



## **BOARD OF SELECTMEN**

### **MEETING AGENDA**

Monday, March 28, 2022

7:00 p.m.

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Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in-person attendance by members of the public will be permitted.

#### **To view or listen**

- Live Stream link YouTube:  
[https://www.youtube.com/channel/UCRdBrw3HeEAMB\\_KFKasrgXA](https://www.youtube.com/channel/UCRdBrw3HeEAMB_KFKasrgXA)
- Zoom webinar link: <https://town-northborough-ma-us.zoom.us/j/86959028929>  
When prompted, enter Password 462312
- CATV Government Channels: Verizon Channel 30, Charter Channel 192
- Call 1-646-876-9923  
When prompted, enter Meeting ID 869 5902 8929 and Password 462312

#### **For Public Comment**

\*\*\* Public comment will be limited to 3 minutes per person \*\*\*

- **By Phone** Dial \*9 to raise your hand and wait to be recognized by the Chair. Please note that part of your phone number will be visible to those viewing the meeting.
  - **By Zoom** Click “Raise Hand” on the bottom of your screen and wait to be recognized by the Chair
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## **BOARD OF SELECTMEN**

### **MEETING AGENDA**

Monday, March 28, 2022

7:00 p.m.

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[\\*Approval of March 14, 2022 Meeting Minutes](#)

- 7:00 p.m. - [SENATOR JAMES B. ELDRIDGE](#)  
[SENATOR HARRIETTE L. CHANDLER](#)  
[STATE REPRESENTATIVE DANIELLE W. GREGOIRE](#)  
[STATE REPRESENTATIVE MEG KILCOYNE](#)  
Discussion regarding Northborough's Legislative Priorities.
- 7:20 p.m. - [JOINT PUBLIC HEARING - BOARD OF SELECTMEN](#)  
[AND APPROPRIATIONS COMMITTEE](#)  
FY2023 Proposed Budget.
- 7:40 p.m. - [FRED GEORGE, TOWN MODERATOR](#)  
Discussion in consultation with the Board regarding the date, time and location of Annual Town Meeting.
- 8:00 p.m. - [ARPA PROCESS](#)  
Discussion regarding ARPA Process.

### **REPORTS PUBLIC COMMENTS NEW BUSINESS**

1. [Approve/Execute Warrant Annual Town Meeting.](#)
2. [Approve/Execute Warrant for May 10, 2022 Annual Town Election.](#)
3. Any other business to come before the Board.

**BOARD OF SELECTMEN  
MEETING MINUTES – March 14, 2022**

7:00 p.m. - Chairman's Introduction to Remote Meeting

Chairman Perreault stated that this Open Meeting of the Board of Selectmen was being conducted remotely consistent with Governor Baker's Executive Order of June 16, 2021, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and that all members of the Board of Selectmen are allowed and encouraged to participate remotely.

Chairman Perreault noted that the Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. He added that ensuring public access does not ensure public participation unless such participation is required by law. Chairman Perreault noted that this meeting will allow for Public Comment. He indicated the various ways that the public may view or participate in this meeting as listed on the posted agenda.

Chairman Perreault confirmed that the following members and persons anticipated on the agenda were remotely present and could be heard.

Board of Selectmen

Jason Perreault, Chair  
Leslie Rutan, Vice Chair  
T. Scott Rogers, Clerk  
Julianne Hirsh  
Kristen Wixted

Others

John Coderre, Town Administrator  
Rebecca Meekins, Assistant Town Administrator  
William Lyver, Police Chief  
David Parenti, Fire Chief  
Scott Charpentier, DPW Director

Meeting Business Ground Rules

Chairman Perreault covered the ground rules for effective and clear conduct of the business. He asked members of the Board to mute their phone or computer when not speaking and to speak clearly and in a way that helps generate accurate meeting minutes. He will go through the items on the agenda. Following presentations, Board members will be offered an opportunity to speak, followed by staff members answering any questions, if necessary. Those responding will be asked to wait until the floor is yielded to them. Members were asked if they wish to respond to the comments of others, to do so through the Chair.

Any votes taken this evening will be done by roll call to ensure that the records of the vote are clear and accurate to the members attending the meeting remotely.

**APPROVAL OF MINUTES – FEBRUARY 28, 2022 MEETING**

Selectman Rogers moved the Board vote to approve the February 28, 2022 meeting minutes; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Wixted	"aye"	Rutan	"aye"
Hirsh	"aye"	Perreault	"aye"
Rogers	"aye"		

**7:00 p.m. - PUBLIC HEARING**

To consider a petition as submitted by New Cingular Wireless PCS, LLC d/b/a AT&T for a Grant of Location for a Small Wireless Facility on a Replacement Utility Pole near 170 Hudson Street.

Attorney Michael Dolan was remotely present to speak on behalf of New Cingular Wireless PCS, LLC d/b/a AT&T for a grant of location for a small wireless facility on a replacement utility pole in the Town's Right-of-Way near 170 Hudson Street to address rapidly increasing demand on AT&T's wireless network in this area. Town Engineer Fred Litchfield has reviewed the petition and has no concerns with this work as proposed. He recommended that public safety be made aware of when the work is going to occur.

Chairman Perreault noted the receipt of correspondence from Planning Board member Amy Poretsky questioning the review process for this petition. Chairman Perreault responded that it is appropriate for the Board of Selectmen, through a public hearing process, to consider this petition. Town Counsel has recommended that this hearing be held this evening and action be taken in order to meet the 90-day decision deadline as required by FCC regulations. He added that FCC regulatory provisions expressly prohibit the Board from delaying or denying this petition based on health considerations as long as the proposal meets all FCC regulatory requirements.

Several questions were heard from members of the Board regarding the need for future network coverage. Attorney Dolan confirmed that these small wireless facilities are an effective tool to provide the needed coverage.

Chairman Perreault noted that the petition included an independent analysis report that determined that the proposed AT&T petition complies with the FCC and MDPH exposure guidelines.

Chairman Perreault invited comments from the public. Those who wish to speak were asked to provide their full name and address for the record. Public comment will be limited to 3 minutes per person.

Laura Ziton of 17 Franklin Circle questioned if other locations or alternative options were considered. Attorney Dolan responded that there are no existing structures that would achieve the same desired coverage as the location being proposed.

Lisa Maselli of 13 Maple Street asked about the actual location of this wireless facility. DPW Director Scott Charpentier responded that the proposed location is on a utility pole in front of the old pump station that is on the downtown side of the aqueduct opposite the Assabet River side. Attorney Dolan added that the replacement pole will have a top height of 38 feet 6 inches compared to the existing pole of 23 feet 11 inches.

Selectman Rogers moved the Board vote to close the public hearing; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Wixted	"aye"	Rutan	"aye"
Hirsh	"aye"	Perreault	"aye"
Rogers	"aye"		

Selectman Wixted moved the Board vote to grant a location for and permission to AT&T to construct and maintain telecommunications wires and wireless attachments and appurtenances, including fiber optic cable, remote nodes, and top-mounted antennas, to be attached to a National Grid utility pole, located at 170 Hudson Street in Northborough; Selectman seconded the motion.

#### Further Discussion

Attorney Dolan further reviewed the proposed location confirming that it will not obstruct the view of the aqueduct which is located on the opposite side of the street.

The roll call vote on the above motion was taken as follows:

Wixted	“aye”	Rutan	“aye”
Hirsh	“aye”	Perreault	“aye”
Rogers	“aye”		

#### **7:30 p.m. - PUBLIC HEARING**

To consider a petition as submitted by New Cingular Wireless PCS, LLC d/b/a AT&T for a Grant of Location for a Small Wireless Facility on a Replacement Utility Pole near 138 Main Street.

Attorney Michael Dolan was remotely present to speak on behalf of New Cingular Wireless PCS, LLC d/b/a ATT&T for a grant of location for a small wireless facility on a replacement utility pole in the Town’s Right-of-Way near 138 Main Street to address rapidly increasing demand on AT&T’s wireless network in this area. Attorney Dolan stated that the replacement pole will have a top height of 43 feet 3 inches compared to the existing pole of 39 feet 3 inches. Town Engineer Fred Litchfield has reviewed the petition and has no concerns with this work as proposed. He recommended that public safety be made aware of when the work is going to occur.

Chairman Perrault noted that this is substantially the same as the previous petition except for the proposed location, adding that this petition also included an independent analysis report that determined that the proposed AT&T petition complies with the FCC and MDPH exposure guidelines.

Selectman Hirsh questioned the proximity of the proposed location to the driveway of the White Cliffs property and a traffic island near East Main Street. Attorney Dolan responded that National Grid has indicated that this is the only appropriate pole in this location for this wireless facility. Selectman Hirsh stated that she is not comfortable acting on this petition without hearing from National Grid that this is absolutely the only location. Kelly Fay from the Site Acquisition company that works with AT&T stated that this is the only proposed location in the area that met the requirements for the installation of a wireless facility.

Chairman Perreault invited comments from the public. Chairman Perreault invited comments from the public. Those who wish to speak were asked to provide their full name and address for the record. Public comment will be limited to 3 minutes per person.

Laura Ziton of 17 Franklin Circle asked why these petitions are before the Board of Selectmen and not the Planning Board. Mr. Coderre responded that this is before the Board of Selectmen because the proposed locations are in the public right-of-way.

Mitch Cohen of 12 Whitney Street expressed his concern with the proximity of the proposed location to the driveway of the White Cliffs property. He added that a committee is working to propose a future use for this property, which may include widening of the driveway that would necessitate the relocation of this pole. He asked if the applicant would be willing to waive the 90-day requirement to act on this petition in the interest looking at the specifics of this location in relation to the White Cliffs property. Attorney Dolan responded that if a future plan for this property requires relocation of the pole, it would be taken up with National Grid and AT&T would follow.

William Pierce of 367 Whitney Street asked if a heat map was used to determine where the coverage gaps are in the town. Attorney Dolan responded that coverage maps were included in the application showing existing coverage and coverage after the proposed wireless facilities are installed.

Lisa Maselli of 13 Maple Street expressed her concern with this proposed location taking away from the visual landscape of the White Cliffs property. She asked that action on this petition be postponed until it can be determined why the pole located across the street can't be used. Kelly Fay responded that it appears that the pole located across the street is on private property and already has a transformer on it, which does not allow for an additional wireless facility.

Selectman Rogers moved the Board vote to close the public hearing; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Wixted	"aye"	Rutan	"aye"
Hirsh	"aye"	Perreault	"aye"
Rogers	"aye"		

Selectman Hirsh moved the Board vote to grant a location for and permission to AT&T to construct and maintain telecommunications wires and wireless attachments and appurtenances, including fiber optic cable, remote nodes, and top-mounted antennas, to be attached to a National Grid utility pole #30 in the vicinity of 138 and 167 Main Street; Selectman Rogers seconded the motion.

#### Further Discussion

In response to a question if the applicant would be willing to postpone action on this petition, Attorney Dolan explained that the exact location has been adequately determined to be Pole #30 in the vicinity of 138 and 167 Main Street. He added that Ms. Fay was able to confirm that Pole #30 is the only location in the area that meets the requirements for the installation of a wireless facility. With that being said, his client's position would not be to postpone action.

The roll call vote on the above motion was taken as follows:

Wixted	"aye"	Rutan	"aye"
Hirsh	"aye"	Perreault	"aye"
Rogers	"aye"		

**7:10 p.m. - WILLIAM LYVER, POLICE CHIEF**

Appointment of Melissa Lonergan as Police Officer.

Chief Lyver introduced Melissa Lonergan as a candidate for appointment as a full-time police officer. Ms. Lonergan currently works for District Attorney Joseph Early as a Victim/Witness Advocate and serves as a Behavioral Health Specialist in the U.S. Army Reserve. She has been enrolled in and accepted at the NECC Police Academy Recruit Officer Course at Northern Essex Community College. Chief Lyver was pleased to announce that Ms. Lonergan will be the first woman appointed as a police officer in Northborough in over 22 years.

Member of the Board welcomed Ms. Lonergan to Northborough.

Selectman Rutan moved the Board vote to appoint Melissa Lonergan to the Northborough Police Department as a full-time Police Officer, effective April 1, 2022; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Hirsh	“aye”	Perreault	“aye”
Rogers	“aye”		

**8:10 p.m. - FRED GEORGE, TOWN MODERATOR**

Discussion in consultation with the Board regarding the date, time and location of Annual Town Meeting.

Town Moderator Fred George was remotely present to discuss with the Board the possible rescheduling of the April 25, 2022 Annual Town Meeting. Mr. George stated that holding Town Meeting inside in the High School auditorium or outside on the High School football field both have their own merits and are worthy of consideration.

Mr. Coderre noted that pursuant to Section 9 of Chapter 39 of the General Laws, as amended by Chapter 53 of the Acts of 2020, the Board of Selectmen may vote to delay or change the venue of the Annual Town Meeting when the warrant has not yet been posted. He added that there is an added expense of approximately \$10,000 to hold Town Meeting outside and the decision to hold it outside should be based on public health safety and not for convenience.

Board members expressed their desire to hear from the public and to hear a recommendation from the Health Agent in terms of CDC guidelines and recommendations before making a decision. Health Agent Kristin Black was present and indicated that the CDC is no longer offering general guidelines. She added that the weekly dashboard shows that the test positivity rate has dropped below 2% and that it is appropriate to consider returning to holding large gatherings inside again. She shared what other surrounding communities are doing in terms of holding their annual town meetings, including a mask only designated area.

Chairman Perrault indicated that the decision about where and when to hold the Annual Town Meeting will be deferred until the Board’s March 28<sup>th</sup> meeting. This will provide the public the opportunity to provide input.

**8:30 p.m. - JOHN CAMPBELL –**  
**COMMUNITY PRESERVATION COMMITTEE CHAIR**  
 Presentation on CPC Town Meeting Warrant Articles.

Community Preservation Committee (CPC) Chair John Campbell was remotely present. The FY2023 applications recommended for funding total \$1,534,000. \$750,000 will be allocated from new revenues and \$784,000 will be allocated from the unreserved account.

Mr. Campbell noted that at the beginning of the CPA, the State match was 100%. As more communities joined the program, the match decreased, but for the past couple of years it has been on the rise. For FY2022 the State match was 43%, or \$285,000. He added that the Town has received approximately \$2.8M in State match since FY2006.

**ARTICLE 23: Community Preservation Fund – Construction of Eight Affordable Low-Income, Senior One-Bedroom Rental Units**

The Northborough Housing Authority, the Northborough Affordable Housing Corporation, and the MA Department of Housing and Community Development will be developing eight senior rental apartments located in one two-story building at 26 Village Drive. The Town is proposing contributing \$100,000 separately from ARPA funds to supplement the funds appropriated in this article, and transfer of funds will be contingent on grant funding from the State and funds supplemented from the Authority for a total anticipated project cost of \$2,440,000. Transfer of these funds will also be contingent upon successful execution of a contract with the Town.

To appropriate \$1,340,000 from the following sources:

Community Preservation Fund revenues	\$230,548
Community Preservation Affordable Housing Reserve	\$127,863
Community Preservation Unreserved Fund	\$486,274
2009 Annual Town Meeting Article 37	\$ 569
2012 Annual Town Meeting Article 42	\$ 24,746
2015 Annual Town Meeting Article 57	\$ 20,000
2016 Annual Town Meeting Article 38	\$100,000
2017 Annual Town Meeting Article 42	\$100,000
2018 Annual Town Meeting Article 28	\$100,000
2019 Annual Town Meeting Article 23	\$150,000

**ARTICLE 24: Community Preservation Fund – Affordable Housing Reserve**

\$75,000 from the Community Preservation Fund revenues to the Community Preservation Affordable Housing Reserve Fund to set aside funds for the future creation of affordable housing.

**ARTICLE 25: Community Preservation Fund – Brigham Street Burial Ground Beautification**

\$131,679 from the Community Preservation Fund revenues and \$5,821 from Community Preservation Historic Reserve Fund for a total of \$137,500 to the Northborough Department of Public Works and the Northborough Historic District Commission for improvements to the Brigham Street Burial Ground, including removal of dead trees, installation of a signpost and fencing, and overall roadside improvements.

ARTICLE 26: Community Preservation Fund – (2) Signs to Identify the Kizer section of the Northborough Cemetery

\$5,124 from the Community Preservation Fund revenues to the Northborough Historic District Commission for the purchase and installation of two signs for the Kizer section of the Northborough Cemetery to assist with identification of the newer section of the cemetery.

ARTICLE 27: Community Preservation Fund – Shutter Restoration of Historical Society Building

\$55,000 from the Community Preservation Fund revenues to the Northborough Historical Society for replacement of missing building shutters and renovation of damaged building shutters for the building located at 52 Main Street. Thirty-three shutters will be replaced and/or renovated at the Northborough Historical Society building as part of multi-phase restoration and improvement project.

ARTICLE 28: Community Preservation Fund – Design and Project Management for Dog Park

\$35,500 from the Community Preservation Unreserved Fund to the Northborough Recreation Department and Department of Public Works for the initial assessment and site survey for up to five locations for a dog park. This will be the first phase of a three-phase project to determine a location for a community dog park.

ARTICLE 29: Community Preservation Fund – Design of ADA Accessible Trail located at the Senior Center

\$28,500 from the Community Preservation Fund revenues to the Northborough Trails Committee and the Department of Public Works for the design of an ADA accessible trail located at the Northborough Senior Center. The existing trail located at the Senior Center will be upgraded to ADA standards to be the first completely accessible trail in Northborough.

ARTICLE 30: Community Preservation Fund – Preliminary Design of Pedestrian Access Over the Assabet River Aqueduct Bridge

\$55,849 from the Community Preservation Fund revenues, \$813 from the Community Preservation Open Space Reserve fund and \$76,996 from the Community Preservation Unreserved Fund for a total of \$133,658 to the Northborough Trails Committee and the Department of Public Works for the preliminary design of pedestrian access over the Assabet River Aqueduct Bridge. Preliminary design work with cost estimates will include replacement of decking and security rails, structural inspection, relocation of utilities, and submission of a plan to the Massachusetts Water Resources Authority.

ARTICLE 31: Community Preservation Fund – White Cliffs Debt Service

\$185,800 from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for Fiscal Year 2023 for the fifth debt service payment and expenses associated with the acquisition of the White Cliff's property at 167 Main Street.

ARTICLE 32: Community Preservation Fund – CPA Administration

\$37,500 from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for the administration of the Community Preservation Act (CPA), which includes clerical assistance, office supplies, property surveys, appraisals, attorney's fees, recording fees, and printing.

Mr. Campbell responded to several questions from members of the Board, including a warrant article for fencing around Assabet Park, which if funded through ARPA funds, will be removed from the Town Meeting Warrant.

**7:55 p.m. - KERRI MARTINEK, PLANNING BOARD CHAIR**

Presentation on Zoning Town Meeting Warrant Articles.

Ms. Martinek indicated that the Planning Board will be proposing the following articles at this year's Annual Town Meeting. The Planning Board will hold a public hearing regarding these articles on April 5, 2022.

ARTICLE 33: Zoning Bylaw – Section 7-09-040, Signs

Amendments that will update the language to simplify design and restrain use of signs in order to prevent a sign overload. These amendments will help give the downtown the hometown look as outlined in the Master Plan.

ARTICLE 34: Zoning Bylaw Section 7-05-020, Classification of Uses G. Business Uses (2) Hospitality and Food Service, Section 7-05-020, Classification of uses, I. Industrial Uses, Section 7-05-030, Table of Uses, Table 1, Part B and Section 7-09-030 Off-Street Parking and Loading  
Amendments to allow for Brew Pubs, Nanobreweries, Microbreweries, Distilleries and Wineries.

ARTICLE 35: Zoning Bylaw – Section 7-03-080, Enforcement

Amendments to update and clarify the enforcement process for code violations under the direction of the Building Inspector.

ARTICLE 36: Zoning Bylaw – Section 7-03-030 and 7-050-010.A Use Variances

Amendments to modernize zoning in terms of use variances.

ARTICLE 37: Zoning Bylaw –Re-Zoning 37 South Street

Amendments to remove the land located at and known as 37 South Street, Assessors' Map 63 Parcel 175, from the General Residential (GR) zoning district and placing it in the Downtown Business (DB) zoning district. When sections of Town were rezoned in 2009, this parcel was inadvertently placed in the wrong district.

ARTICLE 38: Zoning Bylaw – Section 7-03-050, Site Plans A.(4) Exceptions

Amendments to add that new construction or alteration of a detached single-family dwelling or two-family dwelling shall not be subject to this section except when such alteration is associated with any use other than a single-family dwelling or two-family dwelling.

ARTICLE 39: Zoning Bylaw – Section 7-10-060, Distribution and Transportation Uses (Warehouses and Trucking, rail or freight terminal)

Amendments to add a new Section 7-10-060, "Temporary Moratorium on Distribution and Transportation Uses" to establish long-term zoning regulations that will be consistent with the Town's long term planning interests. No special permit or building permit may be issued for the construction or permitting of any Distribution or Transportation Use until after May 1, 2023. The purpose of this temporary moratorium is to allow sufficient time for the Town to engage in a planning process to address the effects of such structures and uses in the Town and to enact or

amend bylaws related thereto in a manner consistent with sound land use planning goals and objectives. The specific scope of this moratorium focuses on the Industrial Districts.

As part of the moratorium a Warehouse, Traffic and Trucking Committee will be formed by the Planning Board to study these uses and structures and report its findings and recommendations to the Planning Board. The scope of the review may include, but is not limited to:

- Traffic impact studies
- Trip generation analysis by classification
- Development of definitions to better align with current day e-commerce terms and trends
- E-commerce zoning best practices
- Changes to site plan review and approval process
- Traffic mitigation agreements
- Truck and van restriction zones
- Off-site parking of delivery vehicles
- Requirement for delivery vehicles to be registered in same municipality to capture excise tax
- Monitoring post-occupancy studies for corrective action
- Technological innovations such as drones and autonomous vehicle deliveries
- Fiscal Impact
- Environmental Impact

The composition of the committee will be one (1) Planning Board representative, one (1) Board of Selectmen representative and three (3) residents selected by the Planning Board. The committee will report back to the Planning Board and any other related boards by January 1, 2023.

