projects contained in the Capital Improvement Program (CIP), including the Fire Station and Town Offices projects. Subject to comments and recommendations made herein for specific capital projects proposed for FY2022, the Committee is pleased to recommend this CIP as an effective tool for managing the Town's finances with respect to Capital Projects for the next six years.

Communication, Transparency, and Best Practices in Town Finance

The Government Finance Officers Association (GFOA) 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. Delays in the budget process in FY2021 due to the outbreak of the Covid-19 virus prevented the Town from applying for the GFOA award in FY2021. We anticipate applying for the award for the FY2022 budget cycle.

Free Cash Policy

The FY2022 budget year marks the eleventh implementation of the Town's Free Cash Policy. Under this policy, one defined use of available free cash is to pay for capital projects. Examples of suitable projects include DPW and Public Safety vehicles and equipment; building infrastructure components (heating, cooling, electrical, plumbing, etc.); office and technology equipment; and capital project design fees, feasibility studies, and needs analyses. In the past, the Town funded projects of this scale with debt, a practice discouraged by bond rating agencies. Under the Free Cash Policy, such capital items are now primarily funded from Free Cash and other available one-time revenues. Debt capacity is conserved for larger projects such as building construction and renovation, major roadway construction and repair, water/sewer infrastructure, and land acquisition for municipal use or to preserve open space. Following the constrained budget surpluses and decision to postpone capital expenditures during FY2021, the Town may need to contemplate issuing general obligation debt for some smaller projects as a means to manage the backlog of proposed projects seeking funding. This discussion will take place in more detail during the FY2023 budget cycle, after the full economic impact of the pandemic and any potential Federal Aid is realized.

From the \$1,980,662 certified free cash balance, \$805,000 is allocated under the Capital Budget to finance the FY2022 pay-as-you-go capital investments with no additional tax impact. Assuming this year's Capital Budget is approved, \$12.86 million of capital expenditures will have been accomplished with Free Cash over the eleven-year period FY2012-2022, which otherwise would have been financed with debt. Meanwhile, the Town's component of debt service attributable to small expenditures has been eliminated, reclaiming capacity within the Proposition 2 ½ levy limit to address upcoming capital projects of larger scale.

Capital Projects for FY2022

The Committee has reviewed and prioritized the projects in the Capital Improvement Program for Fiscal Year 2022 as follows:

Priority	Description
1	Projects that involve correcting a current Safety or Health issue, and/or to meet a Federal or State legal requirement.
2	Projects that are necessary to maintain the Town's current buildings, equipment and infrastructure: <i>Buildings</i> - Projects necessary to maintain existing Town buildings, not including projects to expand or modernize facilities. <i>Equipment</i> - Projects necessary to replace old existing equipment, which is no longer cost effective to repair with similar equipment.
3	Projects that are required to increase capacity of existing facilities in order to accommodate the increase in growth of the Town.
4	Projects that are designed to modernize and upgrade existing Town facilities.

The Committee considers all the proposed capital projects, which have been in the Capital Improvement Plan for many years. From those proposals, the Committee recommends the capital projects below be included in this year's FY2022 Capital Budget warrant articles. The Committee votes are shown in parentheses. Numerical votes are shown in Yes-No-Abstain order relative to a motion to recommend approval. Fewer than six total votes reflect the absence of one or more members at the time of the vote. Planned sources of funding are noted in the comments for each project.

Some of the FY2022 proposed capital expenditures consist of planned equipment replacements that were reduced from the FY2021 Capital Plan due to the financial impacts of the Covid-19 Pandemic. These projects have been placed back on the annual capital replacement scheduled in FY2022 with funding from Free Cash, which has no additional tax impact.

