



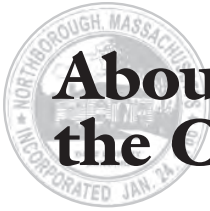
# 2022 ANNUAL REPORT

Town of Northborough, Massachusetts

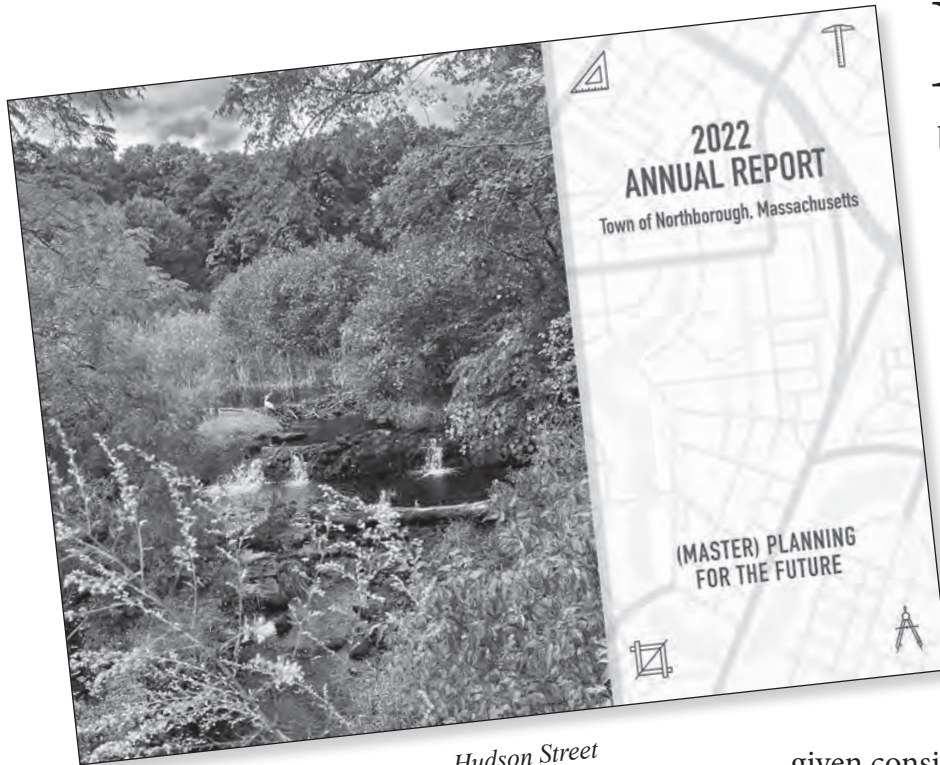
(MASTER) PLANNING  
FOR THE FUTURE







## About the Cover



*Hudson Street*

Northborough, a New England town incorporated in 1766, envisions a future where residents and visitors of all ages and backgrounds are drawn to a thriving town that provides walkability and connectivity between open spaces, gathering places, commercial activity, and neighborhoods; where Northborough's natural and cultural spaces, recreational amenities, and historic sites are preserved and integrated into the community to welcome, educate, and inspire; where a well-balanced housing stock supports long standing residents and new arrivals alike; where education is valued and fostered; where economic activity is given an appropriate place to grow and support our community and residents; and where future environmental and fiscal changes are given consideration in planning for a more sustainable and resilient community.

***Northborough's Vision for the Future  
2020 Town of Northborough Master Plan***



# Table of Contents

<b>Town Organization</b> .....	<b>3</b>	<b>Town Reports – General Administration</b>		<b>Town Reports – Community Services</b>	
<b>Boards, Committees, Commissions</b>		Board of Selectmen .....	<b>10</b>	Council on Aging/Senior Center .....	<b>32</b>
<b>Organization</b> .....	<b>4</b>	Town Administrator.....	<b>12</b>	Northborough Free Library .....	<b>34</b>
<b>Officers of the United States</b> .....	<b>5</b>	Finance Department .....	<b>14, 16, 17</b>	Recreation Department.....	<b>36</b>
<b>Officers of the Commonwealth</b> .....	<b>5</b>	Town Clerk’s Office .....	<b>18</b>	Family & Youth Services Department .....	<b>38</b>
<b>Elected Officers</b> .....	<b>5</b>	Planning Department.....	<b>20</b>	Veterans’ Services .....	<b>39</b>
<b>Boards, Committees, Commissions</b> .....	<b>5, 6, 7</b>	Engineering Department .....	<b>22</b>	MIS/GIS .....	<b>40</b>
<b>Meeting Schedule</b> .....	<b>7</b>	<b>Town Reports – Public Safety</b>		Scholarship Committee .....	<b>40</b>
<b>Town Personnel</b>		Police Department .....	<b>23</b>	Cable Access .....	<b>40</b>
Appointed Officers .....	<b>8</b>	Fire Department/EMS .....	<b>24</b>	Community Affairs Committee.....	<b>41</b>
Public Safety .....	<b>8</b>	Building Department.....	<b>26</b>	Cultural Council .....	<b>42</b>
Public Service.....	<b>9</b>	Health Department .....	<b>28</b>	Housing Authority .....	<b>43</b>
Health & Human Services.....	<b>9</b>	<b>Town Reports – Public Works</b>		Trails Committee .....	<b>43</b>
Culture & Recreation .....	<b>9</b>	Public Works Department .....	<b>30</b>	Historic District Commission.....	<b>44</b>
				<b>Northborough School District</b>	
				School Committee and Administration .....	<b>45</b>
				Superintendent’s Report .....	<b>46</b>
				Federal and State Grants .....	<b>46</b>
				School Financial Statement.....	<b>48</b>
				<b>Annual Town Meeting Warrant</b> .....	<b>49</b>
				<b>About the Cover</b> .....	<b>inside front cover</b>
				<b>Telephone Numbers</b> .....	<b>inside back cover</b>



# Community Profile

## Incorporated

- 1766

## Land Area

- 18.72 Sq. Miles

## Public Roads

- 92.76 Miles

## County

- Worcester

## Population

- 15,741

## Form of Government

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

## FY2022 Tax Rate per Thousand

- \$14.79

## FY2022 Average Single Family Home Value

- \$579,798

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

[www.town.northborough.ma.us](http://www.town.northborough.ma.us)