ARTICLE 40: Zoning Bylaw – Section 7-05-020, Classification of Uses. I, Industrial Uses, (5) Distribution and Transportation Uses, Section 7-05-030, Table of Uses, Table of Uses, Part B Commercial and Industrial Districts

This Article will update the definitions for Distribution and Transportation Uses to today's Ecommerce in the event that the Temporary Moratorium on Distribution and Transportation Uses does not pass.

Part 1: Amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-05-020 Classification of uses, I. Industrial uses, (5) Distribution and transportation uses

Part 2: Amend Section 7-05-030, Table of Uses, Table of Uses, Part B. Commercial and Industrial Districts.

ARTICLE 41: Zoning Bylaw – Section 7-07-020, Floodplain Overlay District

Amendments that will align the Floodplain Overlay District with new Federal mandates.

Following Ms. Martinek's presentation on the above articles, Mr. Coderre introduced Town Planner Laurie Connors who was remotely present. Ms. Conner stated that she is looking forward to working in Northborough.

## **REPORTS**

### **Kristen Wixted**

- Reported on the recent Council on Aging meeting.
- Noted that the Council on Aging has two vacancies.
- Noted that she has heard from residents asking that the meeting packet be made available to the public earlier than the morning of the meeting.

### **Julianne Hirsh**

- Asked that a discussion about posting the meeting packets earlier than the morning of the meeting be added to a future agenda.
- Looking forward to meeting the Facilities Manager and receiving an update on the status of the municipal buildings in light of future discussions regarding ARPA funds.

### **T. Scott Rogers**

- No report.

### **Leslie Rutan**

- Encouraged residents to visit the Boroughs Cares 4 Troops (BC4T) Facebook Page for a list of donations needed.
- Thanked the Fire Department and the Firefighters for sharing information about incidents and their recognition of mutual aid when needed.
- Reported on the recent Northborough School Committee meeting.
- Acknowledged receipt of a compliment to the DPW Department for their help with the removal of tree that had fallen due to wind.

### **Jason Perreault**

- No report.

### **John Coderre**

- No report.

## **PUBLIC COMMENTS**

Chairman Perreault stated that the Public Comment portion of the agenda allows for the public to provide input, comments, questions, or concerns. The Board will not engage or deliberate in any detailed discussion, nor will it take action or make any commitments in real time in response to any public comment. If they are able, present Town staff may respond to any questions that can easily be answered. Those who wish to speak under Public Comment will be admitted to the meeting as an attendee and will be asked to provide their full name and address for the record. Public comment will be limited to 3 minutes per person.

Marile Bordan of 63 Little Pond Road expressed concern with the process thus far in determining how to spend ARPA funds without any public input from residents. She asked that the Board postpone any action on the ARPA Funding Plan tonight and to consider conducting a public survey or hosting a public forum on the matter.

Lauran Zitton of 17 Franklin Circle agreed with Ms. Bordan's comment and stressed the importance of community engagement when considering the use of ARPA funds.

Janeen Cahill of 1 Thayer Street asked why the proposed ARPA Funding Plan includes projects that are traditionally funded through the Capital Improvement Plan. She asked that the Board hold off making any decisions this evening. She asked that the Board consider allocating funds toward a more stable form of energy such as the use of electric vehicles and solar energy on municipal buildings.

Mitch Cohen of 12 Whitney Street agreed with the previous callers regarding the use of ARPA funds on capital expenditures. He also asked that the public comments portion of each meeting agenda be moved to the start of the meeting.

John Wixted of 2 Stirrup Brook Lane agreed with the previous callers asking why the proposed ARPA Funding Plan calls for use on capital expenditures rather than being used to offer tax relief to residents?

### **REVIEW AND APPROVAL OF DRAFT LEGISLATIVE PRIORITIES LETTER**

Mr. Coderre indicated that the legislative priorities letter has been formally updated for the Board's review in preparation of the Delegation's attendance at the Board's March 28<sup>th</sup> meeting. The top priorities remain the same. He reviewed the top legislative priorities relating to Chapter 90 Roadway Repair Funding and State Aid (Chapter 70, the Student Opportunity Act, Special Education Circuit Breaker Program, Regional Transportation Reimbursements and Unrestricted General Government Aid).

Mr. Coderre noted that Chapter 90 Roadway Repair Funding remains the top legislative priority. The Town's legislative priority for Chapter 90 Roadway Repair Funding is to continue to lobby for \$300 million annually statewide. Unfortunately, the House did not consider the Governor's supplemental budget for FY2022, which included \$100 million in supplemental funding for Chapter 90 distribution.

Mr. Coderre noted that the Town is lobbying for an increase in the Unrestricted General Government State Aid account by 7.3%, consistent with the growth from the initial FY2022 state budget figure and the forecasted state tax collections for FY2023.

In regard to the Student Opportunity Act, the Town joins MMA's call for a minimum aid increase of at least \$100 per student.

In addition, the following secondary legislative issues and initiatives were included:

- Fund environmental and climate-related infrastructure needs
- Ongoing flexibility in addressing Covid-19
- An Act to create a Municipal and Public Safety Building Authority
- An Act relative to a streaming entertainment operator's use of public rights of ways, which will ensure that important funding for cable access services is secured for years to come
- Promote Equity and Diversity in Cities and Towns
- Ensure sustainable OPEB costs for Cities and Towns
- Oppose unfunded mandates
- Modernization of procurement and public construction laws

In addition, the following earmark requests for various infrastructure projects were included in order to provide detailed information to the legislative delegates in the event that any earmark funding is considered:

- Fire Station Building Project
- Water Meter Transmitter Replacement
- Lincoln Street Culvert Replacement
- Northborough Reservoir Dam Removal
- Supervisory Control and Data Acquisition (SCADA)
- Sidewalk Repair Project

Comments were heard from members of the Board expressing support for everything included in the legislative priorities letter.

In response to an inquiry regarding the proposed Legislative Bill relative to automated traffic enforcement, Mr. Coderre responded that this was not included as a legislative priority due to the lack of information and any further discussion on the matter; whereas everything else included as a priority have been discussed publicly and extensively over the years. Selectman Hirsh asked that a discussion be added to a future agenda regarding the pros and cons of automated traffic enforcement.

Selectman Rutan moved the Board vote to authorize the Chair and the Town Administrator to finalize and sign the Legislative Priorities letter and supplemental Earmark Requests for discussion with our State Legislative Delegation at the March 28th Board Meeting; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Hirsh	“aye”	Perreault	“aye”
Rogers	“aye”		

### **FY2023 CAPITAL BUDGET AND FY2023 ARPA FUNDING PLAN AUTHORIZATION**

Mr. Coderre provided an overview of the American Rescue Plan Act and Coronavirus Local Fiscal Recovery Fund (ARPA-CLFRF). A full presentation of same was made at the Board’s January 24, 2022 meeting. The full presentation included information on funding through FY2024. Tonight’s discussion will focus on proposed funding for FY2023.

Mr. Coderre spoke briefly about the following budget reductions that were made in FY2022 and the postponement of capital investments in FY2021 due to the pandemic. He added that the postponed capital investment needs have not gone away and the priority should be restoration of the temporary cuts and postponed capital projects.

- Cut Operating Budgets to 1% in FY2021 and constrained increases in FY2022
- Used \$378,000 in one-time Free Cash in the FY2021 Budget
- Cut \$200,000 in Stabilization Fund Contributions in both FY2021 & FY2022
- Postponed Capital Investments in FY2021 and had less Free Cash to fund pay-as-you-go projects in FY2022
- Cut over \$1 million in contributions to Other Post-Employment Benefits Trust Fund (OPEB)

The proposed funding for CIP and ARPA projects for FY2023 are listed below:

<b>REVENUES</b>	<b>FY2023</b>		
ARPA	\$2,258,092		
Free Cash	\$2,024,259		
Total FY2023 Available Budget	\$4,282,351		
		<b>TM CIP</b>	<b>BOS Vote</b>
		<b>Free Cash</b>	<b>ARPA</b>
<b>EXPENDITURES</b>			
Police Cruisers Replacements	\$165,000	\$165,000	
Fire Engine Replacement	\$800,000		\$800,000
Roadway Improvements/Maintenance	\$454,000	\$454,000	
One-Ton Dump Truck w/Plow (replaces 2012s, 2016)	\$130,000	\$130,000	
Culvert and Drainage Replacement Lincoln St	\$300,000	\$300,000	
Loader (replaces 2006)	\$290,000	\$290,000	
20-Ton Truck w/ Spreader & Plow	\$340,000	\$340,000	
Highway Garage Tight Tank Project	\$400,000		\$400,000
Backhoe (replaces 2005)	\$195,000	\$195,000	
Proctor School Roof Drain repairs	\$38,000		\$38,000
MPIC-Downtown Master Plan Study	\$150,000	\$150,000	
MPIC-Sidewalk Master Plan Phase 1	\$400,000		\$400,000
Affordable Housing (NAHC)	\$100,000		\$100,000
FY23 Operating Budget Subsidy for OPEB	\$250,000		\$250,000
Assabet Fence	\$20,000		\$20,000
Pickleball Alternates	\$18,000		\$18,000
BeWellNorthborough Initiative	\$100,000		\$100,000
COVID Expense Reserve	\$132,351		\$132,092
<b>TOTAL</b>	<b>\$4,282,351</b>	<b>\$2,024,000</b>	<b>\$2,258,092</b>

Mr. Coderre indicated that the proposed ARPA funded projects for FY2023 come from the Capital Improvement Plan and the priorities of the Master Plan Implementation Committee. Others, for example, the affordable housing project, have come forward as part of the process of looking at viable grant opportunities.

Mr. Coderre reviewed the following proposed ARPA funding requests for FY2023 in detail:

Fire Engine Replacement - \$800,000

This request seeks to replace a 2005 Engine 1. An Engine was originally in the capital plan for replacement in FY2024; however, it is being proposed that this apparatus be replaced in FY2023 using funding from the American Rescue Plan Act (ARPA) due to ongoing maintenance and mechanical issues.

Highway Garage Tight Tank - \$400,000

This request seeks to fund installation of a tight tank system at the highway garage, which no longer complies with State environmental regulations. The project requires interior plumbing changes, as well as locating the tank in such a manner that it does preclude future building expansion/reconfiguration.

Proctor School Roof Repairs - \$38,000

The Town is seeking MSBA's assistance in paying for approximately 45% of the total project cost, which is estimated to be between \$1.5 and \$1.6 million. The School Department is seeking funding to make immediate repairs to the downspouts and drains in order to resolve some of the ponding water issues on the roof. It is anticipated that approximately \$880,000 in FY2024 ARPA funding will be used to match MSBA's grant, if approved.

Sidewalk Repairs Phase 1 - \$400,000

Repair and expansion of sidewalks is the Master Plan Implementation Committee's #2 priority. This request seeks the first phase of funding to begin repairing the current backlog of sidewalk improvements estimated to be \$1,532,000.

NHA Affordable Housing - \$100,000

This is for the development of eight senior rental apartments located in a single two-story building at 26 Village Drive. Pending approval from the Mass. Department of Housing and Community Development (DHCD), \$800,000 in state funding will be provided to the project. The Northborough Housing Authority will provide an additional \$200,000 in funding. This request proposes to use \$100,000 in ARPA funds to supplement \$1,340,000 of CPA funding at Town Meeting. In total, these funding sources meet the total project cost of \$2,440,000,

Other Post-Employment Benefits

The Town postponed \$1.1 million in contributions to the OPEB Trust Fund between FY2021 and FY2022. In order to phase the expense back into the tax base and limit the tax impact, it is proposed that \$250,000 in ARPA funds be used to supplement the \$300,000 in the FY2023 Budget to reach the target amount of \$550,000.

Assabet Park/Pickleball Courts - \$20,000 & \$18,000

The Assabet Park project requires \$20,000 to replace fencing and the Pickleball Court Project at Ellsworth McAfee Park needs an additional \$18,000 for benches and gates. Neither of these requests meet the minimum cost threshold to qualify for inclusion in the Capital Improvement Plan and both budget shortfalls are directly related to supply chain material escalation.

BeWellNorthborough Wellness Initiative - \$100,000

"BeWellNorthborough" is a staff driven initiative aimed at combating the negative impacts of COVID-19 and is intended to aid residents in coping with the social, emotional, and physical effects of the pandemic by developing new programs and services that address specific community health and wellness needs.

Mr. Coderre ended his presentation indicating that the proposed ARPA projects and initiatives seek to do the following:

- Restores cuts from the prior fiscal years related to revenue losses due to the pandemic
- Use other dedicated grants and programs first whenever possible and save ARPA funds for priorities not eligible for other federal and state assistance programs.
- Follows GFOA best practices and Town Fiscal Policies regarding use of one-time revenues to avoid creating new programs or add-ons to existing programs that require an ongoing financial commitment.

- Use the existing long-term strategic plans approved by the Town, including the Capital Improvement Plan and the Master Plan
- Only obligate the first tranche of funding in FY2023

Chairman Perreault thanked Mr. Coderre for the level of detail provided in tonight's presentation. He acknowledged the persuasiveness of including proposed ARPA funding towards the priorities of the Master Plan Implementation Committee, as these priorities are in part the result of hearing what the public wants for their community. Mr. Coderre added that there is \$150,000 earmarked in the FY2023 Capital Budget for a Downtown Master Plan Study and he anticipates that a number of downtown initiatives that residents are speaking about now will come from this. Some of which can be funded from remaining ARPA funds in FY2024.

Selectman Wixted stressed the need for public input before making any decisions on ARPA funding tonight. She added that she would be comfortable voting on some of the proposals tonight, but not the whole plan as presented without further input from the public. Selectman Hirsh agreed, stating that she would like more information on some of the projects, including the BeWellNorthborough initiative, before making a decision.

Selectman Rogers stated that it would be prudent to find consensus and vote on at least the time sensitive projects tonight and revisit the others at the next Board meeting following some further discussion.

Mr. Coderre stated that the following projects are time sensitive:

- Proctor School Roof Repairs - \$38,000
- NHA Affordable Housing - \$100,000
- Assabet Park/Pickleball Courts - \$20,000 & \$18,000
- BeWellNorthborough Wellness Initiative - \$100,000

He added that the infrastructure projects are also considered time sensitive due to the escalating costs in contracts, materials and labor.

Selectman Hirsh noted that she is comfortable with voting on the time sensitive projects, but asked that the BeWellNorthborough be reduced to \$50,000. She would like to see information on the status of the condition of municipal buildings and the economic impact that the pandemic has had on the Town's small businesses before further consideration of ARPA Fund expenditures.

Chairman Perreault stated that between his 10 years of serving on the Financial Planning Committee and 9 years as a Selectman he has seen the difference in the financial practices of the early 2000's leading up to the recession that resulted in financial difficulties and the establishment of financial practices and policies, including the Free Cash Policy, which has served the Town extremely well over the past decade and continues to serve the Town extremely well through the pandemic. He added that the ARPA funds should not be considered a windfall or a gift, but mitigation for the backlog of projects resulting from the pandemic. For that reason, he fully supports the CIP and ARPA Funding Plan as presented in its entirety this evening.

Selectman Rutan stated that she understands the need for each of the proposed projects, but at the same time recognizes the fact that others may need more information and the residents need the opportunity to provide input. She is comfortable with voting on the time sensitive projects this evening and to postpone voting on the others until the Board's next meeting, at which time public input should be allowed at the time of the discussion.

In response to a question by Selectman Hirsh, Mr. Coderre stated that if the replacement request for the 2005 Fire Engine 1 were to be postponed, it would require at least \$30,000 in repairs in the short term. He added that this Fire Engine no doubt needs to be replaced as it has reached the end of its 20-year useful life. The question is will it be funded with ARPA or financed with debt in FY2024 as part of the capital budget. Fire Chief Parenti added that it would make no sense to invest \$30,000 in repairs on a fire engine that will have to be replaced next year.

Selectman Rogers moved the Board vote to approve and authorize ARPA spending on the following projects: Proctor School Roof Repairs - \$38,000; NHA Affordable Housing - \$100,000; Assabet Park Fence/Pickleball Courts - \$20,000 & \$18,000; and BeWellNorthborough Wellness Initiative - \$100,000; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Wixted	"aye"	Rutan	"aye"
Hirsh	"aye"	Perreault	"aye"
Rogers	"aye"		

#### **CLOSE TOWN MEETING WARRANT**

Mr. Coderre noted that based on the Board's action tonight, the CPC Warrant Article for the Assabet Park fencing will be removed from the Town Meeting Warrant. He added that a Citizen's Petition for property tax exemption for Gold Star Parents has been added. The Town Meeting Warrant will be reviewed and finalized by Town Counsel and posted prior to Town Meeting.

Selectman Rogers moved the Board vote to close the April, 2022 Town Meeting Warrant as described this evening; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Wixted	"aye"	Rutan	"aye"
Hirsh	"aye"	Perreault	"aye"
Rogers	"aye"		

#### **OTHER BUSINESS**

None.

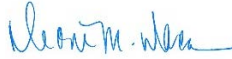
#### **ADJOURNMENT**

Selectman Wixted moved the Board vote to adjourn, Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Wixted	"aye"	Rutan	"aye"
Hirsh	"aye"	Perreault	"aye"
Rogers	"aye"		

The meeting adjourned at 11:52 p.m.

Respectfully submitted,



Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

Documents used during meeting:

1. March 14, 2022 Meeting Agenda
2. February 28, 2022 Meeting Minutes
3. Information packets – AT&T Wireless Facilities Public Hearings
4. Memorandum – Police Officer appointment
5. Memorandum – Annual Town Meeting Date, Time and Location
6. Memorandum – CPC Warrant Articles
7. Memorandum – Zoning Warrant Articles
8. Draft Legislative Priorities Letter
9. Memorandum – FY2023 Capital Budget & ARPA Funding Plan
10. Draft Town Meeting Warrant



## TOWN OF NORTHBOROUGH

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March 16, 2022

Governor Charles D. Baker  
Massachusetts State House  
Office of the Governor  
Room 280  
Boston, MA 02133

Dear Governor Baker:

On behalf of the Town of Northborough, I respectfully request your support for the proposed legislative reforms outlined on the following pages. These are the priorities of the Town's Public Officials, as well as the Massachusetts Municipal Managers' Association and the Massachusetts Municipal Association. We believe that your administration's support of these items is in line with your demonstrated commitment to strengthening partnerships with local officials and building stronger communities across the Commonwealth.

The reforms that are highlighted herein would benefit municipal leaders' efforts to mitigate heightened pressures on local resources. Many of the rules, regulations and state laws that are in place today hinder their ability to apply creative and innovative means to effectively manage their organizations, and many may in fact create inefficiencies, redundancies, and waste in the use of the limited financial and human resources that are at a municipal manager's disposal.

We would be pleased to provide additional information or meet with you or your staff if you think this would be helpful. Again, thank you for your consideration.

Sincerely,

Jason Perreault, Chair  
Northborough Board of Selectmen

CC: Board of Selectmen  
Town Administrator  
Asst. Town Administrator  
Finance Director  
Superintendent of Schools  
Appropriations Committee  
Financial Planning Committee

Senator James Eldridge  
Senator Harriette Chandler  
Representative Danielle Gregoire  
Representative Meghan Kilcoyne



**TOWN OF NORTHBOROUGH**  
**STATE LEGISLATIVE PRIORITIES**  
**March 2022**

**1. Provide a Multi-Year \$300 Million Chapter 90 Authorization**

Increased funding of the Chapter 90 program, through which the Commonwealth reimburses municipalities for eligible roadway improvement projects, is critically important as communities across the state seek to maintain safe local roadways and build strong local economies. The program's formula-based funding considers a community's population, road miles and employment. The Legislature authorized a \$300 million Chapter 90 program for Fiscal 2015, and ultimately, the full amount was released to cities and towns in January 2015. For several years now, the Town has called on state officials to permanently fund Chapter 90 at \$300 million a year, and to release the funds in a timely fashion. Funding in the last five years (Fiscal 2018-2022), has remained \$200 million. The Governor has again filed for \$200 million in Chapter 90 Local Transportation Funding in Fiscal Year 2023.

Level funding the Chapter 90 program for Fiscal 2023 provides inadequate support to communities seeking to maintain roads in a state of good repair. A biennial state-wide survey by the Massachusetts Municipal Association (MMA) found that municipalities would need to spend more than \$685 million annually to bring roads up to the industry standard for ensuring well-maintained roads in good condition. The proposed FY2023 Chapter 90 funding falls flat at \$200 million and supports less than one third of the reported need. The purchasing power of the Chapter 90 program has been substantially diminished since Fiscal 2012, due to several factors, primarily construction inflation. If Chapter 90 remains at \$200 million for fiscal 2023, the real (inflation-adjusted) level of state support for local road projects would drop by 42.6%, to an inflation-adjusted \$117 million in fiscal 2023. That is a loss of \$83.2 million purchasing power over 11 years. The increasing costs reflect the overall deterioration of our roadway infrastructure and underscore the detrimental effects of under investment in our aging infrastructure.

The timing of legislative action on Chapter 90 is also critically important with adherence to the April 1 notification date necessary to allow municipalities the needed time to plan, bid and award paving contracts and make maximum use of the funds during the full construction season. For most cities and towns, Chapter 90 is the primary source of funds for road construction and repairs, and delays or reductions in funding can result in paving projects being postponed until the following season. A multi-year bond bill would allow for better multi-year planning and more effective use of funding as well.