Municipal Departments

Article 11	Sponsor	Cost	Priority	Recommend Approval?
Police Cruiser Replacement	Police	\$150,000	2	Unanimously Yes
<ul style="list-style-type: none"> Requested funding of \$150,000 for the purchase of three new police vehicles. This article is a return to the annual replacement schedule for Police Cruisers after the reduction from last fiscal year's capital plan due to Covid-19 budgetary constraints. Funded from Free Cash. No additional impact to tax rate. 				
Article 12	Sponsor	Cost	Priority	Recommend Approval?
Pick-Up Truck Replacement	Fire	\$80,000	2	Unanimously Yes
<ul style="list-style-type: none"> This request seeks to replace a 2012, one-ton, four-wheel-drive crew cab pick-up truck. This vehicle is used to carry personnel, equipment, and bulk supplies. This vehicle is used for emergency responses, inspections, investigations, and fire alarm service. 				

This vehicle also serves as the department's primary tow vehicle for its various trailered equipment. The current pick-up will be traded in. The designation for the new pick-up will be Car-3.

- Funded from Free Cash. No additional impact to tax rate.

Article 13	Sponsor	Cost	Priority	Recommend Approval?
Car-1 SUV Replacement	Fire	\$76,000	2	Unanimously Yes
<ul style="list-style-type: none"> ▪ This request will replace the 2015 Chevrolet Tahoe command vehicle used by the Fire Chief, which is a critical component of the Incident Command System. The vehicle carries communications equipment, emergency plans for facilities, chemical, terrorism, and firefighting references, the tactical command board, and command vests. The current Car-1 will be repurposed to replace the existing Car-4, a 2008 Chevrolet SUV, which will be traded in. The new designation for this vehicle will be Car-2. ▪ Funded from Free Cash. No additional impact to tax rate. 				

Article 14	Sponsor	Cost	Priority	Recommend Approval?
Road Improvements & Maintenance	Public Works - Highway	\$310,000	2	Unanimously Yes
<ul style="list-style-type: none"> ▪ Funds needed to supplement the Pavement Management Plan due to limited State Chapter 90 Transportation Funding. The Town's Pavement Management Plan requires a minimum spending level of \$1.1 million annually to maintain pavement conditions. ▪ Funded from Free Cash. No additional impact to tax rate. 				

Article 15	Sponsor	Cost	Priority	Recommended Approval?
One-Ton Dump Truck with Plow	Public Works - Highway	\$115,000	2	Unanimously Yes
<ul style="list-style-type: none"> ▪ This project was initially proposed as part of the FY2021 Capital Plan but was postponed due to the financial impacts of Covid-19 in FY2021. This request proposes to replace a 2003 truck which has reached the end of its useful life. ▪ Funded from Free Cash. No additional impact to tax rate. 				

Article 16	Sponsor	Cost	Priority	Recommended Approval?
One-Ton Pickup Truck w/Plow	Public Works – Highway	\$74,000	2	Unanimously Yes
<ul style="list-style-type: none"> ▪ This project was initially proposed as part of the FY2021 Capital Plan but was postponed due to the financial impacts of Covid-19 in FY2021. This request proposes to replace a 2003 one-ton pickup truck. ▪ Funded from Free Cash. No additional impact to tax rate. 				

Article 17	Sponsor	Cost	Priority	Recommend Approval?
SCADA System	Public Works – Water & Sewer	\$500,000	4	Unanimously Yes
<ul style="list-style-type: none"> ▪ Request for a full encompassing SCADA (Supervisory Control and Data Acquisition) system needed to monitor and efficiently 				

manage the Town's utility infrastructure. This is Phase II of a two-phase project that began in FY2015.

- Costs will be split 44% Water Enterprise Funds and 55% Sewer Enterprise Funds.

Article 18	Sponsor	Cost	Priority	Recommend Approval?
Reservoir Dam Compliance	Public Works – Water Enterprise	\$50,000	1	Unanimously Yes
<ul style="list-style-type: none"> ▪ Reservoir Dam is owned by Northborough and located between Shrewsbury and Boylston. Current structure is in poor condition and the Town has been ordered by the Office of Dam Safety to either bring the dam into compliance or permanently breach the dam. This request is just for design and permitting in FY2022 with construction occurring in FY2024 at an additional cost of approximately \$800,000. It is important to note that the Town will be seeking grants funds to off-set the removal cost as well. ▪ The Town has submitted a grant application to fund 75% of the design and permitting (\$150,000) and this request is for the 25% remaining match (\$50,000) to be funded from the Water Enterprise Fund. 				