## Town Offices

63 Main Street

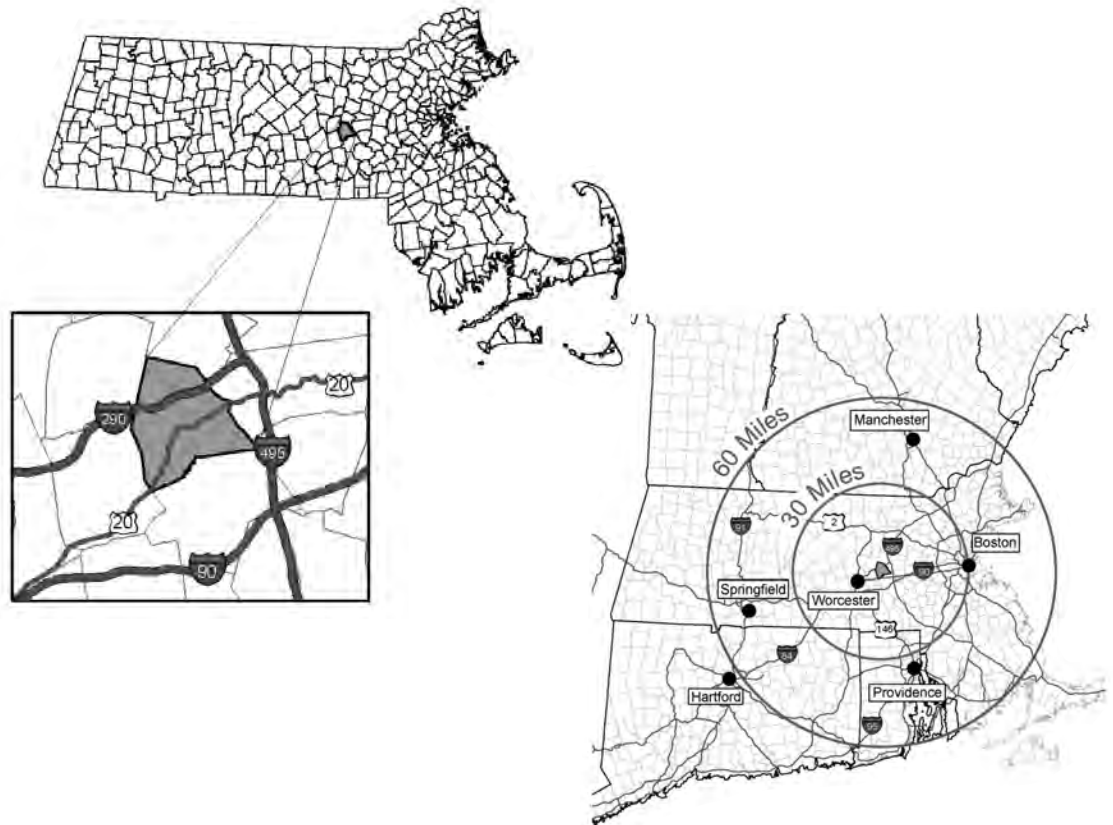
Northborough, MA 01532

Phone: (508) 393-5040

Fax: (508) 393-6996

[townadmin@town.northborough.ma.us](mailto:townadmin@town.northborough.ma.us)

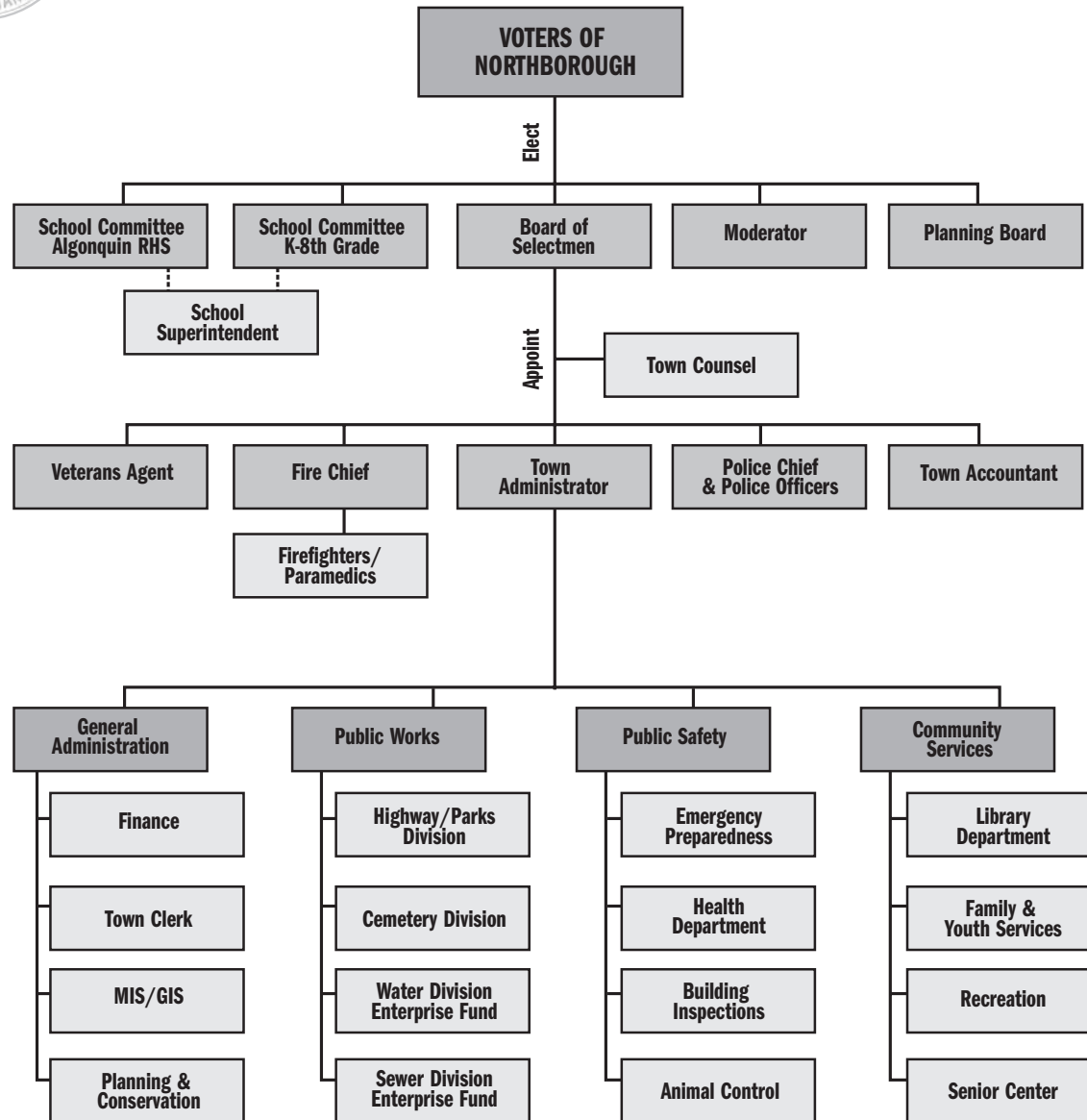
## In The Center Of It All: Northborough, Massachusetts