The Town strongly urges your support of House Bill 4358, which proposes to increase state-wide Chapter 90 funding to \$300 million. The Town also urges support of the Governor's FY2022 supplemental budget that proposed to add an additional one-time \$100 million in Chapter 90 funding, as well as \$100 million in pothole funding.

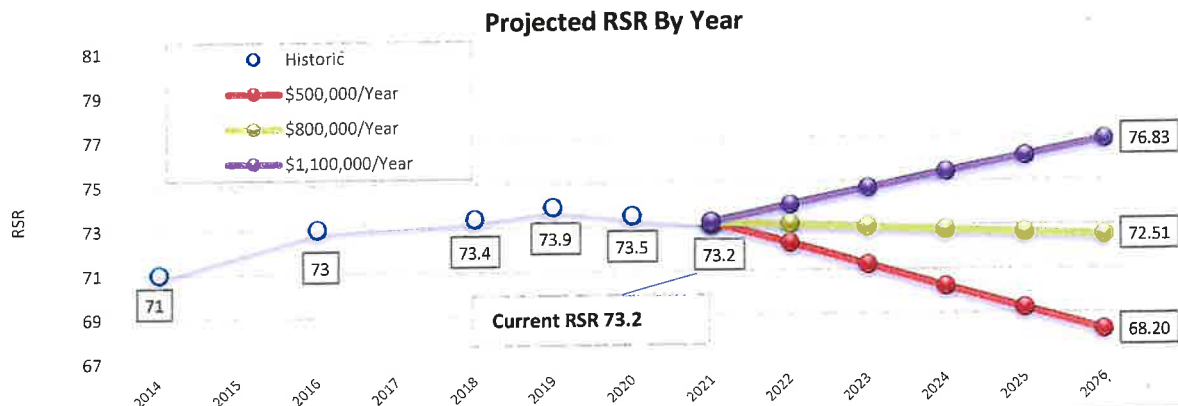
## Why is Chapter 90 Funding a Legislative Priority for the Town of Northborough?

The Town of Northborough has approximately 93 miles of roadway. Prior to FY2016, the Town's annual spending on road construction projects was limited to its Chapter 90 allocation, which was insufficient to keep pace with needed maintenance and investments. In 2013, the Town completed a comprehensive pavement management study which assessed the condition of the Town's roadways. Notably, the study found only 4% of the Town's roadways to be in excellent condition and in need of no maintenance, and over one quarter (27%) of the roads were found to be in such poor condition that they require reclamation or reconstruction.

Ultimately, deferring investment in our roadways will negatively impact the Town's financial condition and bond rating by increasing costs and reducing the Town's ability to fund other services. Since completing the pavement management study, the Town has developed a pavement management plan to guide its investment in local roadway infrastructure. The Town's study found that if it were to invest only Chapter 90 funds for ten years, the backlog of roadway maintenance work would increase from an estimated \$17 million to almost \$44 million over that time. Annual spending of \$1.1 million would be necessary to maintain current pavement conditions.

When Chapter 90 funds were increased to approximately \$800,000 during FY2016 and paired with an increased local appropriation of \$300,000, the Town met the minimum requisite funding. When the Town subsequently updated its Pavement Management Study, a slight improvement in the overall Road Surface Rating was noted. Unfortunately, Chapter 90 funds were reduced back to approximately \$500,000 in FY2017 where they have remained. At this level, the Town's Chapter 90 allocation of approximately \$500,000 plus a local appropriation of \$300,000 results in a \$300,000 funding gap, which would be filled if the statewide Chapter 90 funding were increased to \$300 million. It is therefore critical that the Governor and Legislature act to ensure the swift passage and full funding of at least a \$300 million Chapter 90 program in Fiscal 2023 and beyond.

The chart below projects the average road surface rating in Northborough under the various funding scenarios, with the top option being the minimum funding needed at \$1.1 million to prevent further deterioration. It also assumes that none of the \$1.1 million is diverted to repair failing culverts, which has been an issue during the past couple of years. In 2021, the Town's average estimated RSR dropped again for the second year in a row by 0.3. The reduction in the Town's RSR reflects the reduction in buying power from a \$200 million Chapter 90 allocation from the State and increasing market costs for roadway infrastructure work.



## 2. Local Aid increases that keep pace with state revenues

- Student Opportunity Act and Minimum Aid—We are pleased that the Governor is proposing to fully fund the second year of the Student Opportunity Act in FY2023. Passage of the Student Opportunity Act has fixed long-known gaps in the Chapter 70 school aid formula by ensuring adequate weight for special education expenses and the cost of health benefits for school personnel, and the additional resources needed to educate English learners and economically challenged students. These are important changes that will benefit those communities and school districts that have high numbers of low-income students, which is where most of the new money will be targeted. However, 136 of 318 school districts, including Northborough, will remain “minimum-aid-only” at \$30 per student. The \$30 per-student minimum aid commitment in the law is far too low and will translate into below-inflation aid increases every year for a majority of school districts, impeding education achievement in these communities, which is why the Town supports the MMA’s call for a minimum aid increase of at least \$100 per student, so that no school system or student is left behind.
- Special Education Circuit Breaker— Another top priority for the Town of Northborough is increased funding of the state’s special education reimbursement program known as the “Circuit Breaker Program.” The circuit breaker fund has been in existence since 2004 and reimburses local school districts for a portion of their costs above a certain threshold for educating students with severe disabilities. The Special Education Circuit Breaker must be fully funded every year and we applaud the Legislature’s decision to expand the program to include transportation costs, and to commit to full funding of the account. Maintaining this will be an important priority to the benefit of all school districts.
- Regional Transportation Reimbursements—We support funding for transportation reimbursements to regional school districts. This account is vital to all regional districts and their member cities and towns. The Governor’s FY2023 budget proposes a reduction in funding for regional transportation reimbursements from \$82.1 million to \$77.8 million in FY2023, creating a significant hardship for all communities in regional districts, including Northborough. We respectfully ask that you support increasing this key account to reflect higher transportation costs for communities and to move the state closer to its full reimbursement commitment.
- Unrestricted General Government Aid—We strongly support an increase in the Unrestricted General Government Aid (UGGA) account consistent with the forecasted state tax collections for Fiscal Year 2023. In FY2023, state tax collections are forecasted to be \$2.5 billion higher (7.3%) than the tax base that was used to pass the FY2022 budget last July, and state tax collections have increased by \$6.2 billion (21.3%) since FY2020. However, the Governor’s House 2 proposal includes an increase of 2.7% for UGGA, or \$31.5 million to be distributed across 351 cities and towns. The Governor’s budget (H2) uses a recently upgraded revenue estimates for FY2022, rather than the one used in the state budget as enacted, which fails to share the higher-than-expected revenue growth experienced through the pandemic, with cities and towns. With local aid still trailing levels from more than a decade ago, capped property

taxes, and inflation running significantly higher than 2.7%, local reliance on the property tax remains stubbornly high. We request that the Legislature increase the UGGA account by 7.3%, consistent with the growth from the initial FY2022 state budget figure.

### **Why are increases in State Aid a Legislative Priority for the Town of Northborough?**

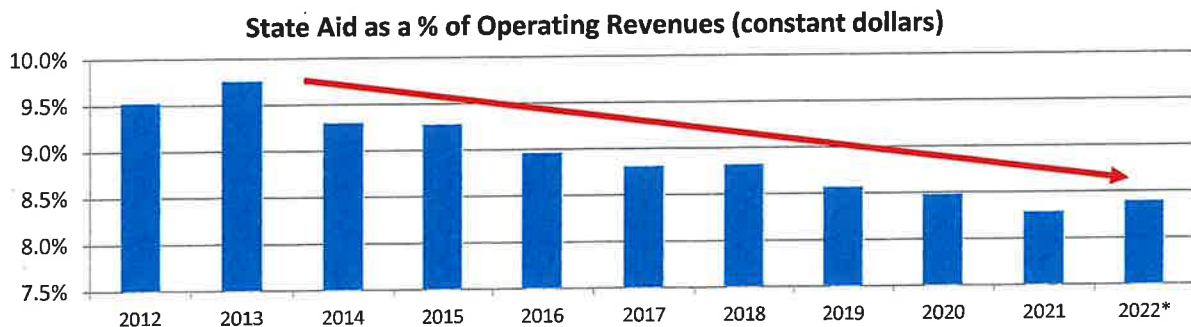
Although on the surface Northborough's State Aid appears to be growing modestly at 1-2% in recent years, it continues to lag the state's overall revenue growth. In addition, Northborough's State Aid continues to increase at a slower rate than the Town's overall general budget increases, which tend to be between 3-4% annually, so State Aid as a percentage of the operating revenues continues to shrink.

State Aid to Northborough historically represents approximately 10% of total municipal revenue. Northborough's State Aid peaked in FY2003, when it represented 13.1% of revenues. As a percentage of revenues, it has steadily declined from 10.6% in FY2009 to 8.4% in FY2022. The decrease represents an unfavorable trend with no end in sight.

The Town's Fiscal 2023 budget model assumes Northborough's State Aid will increase 1% over the \$5.6 million received in Fiscal 2022. The estimate is based upon the Governor's Fiscal 2023 Budget, which was released on January 26<sup>th</sup>. After the Governor's Budget announcement, detailed preliminary Cherry Sheets were released, which include a first look at initial State Assessments. Our State Aid under the Governor's budget would increase by just \$57,185 or 1.03%.

What is critical to note is that Chapter 70 represents approximately 73% of Northborough's State Aid under the Governor's Fiscal 2022 Budget (\$4,060,174 out of \$5,557,510), and the Student Opportunity Act is unlikely to provide any meaningful revenue increases moving forward unless the Legislature increases the \$30 per student minimum aid. Although Unrestricted General Government Aid (UGGA) is scheduled to increase by 2.7% under the Governor's Budget, UGGA represents only 22% of State Aid, which is why that account is less important than Chapter 70 in determining overall increases. Unless the Legislature increases the minimum aid under Chapter 70, Northborough will continue to see State Aid as a percentage of its revenue deteriorate, resulting in local property taxes shouldering a larger portion of the budget.

The Chart below shows the steady decline of State Aid as a percentage of Northborough's operating budget revenues, resulting in a shifting burden onto local taxes.



In addition to the top two legislative priorities, the Town is also including the following bulleted list of additional (secondary) issues and initiatives that we hope you will support.

- **Funding for environmental and climate-related infrastructure needs:** The Town requests your support of long-term state and federal funding and regulatory support that allows cities and towns to build, repair and maintain our legacy environmental infrastructure systems—drinking water, wastewater, and stormwater—and to address the threat of climate with state funding and support to make municipal infrastructure systems and assets resilient to the effects of global warming. Environmental infrastructure is a top priority especially considering emerging challenges such as climate mitigation and adaptation strategies and investments to protect and prepare our communities. Included in the Governor’s \$2.4 billion supplemental funding bill in FY2022 is an additional \$150 million in supplemental grants to fund climate resiliency initiatives, including the Municipal Vulnerability Preparedness Grant Program, which Northborough has taken advantage of in the past. We strongly support the state providing additional funding to existing programs using surplus revenue and COVID recovery dollars. Cities and towns are already familiar with these programs and have relied on funding to complete important climate-related projects. Additional funding for similar programs like MVP and Green Communities will allow cities and towns, including Northborough, to continue to address environmental and climate-related infrastructure needs.
- **Ongoing Flexibility in Addressing Covid-19:** We have heard strong support from residents for a continuation of the ability to utilize many of the technological techniques employed to mitigate the spread of the Covid-19 virus (use of Zoom and other online meeting platforms) indefinitely. While the Governor has signed a supplemental bill allowing for flexibility in holding virtual public meetings until July of 2022, we want to express support for those flexibilities indefinitely. While Covid-19 presented obvious challenges with respect to Open Meeting Law requirements, the temporary suspension of those requirements by the Governor opened many communities to a new world of possibilities that allows for better access and transparency for residents and businesses to stay involved in local government. We support continuation of the utilization of online meeting platforms to conduct business for local Board and Committees. Additionally, we support no-excuse voting by mail as a permanent change to allow all citizens to vote from their home. House Bill 4367 and Senate Bill 2554 will allow for all elections, including local, to have the option of voting by mail without restrictions. We do request that citizens who wish to request ballots use a central online portal or traditional written request, rather than any additional administrative burden at the local level. We also support the local option for early voting as set forth in House Bill 4367.
- **An Act Creating a Municipal and Public Safety Building Authority:** Bills S.2457 and H.3821 would establish a new independent state authority, as well as a separate municipal and public safety building fund, to assist municipalities with the construction of or improvements to public safety or municipal office buildings. With property tax and other local revenues strictly limited by state law, municipalities are constantly challenged with obtaining adequate funding to keep up with ongoing maintenance and needed modern updates to municipal buildings. This independent state authority would act much like the Massachusetts School Building Authority or the Massachusetts Board of Library Commissions, both of which has available state funding to assist municipalities and school districts with addressing infrastructure needs for schools and libraries. We support bills S.2457 and H.3821 which would assist in addressing public safety and general municipal building needs.

- **An Act Relative to A Streaming Entertainment Operator's Use of Public Rights of Way:** H.1440 and S.834 seek to level the playing field for companies who sell video and audio entertainment services in Massachusetts. For decades, cable companies who distributed products using public rights of way have had to pay up to 5% of their gross annual revenue for that use. These franchise fees make up the bulk of the annual budget for the Northborough Cable Access Television operation. Companies who stream video (like Hulu or Netflix) who use the same rights of way do not pay anything back. CATV has seen a reduction in funding due to cord cutting, as the revenue for CATV relies on the number of cable subscribers in town. To continue to provide valuable coverage for government, school and community events and meetings, the revenue lost from cord cutting should be replaced with streaming companies who utilize the same rights of way and currently do not provide funding for cable access. Support for H.1440 and S.834 would ensure that important funding for cable access services is secured for years to come.
- **Promoting Equity and Diversity in Cities and Towns:** Providing funding to implement recommendations from the Black and Latino Advisory Commissions has been a key priority for the Administration, particularly in a year where the impacts of the pandemic have fallen disproportionately on people of color. However, there is ongoing pressure on cities and towns to address diversity, equity, and inclusion on a local level. This often is spurred by a specific incident, or simply in response to growing national tensions around racial inequality and Police brutality. For communities to respond in a way that can stimulate meaningful change, we ask that the Commonwealth include Promotion of Diversity and Inclusion as a new Community Compact best practice in the category of Human Resources. This would open funding for communities to conduct Diversity, Equity and Inclusion Plans and implement meaningful change so that we can ensure that our workforce accurately reflects the communities we serve. The Massachusetts Municipal Managers Association Diversity, Equity and Inclusion Committee is pursuing the inclusion of DEI Strategic Plans as a best practice through the Community Compact Program, and we strongly support their endeavours to do so.
- **Ensure Sustainable OPEB Costs for Cities and Towns:** Legislative action to reduce the looming Other Post-Employment Benefits (OPEB) funding crisis is critical to keeping cities and towns from gutting essential services and increasing local property taxes. OPEB refers to non-pension benefits provided to retirees, consisting primarily of health insurance. Currently, employees who retire at age 55 having worked for at least 20 hours per week for at least ten years typically qualify to receive health insurance benefits for life. Unlike pensions, these medical benefits are not adjusted to account for full or part-time work, years of service, or age of the recipient at the time of retirement and are funded on a pay-as-you go basis. This model, adopted during a different era, is no longer sustainable. Reform is necessary to protect not only the financial well-being of municipalities, but to also protect retiree benefits in both the short and long term and to protect municipal jobs. Although Northborough has created a dedicated trust fund and is appropriating \$550,000 annually to address this issue, meaningful OPEB reform at the state level is a key piece of the puzzle to solving this problem. We understand that OPEB reform is not currently on the docket for this legislative session; however, we urge the Legislature not to lose sight of OPEB reform for next year.
- **Oppose Unfunded Mandates:** We seek your support in working with the MMA and municipalities to comprehensively review and analyze unfunded mandates imposed by state law, regulation, or other action. In addition to seeking full funding for all current mandates, we

ask that you support the MMA's proposal that would require the Executive Office to specify the local impact of any signed legislation.

- **Modernize Procurement and Public Construction Laws:** The following suggestions would reduce the direct financial and administrative costs of dealing with overly restrictive and outdated purchasing and public construction regulations and laws. A major cost factor in public construction is a requirement that Towns pay "prevailing wages" that are often greater than the wages paid by local contractors. In addition, this requirement involves far more paperwork than local contractors are prepared or willing to take on for a one-time project. It is ironic that a law, which was initiated to encourage the award of contracts to local tradesmen, would have an opposite effect. There should be legislation that would exempt construction projects of \$100,000 or less from the prevailing wage law. We urge you to address the long overdue problem of excessively high public construction costs within the Commonwealth.

On behalf of the Town of Northborough, thank you in advance for your consideration of these important issues, projects, and initiatives.



## TOWN OF NORTHBOROUGH

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### **TOWN OF NORTHBOROUGH** **EARMARK PROJECT REQUESTS** **March 2022**

In addition to the legislative priorities set forth in the letter to Governor Baker dated March 16, 2022, below is a list of specific earmark requests for various infrastructure projects that Northborough anticipates pursuing in the upcoming year. In the last year, Northborough has witnessed an increase in the number of awarded earmarks in the region. Included in the recent ARPA legislation signed On December 13, 2021, Shrewsbury received earmark funding to make school HVAC upgrades, Marlborough received \$390,000 for I.T. infrastructure upgrades, and Southborough received \$70,000 to repair a collapsed culvert. Other surrounding communities including Hudson and Grafton also received sizeable earmarks to address failing infrastructure. Below is a list of high priority capital projects that we believe are strong candidates for State Earmarks. This list contains a multi-departmental overview of various projects with cost estimates that would otherwise be financially burdensome for the town to fund.

1. **Fire Station Building Project:** The Town has completed a Feasibility Study, as well as the conceptual design phase for the location of a new Fire Station in Northborough. The existing station, of which there is only one in Northborough, was built in 1975 and stands at 11,100 SF. The station was built as a volunteer station prior to the ALS services that the department currently provides. There are no facilities for female firefighters and inadequate space for full-time personnel. The total cost estimate for the project at the time of the conceptual design in 2019 was approximately \$19M. The town is aware of legislation that has been put forward to support a Municipal and Public Safety Building Authority, to be operated like the MSBA. The town is in full support of that legislation and strongly advocates for some portion of the \$19M station to be funded through the state.
2. **Water Meter Transmitter Replacement:** Cellular carriers announced early in 2021 that they would discontinue support of all 3G communication devices by December 31, 2022. This has put an enormous burden on the Town of Northborough Water Division. The Town has utilized cellular transmitters on water meters since 2015 as a means of promoting water conservation and to improve billing operations. Customers can remotely monitor their water use and receive leak or high flow alerts. The Water Division is now burdened with replacing approximately 4,200 3G transmitters with 5G devices at a total cost of \$240,600 for materials alone. This unexpected expense has had a negative impact on the stability of the Water Division, posing undue financial duress on water users.
3. **Lincoln Street Culvert Replacement:** In 2019, the Town completed a town-wide culvert inventory and condition assessment. Several culverts have been found in need of replacement. Drainage systems in town are aging and many have surpassed their functional life. The Lincoln Street culvert, a 6-foot diameter metal pipe, is located directly adjacent

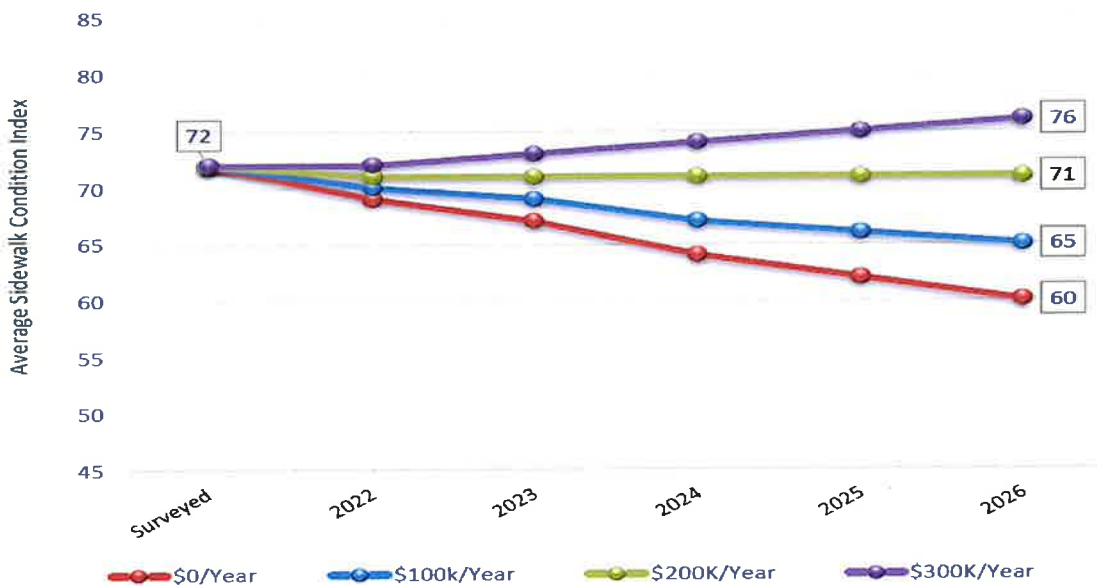
to the newly reconstructed Lincoln Street Elementary School and conveys Cold Harbor Brook, a major waterway in Town. The culvert failed and caused a major sink hole in the roadway and sidewalk on June 30, 2021. The hole is covered and being monitored. We have begun design and permitting services but are hereby requesting assistance with the \$300,000 replacement cost.