Article 19	Sponsor	Cost	Priority	Recommend Approval?
Utility Tractor	Public Works – Water and Sewer Enterprise	\$80,000	2	Unanimously Yes
<ul style="list-style-type: none"> ▪ Request to replace a 2003 Kubota utility tractor with trailer. This multi-purpose piece of equipment is used throughout Town to clear the water and sewer cross-country easements in the summer growing months, as well as spring and fall cleanups. ▪ Cost for this equipment will be divided 40% from Water Enterprise Funds and 60% Sewer Enterprise Funds. 				

Community Preservation Act Projects

Certain projects to be funded with Community Preservation Act monies may be presented at Town Meeting. Although often capital in nature, these projects are not necessarily incorporated into the Capital Improvement Plan. Nevertheless, the Financial Planning Committee, in its financial advisory capacity, strives to review projects approved by the CPC and offer its recommendations at Town Meeting. Because CPA projects do not compete for funding with Capital Improvement Plan projects, no Priority is assigned. The Committee has decided not to review or make recommendations on projects not meeting the \$25,000 minimum definition of a Capital Project for purposes of the Capital Improvement Plan.

Article 23	Sponsor	Cost	Priority	Recommend Approval?
Pickleball Courts at Ellsworth/McAfee Park	Recreation/Public Works	\$290,250	N/A	Unanimously Yes
<ul style="list-style-type: none"> ▪ This project requests funding for the construction of six outdoor pickleball courts at the Ellsworth McAfee Park including site preparation and installation of drainage, landscaping, and fencing. 				

Article 27	Sponsor	Cost	Priority	Recommend Approval?
White Cliffs Debt	Community Preservation Committee	\$203,780	N/A	Unanimously Yes
<ul style="list-style-type: none"> Funds for the fourth debt service payment of ten associated with the purchase of the White Cliffs at 167 Main Street. 				

Respectfully submitted,

Northborough Financial Planning Committee
March 9, 2021

Financial Planning Committee Revised Recommendations for FY2022 Capital Project Warrant Articles
Northborough Annual Town Meeting May 1, 2021

Article	Project	Amount	Funding Source	Priority	Vote *	Recommend Approval?
11	Police: Cruiser Replacement	\$150,000	Free Cash	2	(5-0-0)	YES
12	Fire: Car 3 Pick-up Truck Replacement	\$80,000	Free Cash	2	(5-0-0)	YES
13	Fire: Car 1 SUV Replacement	\$76,000	Free Cash	2	(5-0-0)	YES
14	DPW: Road Improvements & Maintenance	\$310,000	Free Cash	2	(5-0-0)	YES
15	DPW: One-Ton Dump Truck with Plow	\$115,000	Free Cash	2	(5-0-0)	YES
16	DPW: One-Ton Pickup Truck with Plow	\$74,000	Free Cash	2	(5-0-0)	YES
17	DPW: Water & Sewer Supervisory Control & Data Acquisition System (SCADA)	\$500,000	Water/Sewer Enterprise Funds	4	(5-0-0)	YES
18	DPW: Water Enterprise – Reservoir Dam Compliance	\$50,000	Water Enterprise Funds with additional \$150K grant funds	1	(5-0-0)	YES
19	DPW: Water & Sewer Utility Tractor	\$80,000	Water/Sewer Enterprise Funds	2	(5-0-0)	YES
23	CPC: Pickleball Courts at Ellsworth McAfee Park	\$290,250	CPA Fund	**	(5-0-0)	YES
27	CPC: White Cliffs Debt	\$203,780	CPA Fund	**	(5-0-0)	YES

* Numerical votes shown in Yes-No-Abstain order relative to a motion to recommend approval. Fewer than six total votes reflects absence of one or more members.