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



# Town Organization



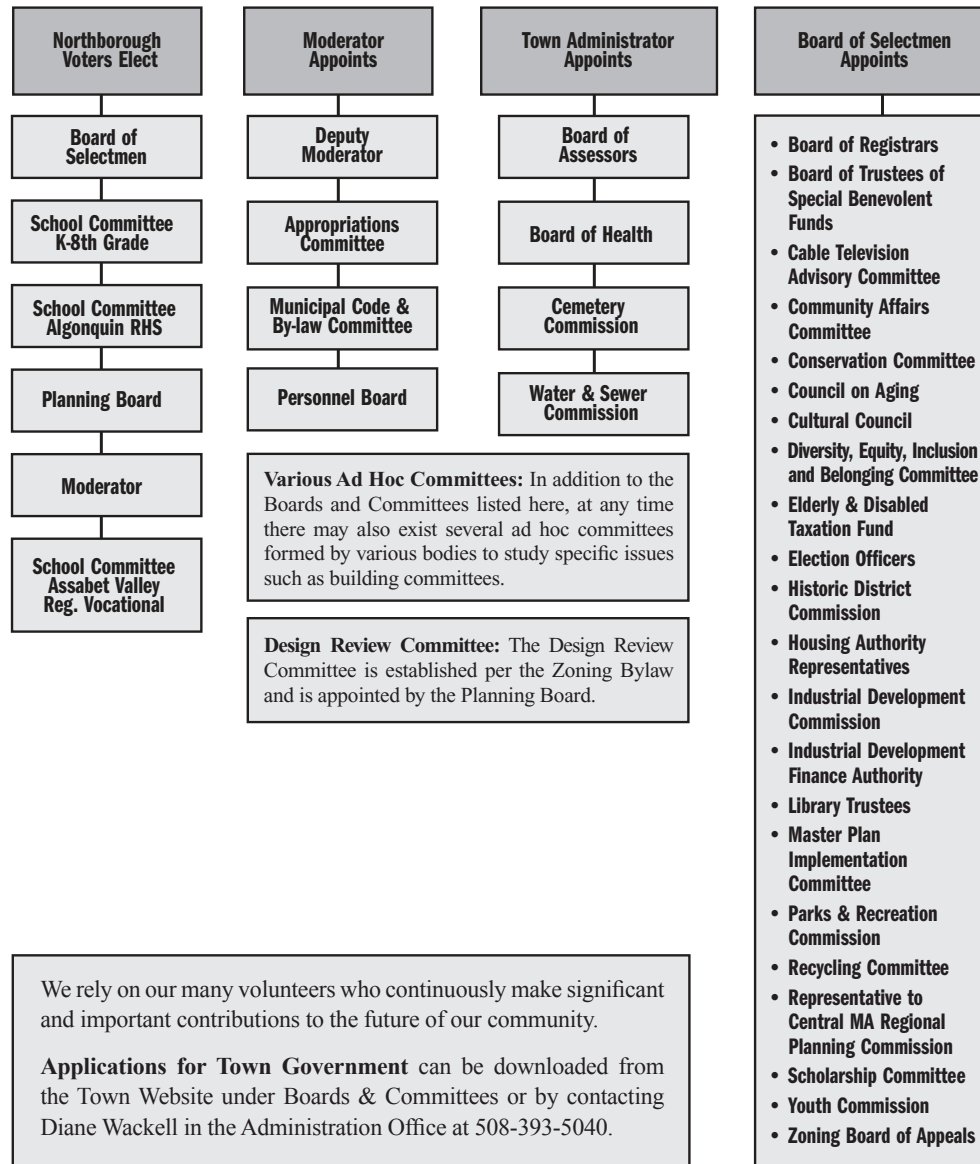
## Personnel Appointing Authority

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





# Boards, Committees, Comissions Organization



## Boards & Committees with Multiple Appointing Authorities

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



## Officers of the United States of America

### President

Joseph R. Biden Jr.

### Vice President

Kamala D. Harris

### Senator in Congress

Elizabeth A. Warren

### Senator in Congress

Edward J. Markey

### Congressman, 3rd District

James P. McGovern



## Officers of the Commonwealth of Massachusetts

### Governor

Charles D. Baker

### Lieutenant Governor

Karyn E. Polito

### Secretary of the Commonwealth

William F. Galvin

### Treasurer

Deborah B. Goldberg

### Attorney General

Maura Healey

### Auditor

Suzanne M. Bump

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

Marilyn Petitto Devaney

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

Paul M. DePalo

### State Senator (Pct. 3) Middlesex & Worcester

James B. Eldridge

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

Harriette L. Chandler

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

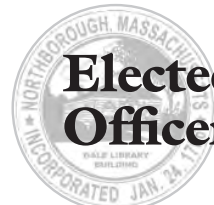
Meghan Kilcoyne

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

Danielle W. Gregoire

### District Attorney

Joseph D. Early, Jr.



## Elected Officers

### Moderator

Frederick A. George

### Deputy Moderator

Gerald Hickman

### Board of Selectmen

Jason Perreault, Chair

Julianne Hirsh

T. Scott Rogers

Kristen Wixted

*\*Leslie Rutan*

### Planning Board

Kerri Martinek, Chair

Millie Milton

William Pierce

Amy Poretzky

### Planning Board, *cont.*

Anthony Ziton

*\*Michelle Gillespie*

### Assabet Valley Regional Vocational District School Committee

Virginia Simms George

### Northborough School Committee

Kelly Guenette, Chair

Lauren Bailey-Jones

Joan Frank

Bryce MacKnight

Erin Tagliaferri

*\*Keith Lebel*

### Northborough/Southborough Re- gional School Committee

N-Sean O'Shea, Chair

N-Karen Ares

N-Christopher Covino

N-Joan Frank

N-Kathleen Howland

S-Paul Desmond

S-Kathleen Harragan Polutchko

S-Cathy Kea

S-Matthew Spencer

S-John Wysocki

*\*S-Paul Butka*

*\*S-Daniel Kolenda*



## Boards, Committees & Commissions

### Council on Aging

Adrienne Cost, Chair

Jarl Anderson

Fran Bakstran

Lee Beavers

Linda Cragin

Theresa Lee

Phylis Muthee

### Council on Aging, *cont.*

Elizabeth Nasser

Virginia Simms George

*\*Muriel Swenor*

### Appropriations Committee

Richard Nieber, Chair

George Brenckle

Robert D'Amico

Janice Hight

Timothy Kaelin

Anthony Poteete

### Board of Assessors

Lee Keomanivong, Principal

Paul Cibelli

Christopher Reidy

*\*Julie Brownlee, Principal*

*\*Bruce Morgan*

### Cable Television Advisory Committee

Richard Swee, Chair

### Cemetery Commission

Catherine Cushman

Cheryl Fraser

*\*Gail Forsberg*

### Community Affairs Committee

Suzanne Cieslica, Chair

Rebecca Foley Mihopoulos

Jessica Hey

Jennifer Kenny

Pamela Markey

Tricia Olival

Lisa Smith

*\*Beth Paine*

### Community Preservation Committee

John Campbell, Chair (Open Space)

Andrew Clark

Jeffrey Leland

Peter Martin

Sean Durkin (Parks & Rec)

Leslie Harrison (HDC)

Millie Milton (Planning Board)

Todd Helwig (Conservation)

Andrew Dowd (Housing Authority)

*\*Resigned/Term Expired/Other*



# Boards, Committees, Commissions

## Conservation Commission

Gregory Young, Chair  
Thomas Beals  
Daniel Clark  
Justin Dufresne  
Diane Guldner  
Todd Helwig  
Kelley Marston

## Cultural Council

Terry Underwood, Chair  
Craig Cox  
Suzanne Cox  
Bich-Ngan Nguyen  
Loredana Tiron-Pandit  
Jeanine Vitale  
*\*Heidi Knight*

## Design Review Committee

Amy Poretsky, Chair  
Dario DiMare  
Lisa Maselli  
David Veron  
*\*Thomas Reardon*

## Diversity, Equity, Inclusion & Belonging Committee

Mariam Ibrahimi, Chair  
Melissa Diglio  
Rebecca Meekins  
Cynthia Moore  
Seira Shalton  
Virginia Simms George  
Yong Tan  
Ashish Verma  
Diedra Wrighting

## Earthwork Board

Janet Sandstrom, Chair  
Thomas Beals  
Christopher Deacetis  
Ronald Doucett  
Anthony Pini

## Elderly & Disabled Taxation Fund Committee

Lee Keomanivong (Assessor)  
Lisa Troast (Treasurer/Collector)  
Jennifer Critchlow  
Cynthia Moore  
*\*Muriel Swenor*

## Financial Planning Committee

David DeVries, Chair  
Michael Hodge  
William Peterson, Jr.  
John Rapa  
Thomas Spataro

## Fire Station Building Committee

John Coderre (Town Admin)  
Rebecca Meekins (Asst Town Admin)  
Chief David Parenti  
Captain Daniel Brillhart  
Mitch Cohen (BOS)  
John Rapa (Financial Planning)  
Diane Nicklaus  
Dawn Rand  
Thomas Reardon