4. **Northborough Reservoir Dam Removal:** The Town of Northborough owns the Northborough Reservoir and associated dam and is located between Shrewsbury and Boylston. Rawson Brook was dammed in the 19<sup>th</sup> century to create the reservoir which served as the Town's water supply until 1953 when it was taken out of service. It no longer provides any benefit and has been deemed by the State Office of Dam Safety to be in poor condition, and due to it being a significant hazard dam, has been ordered to be repaired or removed. Removal is the most environmentally responsible and cost-effective disposition and is deemed as beneficial to both climate change adaptation and wetland resource viability. The Town is in the design and permitting process for this work and seeks funding assistance for the physical removal of the structure. The cost estimate for the removal is \$900,000, which supports the goals of the Commonwealth and the community.
5. **Supervisory Control and Data Acquisition (SCADA):** This project includes expansion of the Supervisory Control and Data Acquisition (SCADA) system for the Northborough sewer division. The Town is currently installing this emergency alarm, communication, and control infrastructure for only three of our locations, which is one third of the necessary sites. We strongly need additional funds to complete this critical safety and security project. Expansion of this program will allow safe and secure operations and controls for the following locations:
  - Church Street Sewer Pump Station, which is directly adjacent to Cold Harbor Brook, a critical environmental resource.
  - Lincoln Street Sewer Pump Station, which while also adjacent to this brook, also serves one of largest and newest elementary schools.
  - Forbes Road Sewer Pump Station, which serves one of the Town's largest technology and manufacturing districts.
  - Town Hall Sewer Pump Station, which serves essential local government operations as well as a large Senior Housing Authority property.
  - Lyman Street Sewer Pump Station, which is located directly adjacent to Hop Brook and serves a large extended hours department/grocery store.

These needed upgrades are a means to reduce the likelihood of environmental impacts and public health risks due to the failing of a pump station. The failing of a pump station can cause Sanitary Sewer Overflows which pose direct risks to the surrounding area and community by exposing raw, untreated wastewater. The ability to consistently monitor the remote sites using the SCADA system and the improved emergency alarm system will alert the operators to issues who can provide efficient responses. The cost for these critical improvements is \$345,000.

6. **Sidewalk Repair Project:** As part of its ongoing roadway asset management program, Northborough had all sidewalks and pedestrian curb ramps along Town roads inventoried

and assessed. Sidewalks are a critical part of a municipality's infrastructure, providing safety and mobility to pedestrians, and enhancing access to public and private facilities, businesses, and generating community connectivity. Pedestrian Curb Ramps enable that access for pedestrians with mobility altering disabilities. The assessment revealed that Northborough has 32.69 miles of sidewalk and 212 pedestrian curb ramps. The average sidewalk condition is a 72 out of 100, with most sidewalks being in good or fair condition. Eighty out of the 212 existing pedestrian curb ramps are rated as fair or poor. The chart below projects the average sidewalk condition in Northborough under various funding scenarios, with the top option being the minimum funding needed at \$300,000 per year over five years to improve the overall condition of sidewalks in Northborough and to address the backlog of sidewalk infrastructure projects. A permanent increase to Chapter 90 funding in the amount of \$300M, coupled with the town's recent Complete Streets program adoption will allow the town to maintain sidewalks moving forward and construct additional sidewalks to connect existing routes. Unfortunately, the current backlog of sidewalk improvement work will require significant one-time additional funding to address before new sidewalks are added. The overall backlog of sidewalk improvement work is estimated to cost approximately \$1.5M.



On behalf of the Town of Northborough, thank you in advance for your consideration of these important projects.




## TOWN OF NORTHBOROUGH

63 Main Street  
Northborough, MA 01532-1994  
(508) 393-5040 Phone  
(508) 393-6996 Fax

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### MEMORANDUM

TO: Board of Selectmen

FROM: Kristin Black, Health Agent 

SUBJECT: COVID-19 Recommendations for Town Meeting

DATE: March 25, 2022

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Unlike the last two years, there are currently no COVID-19 restrictions or recommendations at the state or federal level for large gatherings. According to the [CDC](#), “When making decisions about community prevention strategies and individual preventive behaviors in addition to vaccination, health officials and people should consider the COVID-19 Community Level in the county.” As of today, the new CDC [COVID-19 Community Levels](#) for Worcester County is low. Below is a table of individual and community-level prevention strategies based on the CDC’s COVID-19 Community Level of Low. [Click here](#) for the full table.

COVID-19 Community Level	Individual- and household-level prevention behaviors	Community-level prevention strategies (as recommended by state or local authorities)
Low	<ul style="list-style-type: none"><li>Stay up to date with COVID-19 vaccines and boosters</li><li>Maintain improved ventilation throughout indoor spaces when possible</li><li>Follow CDC recommendations for isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19</li><li>If you are immunocompromised or <a href="#">high risk</a> for severe disease<ul style="list-style-type: none"><li>Have a plan for rapid testing if needed (e.g., having home tests or access to testing)</li><li>Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, PrEP, and monoclonal antibodies</li></ul></li></ul>	<ul style="list-style-type: none"><li>Distribute and administer vaccines to achieve high community vaccination coverage and ensure health equity</li><li>Maintain improved ventilation in public indoor spaces</li><li>Ensure access to testing, including through point-of-care and at-home tests for all people<ul style="list-style-type: none"><li>Communicate with organizations and places that serve people who are immunocompromised or at <a href="#">high risk</a> for severe disease to ensure they know how to get rapid testing</li></ul></li><li>Ensure access and equity in vaccination, testing, treatment, community outreach, support services for disproportionately affected populations</li></ul>

While there are currently no state or federal recommendations for large gatherings, it is still important for residents to stay up to date with vaccines and get tested if symptoms develop or after exposure to someone with COVID-19. The Health Department recently secured ~5,600 at-home COVID-19 antigen test kits to distribute to the public through a Metrowest Health Foundation Grant. Northborough residents and employees can access free iHealth rapid antigen kits at the Health Department and Library during regular hours and at the Senior Center during staffed nursing hours on Monday and Wednesday from 9am-12pm.

It is important to remind residents attending town meeting to monitor for symptoms and get tested if they become symptomatic or are exposed to someone with COVID-19. If the Board of Selectmen is agreeable, the Health Department is willing to distribute and administer iHealth rapid antigen test kits at town meeting to anyone who is interested. This setup could include a small table near the entrance where staff can help to administer the tests. A resident could be assisted by staff with administration of the test and return to his/her seat, vehicle or another waiting area with the test. The results are available in 15 minutes and Health Department staff will be available to provide instructions in the event the test is positive.

Other towns have required masks or created mask required sections for Town Meeting. Westborough recently held their town meeting with a mask required section. Based on my conversation with the Health Director in Westborough, less than 20 individuals utilized this section. The Health Department is happy to provide surgical, NK95 and N95 masks to attendees.

Please feel free to contact me with questions at [kblack@town.northborough.ma.us](mailto:kblack@town.northborough.ma.us).



# TOWN OF NORTHBOROUGH TOWN CLERK

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5001 • 508-393-6996 Fax

TO: John W. Coderre, Town Administrator  
Northborough Board of Selectmen

FM: Andrew T. Dowd, Town Clerk

RE: Town Meeting

DT: March 28, 2022

I have surveyed area communities to determine if they are holding their town meetings outside. Along with that, I have compiled the added costs incurred when Northborough's Town Meeting is held outside.

Although many communities, including ours, held their spring 2021 town meetings outside, all surrounding towns have returned to holding their meetings inside beginning last fall, and continuing this spring.

Town	Fall 2021	Spring 2022
Berlin	11/08/2021 - inside	05/02/2022 - inside
Boylston	12/06/2021 - inside	05/02/2022 - inside
Hudson	11/15/2021 - inside	05/02/2022 - inside
Shrewsbury	10/18/2021 - inside	05/21/2022 - inside
Southborough	11/01/2021 - inside	05/04/2022 - inside (ARHS)
Westborough	10/18/2021 - inside	03/19/2022 - inside

When town meeting is held outside, there are additional costs incurred. These costs are over and above the typical costs incurred when town meeting is held inside.

Additional costs incurred when Northborough's Town Meeting is held outside:

- DPW
  - Cooling Fans \$1,170
  - Tent \$1,700
  - Media/Chair Rental \$5,550
  - Staff Overtime \$3,000
  - Incidentals (porta-potties, water, etc) \$1,000
- Police Details \$1,075
- Fire/EMS Staff & Ambulance \$ 675
- Total estimated cost: \$14,170



## TOWN OF NORTHBOROUGH

63 Main Street  
Northborough, MA 01532-1994  
(508) 393-5040 Phone  
(508) 393-6996 Fax

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### **MEMORANDUM**

TO: Board of Selectmen

FROM: Town Administrator

SUBJECT: Recommended ARPA Public Input Session

DATE: March 26, 2022

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At the March 14th Board of Selectmen meeting, I provided a second ARPA proposal update for consideration by the Board. The updated presentation was based upon the US Treasury Department's January 6, 2022 "Final Rule" regarding allowed uses for ARPA funding, as well as the most recent information regarding the FY2021 yearend surplus and submitted funding requests. In that context, both the Financial Planning Committee and the Appropriations Committee have been meeting weekly to discuss the various operating and capital budget requests.

Given the discussion at the Board's last meeting, it is recommended that a joint meeting similar to the annual Financial Trend Monitoring Meeting be held on April 14th with the various boards and committees to review the latest information and hold a dedicated ARPA public input session. As you know, there have been a lot of opinions and a considerable amount of misunderstanding circulated recently on social media regarding existing or planned services, including ARPA expenditures. Scheduling a dedicated meeting for the sole purpose of discussing ARPA should help provide appropriate context for how best to proceed.

---

John W. Coderre

**COMMONWEALTH OF MASSACHUSETTS**

**WORCESTER, SS:**

TO: either of the Constables of the Town of Northborough, in said county:

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby commanded to warn and notify the legal voters of the Town of Northborough to meet at the Algonquin Regional High School, 79 Bartlett St. in said Town, on Monday, April the Twenty Fifth day, in the year Two Thousand and Twenty-Two at 6:00 PM to act upon the following Articles of the Town Meeting Warrant.

Hereof fail not and make due return of this warrant by your doings thereon to the Town Clerk, at or before the time of the meeting aforesaid.

Given under our hands, at Northborough, on Monday, this Twenty-eighth Day of March, in the year Two Thousand and Twenty-Two.

**NORTHBOROUGH BOARD OF SELECTMEN**

\_\_\_\_\_  
Jason J. Perreault, Chair

\_\_\_\_\_  
Leslie S. Rutan, Vice Chair

\_\_\_\_\_  
T. Scott Rogers, Clerk

\_\_\_\_\_  
Julianne S. Hirsh

\_\_\_\_\_  
Kristen P. Wixted

ATTEST: \_\_\_\_\_  
Andrew T. Dowd  
Northborough Town Clerk

**RETURN OF SERVICE**

I have served the Warrant for the April 25, 2022 Annual Town Meeting by posting attested copies of same at the following places: Municipal Office Building, U.S. Post Office, Northborough Public Library, and Melican Middle School

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Andrew T. Dowd, Town Clerk

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, SS:

TO: either of the Constables of the Town of Northborough, in said county:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby commanded to warn and notify the legal voters of the Town of Northborough to meet at the Algonquin Regional High School, 79 Bartlett St. in said Town, on Saturday, April the Thirtieth day, in the year Two Thousand and Twenty-Two at 9:00 AM to act upon the following Articles of the Town Meeting Warrant.

Hereof fail not and make due return of this warrant by your doings thereon to the Town Clerk, at or before the time of the meeting aforesaid.

Given under our hands, at Northborough, on Monday, this Twenty-eighth Day of March, in the year Two Thousand and Twenty-Two.

NORTHBOROUGH BOARD OF SELECTMEN

\_\_\_\_\_  
Jason J. Perreault, Chair

\_\_\_\_\_  
Leslie S. Rutan, Vice Chair

\_\_\_\_\_  
T. Scott Rogers, Clerk

\_\_\_\_\_  
Julianne S. Hirsh

\_\_\_\_\_  
Kristen P. Wixted

ATTEST: \_\_\_\_\_  
Andrew T. Dowd  
Northborough Town Clerk

RETURN OF SERVICE

I have served the Warrant for the April 30, 2022 Annual Town Meeting by posting attested copies of same at the following places: Municipal Office Building, U.S. Post Office, Northborough Public Library, and Melican Middle School

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Andrew T. Dowd, Town Clerk

# Town of Northborough



Annual Town Meeting  
2022

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## INDEX OF WARRANT ARTICLES

ARTICLE #	PURPOSE OF ARTICLE	PAGE #
ARTICLE 1:	APPOINTING DEPUTY MODERATOR .....	1
ARTICLE 2:	COMPENSATING BALANCE AGREEMENT .....	1
ARTICLE 3:	PRIOR YEARS' BILLS .....	1
ARTICLE 4:	TOWN BUDGET.....	2
ARTICLE 5:	WATER, SEWER AND SOLID WASTE ENTERPRISE FUNDS .....	2
ARTICLE 6:	NORTHBOROUGH K-8 SCHOOLS BUDGET .....	2
ARTICLE 7:	ALGONQUIN REGIONAL HIGH SCHOOL BUDGET .....	3
ARTICLE 8:	ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL DISTRICT BUDGET .....	3
ARTICLE 9:	REVOLVING FUNDS AUTHORIZATION OF EXPENDITURE LIMITS.....	3
ARTICLE 10:	APPROPRIATIONS COMMITTEE RESERVE FUND.....	4
ARTICLE 11 (CIP):	POLICE – POLICE CRUISER REPLACEMENTS (3) .....	4
ARTICLE 12 (CIP):	FIRE – AMBULANCE REPLACEMENT .....	4
ARTICLE 13 (CIP):	DPW – ROAD IMPROVEMENTS AND MAINTENANCE.....	5
ARTICLE 14 (CIP):	CULVERT AND DRAINAGE REPLACEMENT .....	5
ARTICLE 15 (CIP):	DPW – ONE-TON DUMP TRUCK WITH PLOW REPLACEMENT.....	5
ARTICLE 16 (CIP):	DPW – 20-TON DUMP TRUCK WITH SPREADER AND PLOW REPLACEMENT.....	5
ARTICLE 17 (CIP):	DPW – LOADER REPLACEMENT.....	6
ARTICLE 18 (CIP):	DPW – BACKHOE REPLACEMENT.....	6
ARTICLE 19 (CIP):	MPIC – DOWNTOWN MASTER PLAN STUDY .....	6
ARTICLE 20 (CIP):	SEWER – INFLOW & INFILTRATION (I/I) MITIGATION .....	6
ARTICLE 21 :	PURCHASE 4 WEST MAIN STREET – OLD TOWN HALL .....	7
ARTICLE 22:	CONSOLIDATED PERSONNEL BYLAW .....	7
ARTICLE 23:	COMMUNITY PRESERVATION FUND – HOUSING AUTHORITY – CONSTRUCTION OF EIGHT AFFORDABLE LOW-INCOME, SENIOR ONE-BEDROOM RENTAL UNITS .....	7
ARTICLE 24:	COMMUNITY PRESERVATION FUND – AFFORDABLE HOUSING RESERVE.....	8
ARTICLE 25:	COMMUNITY PRESERVATION FUND – BRIGHAM STREET BURIAL GROUND BEAUTIFICATION.....	9
ARTICLE 26:	COMMUNITY PRESERVATION FUND – (2) SIGNS TO IDENTIFY THE KIZER SECTION OF THE NORTHBOROUGH CEMETERY.....	9
ARTICLE 27:	COMMUNITY PRESERVATION FUND – SHUTTER RESTORATION OF HISTORICAL SOCIETY BUILDING .....	9
ARTICLE 28:	COMMUNITY PRESERVATION FUND – DESIGN AND PROJECT MANAGEMENT FOR DOG PARK.....	10

ARTICLE 29: COMMUNITY PRESERVATION FUND – DESIGN OF ADA ACCESSIBLE TRAIL LOCATED AT THE SENIOR CENTER.....	10
ARTICLE 30: COMMUNITY PRESERVATION FUND – PRELIMINARY DESIGN OF PEDESTRIAN ACCESS OVER THE ASSABET RIVER AQUEDUCT BRIDGE.....	10
ARTICLE 31: COMMUNITY PRESERVATION FUND – WHITE CLIFFS DEBT SERVICE .....	11
ARTICLE 32: COMMUNITY PRESERVATION FUND – CPA ADMINISTRATION .....	11
ARTICLE 33: ZONING BYLAW – SECTION 7-09-040, SIGNS .....	11
ARTICLE 34: ZONING BYLAW SECTION 7-05-020, CLASSIFICATION OF USES G. BUSINESS USES (2) HOSPITALITY AND FOOD SERVICE, SECTION 7-05-020, CLASSIFICATION OF USES, I. INDUSTRIAL USES, SECTION 7-05-030, TABLE OF USES, TABLE 1, PART B AND SECTION 7-09-030 OFF-STREET PARKING AND LOADING .....	24
ARTICLE 35: ZONING BYLAW – SECTION 7-03-080, ENFORCEMENT .....	25
ARTICLE 36: ZONING BYLAW – SECTION 7-03-030 AND 7-050-010.A USE VARIANCES .....	26
ARTICLE 37: ZONING BYLAW –RE-ZONING 37 SOUTH STREET .....	27
ARTICLE 38: ZONING BYLAW – SECTION 7-03-050, SITE PLANS A.(4) EXCEPTIONS.....	27
ARTICLE 39: ZONING BYLAW – ADD SECTION 7-10-060, TEMPORARY MORATORIUM ON DISTRIBUTION AND TRANSPORTATION USES .....	27
ARTICLE 40: ZONING BYLAW – SECTION 7-05-020, CLASSIFICATION OF USES. I, INDUSTRIAL USES, (5) DISTRIBUTION AND TRANSPORTATION USES, SECTION 7-05-030, TABLE OF USES, TABLE OF USES, PART B COMMERCIAL AND INDUSTRIAL DISTRICTS .	29
ARTICLE 41: ZONING BYLAW – SECTION 7-07-020, FLOODPLAIN OVERLAY DISTRICT ....	30
ARTICLE 42: CITIZEN PETITION – ANNUAL TOWN MEETING SATURDAY 9 AM .....	38
ARTICLE 43: CITIZEN PETITION – PROPERTY TAX EXEMPTION FOR GOLD STAR PARENTS	39
ARTICLE 44: REPORTS.....	39
GENERAL FUND BUDGET SUMMARY .....	40
ENTERPRISE FUNDS BUDGET SUMMARY .....	42
PUBLIC EDUCATION BUDGET SUMMARY.....	43
REVENUE AND EXPENDITURE SUMMARY.....	44
ARTICLE 22: CONSOLIDATED PERSONNEL BYLAW HANDOUT .....	#
ARTICLE 37: ZONING BYLAW – RE-ZONING 37 SOUTH STREET MAP.....	#
FINANCIAL PLANNING COMMITTEE REPORT .....	#
APPROPRIATIONS COMMITTEE REPORT .....	#

**TOWN OF NORTHBOROUGH**  
**ANNUAL TOWN MEETING WARRANT**  
**APRIL 25, 2022**

**WORCESTER, SS**

**GREETINGS:**

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

In the name of the Commonwealth of Massachusetts, you are hereby commanded to warn and notify the legal voters of the Town of Northborough to meet at THE ALGONQUIN REGIONAL HIGH SCHOOL on MONDAY the 25<sup>th</sup> day of April 2022 at 6:00 p.m., to act on the following warrant articles:

**ARTICLE 1: Appointing Deputy Moderator**

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

**ARTICLE 2: Compensating Balance Agreement**

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

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

**ARTICLE 3: Prior Years’ Bills**

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

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

**ARTICLE 4: Town Budget**

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Twenty-Three Million Five Hundred Sixty-Three Thousand Nine Hundred Sixty-One Dollars (\$23,563,961) 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	\$9,006
Transfer from Cemetery Sale of Lots	\$18,500
Transfer from Debt Exclusion Premium Reserve	\$545
Transfer from Debt Exclusion Reserve	\$10,550
Transfer from DPU Transportation Fund	\$1,764
Transfer from Conservation Commission Fees	\$11,309
Transfer from Fire Emergency Medical Services Revolving Fund	\$354,487
Transfer from Recreation Revolving Fund	\$75,000
Transfer from Animal Control Revolving Fund	\$28,000
Transfer from Medicare Part D Subsidy	\$50,732
Transfer from PEG Access Cable Related Fund	\$294,728
Free Cash	\$500,000

for a total of One Million Three Hundred Fifty-Four Thousand Six Hundred Twenty-One Dollars (\$1,354,621) and that the sum of Twenty-Two Million Two Hundred Nine Thousand Three Hundred Forty Dollars (\$22,209,340) 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 Five Million Nine Hundred Sixty-One Thousand Seven Hundred Four Dollars (\$5,961,704) 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	\$246,103
Solid Waste Fund Free Cash	\$120,953

Raise and Appropriate by Taxation:

Solid Waste General Fund Subsidy	\$337,160
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for a total of Seven Hundred Four Thousand Two Hundred Sixteen Dollars (\$704,216) and that the sum of Five Million Two Hundred Fifty-Seven Thousand Four Hundred Eighty-Eight Dollars (\$5,257,488) be financed from Water, Sewer and Solid Waste Revenues, with said sums to be allocated as follows:

Water Fund	\$2,636,103
Sewer Fund	\$2,397,488
Solid Waste	\$ 928,113
Total	\$5,961,704

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

To see if the Town will vote to raise and appropriate by taxation the sum of Twenty-Six Million Six Hundred Ninety-Two Thousand Nine Hundred Fifty-Three Dollars (\$26,692,953) for the operation of the Northborough Public Schools, or take any action relative thereto.