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

Northborough
Appropriations Committee
Report
Annual Town Meeting
May 1, 2021

Northborough Appropriations Committee Report Annual Town Meeting – May 1, 2021

The Northborough Appropriations Committee consists of six (6) members appointed by the Town Moderator for staggered three-year terms. The role of the Appropriations Committee, by statute and charter, is that of advisory to Town Meeting. All articles in the Town Meeting Warrant involving the appropriation or expenditure of money must be considered by the Appropriations Committee. It must recommend approval or disapproval of same, in whole or in part. Immediately after the presentation of such article at Town Meeting, the Committee must report to the Meeting its recommendation of approval or disapproval of such appropriation or expenditure, together with the reasons thereof. The report that follows is the Committee's voted recommendations for the Articles on the May 1, 2021 Town Meeting Warrant.

As required by the Charter and Municipal Code and Bylaw of the Town of Northborough, we have made our recommendations on each financial article to you based on the information available to us at the time of our deliberation and may be modified or changed on Town Meeting floor if additional information is forthcoming. Votes on these articles were taken at our meeting on Thursday, April 1, 2021. Town Meeting is the Legislative Body of the Town of Northborough; and the final decision of approval or disapproval of each warrant article is ultimately up to you, the voters.

Planning for the FY2022 budget has been challenging in the wake of the global Coronavirus Pandemic. The budget process this year was slightly delayed due to setbacks at the state budget level. However, this balanced budget was presented at the March 22nd joint meeting of the Board of Selectmen and Appropriations Committee. The Committee encourages residents to view that recorded meeting which is available for streaming on the Northborough Youtube Channel.

Free Cash, also known as Budgetary Fund Balance, consists of unrestricted funds from operations of the previous fiscal year including unexpended Free Cash from the previous fiscal year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as Free Cash. The calculation of Free Cash is based on the balance sheet as of June 30, which is submitted by the Town Accountant. It is important to note that Free Cash is not available for appropriation until certified by the State Department of Revenue.

Use of Free Cash in the operating budget has been systematically phased down over the past years from \$700,000 in FY2010, to \$600,000 in FY2011, and ultimately, reaching the Free Cash policy target amount of \$500,000 in FY2012, where it remained until FY2020. In FY2021, in reaction to the potential economic destabilization caused by the Coronavirus Pandemic, \$878,000 in Free Cash was used to support the operating budget. However, FY2022 represents a return to pre-pandemic funding of Free Cash in the budget, with this budget proposal only using \$500,000 in Free Cash for operations. By decreasing the use of Free Cash to fund operating expenses, the Town has moved to a sound financial policy of appropriating Free Cash to fund one-time expenses, such as capital projects, to avoid incurring debt.

In keeping with the Town's Free Cash Policy, the FY2022 proposed budget allocates approximately \$805,000 in pay-as-you go (Free Cash) capital investment, resulting in no additional tax impact. These are non-recurring capital expenditures. In addition, \$500,000 is used to offset the operating budget. Since FY2012 the Town has invested \$16 million in pay-as-you-go capital investments with no additional tax impact. That includes \$12 million in Free Cash and approximately \$4 million in other funding sources, exclusive of the \$805,000 in Free Cash expenditures planned for FY2022. The result has been fewer tax dollars being used to pay for interest on loans. As always, any use of Free Cash remains subject to Town Meeting approval and appropriation.

Revenue Assumptions in this budget reflect an increase in tax receipts of 2.9% (\$1.57 million); New Growth at \$40 million value (\$684,800 in new revenue); includes Debt Exclusions for the Fire Station, ARHS, Library, Senior Center and Lincoln Street School projects; Free Cash policy target of \$500,000 maintained; Local Receipts increased \$334,000 to \$4.17 million; and State Aid funded at \$5.5 million based on the Governor's Budget released on January 27, 2021 indicating a 1.6% increase in local aid.

The final FY2021 General Fund Budget resulted in a reduction to the average single family tax bill of \$65 to \$7,900 on a home valued at \$461,432. The FY2022 tax impact is unknown at the time of this writing due to shifting residential home values and Federal Assistance from the American Rescue Plan Act. Northborough is estimated to receive between \$1.49 and \$4.42 million. Exactly how these funds can be used remains unknown, but some amount will be allowed to backfill for lost revenues due to the pandemic.