## Groundwater Advisory Committee

Theresa Capobianco  
Bryant Firmin  
Diane Guldner  
Scott Rogers  
Anthony Ziton

## Board of Health

Glenn French, Chair  
Theresa Capobianco  
Dilip Jain  
Lisa Johnson  
Swati Sane

## Historic District Commission

Normand Corbin, Chair  
Leslie Harrison  
Brian Smith  
Amanda Derosier Millette  
Millie Milton  
Brian Swanson  
*\*Michael Duchesneau*

## HDC Alternate Members

Bruce Chute  
Lorna Helms  
Thomas Reardon  
*\*Robert Licht*  
*\*Amanda Derosier Millette*

## Housing Authority

Rita Osborne, Chair  
Rae Carlsen  
Andrew Dowd  
Brad Newman  
Elaine Solomon

## Industrial Development Finance Authority

George Pember, Chair  
Francis McKenna

## Library Trustees

Michelle Rehill, Chair  
Brittany Burns  
Mitch Cohen  
Mary Crowley  
Patricia Fontes  
James Hogan  
Jocelyn McElhiney  
Bethany Tsamis  
Richard Tucker  
*\*Neeta Karanjkar*  
*\*Charles Recchia*  
*\*Joan Scott*

## Master Plan Implementation Committee

Fran Bakstran  
John Campbell  
Jeanne Cahill  
Dario DiMare  
Eugene Kennedy  
Rick Leif  
Tracey Cammarano (Parks & Recreation Commission)  
Adrienne Cost (Council on Aging)  
Ashley Davies (Open Space)  
Julianne Hirsh (Selectmen)  
Millie Milton (Historic District Commission)  
William Peterson, Jr. (Financial Planning Committee)  
Amy Poretsky (Planning Board)

## Municipal Code & Bylaw Committee

Mitch Cohen  
Andrea Leland  
Brian Strand  
*\*William Pierce*

## Open Space Committee

John Campbell, Chair  
Brian Belfer  
Ashley Davies  
Leslie Harrison  
Paul Tagliaferri  
T. Scott Rogers (Selectmen)  
Daniel Clark (Conservation)  
William Pierce (Planning Board)

## Parks & Recreation Commission

Mark Awdycki  
Tracey Cammarano  
Sean Durkin  
Gary Maggolino  
Faith Stevens

*\*Resigned/Term Expired/Other*





# Boards, Committees, Commissions

## Personnel Board

Virginia Simms George, Chair  
Charles Frankian  
Marsha Hill  
James Kihungi  
Guilene Prepetit  
Lisa Studholme

## Recycling Commission

Justin Fisher  
Ingrid Molnar  
June Stokoe  
Brian Swanson  
Jane Walsh

## Board of Registrars

Andrew Dowd, Ex-Officio  
Richard Hagen  
Veronica Mueller

## Scholarship Committee

Elizabeth Nolan  
Kerry Thornton-Genova  
Christina Renzullo  
Vikram Verma  
Chandra Vora  
*\*Robert D'Amico*  
*\*James Kihungi*

## Trails Committee

Robert Mihalek, Chair  
Brian Belfer  
William Cobb  
Craig Cox  
Sherral Devine  
Forest Lyford  
James Stein

## Trust Funds Committee

Andrea Leland  
Marcia Roman  
Karen Scopetski

## Water & Sewer Commission

John Meader, Chair  
Bryant Firmin  
David Pepe

## White Cliffs Committee

Diana Nicklaus  
Tom Reardon  
Normand Corbin (Historic District  
Commission)  
Todd Helwig (Community Preservation  
Committee)  
Julianne Hirsh (Selectmen)

## Youth Commission

Sandra Scott, Chair  
Gretchen Bean  
Sherry Clark  
Joan Clementi  
Gila Schneider Nachum  
Jennifer Lipton-O'Connor  
Erica Zeiger  
*\*Casey Rickli*

## Zoning Board of Appeals

Fran Bakstran, Chair  
Brad Blanchette  
Mark Rutan  
Paul Tagliaferri  
Suzanne Cieslica  
Jeffrey Gribouski – Alternate  
Jeffrey Leland – Alternate  
*\*Richard Rand*

*\*Resigned/Term Expired/Other*

## Meeting Schedule

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

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



## Appointed Officers

### **Town Administrator**

John W. Coderre

### **Assistant Town Administrator**

Rebecca Meekins

### **Executive Assistants**

Lynda LePoer

Diane Wackell

### **Finance Director**

Jason Little

### **Treasurer/Collector**

Lisa Troast

### **Asst. Treasurer/Collector**

Kristi Dagle

### **Asst. Tax Collector**

Marijane Pescaro

### **Financial Assistant**

Ashley Snell

### **Assistant Town Accountant**

Katie Holt

*\*Peter Crepeault*

### **Principal Assessor**

Lee Keomanivong

*\*Julie Brownlee*

### **Assessors**

Paul Cibelli

Christopher Reidy

*\*Bruce Morgan*

### **Data Collector Assessor**

Brian Fernandes

### **Assessor's Assistant**

Patricia Mespelli

### **Town Clerk**

Andrew Dowd

### **Assistant Town Clerk**

Karen Wilber

### **Town Counsel**

KP Law

### **Planning Director**

Laurie Connors

### **Town Engineer**

Fred Litchfield

### **Administrative Assistant**

Michelle Cilley

### **Conservation Agent**

Vincent Vignaly

*\*Mia McDonald*

Conservation/Earthwork Board Secretary

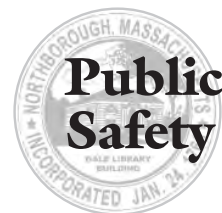
Melanie Rich

### **ZBA Board Secretary**

Elaine Rowe

### **Town Hall/Police Custodian**

Hosannah Pires



### **Police Chief**

William E. Lyver, Jr.