#### **ARTICLE 7: Algonquin Regional High School Budget**

To see if the Town will vote to raise and appropriate by taxation Northborough's share of the assessment for the operation of the Northborough-Southborough Regional School District, the sum of Thirteen Million Five Hundred Sixty-Eight Thousand Thirty-Five Dollars (\$13,568,035), or take any action relative thereto.

#### **ARTICLE 8: Assabet Valley Regional Vocational School District Budget**

To see if the Town will vote to raise and appropriate by taxation Northborough's share of the assessment for the operation and debt service of the Assabet Valley Regional Vocational School District, the sum of One Million Two Hundred Fifty-Three Thousand Nine Hundred Forty Dollars (\$1,253,940), or take any action relative thereto.

#### **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 2023 as shown in the table below:

<b>Revolving Fund</b>	<b>Annual Expenditure Limit</b>
Fire Department (EMS and Haz Mat)	\$750,000
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 expenditure limits for the revolving funds. The Recreation Department revolving fund is authorized under Massachusetts General Laws Chapter 44, Section 53D, and does not require annual reauthorization.

#### **ARTICLE 10: Appropriations Committee Reserve Fund**

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

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

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

To see if the Town will vote to appropriate the sum of One Hundred Sixty-Five Thousand Dollars (\$165,000) 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 Sixty-Five Thousand Dollars (\$165,000) be transferred from Free Cash.

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

#### **ARTICLE 12 (CIP): Fire – Ambulance Replacement**

To see if the Town will vote to appropriate the sum of Four Hundred Thousand Dollars (\$400,000) for the use of the Fire Department for the purchase of one new ambulance, and to meet said appropriation, the sum of Four Hundred Thousand Dollars (\$400,000) be raised by borrowing, in accordance with the provisions of Massachusetts General Laws, Chapter 44, Section 7(1) or any other enabling authority, and the Treasurer, with the approval of the Board of Selectmen, be authorized to issue bonds or notes therefor.

- This Article provides funds for the replacement of a 2013 ambulance. The debt service on the bonds for the ambulance will be paid from the EMS revolving account. The EMS revolving account is funded by the ambulance service fees and charges.

#### **ARTICLE 13 (CIP): DPW – Road Improvements and Maintenance**

To see if the Town will vote to appropriate the sum of Four Hundred Fifty-Four Thousand Dollars (\$454,000) for Road Improvements and Maintenance, and to meet said appropriation the sum of Four Hundred Fifty-Four Thousand Dollars (\$454,000) be transferred from Free Cash.

- 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.

#### **ARTICLE 14 (CIP): Culvert and Drainage Replacement**

To see if the Town will vote to appropriate the sum of Three Hundred Thousand Dollars (\$300,000) for the use of the Department of Public Works to fund the repair and replacement of drainage culverts and drainage system components, and to meet said appropriation the sum of Three Hundred Thousand Dollars (\$300,000) be transferred from Free Cash.

- This Article provides funds to replace/rehabilitate culverts and failing drainage systems, including anticipated replacement of the culvert on Lincoln Street.

#### **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 Thirty Thousand Dollars (\$130,000) 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 Thirty Thousand Dollars (\$130,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a one-ton dump truck with a plow to replace a 2012 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.

#### **ARTICLE 16 (CIP): DPW – 20-Ton Dump Truck with Spreader and Plow Replacement**

To see if the Town will vote to appropriate the sum of Three Hundred Forty Thousand Dollars (\$340,000) for the use of the Department of Public Works to purchase a 20-ton dump truck with spreader and plow; and to meet said appropriation, the sum of Three Hundred Forty Thousand Dollars (\$340,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a 20-ton dump truck with spreader and plow to replace a 2002 20-ton dump truck with spreader and plow that has surpassed

its useful life. As part of this vehicle replacement, an existing similar vehicle will be repurposed to extend its useful life.

#### **ARTICLE 17 (CIP): DPW – Loader Replacement**

To see if the Town will vote to appropriate the sum of Two Hundred Ninety Thousand Dollars (\$290,000) for the use of the Department of Public Works to purchase a loader; and to meet said appropriation, the sum of Two Hundred Ninety Thousand Dollars (\$290,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a loader to replace a 2006 loader that has surpassed its useful life. As part of this replacement, the 2014 model year loader will be refurbished to extend its useful life.

#### **ARTICLE 18 (CIP): DPW – Backhoe Replacement**

To see if the Town will vote to appropriate the sum of One Hundred Ninety-Five Thousand Dollars (\$195,000) for the use of the Department of Public Works to purchase a backhoe, and to meet said appropriation the sum of One Hundred Ninety-Five Thousand Dollars (\$195,000) be transferred from Free Cash.

- This Article provides funds for the purchase of a backhoe to replace a 2005 backhoe that has surpassed its useful life. As part of this replacement, the 2015 model year backhoe will be refurbished to extend its useful life.

#### **ARTICLE 19 (CIP): MPIC – Downtown Master Plan Study**

To see if the Town will vote to appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000) for the Master Plan Implementation Committee (MPIC) to conduct a design study of the Downtown to help focus ideas and develop a clear vision for the area, and to meet said appropriation the sum of One Hundred Fifty Thousand Dollars (\$150,000) be transferred from Free Cash.

- This Article would fund the preparation of a Downtown Vision Study. The 2020 Northborough Master Plan identified the need to conduct a design study of the Downtown to help focus ideas and develop a clear vision for the area. The study will engage Northborough residents, property owners, and business owners to define a vision for the Downtown that will be implemented incrementally over time.

#### **ARTICLE 20 (CIP): SEWER – Inflow & Infiltration (I/I) Mitigation**

To see if the Town will vote to appropriate the sum of Three Hundred Sixty Thousand Dollars (\$360,000) to perform the second year of inflow and infiltration elimination from the sanitary sewer system, and to meet said appropriation the sum of Three Hundred Sixty Thousand Dollars (\$360,000) be raised by taxation, transferred from available funds, borrowed or otherwise.

- This Article provides funds to remove non-sanitary flows from the sewer system as mandated by MassDEP under 314 CMR 12.04. The Town has a comprehensive 15-year inflow and infiltration elimination plan and this is the second year of implementation. For each gallon of storm/groundwater that is removed from the sewer system, that is one less gallon that must be treated and one more gallon of capacity available for future use.

#### **ARTICLE 21: PURCHASE 4 WEST MAIN STREET – Old Town Hall**

To see if the Town will vote to exercise the Town’s re-purchase option under a 1983 conveyance, to acquire the land and buildings located at and known as 4 West Main Street, shown as parcel 72 on Northborough Assessors’ Map 63 and containing approximately 0.3 acres; to raise and appropriate the sum of Ten Thousand Dollars (\$10,000) for this acquisition; and to authorize the Board of Selectmen to execute all documents and take all action necessary to accomplish said acquisition, or take any action relative thereto.

- In 1983 the Town sold the former Town Hall property, subject to the right to re-purchase it in the 40<sup>th</sup> year after the sale for the sum of Ten Thousand Dollars (\$10,000). This Article proposes the exercise of the re-purchase option and the appropriation of funds for that purpose. The Town will undertake a feasibility study prior to completing the re-purchase.

#### **ARTICLE 22: 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 22 – Consolidated Personnel Bylaw Amendments – 2022 Annual Town Meeting,” a copy of which is viewable on the Town’s website at <https://www.town.northborough.ma.us>.

#### **ARTICLE 23: Community Preservation Fund – Housing Authority – Construction of Eight Affordable Low-Income, Senior One-Bedroom Rental Units**

To see if the Town will vote to appropriate the sum of One Million Three Hundred Forty Thousand Dollars (\$1,340,000), or any other sum, from the following sources:

Community Preservation Fund revenues	\$230,548
Community Preservation Affordable Housing Reserve	\$127,863
Community Preservation Unreserved Fund	\$486,274
Unexpended funds from appropriation	
at 2009 Annual Town Meeting, Article 37	\$ 569

Unexpended funds from appropriation	
at 2012 Annual Town Meeting, Article 42	\$ 24,746
Unexpended funds from appropriation	
at 2015 Annual Town Meeting, Article 57	\$ 20,000
Unexpended funds from appropriation	
at 2016 Annual Town Meeting, Article 38	\$100,000
Unexpended funds from appropriation	
at 2017 Annual Town Meeting, Article 42	\$100,000
Unexpended funds from appropriation	
at 2018 Annual Town Meeting, Article 28	\$100,000
Unexpended funds from appropriation	
at 2019 Annual Town Meeting, Article 23	\$150,000

To the Northborough Housing Authority for the construction of eight affordable low-income senior one bedroom rental units, of which four will be first-floor handicap accessible units, at 26 Village Drive, or take any other action relative thereto.

- The Northborough Housing Authority, the Northborough Affordable Housing Corporation, and the MA Department of Housing and Community Development will be developing eight senior rental apartments located in one two-story building at 26 Village Drive. Four handicap accessible units will be located on the first floor. The Town is proposing contributing One Hundred Thousand Dollars (\$100,000) separately, from ARPA funds, to supplement the funds appropriated under this article. Transfer of the funds appropriated will be contingent on release of grant funding to the Housing Authority from the State and commitment of any designated supplemental funds from the Housing Authority. The total anticipated project cost is Two Million Four Hundred Forty Thousand Dollars (\$2,440,000). Transfer of the funds appropriated will also be contingent upon execution of a funding contract with the Town.

#### **ARTICLE 24: Community Preservation Fund – Affordable Housing Reserve**

To see if the Town will vote to appropriate the sum of Seventy-Five Thousand Dollars (\$75,000), 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.

- In the event that Article 23 fails to pass, this Article would set aside the statutorily required minimum funds under the Community Preservation Act for the future creation of affordable housing.

**ARTICLE 25: Community Preservation Fund – Brigham Street Burial Ground Beautification**

To see if the Town will vote to appropriate the sum of One Hundred Thirty-One Thousand Six Hundred Seventy-Nine Dollars (\$131,679), or any other sum, from the Community Preservation Fund revenues, and the sum of Five Thousand Eight Hundred Twenty-One Dollars (\$5,821), or any other sum, from Community Preservation Historic Reserve Fund, for a total of One Hundred Thirty-Seven Thousand Five Hundred Dollars (\$137,500) to the Northborough Department of Public Works and the Northborough Historic District Commission, for improvements to the Brigham Street Burial Ground, or take any other action relative thereto.

- This Article would fund the beautification of the burial ground including removal of dead trees, installation of a sign post and fencing, and overall roadside improvements.

**ARTICLE 26: Community Preservation Fund – 2 Signs to Identify the Kizer section of the Northborough Cemetery**

To see if the Town will vote to appropriate the sum of Five Thousand One Hundred Twenty-Four Dollars (\$5,124), or any other sum, from the Community Preservation Fund revenues to the Northborough Historic District Commission for the purchase and installation of two signs for the Kizer section of the Northborough Cemetery, or take any other action relative thereto.

- This Article would fund the purchase and installation of two signs, one for each entrance of the Kizer section, to assist with identification of this newer section of the cemetery.

**ARTICLE 27: Community Preservation Fund – Shutter Restoration of Historical Society Building**

To see if the Town will vote to appropriate the sum of Fifty-Five Thousand Dollars (\$55,000), or any other sum, from the Community Preservation Fund revenues to the Northborough Historical Society for replacement of missing building shutters and renovation of damaged building shutters for the building located at 52 Main Street, or take any other action relative thereto.

- As part of a multi-phase restoration and improvement project, this Article would fund the replacement and/or renovation of thirty-three shutters for the building located at 52 Main Street.

## **ARTICLE 28: Community Preservation Fund – Design and Project Management for Dog Park**

To see if the Town will vote to appropriate the sum of Thirty-Five Thousand Five Hundred Dollars (\$35,500), or any other sum, from the Community Preservation Unreserved Fund to the Northborough Recreation Department and Department of Public Works for the initial assessment and site survey for up to five locations for use as a dog park, or take any other action relative thereto.

- This Article would fund the first phase of a three-phase project to determine a location for a community dog park.

## **ARTICLE 29: Community Preservation Fund – Design of ADA-Compliant Accessible Trail located at the Senior Center**

To see if the Town will vote to appropriate the sum of Twenty-Eight Thousand Five Hundred Dollars (\$28,500), or any other sum, from the Community Preservation Fund revenues to the Northborough Trails Committee and the Department of Public Works for the design of an ADA-compliant accessible trail located at the Northborough Senior Center, or take any other action relative thereto.

- The existing trail located at the Senior Center will be upgraded to ADA standards to be the first completely accessible trail in Northborough. Additional funding will be sought for the construction of the upgrades.

## **ARTICLE 30: Community Preservation Fund – Preliminary Design of Pedestrian Access Over the Assabet River Aqueduct Bridge**

To see if the Town will vote to appropriate the sum of Fifty-Five Thousand Eight Hundred Forty-Nine Dollars (\$55,849), or any other sum, from the Community Preservation Fund revenues, and the sum of Eight Hundred Thirteen Dollars (\$813), or any other sum, from the Community Preservation Open Space Reserve fund, and the sum of Seventy-Six Thousand Nine Hundred Ninety-Six Dollars (\$76,996) from the Community Preservation Unreserved Fund for the total sum of One Hundred Thirty-Three Thousand Six Hundred Fifty-Eight Dollars (\$133,658) to the Northborough Trails Committee and the Department of Public Works for the preliminary design of pedestrian access over the Assabet River Aqueduct Bridge, or take any other action relative thereto.

- This Article would fund analysis and preliminary design for pedestrian access over the Assabet River Aqueduct Bridge. Work will include structural inspection, evaluation of utility relocation, and preliminary design of pedestrian access and safety. All work will be coordinated with the bridge owner, the Massachusetts Water Resources Authority.

### **ARTICLE 31: Community Preservation Fund – White Cliffs Debt Service**

To see if the Town will vote to appropriate the sum of One Hundred Eighty Five Thousand Eight Hundred Dollars (\$185,800), or any other sum, from the Community Preservation Fund revenues to the Northborough Community Preservation Committee for Fiscal Year 2023 debt service and expenses associated with the acquisition of the property at 167 Main Street, or take any other action relative thereto.

- This Article would fund the fifth debt service payment associated with the purchase of the White Cliffs facility at 167 Main Street.

### **ARTICLE 32: Community Preservation Fund – CPA Administration**

To see if the Town will vote to appropriate the sum of Thirty-Seven Thousand Five Hundred Dollars (\$37,500), 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 2023, or take any other action relative thereto.

- This Article would fund the administration of the Community Preservation Act.

### **ARTICLE 33: Zoning Bylaw – Section 7-09-040, Signs**

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-09-040 Signs, by deleting the text shown below in strikethrough and adding the text shown below as underlined, or take any action relative thereto.

#### **7-09-040 Signs.**

**A. Purpose.** Signs are a necessary means of communicating information. Since signs are intended to be seen, they attract attention and are one ~~(4)~~ of the most visible and apparent aspects of a town's character. They tend to produce a lasting impression on residents and visitors, and they provide an indication of the commercial health of a business area and a town as a whole. Simplicity in design and restrained use of signs are necessary to prevent a sign overload, which creates clutter and is as confusing as no signs at all.

**B. Definitions.** For the purpose of this section, the following terms shall have the following meanings:

(1) **AGRICULTURAL SIGN** - A sign which may have wording that may be changed periodically to advertise products raised or grown principally on the premises.

(2) **AWNING SIGN** - A permanent sign which is affixed to or consists of a permanent or retractable awning or marquee permanently mounted to the exterior surface of a building.

(3) BANNER SIGN – A temporary sign intended to be hung either with or without frames, possessing characters, letters, illustrations or ornamentations applied to paper, plastic or fabric of any kind. ~~National flags, flags of political subdivisions, and symbolic flags of any institution or business shall not be considered banners for the purpose of this section.~~

(4) BILLBOARD SIGN - A sign which advertises a business, service, product, commodity, entertainment or similar object or activity which is conducted, sold or offered on a lot other than the lot on which the sign is erected.

(5) BUSINESS CENTER - Any aggregation of three (3) or more business or industrial tenants which share a common parking area.

(6) CONSTRUCTION SIGN - A sign identifying the proposed building, the owner or intended occupant and the contractor, architect and engineers. A construction sign for more than a single lot will be considered to be a subdivision sign.

(7) DIRECTIONAL OR INFORMATIONAL SIGN - A sign which is necessary for the safety and direction of vehicular or pedestrian traffic.

(8) DIRECTORY SIGN - A sign listing the name and location of the occupants of a site or building.

(9) DISPLAY AREA - See “sign area.”

(10) ELECTRONIC MESSAGE CENTER - Any sign that utilizes computer-generated messages or some other electronic means of changing copy.

(11) ERECTING - Any installing, constructing, reconstructing, replacing, relocating, re-lettering, except as specifically provided, extending, altering or otherwise changing of a sign. “Erecting” shall not include repairing or maintaining an existing sign.

(12) EXTERNALLY ILLUMINATED SIGN – a sign which utilizes an external and stationary light source which is shielded and directed solely at the sign.

~~(12)~~ (13) EXTERIOR SIGN - A wall sign, projecting sign or awning sign placed on or about the exterior of any structure.

~~(13)~~ (14) FLAG - See “banner.” A piece of cloth or similar material, typically oblong or square, attachable by one edge to a pole or rope.

~~(14)~~ (15) FREESTANDING SIGN - A non-movable sign not affixed to any building but constructed in a permanently fixed location of the ground with its own support structure, including a monument sign, and displaying a sign face on not more than two (2) sides.

(16) GASOLINE CANOPY SIGN - A permanent sign consisting of letters and or logo surrounding the covering structure placed over gasoline pumps.

~~(15)~~ (17) GASOLINE PUMP SIGN - The standard type of gasoline pump bearing thereon in the usual size and form the name or type of gasoline and the price thereof.

~~(16)~~ (18) INDIVIDUAL LETTER SIGN - A wall sign consisting of individual letters, mounted to a building surface without any background or frame.

(19) INTERNALLY ILLUMINATED SIGN - A sign that is illuminated by a light source internal to the sign. Internally illuminated signs include signs which utilize translucent panels.

~~(17)~~ (20) MOVABLE SIGN - Any sign not permanently attached to the ground or to a building or permanent structure, which is designed to be portable, such as an A-frame, H-frame, T-frame, banner or flag, trailer sign placed on the surface of the ground, temporarily staked into the ground or a sign attached to a motor vehicle (registered or unregistered).

~~(18)~~ (21) NEON SIGN - A sign which features exposed glass tubing filled with fluorescent gas.

~~(19)~~ (22) OFFICE PARK OR INDUSTRIAL PARK - See “business center.”

~~(20)~~ (23) PENNANT SIGN - Any lightweight plastic, fabric or other material, whether or not containing a message of any kind, suspended from a rope, wire or string, usually in series, designed to move in the wind.

~~(21)~~ (24) PERMANENT SIGN - A sign that is permanently attached to a building or having in-ground supporting structure(s) or braces.

~~(22)~~ (25) POLITICAL SIGN - A sign designated to influence the action of voters for the passage or defeat of a measure, or the election of a candidate to a public office at a national, state, county or local election.

~~(23)~~ (26) PROJECTING SIGN - A sign which is permanently affixed to the exterior surface of a building or structure with the display area positioned perpendicular to the wall to which the sign is mounted.

~~(24)~~ (27) REAL ESTATE SIGN - A sign which is used to offer for sale, lease or rent the property upon which the sign is placed.

~~(25)~~ (28) ROOF SIGN - A sign attached to or erected wholly upon and over the roof of any building and supported solely on the roof structure, including the lower slope of a gambrel or mansard roof.

~~(26)~~ (29) SHOPPING CENTER - See “business center.”

(27)(30) SIGN - Any words, lettering, parts or letters, figures, numerals, phrases, sentences, emblems, devices, designs, trade names or trademarks, whether stationary or portable, by which anything is made known, such as are used to designate or locate an individual, a firm, an association, a corporation, a profession, a business or a commodity or product, which are visible from a public or private street or right-of-way and used to attract attention.

(28)(31) SIGN AREA - The area of the smallest horizontally or vertically oriented rectangle which could enclose all the display area of the sign, together with any backing different in color or material from the finish material of the building face, without deduction for open space or other irregularities. Structural members not bearing advertising matter shall not be included unless internally or decoratively lighted. Where sign faces are placed back-to-back and face in opposite directions, the sign area shall be defined as the area of one (1) face of the sign.

(29)(32) SPECIAL EVENT SIGN - A sign, which is to be portable, to announce a church bazaar, fair, circus, festival, business or shop opening, special sale by a store or business or similar event. Such sign shall identify the event and the date of the event, and it may display the event's sponsor, organizer or main feature.

(30)(33) SUBDIVISION SIGN - A sign to identify the name of the residential subdivision and located on the property of the subdivision.

(34)(34) TEMPORARY SIGN - A sign that is used only temporarily, for a specific length of time, and is not permanently mounted.

(32)(35) TENANT - As used in this section, "tenant" means a business or other establishment occupying space within a building under an agreement with the owner, or the owner-occupant of the building.

(33)(36) TRAILER SIGN - A sign mounted on a vehicle normally licensed by the state as a trailer and used for advertising or promotional purposes.

(34)(37) WALL SIGN - A sign which is painted or otherwise permanently affixed to a vertical exterior surface of a building or structure with the display area positioned parallel with the wall to which the sign is mounted, and including such a sign affixed to a parapet. ~~or to the lower slope of a gambrel or mansard roof.~~

(35)(38) WINDOW SIGN - A sign, picture, symbol or message that is placed inside a window, drawn, painted or etched on the window pane or glass or otherwise attached in or on a window and visible from the exterior of the window, not including any part of a customary window display of merchandise or other product.