Health Insurance: The health insurance market has been unpredictable given the impacts of the Coronavirus Pandemic. Initial discussions with our provider indicated that the Town may see significant increases in health insurance costs in FY2022. However, after several discussions with our provider, the Town secured a 0% increase in premiums for FY2022. The Town's overall Health Insurance budget is proposed to increase just 2.1%, including the senior plan renewal which came in at 5%. It is important to note that Northborough's Health Insurance budget has increased, on average, just 3% for the past decade.

Key budgets in FY2022 are: Northborough K-8 Schools reflect an increase of \$621,834 or 2.47% to \$25,799,678; General Government (Town) increases \$725,911 or 3.17% to \$23,639,610; Algonquin Regional High School (ARHS) combined operating and debt service assessment increases \$433,310 or 3.28% to \$13,652,714. The ARHS operating assessment increases by \$417,693 or 3.32% to \$13,004,868; and the ARHS debt assessment increases by \$15,617 to \$647,846 which will remain relatively constant until final payment in 2027. The FY2022 ARHS Budget uses \$500,000 in Excess and Deficiency (Free Cash) funds, to reduce the operating assessment. The use of Excess and Deficiency funds was critical to keeping Northborough's assessment at a reasonable level since shifting enrollments project more Northborough students and fewer Southborough students attending the district. Assabet Vocational High School combined Operating Assessment and debt service is an overall increase of \$65,644 or 6.55%: Operating Assessment increases by \$69,472 or 8.03% to \$934,658 due to an increase of 6 students over FY2021 to a total of 59 Northborough students attending in FY2022 and debt service associated with the completed renovation project decreases by \$3,828 (2.78%) to \$133,832.

The FY2022 budget is a balanced budget within the confines of Proposition 2 ½ as required by statute and maintains core departmental services and missions. Despite the uncertainty experienced in the FY2021 budget cycle due to the impacts of the Coronavirus Pandemic, Northborough remains in strong financial condition due to the diligence and conservative budgeting approach practiced by the leadership of the community. The leadership and collaboration of key stakeholders has placed Northborough in a position to return to pre-pandemic funding levels for operations, capital, and allowed the Town to continue its investment in infrastructure and equipment in FY2022.

We wish to thank all departments and committees with whom we interact during this budgetary process – Municipal and School – for without their cooperation and collegiality during the budgetary process, it would not have been possible to affect such a positive outcome.

As always, if you have any questions on our recommendations, we will be pleased to answer them either collectively or individually during debate on any specific article. Below is a summary of our recommendations for each article that requires an appropriation included on the 2021 Annual Town Meeting Warrant.

Summary of the Northborough Appropriation Committee Recommendations for FY2022 Warrant Articles

Article	Project	Amount	Vote *	Recommend Approval?
4	Town Budget	\$22,728,572	(4-0-0)	YES
5	Water, Sewer & Solid Waste Enterprise Funds	\$6,254,279	(4-0-0)	YES
6	Northborough K-8 Public Schools	\$25,799,678	(4-0-0)	YES
7	Northborough-Southborough Algonquin Regional School District Assessment (ARHS)	\$13,652,714	(4-0-0)	YES
8	Assabet Valley Regional Technical School District Assessment	\$1,068,490	(4-0-0)	YES
9	Revolving Funds Authorization of Expenditure Limits	Various	(4-0-0)	YES
10	Appropriations Committee Reserve Fund	\$175,000	(4-0-0)	YES
11	CIP: Police Cruiser Replacement	\$150,000	(4-0-0)	YES
12	CIP: Fire – Car 3 Pickup Truck Replacement	\$80,000	(4-0-0)	YES
13	CIP: Fire – Car 1 SUV Replacement	\$76,000	(4-0-0)	YES
14	CIP: DPW – Road Improvements and Maintenance	\$310,000	(4-0-0)	YES
15	CIP: DPW – One-Ton Dump Truck with Plow Replacement	\$115,000	(4-0-0)	YES
16	CIP: DPW – One-Ton Pickup Truck with Plow Replacement	\$74,000	(4-0-0)	YES
17	CIP: DPW/Water & Sewer – Supervisory Control and Data Acquisition (SCADA) System	\$500,000	(4-0-0)	YES
18	CIP: DPW/Water – Reservoir Dam Compliance	\$50,000	(4-0-0)	YES
19	CIP: DPW/Water & Sewer – Utility Tractor Replacement	\$80,000	(4-0-0)	YES
23	Community Preservation Fund – Pickleball Courts at Ellsworth McAfee Park	\$290,250	(4-0-0)	YES
24	Community Preservation Fund – Exterior Painting and Cleaning of Building at 52 Main Street	\$20,000	(4-0-0)	YES
25	Community Preservation Fund – Conservation Fund	\$400,000	(4-0-0)	YES
26	Community Preservation Fund – Affordable Housing Reserve	\$65,200	(4-0-0)	YES
27	Community Preservation Fund – White Cliffs Debt Service	\$203,780	(4-0-0)	YES
28	Community Preservation Fund – CPA Administration	\$32,600	(4-0-0)	YES