### **Police Lieutenant**

Brian Griffin

### **Police Sergeants**

Demosthenes Agiomavritis

Michael Bisset

Justin Faucher

Thomas McDonald

Jeremy Trefry

### **Police Sergeants, cont.**

*\*Sean Montville*

*\*James Scesny*

### **Detective Sergeant**

William Griffin

### **Detectives**

Kevin Fruwirth

### **Patrol Officers**

Kostas Agiomavritis

Michael Bisset

Christopher Buzzell

Ryan Clark

Joshua Ferreira

Spencer Fuller

Connor Henry

Melissa Lonergan

Daniel Martin

Phillip Martin

Stephen Sullivan

Jacob Tondel

*\*Thomas McDonald*

*\*Jake Mick*

*\*Daniel Murphy*

*\*Eloi Ruegg*

### **Special Officers**

Erica Abro

James Bruce

Bruce Tait

### **Administrative Assistant**

Karen Mueller

### **Supervisor of Communications & Records**

Chris Carleton

### **Dispatchers**

Amie Bullard

Christopher Cherry

Allie Gardell

Katie Mick

Amanda Stone

*\*Kaleb Orton*

*\*Claudio Tavares*

### **Fire Chief**

David Parenti

### **Fire Captains**

Daniel Brillhart

Frederick Hurst

Patrick McManus

Robert Theve

### **Firefighter/Paramedics**

John Bain

Patrick Doucimo

Morgan Doyle

Peter Galas

Brian Hatch

Jeremy Peters

Douglas Pulsifer

Anthony Riccardo

Erik Raposa

Joel Rosenkrantz

Ryan Snee

Christopher Tetreault

Cameron Tracia

Ethan Ward

Todd Yellick

*\*Scott Reynolds*

### **Call Firefighters/EMTs**

Donald Charest

Brett Rand

Michael Serapiglia

### **Administrative Assistant**

Lorraine Cain

### **Chaplain**

Richard Martino

### **Haz Mat Assistant**

Michael Parr

### **Inspector of Buildings**

Robert Frederico

### **Local Building Inspector**

Christopher Lund

*\*Resigned/Term Expired/Other*



## Public Safety

### Administrative Assistants

Angie Sowden

*\*Katie Holt*

### Plumbing & Gas Inspector

A. Richard Desimone

### Wiring Inspector

Robert Berger



## Public Service

### Cable Access Director

Kathleen Dalglish

### Studio Assistants

*\*Terry Crean*

*\*Dana Volke*

### MIS/GIS Director

David Kane

### Assistant MIS/GIS Director

James DiGiulio

### DPW Director

Scott Charpentier

### Facilities Manager

Shawn Thompson

### Administrative Assistants

Sarah Jean

Robert Luke



## Public Service

### Highway/Parks Superintendent

David Robillard

### Highway/Parks Supervisors

Donald LeBlanc

David Lane

### Heavy Equipment Operators

Jason Bates

Christopher Carlin

Edward Faford

Richard Frederick

Lucas Szufat

### Light Equipment Operators

Matthias Bradshaw

Robert Currier

### Mechanic

Michael Roberts

### Water/Sewer Supervisor

Timothy Davison

### Water/Sewer Maintenance Workers

Taylor Cheverier

Steven Jobes

Jeremy Weeks



## Health & Human Services

### Health Director

Kristin Black



## Health & Human Services

### Health Agent

Michael Seager

### Administrative Assistants

Angie Sowden

*\*Katie Holt*

### Senior Center Director

Kendra Faldetta

### Program Coordinators

Linda DiMare

### Food Service Coordinators

Victoria Killeen

Carolyn Harrington

### Outreach Coordinator

Jocelyn Ehrhardt

### Office Assistant

*\*Nancy Dragon*

### Van Drivers

Thomas Boland

Robert Lang

Dennis Parker

Peter Stone

*\*James Bruce*

*\*Warren Johnson*

### Family & Youth Services Director

June David-Fors

### FYS Counselor

*\*Ayako Reich*

### Office Assistant

Doreen Genna

### Veterans' Services Director

*\*Justin Sousa*



## Culture & Recreation

### Library Director

Jennifer Bruneau

### Librarians

Katrina Ireland

Donna Kafel

Bonny Krantz

Kaitlin Stacy

*\*Deborah Hersh*

### Circulation Desk Supervisor

Kristen Bartolomeo

### Library Assistants

Kimberly Arnold

Rachael Hutchins

Geneinde Jones

Eric Wang

Lindsay Ward

D. Yoshio Shartin

*\*Carlina Arsenault*

### Financial Assistant

Kathleen Whitman

### Library Pages

Ava Arcona

Henry McLarnon

Adam Guggina

### Recreation Director

Allison Lane

### Administrative Assistant

Maegan Wackell





# Board of Selectmen

**Mitch Cohen, Chair**

## Meeting Information

- The Board of Selectmen meets on the 2nd and 4th Monday of each month, unless otherwise noted.
- Agendas and Meeting Minutes are available on the Town's website.
- Regularly scheduled meetings are broadcast live and can be viewed on all multimedia devices by looking up "Northborough Remote Meetings" on YouTube.

## Communication is Key

The Town of Northborough strives to continuously improve its communication and processes. Open communication goes a long way in helping to bridge the gap between residents, community groups, boards and committees and Town staff. In order to build better relationships and allow for an opportunity for residents to come before the Board to provide constructive feedback on any topic, public comment is allowed and encouraged throughout the Board of Selectmen meetings.

## Visit us on-line at [www.town.northborough.ma.us](http://www.town.northborough.ma.us)

The Town's website is full of important and helpful information about your community and focuses on four goals: inform the public; increase transparency; create efficiencies in provision of services; and improve ease of use. The Town website includes features that enhances communication with residents. The website includes a mobile-friendly responsive design, where the website will distinguish between a PC, tablet or phone and present content formatted for each. The website also offers online services such as tax and utility bill payments, submittal of permit applications, an interactive GIS viewer and a bid/RFP module.



*From left to right, Kristen Wixted, Scott Rogers, Julianne Hirsh, Mitch Cohen, Jason Perreault.*

## Subscribe to Town News

All residents are urged to subscribe to Town News through the Town website. This opt-in email distribution list delivers information on Town activities, including storm-related information, public health and public works alerts, recycling information, election information and other special Town-related events. These notices are a helpful tool in getting the word out quickly and efficiently and in advance to the public. Residents can also subscribe to receive agendas and minutes of the meetings for the various Boards and Committees. We would like to see every resident subscribe to receive these emails as this is a timely and cost-effective communication tool.

## Volunteers help Shape our Community

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

## Finances

Northborough taxpayers continue to receive an outstanding value for their tax dollars, especially as finances continue to present a challenge with respect to the needs of our community and our ability to continue to provide the level of Town services that the community has come to expect.

The Board of Selectmen would like to publicly acknowledge the efforts and commitment of the Town Administrator and the financial team in developing each fiscal year budget using the highest principals of government budgeting.

Thanks to the collaborative effort of the Town Administrator and the various Unions, new three-year union contracts were successfully negotiated with the Police Sergeants, Police Officers, Police Dispatchers and Firefighters Unions, as well as the Northborough Municipal Employees Association.

## Safety First

In order to maintain and improve traffic and pedestrian safety in Town, the Board of Selectmen created a temporary Traffic Safety Committee to determine if the Town would benefit from a permanent Committee. The Board urges drivers to pay close attention to traffic rules and regulations in order to prevent accidents with other motor vehicles or pedestrians.

## Master Plan

The Board of Selectmen continues to support the efforts of the Master Plan Implementation Committee (MPIC) in implementing the Town's Master Plan. Multiple public forums and surveys were undertaken, along with regular MPIC meetings. The Board of Selectmen would like to extend its appreciation to the members of the MPIC for their continued efforts in leading this important project. Appreciation is also extended to Planning Director Laurie Connors, the consultants and the public who participated in the surveys and informational sessions.

# JULY 2023

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# Town Administrator

**John W. Coderre**, *Town Administrator*

It has been my distinct pleasure and honor to serve the Northborough community for over 20 years, including the last 14 as Town Administrator. As I look back over these years, we have much to be proud of.

One shining success that stands out to me above all else is the way our boards and committees worked together to pass 14 consecutive operating and capital budgets with unanimous support. As I look back on some of our key achievements as an organization, we have:

- Increased our Bond Rating to AA1, the highest rating in the Town's history.
- Reduced debt levels to an all-time low and increased financial reserves, all while making historic levels of capital investments in our infrastructure, equipment, and buildings.
- Implemented a Capital Improvement Plan that included the successful completion of the Library renovation/addition project, construction of a new Senior Center, and the renovation/addition of the Lincoln Street Elementary School.
- Received over a decade of national Government Finance Officers Association (GFOA) Distinguished Budget Awards for best practices in financial planning and reporting.
- Successfully managed through the Great Recession and the COVID-19 Pandemic without cutting services or using Stabilization (rainy day) Funds.
- Implemented a successful economic development strategy coupled with conservative budgets below the limits of Proposition 2 ½, resulting in over \$4.7 million in excess levy capacity.
- And lastly, we lowered the Town's ranking on the state's listing of average tax bills from a high of 53 down to 63.