### **C. Sign permits. Non-Conformity and Compliance.**

(1) No sign shall be erected on the exterior of any building or on any land unless the Building Inspector has issued a sign permit. Application for a sign permit shall be on the form prescribed by the Building Inspector and shall include such information and drawings as the Building Inspector requires.

(2) All signs erected hereunder shall be erected in the exact location and manner described in the permit.

(3) The re-lettering of a sign shall be equivalent to the erecting of a sign, except when the original wording is reproduced.

(4) Any pre-existing nonconforming sign and/or support structure, legally permitted and erected prior to the adoption of this provision, or any amendments thereto, which remains unaltered in any way, may be continued if maintained.

(5) Pre-existing nonconforming signs shall not be enlarged, redesigned, or structurally altered except in conformity with this bylaw.

(6) A pre-existing non-conforming sign which is removed or abandoned for longer than 30 days or destroyed beyond repair shall not be replaced unless it complies with this bylaw.

(7) No use variances are allowed for any signs.

#### D. Basic requirements.

(1) The only signs allowed in the Town of Northborough are signs that advertise, call attention to or indicate the person occupying the premises on which the sign is erected or maintained, or the business transacted thereon, or that advertise the property itself or any part thereof as for sale or rent and which contain no other matter.

(2) Billboards and similar signs are specifically prohibited.

(3) No sign shall be part of or attached to roofs, including such a sign affixed to the lower slope of a gambrel or mansard roof, marquees, gasoline canopies, or awnings.

(4) Wind driven, whirling, spinning, flashing, pennants, and moving and animated signs are prohibited.

(5) Signs containing electronic streaming messages are prohibited.

(6) Changeable copy signs that provide a variable message, the content of which is changed manually, are allowed.

(7) No sign may be illuminated between 12:00 midnight and 6:00 a.m. except signs identifying police or fire stations or essential public services.

- (8) “No hunting, fishing, etc.,” signs not to exceed one (1) square foot are allowed.
- (9) Construction, erection and location of all freestanding signs shall be subject to the approval of the Building Inspector. No freestanding signs shall be erected if they create a safety hazard to vehicular or pedestrian traffic, in the opinion of the Building Inspector.
- (10) The location, by street number, for all nonresidential structures shall be included on the freestanding sign. The portion of the area used for the street address shall not exceed fifteen percent (15%) of the allowed square footage and shall not affect the calculation of allowed sign square footage.
- (11) Illumination standards for signs with electronic message centers.
- (a) Each electronic message center shall be equipped with a light sensing device that automatically adjusts the brightness of the sign as ambient light conditions change.
  - (b) All electronic message center signs shall contain a default design that will freeze the sign in one (1) position if a malfunction occurs.
  - (c) No electronic message center sign shall exceed a brightness level of three-tenths (0.3) foot candles above ambient light as measured using a foot candle (Lux) meter at a pre-set distance in accordance with the following procedure:
    - [1] At least thirty (30) minutes past sunset, record the ambient light while the sign is off or displaying all black copy;
    - [2] The light meter shall be held five (5) feet above the finished grade as close as practical to a perpendicular plane of the sign;
    - [3] The meter shall be aimed toward the center of the automatic changeable copy sign;
    - [4] From the same location, a second reading shall be recorded while the sign is on and not blocked;
    - [5] If the difference between the measurements is three-tenths (0.3) foot candles or less, the brightness is properly adjusted; otherwise the brightness level must be adjusted to comply with this standard;
    - [6] The measurement distance shall be determined using the following formula:  
$$\text{Measurement Distance} = \sqrt{\text{area of sign in sq. ft.} \times 100}$$
  
Example: Proposed sign is fifty (50) square feet  
$$50 \times 100 = 5,000$$

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

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

(12) Electronic Message centers are specifically prohibited in the Downtown Business, Business East, Business West, Business South, and Industrial districts and all residential districts.

(13) Internally illuminated signs are specifically prohibited in Downtown Business.

(14) In addition to the regulations in this section, section 7-09-020 D. (2) shall also apply to signs in the Downtown Business, Business East, Business West, and Business South Districts.

#### E. Construction and maintenance of signs.

(1) All signs shall be constructed of durable and weatherproof material. They shall be maintained in safe structural condition and good visual appearance at all times, and no sign shall be left in a dangerous or defective state. The Building Inspector shall have the authority to inspect any sign and order the owner to paint, repair or remove a sign which constitutes a hazard or a nuisance due to improper or illegal installation, dilapidation, obsolescence or inadequate maintenance.

(2) No sign shall be painted or posted directly on the exterior surface of any wall, including windows and doors. All signs must be painted, posted or otherwise securely affixed to a substantial intermediate removable surface, and such surface shall be securely affixed to the wall of the building. However, the foregoing shall not prevent installation of a sign by individual letters or devices cut into or securely affixed to the exterior wall of a building; provided, that such letters or devices have a minimum depth or projection of one-fourth (1/4) of an inch. The material of the sign and intermediate surface, and the manner of affixing the sign to the intermediate surface and of the intermediate surface to the wall of the building, shall be subject to the approval of the Building Inspector for the purpose of protecting the safety of the public. Notwithstanding the foregoing, signs may be painted or posted on the interior surface of any wall, including windows and doors.

#### F. Signs in residential districts.

(1) The following signs are permitted in the Residence A, Residence B, Residence C, General Residential, Main Street Residential, and Downtown Neighborhood Districts:

(a) One (1) wall sign or freestanding sign which does not exceed two (2) square feet in area, having the name of the occupant or designation of any authorized occupation permitted in the district, or both, shall be permitted.

(b) One (1) wall sign, freestanding sign or temporary sign which does not exceed six (6) square feet in area, advertising the rental, lease or sale of the premises, shall be permitted; provided,

however, that such sign shall be removed within seven (7) days of the rental, lease or sale of the premises.

(c) Bulletin board accessory to a public or semi-public use, a school, hospital or place of worship or assembly, not exceeding ten (10) square feet in area.

(d) Temporary signs not exceeding six (6) square feet in area may be erected to warn against contagious diseases, to warn against danger or to ensure silence where serious illness exists.

(2) No sign shall be located over eight (8) feet from the ground to the top of the sign if attached to a building, or over six (6) feet from the ground to the top of any free-standing sign.

(3) In a residential district, no internally-illuminated signs shall be permitted except for an agricultural sign. Externally illuminated signs are permitted when associated with an allowed nonresidential use or a lawfully pre-existing nonconforming business use. ~~Lighting of signs for nonresidential uses shall comply with subsection (D)(5) of this section.~~

G. Signs in business districts.

(1) Type, size and number of signs. There shall not be more than the following on each lot:

(a) **Downtown Business District.**

[1] Lot with one (1) or two (2) tenants:

[a] Freestanding sign: one (1) freestanding sign; size not to exceed thirty-two (32) square feet, height not to exceed ten (10) feet as measured from the ground to the highest point of the sign or twelve (12) feet to the top of the sign structure. The freestanding sign shall indicate the name(s) of tenant(s) of the facility, in a fixed manner, and may have an additional sixteen (16) square feet of space for changeable copy message.

[b] Wall sign: one (1) wall sign not to exceed thirty-two (32) square feet in area or two (2) wall signs with a combined total area not to exceed thirty-two (32) square feet.

[c] Directory sign: one (1) directory of the tenants of the building, affixed to the exterior wall. The area of the directory sign shall not exceed one (1) square foot for each tenant of the building.

[2] Lot with three (3) or more tenants.

[a] Freestanding sign: one (1) freestanding sign for each ten (10) tenants; size not to exceed forty (40) square feet, height not to exceed ten (10) feet as measured from the ground to the highest point of the sign or twelve (12)

feet to the top of the sign structure. The freestanding sign shall indicate the name of the facility in a fixed manner, and may include space for listing of individual tenants, and may have an additional twenty (20) square feet of space for changeable copy message. When more than one (1) freestanding sign on a lot, there shall be not less than fifty (50) feet between signs and no sign shall be located so as to obstruct the viewing of any other sign.

[b] Wall sign: one (1) wall sign not to exceed thirty-two (32) square feet for each tenant, attached to the wall of the store, or two (2) wall signs with a combined total area not exceeding thirty-two (32) square feet.

[c] Directory sign: one (1) directory of the tenants affixed to the exterior wall of the building. Such directory sign shall not exceed an area determined on the basis of one (1) square foot for each tenant of the building.

**(b) Business East, Business West, and Business South Districts.**

**[1] Lot with one (1) or two (2) tenants.**

[a] Freestanding sign: one (1) freestanding sign, size not to exceed thirty-two (32) square feet in area, height not to exceed ten (10) feet as measured from the ground to the highest point of the sign or twelve (12) feet to the top of the sign structure. The freestanding sign shall indicate the name(s) of the tenant(s), in a fixed manner and may have an additional sixteen (16) square feet of space for changeable-copy message.

[b] Wall sign: one (1) wall sign not to exceed thirty-two (32) square feet in area or two (2) wall signs with a combined total area not to exceed thirty-two (32) square feet.

[c] Directory sign: one (1) directory of the tenants of the facility, affixed to the exterior wall. Such directory sign shall not exceed an area determined on the basis of one (1) square foot for each tenant of the building.

**[2] Lot with three (3) or more tenants.**

[a] Freestanding sign: one (1) freestanding sign for each ten (10) tenants located on the lot; size not to exceed fifty (50) square feet, height not to exceed ten (10) feet as measured from the ground to the highest point of the sign or twelve (12) feet to the top of the sign structure. The freestanding sign shall indicate the name of the facility in a fixed manner and may have space for listings of individual tenants and may have an additional twenty-five (25) square feet of space for changeable-copy message. When there is more than one (1) freestanding sign on a lot, there shall be not less than fifty

(50) feet between signs, and no sign shall be located to obstruct the viewing of any other sign.

[b] Wall sign: one (1) wall sign not to exceed thirty-two (32) square feet for each tenant; attached to the wall of the store, or two (2) or more wall signs with a combined total area not exceeding thirty-two (32) square feet.

[c] Directory sign: one (1) directory of the tenants of the building affixed to the exterior wall of the building. Such directory sign shall not exceed an area determined on the basis of one (1) square foot for each tenant of the building.

**(c) Highway Business District.**

[1] Lot with one (1) or two (2) tenants.

[a] Freestanding sign. Not more than one (1) freestanding sign, size not to exceed one hundred (100) square feet, height not to exceed twenty (20) feet as measured from the ground to the highest point of the sign. The freestanding sign shall indicate the name(s) of the tenant(s), in a fixed manner and may have an additional fifty (50) square feet of space for changeable-copy message. Electronic message centers may be used as part of a freestanding sign.

[b] Wall sign: one (1) wall sign, size not to exceed one hundred (100) square feet or two (2) wall signs with a combined total area not to exceed one hundred (100) square feet.

[c] Directory sign: one (1) directory of the tenants of the building affixed to the exterior wall. Such directory sign shall not exceed an area determined on the basis of one (1) square foot for each tenant of the building.

[2] Lot with three (3) or more tenants.

[a] Freestanding sign. Not more than one (1) freestanding sign for each ten (10) tenants located on the lot; size not to exceed one hundred (100) square feet, height not to exceed twenty (20) feet as measured from the ground to the highest point of the sign. The freestanding sign shall indicate the name of the facility in a fixed manner and may have space for listings of individual tenants and may have an additional fifty (50) square feet of space for changeable-copy message. When there is more than one (1) freestanding sign on a lot, there shall be not less than fifty (50) feet between signs, and no sign shall be located to obstruct the viewing of any other sign.

~~[3]~~[b] Wall sign: one (1) wall sign not to exceed one hundred (100) square feet for each tenant, attached to the wall of the store, or two (2) wall signs with a combined total area not exceeding one hundred (100) square feet.

~~[4]~~[c] Directory sign. There may be not more than one (1) directory of the tenants of the building affixed to the exterior wall of the building. Such directory sign shall not exceed an area determined on the basis of one (1) square foot for each occupant or tenant of the building.

(2) Location.

(a) A freestanding sign shall be permitted only when erected on the property which is advertised, and no portion of the sign shall be located within the airspace above any other abutting property.

(b) A wall sign attached to a building shall be securely affixed to one (1) of the walls of the building. The sign shall not project beyond the face of any other wall of the building or above the top of the wall to which it is attached, nor shall it be located on the roof of any building. In the case of a sign parallel to the wall, the sign shall not project more than twelve (12) inches. In the case of a sign perpendicular to the wall, the sign shall not project more than six (6) feet from the face of the wall to which it is attached. If the sign is attached to a parapet, it shall not exceed the height of the parapet.

(c) In no case shall any sign or part thereof project over a property line or over a public way.

(3) Temporary signs. Signs for the purpose of announcing a special day or event and not to exist more than fifty-six (56) days per calendar year shall be permitted. The Board of Selectmen may grant an extension of this time period. One (1) exterior *movable sign* shall be limited to fifteen (15) square feet. One (1) temporary sign shall be permitted for each freestanding sign as permitted by this section. Temporary signs shall be placed a minimum distance of thirty (30) feet apart from each other. Temporary signs affixed to the inside of a window shall not exceed thirty percent (30%) of the window area of the storefront. To place a temporary sign on property other than that which is being advertised, the applicant must have written permission from the landowner and the Board of Selectmen.

## **H. Signs in the Industrial District.**

(1) Signs shall be allowed that advertise the name of the firm or goods or services available or manufactured on the premises; provided, that:

- (a) No sign shall project over a street or way used by the public.
- (b) The total area of all signs shall not exceed two hundred (200) square feet.
- (c) No sign shall move or flash or be designed to attract the eye by intermittent or repeated motions.
- (d) No sign shall be illuminated by exposed neon or fluorescent tubes.
- (e) No sign shall constitute a hazard to vehicular traffic by the direction of and amount of its illumination.
- (f) The length of the sign shall not exceed thirty percent (30%) of the total width of the wall to which it is attached.
- (g) All lettering is to be open and the height of the letters shall be limited to eight (8) feet.
- (h) Such signs shall be attached and parallel to a building wall or roof, and the top of the sign shall not project higher than forty-two (42) inches above the main cornice line of the building or extend beyond the end of the building or project more than twenty-four (24) inches out from the building wall.

(2) No more than two (2) directional signs may be erected in any required front yard, and each shall be limited to four (4) square feet in area.

(3) Freestanding signs. Freestanding signs shall not exceed twenty (20) feet in height measured from the ground to the highest point of the sign or sign structure, and shall not exceed forty-two (42) square feet in area. An additional twenty (20) square feet may be added for changeable copy message. Electronic message centers may be used as part of a freestanding sign.

I. Auto filling or service stations. The standard type of gasoline pump bearing thereon in usual size and form the name or type of gasoline and the price thereof shall not be deemed to be in violation of this chapter.

J. Agricultural signs. One (1) sign not to exceed thirty-two (32) square feet shall be allowed, and the wording may be changed periodically to advertise products raised or grown principally on the premises.

K. Permit not required. The following types of signs do not require a permit from the Building Inspector:

(1) Real estate signs advertising rent, lease or sale are permitted; provided, that:

- (a) The sign shall not exceed thirty-two (32) square feet in area.

- (b) The sign shall advertise only the premises on which it is located.
  - (c) The sign shall be removed no more than one (1) week after the completion of the sale or rental.
- (2) Construction signs.
  - (a) The sign shall not exceed thirty-two (32) square feet in area.
  - (b) The sign shall be maintained on the premises during construction and shall be removed upon completion of the construction or issuance of a certificate of occupancy and use, whichever occurs first.
- (3) Real estate signs advertising an open house event.
  - (a) The sign shall not exceed six (6) square feet in area.
  - (b) The sign may be erected on private property provided permission from the property owner has been granted. Upon request by the building inspector, a copy of the letter granting such permission shall be provided to the building inspector.
  - (c) The sign shall only be erected on the day of the open house and shall be removed at the conclusion of the open house each day. The date of the open house shall be included on the sign.
- (4) Signs not exceeding one (1) square foot in area and bearing only property numbers, post box numbers, or names of occupants of premises.
- (5) Flags and insignia of any government, except when displayed in connection with commercial promotion.
- (6) Legal notices, identification information or direction signs erected by governmental bodies.
- (7) Integral decorative or architectural features of buildings, except letters, trademarks, moving parts, or moving lights.
- (8) Signs directing and guiding traffic and parking on private property, but bearing no advertising matter.
- (9) Noncommercial message. Sign for nonprofit organization; sign or flag which displays no commercial message; “open” and “closed” signs or flags; and/or similar type of sign which is subject to the approval of the Building Inspector.
- (10) Historic Signs, Markers and Municipal Plaques. Signs and markers signifying historical importance and municipal plaques shall not be subject to this bylaw and shall be permitted in all use districts without permit.

(4-27-09 ATM, Art. 31; 4-26-10 ATM, Art. 28; 4-28-14 ATM, Art. 41; 4-27-15 ATM, Arts. 44, 45; 4-22-19 ATM, Art. 33.)

**ARTICLE 34: Zoning Bylaw Section 7-05-020, Classification of Uses G. Business Uses (2) Hospitality and Food Service, Section 7-05-020, Classification of uses, I. Industrial Uses, Section 7-05-030, Table of Uses, Table 1, Part B and Section 7-09-030 Off-Street Parking and Loading**

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Sections 7-05-020, 7-05-030 and 7-09-030, by deleting the text shown below in strikethrough and adding the text shown below as underlined, or take any action relative thereto.

Part 1: Definitions

**7-05-020 G.(2)(i) Brew Pub:** Restaurants, licensed under the relevant state and federal statutes, to produce and sell malt beverages, including beer and ale, and hard ciders at the location and whose primary business is the sale and preparation of food to be consumed on the premises. Malt beverages and hard ciders produced on the premises may be sold to other establishments but such sales shall not exceed 25 percent of the establishment's production capacity.

**7-05-020 G.(2)(j) Nanobrewery :** Also considered a craft brewery, a facility, licensed under the relevant state and federal statutes, for the small scale production of malt, wine, or hard cider beverages primarily for on premises consumption and sale with limited distribution at retail or wholesale, with a capacity of not more than six thousand (6,000) barrels per year (a barrel being equivalent to thirty one (31) gallons), and which may include a tap room where beverages produced on premises may be sold and consumed. May include a restaurant use, including outdoor dining if otherwise permitted in the zoning district.

**7-05-020 G.(2)(k) Microbrewery:** A facility, licensed under the relevant state and federal statutes, for the production and packaging of malt, wine, or hard cider beverages for distribution at retail or wholesale, on or off the premises, with a capacity of not more than fifteen thousand (15,000) barrels per year (a barrel being equivalent to thirty one (31) gallons), and which may include a tap room where beverages produced on the premises may be sold and consumed. May include a restaurant use, including outdoor dining if otherwise permitted in the zoning district.

**7-05-020 I. (7) Brewery, Distillery, or Winery:** A facility, licensed under the relevant state and federal statutes, for the production and packaging of malt, wine, hard cider or spiritous beverages for distribution at retail or wholesale, which may include a tasting room where beverages produced on the premises may be sold and consumed. May include a restaurant use, including outdoor dining if otherwise permitted in the zoning district.

Part 2: Amend Section 7-05-030, Table of Uses, Table 1, Table of Uses, Part B. Commercial and Industrial Districts

<b>Hospitality and Food Services</b>						
	<b>DB</b>	<b>BE</b>	<b>BW</b>	<b>BS</b>	<b>HB</b>	<b>I</b>
<b>Restaurant, excluding alcoholic beverages</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>BA</b>	<b>Y</b>	<b>N</b>
<b>Restaurant, including alcoholic beverages</b>	<b>BA</b>	<b>BA</b>	<b>BA</b>	<b>BA</b>	<b>Y</b>	<b>N</b>
<b><u>Nanobrewery or Brew Pub</u></b>	<b><u>BA</u></b>	<b><u>BA</u></b>	<b><u>BA</u></b>	<b><u>BA</u></b>	<b><u>BA</u></b>	<b><u>PB</u></b>
<b><u>Microbrewery</u></b>	<b><u>N</u></b>	<b><u>BA</u></b>	<b><u>BA</u></b>	<b><u>BA</u></b>	<b><u>BA</u></b>	<b><u>PB</u></b>
<b><u>Brewery, Distillery, or Winery</u></b>	<b><u>N</u></b>	<b><u>N</u></b>	<b><u>N</u></b>	<b><u>N</u></b>	<b><u>N</u></b>	<b><u>PB</u></b>

Part 3: Off-street parking and loading.

Amend Section 7-09-030 B.(2)(b) Commercial uses.

[15] Nanobrewery, Brew Pub, Microbrewery: minimum one (1) space per three (3) seats, plus one (1) space for every two (2) employees on the largest shift.

Amend Section 7-09-030 B.(2)(c) Industrial uses

[6] Nanobrewery, Brew Pub, Microbrewery, Brewery, Distillery, or Winery : minimum one (1) space per three (3) seats, plus one (1) space for every two (2) employees on the largest shift.

### **ARTICLE 35: Zoning Bylaw – Section 7-03-080, Enforcement**

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

A. General. The Building Inspector, as Zoning Enforcement Officer (ZEO), shall be charged with the enforcement of this bylaw and shall withhold a permit for the erection, alteration or moving of any building or structure if the building or structure as erected, altered or moved would be in violation of this bylaw; and no permit or license shall be granted for a new use of a building, structure or land which use would be in violation of this bylaw.