* Numerical votes shown in Yes-No-Abstain order relative to a motion to recommend approval. Fewer than six total votes reflects absence of one or more members.

Respectfully submitted,

Robert D'Amico (2022) George Brenckle (2021) Richard Nieber, Vice-Chair (2022) Janice Hight (2023) Anthony Poteete (2023)

Article	Purpose of Article	Committee Recommendation
☆ NOTE: ALL PROPOSED BUDGET REQUESTS ARE WITHIN THE CONFINES OF PROPOSITION 2½ ☆		
4	Town Budget <i>Raised by taxation</i> \$21,494,639 <i>Plus transfers*</i> <u>1,233,933</u> Total Town Budget \$22,728,572 <i>*Includes \$500,000 Free Cash</i>	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> • In FY2022, the Town is returning to its regular practice of limiting the use of Free Cash in the operating budget to \$500,000, or less than 1% to support operations. • The FY2022 General Government budget increase is 3.17% which includes additional funding for Norfolk County Agricultural School tuition. • Appropriations Committee met with the department heads of all significant cost centers. • Departmental budgets take into consideration tax impacts of increasing budgets but also restores some of the reductions that were made in FY2021 in response to the Coronavirus Pandemic. • Overall, departments presented reasonable budgets that maintain services, conform to Town Financial Policies and will minimize the tax impact. • The final FY2021 General Fund Budget resulted in a reduction to the average single family tax bill of \$65 to \$7,900 on a home valued at \$461,432. The FY2022 tax impact is unknown at the time of this writing due to shifting residential home values and Federal Assistance from the American Rescue Plan Act. Northborough is estimated to receive between \$1.49 and \$4.42 million. Exactly how these Federal Funds can be used remains unknown, but some amount will be allowed for replacement of lost revenues due to the pandemic. • The Budget is legally balanced as presented, independent of receipt of potential State or Federal relief funds. 		
5	Water, Sewer & Solid Waste Enterprise Funds \$ 6,254,279	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> • After the reductions made in FY2021 to the enterprise funds due to the potential impact of the Coronavirus Pandemic, the FY2022 Enterprise Funds budget increase is 8.38% or \$483,464. The Town's FY2022 Massachusetts Water Resources Authority Assessment accounted for 96% of the total increase to the Water Enterprise Fund in FY2022 (\$345,583). • An Enterprise Fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. • The Water and Sewer Enterprise Funds are fully funded by fees; the Solid Waste Enterprise fund receives a \$337,160 General Fund tax subsidy. 		

Article	Purpose of Article	Committee Vote and Recommendation
☆ NOTE: ALL PROPOSED BUDGET REQUESTS ARE WITHIN THE CONFINES OF PROPOSITION 2½ ☆		
6	Northborough K-8 Public Schools \$25,799,678	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> • The FY2022 Northborough K-8 School Budget is increased 2.47% or \$621,834 over FY2021. • The School Committee and Superintendent have presented a fiscally responsible budget that maintains core educational services. • The Appropriations Committee acknowledges the positive collaborative working relationship between the Committee, Town Administrator, the K-8 School Committee, and the Superintendent during this budget process. • Please refer to the Superintendent's FY2022 Budget handout for more detail. 		
7	Northborough-Southborough Algonquin Regional School District Assessment (ARHS) Operating Assessment \$13,004,868 Debt Exclusion – Prop 2 ½ \$ 647,846 \$13,652,714	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> • The ARHS Operating Assessment for FY2022 is up 3.32% or \$417,693 over FY2021. • ARHS Debt Assessment increases by \$15,617 or 2.47% and will remain relatively constant until final payment in FY2027. • The Regional School Committee and Superintendent have presented a fiscally responsible budget that maintains core educational services. • The Appropriations Committee acknowledges the positive collaborative working relationship between the Committee, Town Administrator, the Regional School Committee and the Superintendent during this difficult budget process. • Please reference Superintendent's FY2022 ARHS Budget handout for more detail. 		