*Northborough Town Offices, 63 Main Street*

Over the years, these accomplishments were achieved through a collaborative effort with Board and Committee Members, Department Heads and town staff, as well as innumerable volunteers.

A few of the more exciting initiatives that are ongoing involve the look and feel of our downtown area. First, we are proceeding with the design of the new Central Fire Station at the site of the former Pierce Gas Station located at 61-65 West Main Street. The long vacant property has been completely remediated and stands ready to become one of the primary redevelopment anchors on Main Street. The timing of the new Fire Station coincides well with the ongoing downtown revitalization project that came out of the recently updated Master Plan. The Master Plan Implementation Committee is completing its Downtown Visioning Process and will be

bringing forward a phased implementation plan to improve the look and feel of our community's center.

Another significant project is the formation of the Town Offices Feasibility Study Committee, which is charged with looking at either renovating the existing Town Offices Building or possibly relocating to the Historic Town Offices Building at 4 West Main Street, which returns to the Town in 2023 following expiration a 40-year lease. Clearly, there is much to be excited about as we look forward to 2023.

I want to extend my sincere gratitude to all the boards, committees, staff and residents I've had the pleasure of working with during my tenure in Northborough I believe Northborough is well positioned for continued success for years to come and I wish you all the best.



# AUGUST 2023

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# Finance Department

**Jason Little**, *Finance Director/Town Accountant*  
**Lisa Troast**, *Treasurer/Collector*  
**Lee Keomanivong**, *Principal Assessor*

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

The Town's financial position remains solid, having completed FY2022 with an unassigned fund balance in the General Fund of \$9.6 million. Total reserves remained steady with certified Free Cash at \$2.4 million and the Stabilization Fund balance at \$5.0 million. In total, the reserves represent over 10.0% of the FY2023 general fund budget. The Town's independent audit for FY2022 is currently underway in accordance with generally accepted auditing standards and is anticipated to be complete upon time of printing.

Throughout calendar year 2022 the global economic recovery from the COVID-19 pandemic was offset by uncertainty created by Russia's invasion of Ukraine, along with other global and domestic supply chain issues driving inflation to 40-year highs. To combat inflation in the United States, the Federal Reserve raised interest rates repeatedly. At the State level, the January 2023 "revenue consensus" hearing, which starts the State's FY2024 budget process, provided expert testimony that included a midrange 1.6% increase over FY2023 for projected revenues. At the local level, FY2022 closed with revenue exceeding estimates and expenditures coming in below budget by under 3%. These conditions will lead the Town to continue its conservative budgeting practices into FY2024 while balancing increased costs and service demands.

## Town Balance Sheet - June 30, 2022

	Governmental Fund Types			Proprietary Fund Types	Fiduciary Fund Types	Account Groups	Totals (Memorandum Only)
	General	Special Revenue	Capital Projects	Enterprise	Trust and Agency	Long-term Debt	
<b>ASSETS</b>							
Cash and cash equivalents	10,808,166	9,685,101	8,527,386	9,137,927	11,816,857	-	49,975,435
Investments	500	-	-	-	-	-	500
Receivables:							
Personal property taxes	33,909	-	-	-	-	-	33,909
Real estate taxes	520,842	5,305	-	-	-	-	526,148
Allowance for abatements and exemptions	(2,131,016)	-	-	-	-	-	(2,131,016)
Tax liens	525,417	4,586	-	7,109	-	-	537,112
Deferred taxes	11,042	-	-	-	-	-	11,042
Motor vehicle excise	288,979	-	-	-	-	-	288,979
User fees	-	-	-	323,278	-	-	323,278
Utility liens added to taxes	-	-	-	23,584	-	-	23,584
Departmental	8,550	428,357	-	-	65,967	-	502,874
Special assessments	72,105	-	-	286,072	-	-	358,177
Due from other governments	444,824	2,516,547	2,935	-	-	-	2,964,306
Foreclosures/Possessions	302,934	435	-	-	-	-	303,369
Inventory	-	-	-	27,659	-	-	27,659
Amounts to be provided - payment of bonds	-	-	-	-	-	17,918,027	17,918,027
Total Assets	10,886,251	12,640,330	8,530,320	9,805,629	11,882,824	17,918,027	71,663,382
<b>LIABILITIES AND FUND EQUITY</b>							
Liabilities:							
Warrants (Accounts) payable	1,327,601	308,976	187,257	90,773	6,468	-	1,921,075
Accrued payroll	2,736,876	42,205	-	16,770	7,100	-	2,802,951
Withholdings	289,471	-	-	-	-	-	289,471
Deferred revenue:							
Real and personal property taxes	(1,565,223)	5,305	-	-	-	-	(1,559,918)
Tax liens	525,417	4,586	-	7,109	-	-	537,112
Foreclosures/Possessions	302,934	435	-	-	-	-	303,369
Motor vehicle excise	288,979	-	-	-	-	-	288,979
User fees	-	-	-	323,278	-	-	323,278
Utility liens added to taxes	-	-	-	23,584	-	-	23,584
Departmental	8,550	428,357	-	-	65,967	-	502,874
Special assessments	72,105	-	-	286,072	-	-	358,177
Due from other governments	230,681	31,705	2,935	-	-	-	265,321
Prepaid taxes/fees	216,975	2,948	-	520	-	-	220,443
Tailings	10,300	-	-	-	-	-	10,300
Agency Funds	-	-	-	-	276,937	-	276,937
Notes payable	-	895,000	3,338,000	-	-	-	4,233,000
Bonds payable	-	-	-	-	-	17,918,027	17,918,027
Total Liabilities	4,444,665	1,719,517	3,528,192	748,107	356,472	17,918,027	28,714,980
Fund Equity:							
Reserved for encumbrances	882,689	34,194	-	76,841	-	-	993,724
Reserved for expenditures	875,000	83,630	-	367,056	-	-	1,325,686
Reserved for Under/(Over) Assessment	16,685	-	-	-	-	-	16,685
Reserved for continuing appropriations	10,550	10,696,521	5,002,128	-	-	-	15,709,199
Reserved for debt service	85,573	-	-	-	-	-	85,573
Reserved for premiums	-	106,469	-	17,044	-	-	123,513
Undesignated fund balance	4,571,089	-	-	-	-	-	4,571,089
Unreserved retained earnings	-	-	-	8,568,922	11,526,352	-	20,095,274
Investment in Inventory	-	-	-	27,659	-	-	27,659
Total Fund Equity	6,441,586	10,920,814	5,002,128	9,057,522	11,526,352	-	42,948,402
Total Liabilities and Fund Equity	10,886,251	12,640,330	8,530,320	9,805,629	11,882,824	17,918,027	71,663,382

SEPTEMBER 2023

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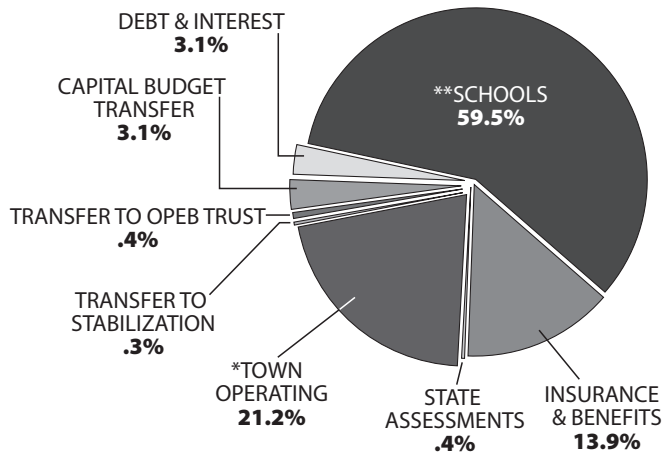


# Finance Department

## Budget in Brief

The FY2023 Budget relies on projections regarding available revenue which are conservatively budgeted. The tax revenue budget is based upon an established ceiling of revenue derived from local property taxes in accordance with Proposition 2 ½. Added to these are estimated revenues from State Aid, Local Receipts such as fees, permits, interest earned as well as transfers from available funds such as Free Cash and Special Revenue funds.