~~B. Enforcement request. If the Building Inspector is requested in writing to enforce this bylaw against any person allegedly in violation of the same and the Building Inspector declines to act, he shall notify, in writing, the party requesting such enforcement of any action or refusal to act, and the reasons therefor, within fourteen (14) days of receipt of such request.~~

B. Enforcement request. If the Building Inspector shall be informed, by written request, that any provision of this Zoning Bylaw or of any permit or decision (issued by the Building Inspector, the Special Permit Granting Authority or Board of Appeals) or decree thereunder has been, is being, or is likely to be violated, then the Building Inspector shall make or cause to be made an investigation of the facts, including an inspection of the property where the violation may exist, and, if he finds any violation, then the Building Inspector shall, within fourteen (14) days, give notice in writing to the owner of the property or his duly authorized agent and to the occupant of the property, and shall order that any violation shall immediately cease and may also order corrective action.

If the Building Inspector determines that there is no violation, he shall give written notice of his decision, and reasons therefor, to the party requesting such enforcement or action within fourteen (14) days after the receipt of such request.

C. Penalty for violation. Any person, firm or corporation who violates or refuses to comply with any applicable provision of this bylaw or any of the conditions under which a permit is issued by the Building Inspector, or any decision rendered by the Special Permit Granting Authority or Board of Appeals under the provisions 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 a violation exists shall constitute a separate offense.~~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.

D. If, after such notice and order, such violation continues, or if any owner, agent or occupant fails to obey any lawful order of the Building Inspector with respect to any violation or any use contrary to the provisions of this Zoning Bylaw, the Building Inspector may revoke any permit issued for the occupancy of the premises, may make complaint to the Superior Court or any court of competent jurisdiction for an injunction or order restraining the further use of the premises, and may take such other action as is necessary to enforce the provisions of this Zoning Bylaw.

#### **ARTICLE 36: Zoning Bylaw – Sections 7-03-030 and 7-050-010.A Use Variances**

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Sections 7-03-030 and 7-05-010.A by deleting the text shown below in strikethrough, and adding the text shown as underlined, or take any action relative thereto.

7-03-030 Board of Appeals.

B. Powers. The Board of Appeals shall have and exercise all the powers granted to it by MGL C. 40A, C. 40B, and C. 41 and by this bylaw. The Board's powers are as follows:

(1) Unless otherwise specified herein, the Board of Appeals shall serve as special permit granting authority and will hear and decide applications for special permits.

(2) To hear and decide appeals or petitions for variances from ~~the use,~~ dimensional or density requirements of this bylaw, with respect to particular land or structures, as set forth in MGL C. 40A, § 10. Use variances are prohibited.

7-05-10 General provisions.

A. No building or structure shall be erected and no building or structure or land or water area shall be used for any purpose or in any manner except in accordance with this chapter. Use variances are prohibited.

### **ARTICLE 37: Zoning Bylaw –Re-Zoning 37 South Street**

To see if the Town will vote to amend the Northborough Zoning Map by removing the land located at and known as 37 South Street, Assessors' Map 63 Parcel 175, from the General Residential (GR) zoning district and placing it in the Downtown Business (DB) zoning district, or take any action relative thereto.

### **ARTICLE 38: Zoning Bylaw – Section 7-03-050, Site Plans A.(4) Exceptions**

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-03-050, Site Plans A.(4) Exceptions, by deleting the text shown in strikethrough, or take any action relative thereto.

A.(4)(b) New construction or alteration of a detached single-family dwelling ~~or two-family dwelling~~ shall not be subject to this section except when such alteration is associated with any use other than a single-family dwelling ~~or two-family dwelling~~.

### **ARTICLE 39: Zoning Bylaw – Add Section 7-10-060, Temporary Moratorium on Distribution and Transportation Uses**

To see if the Town will vote to amend the Town's Zoning Bylaw by adding a new Section 7-10-060, Temporary Moratorium on Distribution and Transportation Uses, that would provide as follows, and further, to amend the Table of Contents to add Section 7-10-060, "Temporary Moratorium on Distribution and Transportation Uses", or take any action relative thereto.

#### **SECTION 7-10-060 – Temporary Moratorium on Distribution and Transportation Uses**

A) Purpose. The Town of Northborough has recently seen a significant increase in tractor trailer traffic due to numerous distribution facilities/warehouses being constructed and occupied. This is becoming a traffic/safety hazard that affects the Town as a whole. There is an identifiable community need to establish long-term zoning regulations to ensure that such uses will be consistent with the Town's long term planning interests. The Town hereby adopts a temporary moratorium on the use of land for such purposes, as set forth below, and on the issuance of special

permits or building permits in connection with the same, so as to allow the Town sufficient time to address the effects of such structures and uses in the Town and to enact or amend bylaws related thereto.

B) Definitions. Warehouse: Building for the sorting, storage or wholesale marketing of materials, merchandise, products or equipment.

Trucking, rail, or freight terminal: Facility in which freight brought by truck or rail is assembled or stored for reshipment, or in which tractor or trailer units and other trucks are parked or stored, including accessory facilities for the fueling and repair of trucks parked or stored on the premises.

### C) Temporary Moratorium.

Notwithstanding any other provision in the Town of Northborough Zoning Bylaw to the contrary, no special permit or building permit may be issued for the construction or permitting of any Distribution or Transportation Use, as set forth in Section 7-05-020 Classification of uses, until after May 1, 2023. The purpose of this temporary moratorium is to allow sufficient time for the Town to engage in a planning process to address the effects of such structures and uses in the Town and to enact or amend bylaws related thereto in a manner consistent with sound land use planning goals and objectives.

As part of the moratorium a Warehouse, Traffic and Trucking Committee will be formed by the Planning Board to study these uses and structures and report its findings and recommendations to the Planning Board. The scope of the review may include, but is not limited to:

- a. Traffic impact studies
- b. Trip generation analysis by classification
- c. Development of definitions to better align with current day e-commerce terms and trends
- d. E-commerce zoning best practices
- e. Changes to site plan review and approval process
- f. Traffic mitigation agreements
- g. Truck and van restriction zones
- h. Off-site parking of delivery vehicles
- i. Requirement for delivery vehicles to be registered in same municipality to capture excise tax
- j. Monitoring post-occupancy studies for corrective action
- k. Technological innovations such as drones and autonomous vehicle deliveries
- l. Fiscal Impact
- m. Environmental Impact.

The composition of the committee will be one (1) Planning Board representative, one (1) Board of Selectmen representative and three (3) residents selected by the Planning Board. The committee will be formed within 30 days of adoption of the moratorium provided for herein and must report

back to the Planning Board and any other related boards by January 1, 2023 to give the Planning Board and any other board time to work on changes or amendments to article for the 2023 Town Meeting.

**ARTICLE 40: Zoning Bylaw – Section 7-05-020, Classification of Uses. I, Industrial Uses, (5) Distribution and Transportation Uses, Section 7-05-030, Table of Uses, Table of Uses, Part B Commercial and Industrial Districts**

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-05-020 Classification of uses, I. Industrial uses, (5) Distribution and transportation uses, and Section 7-05-030, Table of Uses, Table of Uses, Part B. Commercial and Industrial Districts, by deleting the text shown in strikethrough and adding the text shown as underlined, or take any action relative thereto.

Part 1, Section 7-05-020

(5) Distribution and transportation uses.

(a) Warehouse: Building for the sorting, storage or wholesale marketing of materials, merchandise, products or equipment where goods, products or materials are received, stored on site, and primarily distributed to a single or narrow group of retailers, wholesalers, and/or business clients. This use is not intended to include Fulfillment Center.

(b) Trucking, rail or freight terminal: Facility in which freight brought by truck or rail is assembled or stored for reshipment, or in which tractor or trailer units and other trucks are parked or stored, including accessory facilities for the fueling and repair of trucks parked or stored on the premises.

(c) Fulfillment Center: A building and related facilities where goods or products sold via direct customer order (whether by internet, telephone, or mail order) by a single entity or a single entity and its affiliated sellers are received and stored on-site temporarily for the purpose of delivery direct to consumer destinations. Such facilities may include automated systems, office space and a pick and pack area to be used for sorting and packaging goods and products for delivery from available, on-site inventory.

(d) Package/Freight Delivery Facility: A building and related facilities where packages and/or freight from multiple sellers of such items is received and stored on-site temporarily for the purpose of delivery to a destination specified by the seller. This use is not intended to include Fulfillment Center or Warehouse with Distribution.

(e) Delivery Station: A building and related facilities where goods or products sold via direct customer order (whether by internet, telephone, or mail order) are prepared for ‘last-mile’ delivery to customers who are typically located within a tightly defined radius of the station. This use is not intended to include Fulfillment Center.

Part 2, Section 7-050-030

Distribution and Transportation Uses						
	DB	BE	BW	BS	HB	I
Warehouse	N	N	N	BA	N	PB
Trucking, rail or freight facility, <del>or parcel distribution facility</del>	N	N	N	N	N	PB
<u>Fulfillment Center</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>Package/Freight Delivery Facility</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>
<u>Delivery Station</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>

**ARTICLE 41: Zoning Bylaw – Section 7-07-020, Floodplain Overlay District**

To see if the Town will vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-07-020, by deleting the text shown below in strikethrough and adding the text shown below as underlined, or take any action relative thereto.

A. General provisions.

- 1) ~~The purpose of the Floodplain Overlay District is to preserve and maintain the groundwater table; to protect the public health and safety and persons and property against the hazards of floodwater inundation; to protect and preserve wildlife habitat; and to protect the community against costs which may be incurred when unsuitable development occurs in swamps, marshes, along watercourses and in areas subject to floods.~~
- 1) The purposes of the Floodplain Overlay District are to:
  - a) Ensure public safety through reducing the threats to life and personal injury
  - b) Eliminate new hazards to emergency response officials
  - c) Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding
  - d) Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding

- e) Eliminate costs associated with the response and cleanup of flooding conditions
- f) Reduce damage to public and private property resulting from flooding waters.
- 2) The Floodplain Overlay District shall be considered as overlying other districts. All uses permitted in the Floodplain Overlay District shall conform to uses permitted in the underlying district.
- 3) The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within the Town of Northborough designated as Zone A, AE, AH, or AO on the Worcester County Flood Insurance Rate Map (FIRM) dated July 16, 2014 issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The exact boundaries of the District shall be defined by the 1%-chance base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 16, 2014. The FIRM and FIS report are incorporated herein by reference and are on file with the Planning Board, Conservation Commission and the Town Engineer.
- 4) The Town of Northborough hereby designates the position of Building Inspector/Zoning Enforcement Officer to be the official Floodplain Administrator for the Town of Northborough.
- 5) The Town of Northborough requires a permit for all proposed construction or other development in the Floodplain Overlay District, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities (consistent with and to the extent permitted by G.L. c. 40A, §3), fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties.
- 6) The Town's permit review process includes the requirement that the proponent obtain all local, state and federal permits that will be necessary in order to carry out the proposed development in the Floodplain Overlay District. The proponent must acquire all necessary permits, and must demonstrate that all necessary permits have been acquired.
- 37) In the Floodplain Overlay District, there shall be no land filling or dumping and no new construction or extension of existing structures except as provided below, and for all areas designated as floodways, any proposed encroachment in a floodway is prohibited unless certification by a registered professional engineer or architect is provided by the proponent, demonstrating that such encroachment shall not result in any increase in flood levels during the occurrence of the one-hundred-year flood.
- 48) The Floodplain District is established as an overlay district to all other districts. All development in the district, including structural and non-structural activities, whether permitted by right or by special permit, must be in compliance with MGL C. 131, § 40 and with the following:
  - a) Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas;

- b) Wetlands Protection Regulations, Department of Environmental Protection (DEP);
- c) Inland Wetlands Restriction, DEP; and
- d) Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP.

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

9) Variances to Building Code floodplain standards

The Town of Northborough will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance and will maintain this record in the Town's files.

The Town shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a Town official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property.

Such notification shall be maintained with the record of all variance actions for the referenced development in the Floodplain Overlay District.

10) Variances from the Zoning Bylaw related to community compliance with the National Flood Insurance Program (NFIP)

A variance from these requirements of the Floodplain Overlay District must meet the requirements set out by State law and may only be granted if:

- 1) Good and sufficient cause and exceptional non-financial hardship exist;
- 2) The variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and
- 3) The variance is the minimum action necessary to afford relief.

5-11) All subdivision proposals must be designed to assure that:

- a) Such proposals minimize flood damage;
- b) All public utilities and facilities are located and constructed to minimize or eliminate flood damage; and
- c) Adequate drainage is provided to reduce exposure to flood hazards.

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

12) In Zones A, A1-30, and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

- 13) In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on Northborough's FIRM Map encroachments, including fill, new construction, substantial improvements, and other development, are prohibited within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- 14) In A Zones, in the absence of FEMA BFE data and floodway data, the Building Department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A and as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.
- 15) Within Zones AO and AH on the FIRM, adequate drainage paths must be provided around structures on slopes, to guide floodwaters around and away from proposed structures.
- 716) Base Flood Elevation Data. Base flood elevation data is required for subdivision proposals or other developments greater than fifty (50) lots or five (5) acres, whichever is the lesser. ~~within unnumbered A zones.~~ The proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.
- 17) In A1-30, AH, and AE Zones, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.
- 818) Notification of Watercourse Alteration. In a riverine situation, the ~~Town Engineer~~ Building Inspector/Zoning Enforcement Officer shall notify the following of any alteration or relocation of a watercourse:
- a) Adjacent communities;
  - b) NFIP State Coordinator, Massachusetts Department of Conservation and Recreation, 251 Causeway Street, Suite 600-700, Boston, MA 02114-2404;
  - c) NFIP Program Specialist, Federal Emergency Management Agency, Region I, 99 High Street, 6th Floor, Boston, MA 02110.
- 19) Abrogation and greater restriction section
- The floodplain management regulations found in this Floodplain Overlay District section shall take precedence over any less restrictive conflicting local laws, bylaws or codes.
- 20) Disclaimer of liability

The degree of flood protection required by this bylaw is considered reasonable by the Town but does not imply total flood protection.

21) Severability

If any section, provision or portion of this bylaw is deemed to be unconstitutional or invalid by a court, the remainder of the bylaw shall be effective.

22) Requirement to submit new technical data

If the Town acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s.)

Notification shall be submitted to:

FEMA Region I Risk Analysis Branch Chief

99 High St., 6th floor, Boston, MA 02110

And copy of notification to:

Massachusetts NFIP State Coordinator

MA Dept. of Conservation & Recreation, 251 Causeway Street, Boston, MA 02114

B. Definitions

1) General Definitions

DEVELOPMENT means any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials. [US Code of Federal Regulations, Title 44, Part 59]

FLOODWAY. The channel of the river, creek or other watercourse and the adjacent land areas that must be reserved, in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [Base Code – International Building Code, Chapter 2, Section 202]

FUNCTIONALLY DEPENDENT USE means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities. [US Code of Federal Regulations, Title 44, Part 59] Also [Referenced Standard ASCE 24-14]

HIGHEST ADJACENT GRADE means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. [US Code of Federal Regulations, Title 44, Part 59]

HISTORIC STRUCTURE means any structure that is:

- a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;

- b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior;
- or
- d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
  - (1) By an approved state program as determined by the Secretary of the Interior
  - or
  - (2) Directly by the Secretary of the Interior in states without approved programs.

NEW CONSTRUCTION. Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, bylaw, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. *New construction includes work determined to be substantial improvement.* [Referenced Standard ASCE 24-14]

RECREATIONAL VEHICLE means a vehicle which is:

- Built on a single chassis;
- 400 square feet or less when measured at the largest horizontal projection;
- Designed to be self-propelled or permanently towable by a light duty truck;
- and
- Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

REGULATORY FLOODWAY - see FLOODWAY.

SPECIAL FLOOD HAZARD AREA. The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH. [Base Code – International Building Code, Chapter 2, Section 202]

START OF CONSTRUCTION. The date of issuance of a building permit for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns.

Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part

of the main building. For a substantial improvement, the actual “start of construction” means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Base Code – International Building Code, Chapter 2, Section 202]

STRUCTURE means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. [US Code of Federal Regulations, Title 44, Part 59]

SUBSTANTIAL REPAIR OF A FOUNDATION. When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR. [As amended by Massachusetts in 9th Edition of State Building Code]

VARIANCE means a grant of relief by a community from the terms of a flood plain management regulation. [US Code of Federal Regulations, Title 44, Part 59]

VIOLATION means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in 44 CFR §60.3 is presumed to be in violation until such time as that documentation is provided. [US Code of Federal Regulations, Title 44, Part 59]

## 2) Flood Zone definitions

ZONE A means an area of special flood hazard without water surface elevations determined.

ZONE A1-30 and ZONE AE means area of special flood hazard with water surface elevations determined.

ZONE AH means areas of special flood hazards having shallow water depths and/or unpredictable flow paths between (1) and (3) feet, and with water surface elevations determined.

ZONE AO means area of special flood hazards having shallow water depths and/or unpredictable flow paths between (1) and (3) ft. (*Velocity flow may be evident; such flooding is characterized by ponding or sheet flow.*)

ZONE A99 means area of special flood hazard where enough progress has been made on a protective system, such as dikes, dams, and levees, to consider it complete for insurance rating purposes. (Flood elevations may not be determined.)

ZONES B, C, AND X means areas of minimal or moderate flood hazards or areas of future-conditions flood hazard. (Zone X replaces Zones B and C on new and revised maps.)

~~B.~~ C. Prohibited uses. Except as provided in subsections (~~ED~~) and (~~DE~~) of this section, all new construction and encroachments including grading, filling, excavating, substantial improvements and other development are prohibited unless:

- (1) A technical evaluation by a registered professional engineer demonstrates that the new construction or encroachment will not result in any increase in flood levels during the occurrence of the base flood discharge; and
- (2) It is otherwise allowed by a special permit from the Zoning Board of Appeals under subsection (~~ED~~) of this section.

~~C.~~ D. Permitted uses.

- ~~(1) Maintenance and repair of existing structures and improvement of existing structures; provided, that any such improvement is either within the existing structure or above the base flood elevation.~~
- (1) Maintenance, repair and replacement of existing structures in a driveway or private way or in an associated easement. Structures referred to herein are banks, walls, culverts, bridges or similar structures.
- (2) Any woodland, grassland, wetland, agricultural, horticultural or recreational use of land or water not requiring filling, including parking facilities requiring no permanent structures. Alteration or extension of preexisting nonconforming structures (see Chapter 7-08) shall be designed, placed and constructed to offer a minimum obstruction to the flow of water and shall be firmly anchored to prevent floating away.
- (3) Any activity, construction or installation conducted solely for the purpose of environmental clean-up or remediation, and required or approved by the United States Environmental Protection Agency or the Massachusetts Department of Environmental Protection.
- (4) Driveways across floodplain areas are to be designed so that the existing elevations are not altered in such a way as to decrease the flood control potential of the area or interfere with the flow of water.

~~B.~~ E. Uses permitted by special permit.

- 1) Buildings and sheds accessory to the uses described in subsection (~~DE~~) of this section, and driveways and roads are permitted on approval of the Zoning Board of Appeals in accordance with Section 7-03-040. In hearing such applications, the Zoning Board of Appeals shall consider the following, in addition to any other factors it deems pertinent:
  - a) Any such building, structure, driveway or road shall be designed, placed and constructed so as to offer a minimum obstruction to the flow of water; and said building or structure shall be firmly anchored to prevent floating away.
  - b) Such structure shall not be used for sustained human occupancy.

- c) Such structure shall be designed to protect against damage from inundation by floodwaters, equipment or materials stored therein.
  - d) There shall be no practical alternative means of access, and the Town Engineer has certified that the said driveway or road, if constructed, shall not endanger the health, safety or welfare of the public.
  - e) The proponent has obtained any existing flood elevation data, and it has been reviewed by the Building Inspector for its reasonable utilization toward meeting the elevation or flood proofing requirements of the State Building Code.
  - f) No application approval by the Zoning Board of Appeals shall be considered to supersede the requirements of MGL C. 131, § 40 (Wetlands Protection Act) or the Massachusetts State Building Code (780 CMR).
- 2) If any land in the Floodplain Overlay District is proven to the satisfaction of the Board of Appeals as being in fact not subject to flooding or not unsuitable because of drainage conditions for any use which would otherwise be permitted if such land were not, by operation of this section, in the Floodplain Overlay District, and said Board finds that the use of such land for any such use will not interfere with the general purpose for which the Floodplain Overlay District has been established and will not be detrimental to the public health, safety or welfare, the Zoning Board of Appeals may, after a public hearing with due notice, issue a special permit for any such user, provided written approval from FEMA verifying the parcel does not belong in the Floodplain Overlay District is submitted with any application for a special permit.
  - 3) Any other bylaw or regulation to the contrary notwithstanding, no construction shall be permitted within the Floodplain Overlay District unless the Zoning Board of Appeals determines that all utilities are located, elevated and constructed so as to minimize or eliminate flood damage and that the methods of disposal for sewage, refuse and other wastes and for providing drainage are adequate to reduce flood hazards.
  - 4) If a special permit is granted, the Zoning Board of Appeals shall impose such conditions and safeguards as public safety, welfare and convenience may require. Upon completion of any authorized work, an as-built plan, prepared by a registered professional engineer or a registered land surveyor, as appropriate to the data, of all improvements in the Floodplain Overlay District shall be submitted to the Building Inspector and shall specify the elevation of the lowest floor including basement, the elevation to and method by which any structure has been floodproofed and the finished grades of all disturbed areas.

#### **ARTICLE 42: Citizen Petition – Annual Town Meeting Saturday 9 AM**

To see if the Town will vote to amend the Northborough Town Code, Section 1-80-020 Holding of Annual Town Meeting, by changing the meeting date to the Saturday preceding the 4th Monday in April with start at 9 AM and end at 1 PM. Additional needed sessions to be held on subsequent

weeknight(s) starting at 6 PM and ending at 10 PM. Special Town Meetings to follow same Saturday and weeknight format as needed.

#### **ARTICLE 43: Citizen Petition – Property Tax Exemption for Gold Star Parents**

To see if the Town will vote to accept the provisions of M.G.L. c. 59 ss5, 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 and 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.