Article	Purpose of Article	Committee Vote and Recommendation
☆ NOTE: ALL PROPOSED BUDGET REQUESTS ARE WITHIN THE CONFINES OF PROPOSITION 2½ ☆		
8	Assabet Valley Regional Technical School District Assessment Operating Assessment \$ 934,658 Debt Assessment <u>\$ 133,832</u> \$1,068,490	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> The combined Operating Budget Assessment and Debt Assessment represents an overall increase of \$65,644 or 6.55%. Although Assabet's overall district budget increase is 2.9%, Northborough's assessment is begin driven up disproportionately due to increasing enrollment, as 59 students will attend the school in FY2022, an increase of 6 students over FY2021. The Debt Assessment is for a 25-year bond scheduled to be paid off in 2042 with declining debt payments each year. FY2022 Debt Assessment for Assabet Valley was reduced in FY2022 by \$3,828 or 2.78%. Please reference Assabet Valley Superintendent's FY2022 Budget handout for more detail. 		
9	Revolving Funds Authorization of Expenditure Limits	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> Annual reauthorization of expenditure limits for revolving funds for use by certain Town Departments, Boards, Committees, Agencies or Officers pursuant to Massachusetts General Laws, Chapter 44, Section 53E½. Revolving Funds are used where fees are charged for program services and those fees are held in a special fund and used to offset the cost of providing those services. 		
10	Appropriations Committee Reserve Fund \$175,000	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> Authorized by Massachusetts General Laws, Chapter 40, Section 6, this fund provides the Town and K-8 School operations with an option for funding extraordinary or unforeseen expenditures during the year without the requirement of a Town Meeting. In FY2021, additional funds were appropriated to the Appropriations Reserve Fund above and beyond the typical \$175,000 Free Cash allocation as a hedge against potential unknown pandemic expenses. Given the support provided by the Federal government through the CARES Act and the American Rescue Plan, it does not appear that the Town will need to utilize the additional reserve funds provided in FY2021. The FY2022 Reserve Fund is budgeted at the normal \$175,000 level. If unused, Reserve Fund appropriations close out to Free Cash from where they were appropriated, resulting in no additional tax impact. Transfers from the Reserve Fund require Appropriations Committee approval. 		

Article	Purpose of Article	Committee Vote and Recommendation
☆ NOTE: ALL PROPOSED BUDGET REQUESTS ARE WITHIN THE CONFINES OF PROPOSITION 2½ ☆		
11	CIP: Police Cruiser Replacement \$150,000	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> • This article proposes use of funds to purchase three new police vehicles. • In FY2021, the cruiser replacement program was reduced to just one new vehicle due to the fiscal impacts of the pandemic. • In FY2022, the Town is proposing to return to the planned cruiser replacement program included in the Capital Improvement Plan (CIP). • This purchase will be funded from Free Cash with no additional tax impact. 		
12	CIP: Fire – Car 3 Pickup Truck Replacement \$80,000	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> • This article provides funds for the replacement of a 2012 pickup truck used for emergency response. • This purchase will be funded from Free Cash with no additional tax impact. 		
13	CIP: Fire – Car 1 SUV Replacement \$76,000	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> • This article provides funds for the purchase of a new command vehicle used by the Fire Chief, replacing a 2015 Chevrolet Tahoe. • This project will be funded from Free Cash with no additional tax impact. 		