**Fiscal Year 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

## FY2023 Budget

EXPENDITURES	FY2022 Budget	FY2023 Adopted	Variance	% Change
General Government (Town)	\$23,639,610	\$24,501,963	\$862,353	3.65%
Schools				
Northborough K-8	\$25,799,678	\$26,692,953	\$893,275	3.46%
Algonquin Reg. HS 9-12	\$12,893,497	\$12,833,497	-\$60,000	-0.47%
Algonquin Debt Exclusion	\$636,265	\$653,069	\$16,804	2.64%
Assabet Valley	\$934,658	\$1,123,936	\$189,278	20.25%
Assabet Valley Debt	\$133,832	\$130,004	-\$3,828	-2.86%
Warrant Articles				
Town Hall Reuse Article	\$0	\$10,000	\$10,000	
Reserve Fund	\$175,000	\$175,000	\$0	0.00%
Transfer to Stabilization	\$0	\$200,000	\$200,000	
Free Cash Capital Projects	\$805,000	\$2,024,000	\$1,219,000	151.43%
Transfer to OPEB Trust	\$0	\$300,000	\$300,000	
Colburn St. Debt Service	\$57,475	\$0	-\$57,475	-100.00%
Library Debt Service	\$343,567	\$299,530	-\$44,037	-12.82%
Senior Center Debt Service	\$371,445	\$321,175	-\$50,270	-13.53%
Lincoln Street Debt Service	\$1,026,775	\$998,675	-\$28,100	-2.74%
Fire Station Debt Service	\$52,750	\$64,498	\$11,748	100.00%
Other Funds	\$733,933	\$854,621	\$120,688	16.44%
Adjustments	\$68,172	\$35,782	-\$32,390	-47.51%
<b>Subtotal General Fund</b>	<b>\$67,671,657</b>	<b>\$71,218,703</b>	<b>\$3,547,046</b>	<b>5.24%</b>
Water Enterprise Funds	\$2,961,675	\$2,636,103	-\$325,572	-10.99%
Sewer Enterprise Fund	\$2,373,460	\$2,397,488	\$24,028	1.01%
Solid Waste Enterprise Fund	\$919,144	\$928,113	\$8,969	0.98%
<b>Subtotal Enterprise Funds</b>	<b>\$6,254,279</b>	<b>\$5,961,704</b>	<b>(\$292,575)</b>	<b>-4.68%</b>
<b>TOTAL ALL FUNDS</b>	<b>\$73,925,936</b>	<b>\$77,180,407</b>	<b>\$3,254,471</b>	<b>4.40%</b>



## Assessing Division

The mission of the Board of Assessors is to serve the public interest and assure financial stability by exhibiting the highest level of competence and professionalism. To this end, the Board of Assessors pledges our effort toward the accomplishment of five critical objectives: Timely tax billing; Tax equity whereby each taxpayer pays only their fair share of the tax burden; Capture all new growth revenue; Administration of the real estate, personal property and motor vehicle excise tax through prompt, courteous, honest and thorough public service; Enhancement of public awareness of both legislative changes in tax laws and relief programs for qualified local taxpayers.

The town currently has approximately 6,200 taxable real and personal property accounts, of which 4,076 are single family residences. Various new development projects have provided \$54.3 million of new growth valuation and our total assessed valuation for FY2023 has increased to \$3.89 billion. Town's tax base is diverse, with the ten largest taxpayers accounting for 13.8% of the total assessed valuation.

### Treasurer/Collector's Division

The Treasurer/Collector's Office is responsible for billing and collection of real estate taxes, motor vehicle excise taxes, and the receipt of various permits and licenses. In addition, the Division is responsible for reconciliation of bank accounts, long and short-term investments, long and short-term borrowing, payroll processing, income tax reporting, and benefit administration for active and retired employees (health, dental, disability and life insurance). The Treasurer/Collector's Division receives, manages and disperses all funds of the Town in accordance with Massachusetts General Laws and the Town of Northborough Financial Policies. The Town's property tax collections remain strong with a collection rate over 98% through the last ten years.



## Accounting Division

In accordance with the requirements of Mass General Law, the Annual Financial Reports for the Town of Northborough, for the Fiscal Year ending June 30, 2022 have been submitted. The Town's general ledger is maintained following the Uniform Municipal Account System (UMAS) prescribed by the Massachusetts Department of Revenue. The

Town's financial statements are prepared using Generally Accepted Accounting Principles (GAAP) in accordance with standards developed by the Governmental Accounting Standards Board (GASB). The 2022 statements will reflect implementation of GASB Statements through #87. The most impactful of which require actuarial valuations be performed to determine the Town's long-term Other Post Employment Benefit (OPEB) and Pension obligations. Scanlon & Associates, LLC has completed the majority of the audit of the Town's financial records. Copies of the audited statements will be available in the office of the Town Clerk and from the Town Accountant's webpage once completed.

### Top Ten Taxpayers in Fiscal Year 2023

TAXPAYER	DESCRIPTION [MAJOR TENANT]	TOTAL VALUATION	TAXES ASSESSED	% OF TOTAL
1 NORTHBOROUGH CROSSING	NORTHBOROUGH CROSSING - SHOPS WAY	\$ 104,519,900	\$ 1,545,849	2.69%
2 AVB NORTHBOROUGH INC	AVALON BAY COMMUNITIES	\$ 97,286,320	\$ 1,438,865	2.50%
3 BCORE HILLSIDE LLC	330 & 350 BARTLETT ST [AMAZON]	\$ 86,449,000	\$ 1,278,581	2.22%
4 IRON MOUNTAIN INFORMATION MNGMT	171-175 BEARFOOT RD	\$ 57,104,400	\$ 844,574	1.47%
5 TREA ONE BEEMAN RD LLC	1 BEEMAN RD [FEDEX SMARTPOST]	\$ 38,586,300	\$ 570,691	0.99%
6 MASSACHUSETTS ELECTRIC CORP	HUDSON ST / BEARFOOT RD	\$ 34,900,020	\$ 516,171	0.90%
7 G&I IX FORBES WHITNEY LLC	FORBES RD / WHITNEY ST	\$ 32,582,500	\$ 481,895	0.84%
8 REEP-IND LYMAN MA LLC	55 LYMAN ST [MCKESSON MED-SURGICAL]	\$ 31,148,800	\$ 460,691	0.80%
9 WCV 11 FORBES LLC	11 FORBES RD [GENZYME]	\$ 27,849,600	\$ 411,896	0.72%
10 301 BARTLETT STREET LLC	301 BARTLETT ST [METRIE]	\$ 27,026,930	\$ 399,728	0.70%
<b>TOTAL TOP TEN TAXPAYERS</b>		<b>\$ 537,453,770</b>	<b>\$ 7,948,941</b>	<b>13.82%</b>
<b>TOTAL FY 2023 VALUATION</b>		<b>\$ 3,888,243,959</b>		