#### **ARTICLE 44: Reports**

**TOWN GENERAL FUND BUDGET SUMMARY**

<b>Department</b>	<b>FY2022 Budget</b>	<b>FY2023 Proposed Budget</b>	<b>\$ Change</b>	<b>% Change</b>
<b>GENERAL ADMINISTRATION</b>				
<b><u>EXECUTIVE OFFICE</u></b>				
Selectmen	181,004	184,601	3,597	1.99%
Administrator	298,231	302,145	3,914	1.31%
Economic Development	1,325	1,342	17	1.28%
Town Reports	5,150	5,150	-	0.00%
<b><u>PUBLIC BUILDINGS</u></b>				
Town Hall/Public Bldgs.	598,961	623,971	25,010	4.18%
<b><u>FINANCE</u></b>				
Treasurer	317,419	325,797	8,378	2.64%
Board of Assessors	266,010	267,058	1,048	0.39%
Town Accountant	191,719	192,298	579	0.30%
<b><u>MIS/GIS</u></b>				
MIS/GIS	543,666	628,334	84,668	15.57%
<b><u>TOWN/CLERKS OFFICE</u></b>				
Town Clerk	146,633	155,391	8,758	5.97%
Election/Registration	26,145	43,791	17,646	67.49%
<b><u>ADVISORY BOARDS/SERVICES</u></b>				
Moderator	500	500	-	0.00%
Appropriations Committee	1,695	1,695	-	0.00%
Town Counsel	90,000	90,000	-	0.00%
Personnel Board	58,062	352,784	294,722	507.60%
<b><u>PLANNING &amp; CONSERVATION</u></b>				
Conservation Commission	94,148	86,381	(7,767)	-8.25%
Planning Board	211,557	200,945	(10,612)	-5.02%
Zoning Board	5,306	5,318	12	0.23%
Earthwork Board	1,944	2,180	236	12.14%
<b>PUBLIC SAFETY</b>				
Police	3,032,302	3,023,809	(8,493)	-0.28%
Fire	2,194,077	2,216,978	22,901	1.04%
Emergency Preparedness	7,000	7,000	-	0.00%
Building	189,734	200,694	10,960	5.78%
Gas Inspector	12,897	12,897	-	0.00%
Wire Inspector	23,052	23,024	(28)	-0.12%
Sealer of Weights	8,000	8,000	-	0.00%
Board of Health	221,835	223,460	1,625	0.73%
Animal Control	42,729	42,729	-	0.00%
<b>PUBLIC WORKS</b>				
Highway Admin.	129,879	142,771	12,892	9.93%
Hwy. Const. & Maint.	1,612,846	1,690,937	78,091	4.84%
Parks	150,950	155,700	4,750	3.15%
Cemetery	166,255	169,975	3,720	2.24%
Engineering	196,605	186,605	(10,000)	-5.09%
Snow & Ice	437,000	437,000	-	0.00%
Street Lighting	135,000	147,000	12,000	8.89%
Trees	51,000	56,000	5,000	9.80%
<b>COMMUNITY SERVICES</b>				
Council on Aging	312,262	314,162	1,900	0.61%
Library	886,565	902,344	15,779	1.78%
Recreation	145,591	145,281	(310)	-0.21%
Youth Services	172,083	172,478	395	0.23%
Veterans Services	88,039	91,225	3,186	3.62%
Cable TV	262,753	294,728	31,975	12.17%
Cultural Council	500	500	-	0.00%
Community Affairs Committee	500	500	-	0.00%
Historical Commission	500	500	-	0.00%

Department	FY2022 Budget	FY2023 Proposed Budget	\$ Change	% Change
<b>UNDISTRIBUTED EXPENSES</b>				
<b><u>EMPLOYEE BENEFITS &amp; INSURANCE</u></b>				
Health Insurance	6,122,824	6,184,052	61,228	1.00%
Transfer to OPEB Trust	-	300,000	300,000	
Life Insurance	8,930	8,930	-	0.00%
Other Benefits/FICA	489,904	516,097	26,193	5.35%
Workers Comp	134,702	134,702	-	0.00%
Retirement Assessments	2,470,601	2,725,650	255,049	10.32%
<b><u>BUILDING &amp; LIABILITY INSURANCE</u></b>				
Bldg. & Liability Insur.	283,557	288,163	4,606	1.62%
<b><u>DEBT SERVICE</u></b>				
Debt Service	2,130,726	1,926,105	(204,621)	-9.60%
<b><u>STATE ASSESSMENTS</u></b>				
State Assessments	277,698	270,260	(7,438)	-2.68%
<b><u>NORFOLK AGRICULTURAL HIGH SCHOOL</u></b>				
Tuition/Transportation	38,500	69,934	31,434	
<b><u>STABILIZATION FUND CONTRIBUTION</u></b>				
Stabilization Fund	-	200,000	200,000	
<b><u>RESERVE FUND</u></b>				
Reserve Fund	175,000	175,000	-	0.00%
<b><u>SPECIAL WARRANT ARTICLES</u></b>				
Special Articles	805,000	2,024,000	1,219,000	151.43%
Solid Waste Subsidy	337,160	337,160	-	0.00%
<b>OTHER NON-APPROPRIATED AMOUNTS</b>				
Reserve for Abatements	326,767	404,661	77,894	23.84%
Offsets	29,977	27,022	(2,955)	-9.86%
<b>ENTERPRISE FUNDS</b>				
Water	2,961,675	2,636,103	(325,572)	-10.99%
Sewer	2,373,460	2,397,488	24,028	1.01%
Solid Waste	919,144	928,113	8,969	0.98%
<b>GROSS TOTAL TOWN</b>	<b>33,405,054</b>	<b>35,689,418</b>	<b>2,284,364</b>	<b>6.84%</b>
<b>CALCULATION OF NET TOTAL TOWN</b>				
Less Water Fund	(2,961,675)	(2,636,103)		
Less Sewer Fund	(2,373,460)	(2,397,488)		
Less Solid Waste	(919,144)	(928,113)		
Less Other Funds	(733,933)	(854,621)		
Less Recap Adjustments	54,780			
Less Debt Exclusion	(1,852,012)	(1,672,130)		
Less Reserve Fund Article	(175,000)	(175,000)		
Less Transfer to OPEB Trust	-	(300,000)		
Less Transfer to Stabilization	-	(200,000)		
Less Special Articles	(805,000)	(2,024,000)		
<b>NET TOTAL TOWN</b>	<b>23,639,610</b>	<b>24,501,963</b>		<b>3.65%</b>
<b>CALCULATION OF TOWN APPROPRIATION</b>				
GROSS TOTAL TOWN	33,405,054	35,689,418		
Less County Assessments	(2,470,601)	(2,725,650)		
Less State Assessments	(277,698)	(270,260)		
Less Reserve for Abatements	(326,767)	(404,661)		
Less Offsets	(29,977)	(27,022)		
Less Reserve Fund Article	(175,000)	(175,000)		
Less Stabilization Transfer Article	-	(200,000)		
Less Special Articles	(805,000)	(2,024,000)		
Less Solid Waste Subsidy	(337,160)	(337,160)		
Less Enterprise Funds	(6,254,279)	(5,961,704)		
<b>Net Town Warrant Article 4</b>	<b>22,728,572</b>	<b>23,563,961</b>		

## **FY2023 Enterprise Funds Budget Summary (Warrant Article 5)**

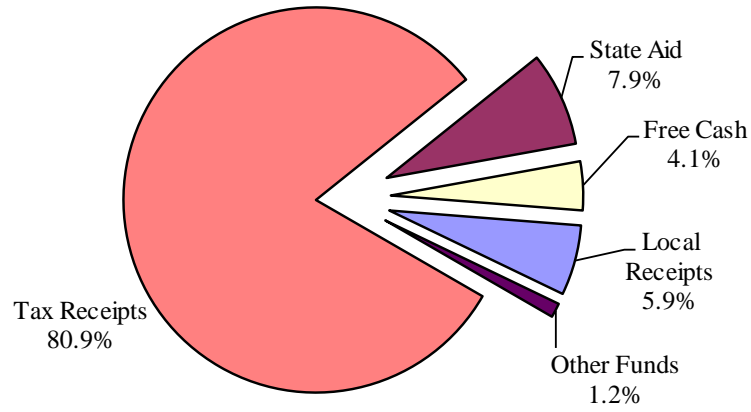
<b>REVENUE</b>	<b>FY2022</b>	<b>FY2023</b>	<b>\$ Change</b>	<b>% Change</b>
Water Fees, Charges & Betterments	2,645,127	2,390,000	(255,127)	-9.65%
Transfer from Water Fund Free Cash (Operating)	316,548	246,103	(70,445)	-22.25%
<b>TOTAL WATER FUND REVENUES</b>	<b>2,961,675</b>	<b>2,636,103</b>	<b>(325,572)</b>	<b>-10.99%</b>
Sewer Fees, Charges & Betterments	2,373,460	2,397,488	24,028	1.01%
Transfer from Sewer Fund Free Cash (Operating)	0	0	0	
<b>TOTAL SEWER FUND REVENUES</b>	<b>2,373,460</b>	<b>2,397,488</b>	<b>24,028</b>	<b>1.01%</b>
Solid Waste Fees	488,000	470,000	(18,000)	-3.69%
General Fund Subsidy	337,160	337,160	0	0.00%
Transfer from Solid Waste Free Cash	93,984	120,953	26,969	28.70%
<b>SOLID WASTE FUND REVENUES</b>	<b>919,144</b>	<b>928,113</b>	<b>8,969</b>	<b>0.98%</b>
<b>WATER, SEWER &amp; SOLID WASTE REVENUES</b>	<b>6,254,279</b>	<b>5,961,704</b>	<b>(292,575)</b>	<b>-4.68%</b>
<b>EXPENDITURES</b>	<b>FY2022</b>	<b>FY2023</b>	<b>\$ Change</b>	<b>% Change</b>
Wages, Benefits & Expenses	2,677,910	2,323,939	(353,971)	-13.22%
Debt Service	283,765	312,164	28,399	10.01%
<b>WATER FUND EXPENDITURES</b>	<b>2,961,675</b>	<b>2,636,103</b>	<b>(325,572)</b>	<b>-10.99%</b>
Wages, Benefits & Expenses	1,651,138	1,763,427	112,289	6.80%
Debt Service	722,322	634,061	(88,261)	-12.22%
<b>SEWER FUND EXPENDITURES</b>	<b>2,373,460</b>	<b>2,397,488</b>	<b>24,028</b>	<b>1.01%</b>
<b>SOLID WASTE FUND EXPENDITURES</b>	<b>919,144</b>	<b>928,113</b>	<b>8,969</b>	<b>0.98%</b>
<b>WATER, SEWER &amp; SOLID WASTE EXPENDITURES</b>	<b>6,254,279</b>	<b>5,961,704</b>	<b>(292,575)</b>	<b>-4.68%</b>

## PUBLIC EDUCATION

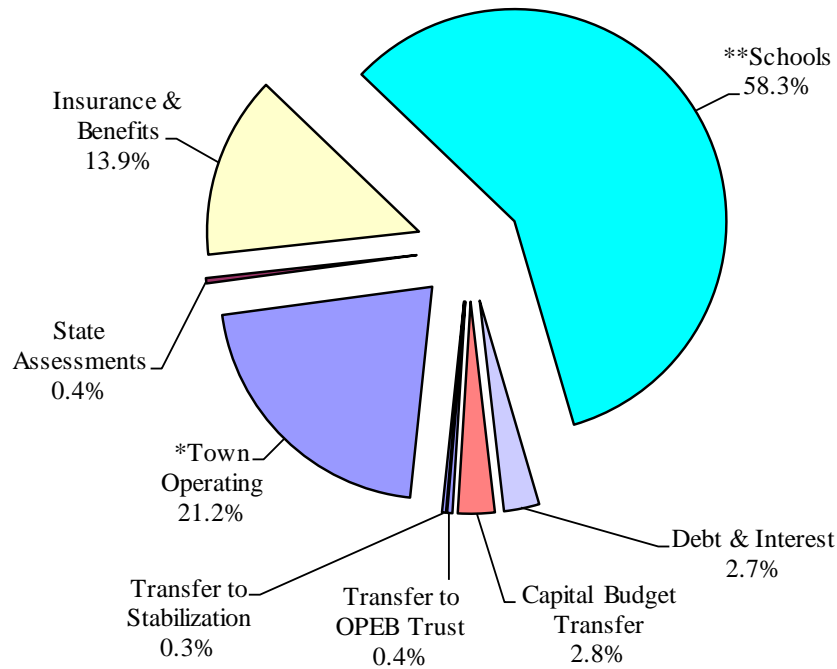
<b>PUBLIC EDUCATION</b>	<b>FY2022</b>	<b>FY2023</b>	<b>\$ Change</b>	<b>% Change</b>
Northborough K-8	\$25,799,678	\$26,692,953	\$893,275	3.46%
<b>Northborough K-8 Total (Article 6)</b>	<b>\$25,799,678</b>	<b>\$26,692,953</b>	<b>\$893,275</b>	<b>3.46%</b>
Algonquin Regional HS 9-12	\$12,893,497	\$12,914,966	\$21,469	0.17%
Algonquin HS Debt Exclusion	\$636,265	\$653,069	\$16,804	2.64%
<b>Algonquin Total (Article 7)</b>	<b>\$13,529,762</b>	<b>\$13,568,035</b>	<b>\$38,273</b>	<b>0.28%</b>
Assabet Valley Regional HS	\$934,658	\$1,123,936	\$189,278	20.25%
Assabet Valley Debt Assessment	\$133,832	\$130,004	(\$3,828)	-2.86%
<b>Assabet Total (Article 8)</b>	<b>\$1,068,490</b>	<b>\$1,253,940</b>	<b>\$185,450</b>	<b>17.36%</b>
<b>TOTAL PUBLIC EDUCATION</b>	<b>\$40,397,930</b>	<b>\$41,514,928</b>	<b>\$1,116,998</b>	<b>2.76%</b>

TOWN OF NORTHBOROUGH					
REVENUE & EXPENDITURE SUMMARY FISCAL YEARS 2021--2023					
LEVY LIMIT CALCULATION	FY2021	PROPOSED FY2022	REVISED FY2022	PROPOSED FY2023	% CHANGE
Prior Year Levy Limit	\$52,997,340	\$55,450,240	\$55,450,240	\$57,890,129	
Add 2.5%	\$1,324,934	\$1,386,256	\$1,386,256	\$1,447,253	
Add New Growth	\$1,127,966	\$684,800	\$1,053,633	\$659,600	
Add Overrides	\$0	\$0	\$0	\$0	
True Levy Limit	\$55,450,240	\$57,521,296	\$57,890,129	\$59,996,982	
Add Debt Excl - Colburn St.	\$0	\$0	\$0	\$0	
Add Debt Excl - Library	\$353,803	\$343,177	\$343,177	\$299,530	
Add Debt Excl - Senior Center	\$370,348	\$362,594	\$362,594	\$321,175	
Add Debt Excl - Algonquin	\$632,229	\$647,846	\$647,846	\$653,069	
Less Debt Excl - Settlement	(\$227,586)	(\$220,000)	(\$230,681)	(\$232,988)	
Add Debt Excl - Lincoln Street	\$1,050,837	\$1,026,182	\$1,026,182	\$998,130	
Add Debt Excl - Fire Station	\$17,098	\$52,750	\$52,750	\$42,200	
Adjusted Levy Limit	\$57,646,969	\$59,733,845	\$60,091,997	\$62,078,098	
<b>REVENUES</b>					
Adjusted Levy Limit	\$57,646,969	\$59,733,845	\$60,091,997	\$62,078,098	
Less Unused Levy Capacity	(\$3,399,223)	(\$3,913,557)	(\$4,362,781)	(\$4,374,770)	
Total Tax Receipts	\$54,247,746	\$55,820,288	\$55,729,216	\$57,703,328	3.54%
State Aid	\$5,434,115	\$5,521,216	\$5,557,508	\$5,614,693	1.03%
Free Cash (Operating)	\$500,000	\$500,000	\$500,000	\$500,000	0.00%
Free Cash (Rtmt/Health Ins)	\$378,000	\$0	\$0	\$0	
Free Cash (Reserve)	\$375,000	\$175,000	\$175,000	\$175,000	0.00%
Free Cash (Stabilization)	\$0	\$0	\$0	\$200,000	
Free Cash (Capital)	\$712,775	\$805,000	\$805,000	\$2,024,000	151.43%
Local Receipts	\$3,837,000	\$4,171,000	\$4,171,000	\$4,171,000	0.00%
Other Funds	\$755,886	\$733,933	\$733,933	\$854,621	16.44%
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$66,240,522</b>	<b>\$67,726,437</b>	<b>\$67,671,657</b>	<b>\$71,242,642</b>	<b>5.28%</b>
Enterprise Funds	\$5,770,815	\$6,254,279	\$6,254,279	\$5,961,704	-4.68%
<b>TOTAL REVENUES</b>	<b>\$72,011,337</b>	<b>\$73,980,716</b>	<b>\$73,925,936</b>	<b>\$77,204,346</b>	<b>4.43%</b>
<b>EXPENDITURES</b>					
Town Budget	\$22,913,699	\$23,639,610	\$23,639,610	\$24,501,963	3.65%
Schools					
Northborough K-8	\$25,177,844	\$25,799,678	\$25,799,678	\$26,692,953	3.46%
Algonquin 9-12	\$12,587,175	\$13,004,868	\$12,893,497	\$12,914,966	0.17%
HS Debt Exclusion	\$632,229	\$647,846	\$636,265	\$653,069	2.64%
Assabet	\$865,186	\$934,658	\$934,658	\$1,123,936	20.25%
Assabet Renovation Project	\$137,660	\$133,832	\$133,832	\$130,004	-2.86%
Warrant Articles					
Reserve Fund	\$375,000	\$175,000	\$175,000	\$175,000	0.00%
Transfer to Stabilization	\$0	\$0	\$0	\$200,000	
Free Cash Capital	\$712,775	\$805,000	\$805,000	\$2,024,000	151.43%
Transfer to OPEB Trust	\$0	\$0	\$0	\$300,000	
Zeh School Debt Service	\$0	\$0	\$0	\$0	
Colburn Street Debt Service	\$59,923	\$57,475	\$57,475	\$0	-100.00%
Library Debt Service	\$354,248	\$343,567	\$343,567	\$299,530	-12.82%
Senior Center Debt Service	\$380,145	\$371,445	\$371,445	\$321,175	-13.53%
Lincoln Street Debt Service	\$1,051,475	\$1,026,775	\$1,026,775	\$998,675	-2.74%
Fire Station Debt Service	\$17,098	\$52,750	\$52,750	\$52,750	0.00%
Other Funds	\$755,886	\$733,933	\$733,933	\$854,621	16.44%
Adjustments	\$220,180		\$68,172		
<b>EXPENDITURES</b>	<b>\$66,240,522</b>	<b>\$67,726,437</b>	<b>\$67,671,657</b>	<b>\$71,242,642</b>	<b>5.28%</b>
Water Enterprise Fund	\$2,600,970	\$2,961,675	\$2,961,675	\$2,636,103	-10.99%
Sewer Enterprise Fund	\$2,296,295	\$2,373,460	\$2,373,460	\$2,397,488	1.01%
Solid Waste Enterprise Fund	\$873,550	\$919,144	\$919,144	\$928,113	0.98%
<b>TOTAL ALL FUNDS</b>	<b>\$72,011,337</b>	<b>\$73,980,716</b>	<b>\$73,925,936</b>	<b>\$77,204,346</b>	<b>4.43%</b>

## Fiscal Year 2023 Revenue Sources



## Fiscal Year 2023 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

## COMMONWEALTH OF MASSACHUSETTS

## WORCESTER, SS:

TO: Either of the Constables Town of Northborough, in said county;

## GREETINGS:

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 four Voting Precincts in said Town, on TUESDAY May 10, 2022, beginning at 7:00 AM to bring and deposit their votes in one ballot for the following offices:

<b>Moderator</b>	Vote for ONE for 1 Year
<b>Board of Selectmen</b>	Vote for ONE for 3 Years
<b>Planning Board</b>	Vote for ONE for 3 Years
<b>Northborough School Committee</b>	Vote for ONE for 3 Years
<b>Northborough/Southborough Regional School Committee – Northborough</b>	Vote for ONE for 3 Years
<b>Northborough/Southborough Regional School Committee – Southborough</b>	Vote for ONE for 3 Years

The polls will open at 7:00 AM, and close at 8:00 PM, at the following places:

Precinct 1	Melican Middle School	145 Lincoln Street
Precinct 2	Melican Middle School	145 Lincoln Street
Precinct 3	Melican Middle School	145 Lincoln Street
Precinct 4	Melican Middle School	145 Lincoln Street

Hereof fail not and make do return of this warrant by your doings thereon to the Town Clerk, at or before the time of the election aforesaid.

Given under our hands, at Northborough, this Twenty Eighth day of March, in the year Two Thousand and Twenty-Two.

## NORTHBOROUGH BOARD OF SELECTMEN

\_\_\_\_\_  
Jason J. Perreault, Chair

\_\_\_\_\_  
Leslie S. Rutan, Vice Chair

\_\_\_\_\_  
T. Scott Rogers, Clerk

\_\_\_\_\_  
Julianne S. Hirsh

\_\_\_\_\_  
Kristen P. Wixted

ATTEST: \_\_\_\_\_  
Andrew T. Dowd, Town Clerk

Return of Service: I have served the Warrant for the May 10, 2022 Annual Town Election by posting attested copies of same at the following places:

Municipal Office Building, U.S. Post Office, Northborough Public Library, and Melican Middle School

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Andrew T. Dowd, Town Clerk