Article	Purpose of Article	Committee Vote and Recommendation
★ NOTE: ALL PROPOSED BUDGET REQUESTS ARE WITHIN THE CONFINES OF PROPOSITION 2½ ★		
14	CIP: DPW – Road Improvements and Maintenance \$310,000	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> This article provides funds in addition to the State’s Chapter 90 transportation funding to maintain current road conditions. In accordance with the Pavement Management Plan, the Town must invest at least \$1.1 million annually in roadway improvements. Without this \$310,000 in Free Cash, that plan would fall short, resulting in deteriorating roads and more expensive future repairs. 		
15	CIP: DPW – One-Ton Dump Truck with Plow Replacement \$115,000	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> This article provides funds for the purchase of a one-ton dump truck with a plow to replace a 2006 one-ton dump truck. This project will be funded from Free Cash with no additional tax impact. 		
16	CIP: DPW – One-Ton Pickup Truck with Plow Replacement \$74,000	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> This article provides funds for the purchase of a one-ton pickup truck with a plow to replace a 2003 one-ton pickup truck. This article will be funded from Free Cash with no additional tax impact. 		
17	CIP: DPW/Water & Sewer – Supervisory Control and Data Acquisition (SCADA) System \$500,000	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> This article provides funds for Phase 2 of the SCADA project, needed to monitor and efficiently manage the Town’s utility infrastructure. Phase I entailed the completion of a radio study and assessment in FY2015. In FY2022, Phase 2 will consist of installation and implementation of the system. The article will be funded with debt and the borrowing cost repayment will be split 44%/56% between the Water and Sewer Enterprise Funds. Repayment of the debt is built into the current rate structure. 		

Article	Purpose of Article	Committee Vote and Recommendation
☆ NOTE: ALL PROPOSED BUDGET REQUESTS ARE WITHIN THE CONFINES OF PROPOSITION 2½ ☆		
18	CIP: DPW/Water – Reservoir Dam Compliance \$50,000	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> • This article provides funds for design and permitting necessary to permanently breach the Reservoir Dam which is owned by the Town and located between Shrewsbury and Boylston. • The Town submitted a grant application to fund 75% (\$150,000) of the design and permitting. • This FY2022 request is for the remaining 25% (\$50,000) match. • This article will be funded with debt and the borrowing cost repayment will be funded by Water Enterprise Fund fees. 		
19	CIP: DPW/Water & Sewer – Utility Tractor Replacement \$80,000	The Appropriations Committee voted 4-0 in support of this article.
<ul style="list-style-type: none"> • This article provides funds for the purchase of a replacement utility tractor with trailer to be used for water and sewer projects. • \$32,000 is to be transferred from Water Enterprise Free Cash to meet said appropriation. • \$48,000 is to be transferred from Sewer Enterprise Free Cash to meet said appropriation. 		
Articles 20 – 22 do not require recommendations from the Appropriations Committee		

Article	Purpose of Article	Committee Vote and Recommendation
Articles 23 - 28 are Community Preservation (CPA) articles totaling \$1,011,830 in CPA allocations. Each article represents an allowable spending purpose under the Community Preservation Act enacted in 2000 and adopted by ballot vote in Northborough in November 2004 at a surcharge of 1.5%. The first \$100,000 of a residential property's assessed value is exempt from the surcharge.		
23	Community Preservation Fund – Pickleball Courts at Ellsworth McAfee Park \$290,250	The Appropriations Committee voted 4-0 in support of this article.
24	Community Preservation Fund – Exterior Painting and Cleaning of Building at 52 Main Street \$20,000	The Appropriations Committee voted 4-0 in support of this article.
25	Community Preservation Fund – Conservation Fund \$400,000	The Appropriations Committee voted 4-0 in support of this article.
26	Community Preservation Fund – Affordable Housing Reserve \$65,200	The Appropriations Committee voted 4-0 in support of this article.
27	Community Preservation Fund – White Cliffs Debt Service \$203,780	The Appropriations Committee voted 4-0 in support of this article.
28	Community Preservation Fund – CPA Administration \$32,600	The Appropriations Committee voted 4-0 in support of this article.
Articles 29 – 40 do not require recommendations from the Appropriations Committee		