### Valuation by Classification

VALUATION	FY19	FY20	FY21	FY22	FY23
Residential	2,211,760,440	2,295,831,540	2,314,669,040	2,477,238,501	2,880,725,430
Open Space	0	0	0	0	0
Commercial	342,787,654	358,803,898	359,720,799	358,896,411	393,427,410
Industrial	290,908,445	316,627,605	390,419,470	432,581,490	498,684,179
Personal Property	95,335,440	102,343,000	103,867,420	110,860,060	115,406,940
<b>TOTAL VALUATION</b>	<b>2,940,791,979</b>	<b>3,073,606,043</b>	<b>3,168,676,729</b>	<b>3,379,576,462</b>	<b>3,888,243,959</b>
<b>TAX RATE (per thousand)</b>	<b>\$17.15</b>	<b>\$17.25</b>	<b>\$17.12</b>	<b>\$16.49</b>	<b>*\$14.79</b>
<b>AVERAGE HOME VALUE</b>	<b>447,273</b>	<b>461,744</b>	<b>461,432</b>	<b>496,961</b>	<b>579,799</b>
<b>AVERAGE TAX BILL</b>	<b>\$7,671</b>	<b>\$7,965</b>	<b>\$7,900</b>	<b>\$8,195</b>	<b>\$8,575</b>



# Town Clerk & Election Registration

**Andrew T. Dowd**, *Town Clerk*

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

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

## Dog Licensing

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

**License fees are:** spayed/neutered–\$15.00 and intact males/females–\$20.00 Checks should be made out to the Town of Northborough. Unless already on file, a valid **rabies certificate** is required to purchase a dog license. **Proof of spaying or neutering** is also necessary for all dogs that were not licensed as such last year. Spay or neuter certificates or a short note from your veterinarian will be acceptable. Feel free to contact the Town Clerk's Office to verify what's on file.



*Cowboy*

To purchase a dog license online, please visit the Town's Website: [www.town.northborough.ma.us](http://www.town.northborough.ma.us) and click "online payments"

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

If you have any questions about licensing, please contact the Town Clerk's Office at **508-393-5001** or e-mail: [townclerk@town.northborough.ma.us](mailto:townclerk@town.northborough.ma.us). To fax a certificate please dial 508-393-6996 or text 508-393-5001.

Massachusetts General Laws Chapter 140 Section 137 requires that all dogs be licensed. The Town of Northborough currently has over 1,900 licensed dogs.

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

In 2022 the Town Clerk's office conducted the following elections: May 10th Annual Town Election, September 6th State Primary Election, and November 8th State General Election.

State Law now requires Early Voting and Vote by Mail for all State Elections.

Mail-in Ballots requested in 2022: Town Election 93, State Primary 2,030, State Election 3,718. **Total 5,841.**

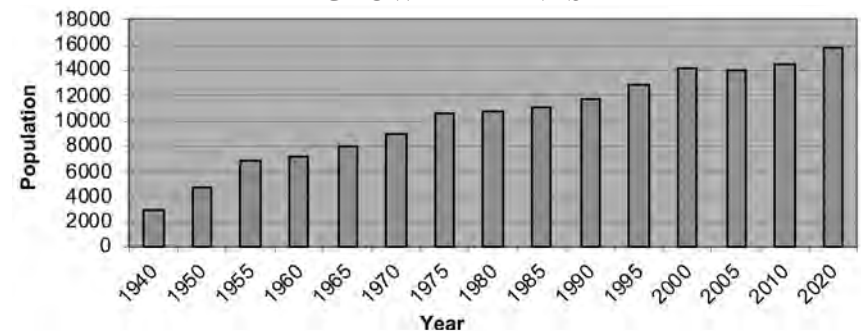
All 4 voting precincts are now located at Melican Middle School, 145 Lincoln St.

**Register to Vote online:** [www.RegisterToVoteMA.com](http://www.RegisterToVoteMA.com)

## REGISTERED VOTERS – as of 12/31/2022

PRECINCTS	1	2	3	4	TOTAL
American Independent	2	3	4	1	10
America First Party	0	0	0	1	1
Conservative	1	3	2	3	9
Democrats	618	632	627	580	2457
Green Rainbow	0	2	1	3	6
Inter 3rd Party	0	2	1	0	3
Libertarian	7	12	7	8	34
MA Independent	2	2	1	1	6
Pirate	0	0	1	0	1
Pizza Party	1	0	1	0	2
Republicans	289	318	313	306	1226
Unenrolled	1993	1869	1957	2002	7821
United Independent Party	2	6	5	3	16
<b>TOTALS</b>	<b>2915</b>	<b>2849</b>	<b>2920</b>	<b>2908</b>	<b>11592</b>

## GROWTH TRENDS



## VITAL STATISTICS – for 2022

Births – 100 Deaths – 97 Marriages - 75\*

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



# OCTOBER 2023

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# Planning Department

**Laurie A. Connors**, *Planning Director*  
**Vincent Vignaly**, *Conservation Agent*

## Planning Board

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

The Planning Board meets twice a month to review development applications, update zoning bylaws, associated regulations and subdivision rules & regulations, and discuss long-term planning goals. In 2022, applications before the Board included: creation of five new lots and one lot line change via the Approval-Not-Required (ANR) process, approval of a special permit for a duplex on Hudson Street, approval of a special permit for a common driveway off of Ridge Road to service three single-family house lots; approval of a special permit for change of use and exterior modifications on Bartlett Street, approval of a special permit for a large addition to an industrial use on Bartlett Street, and approval of two modified special permits for change of use on Forbes Road and Goddard Road. One application for a special permit on Bearfoot Road was ultimately withdrawn without prejudice by the applicant.

The Planning Board and the Planning Director belong to the Central Massachusetts Regional Planning Commission (CMRPC), the Massachusetts Chapter of the American Planning Association (APA), and the Massachusetts

Association of Planning Directors Inc. (MAPD). The Chairperson serves on the CMRPC Executive Board.

At the end of 2021, Town Planner Kathy Joubert retired after a distinguished career with the Town that spanned more than 30 years. In March 2022, Laurie Connors joined the Planning Department as Director, doing her best to fill Kathy's very large shoes. The Planning Director serves as staff to the Planning Board, Zoning Board of Appeals, Master Plan Implementation Committee, Community Preservation Committee, and Design Review Committee. The Conservation Agent serves as staff to the Conservation Commission, Open Space Committee, and Trails Committee.

## Zoning Board of Appeals

The seven members (five voting members and two alternate members) of the Zoning Board of Appeals, appointed by the Board of Selectmen, serve to hear and decide applications for special permits, variances, site plans, appeals, and comprehensive permits. Ten applications were filed in 2022. These applications include variances, special permits and site plan approvals. Two special permits with site plan approval and five variances were reviewed and approved by the Board. One variance was denied. Two applications were withdrawn without prejudice by the applicants.

## Conservation Commission

The Conservation Commission is a seven-member board appointed by the Board of Selectmen. The Commission serves to protect conservation land and wetland resource areas such as streams, swamps, rivers, and ponds within the Town of Northborough. The Commission administers permits through the Massachusetts Wetlands Protection Act and the Northborough Wetlands Bylaw. The Commission issued 52 permits in 2022 (a 25% increase over last year). The Commission worked with the Town Engineer to implement a new local Stormwater Bylaw and supporting regulations. As the regulatory stormwater authority for the Town, the Commission issued 3 permits under the local Stormwater Management and Land Disturbance bylaw, keeping the Town in compliance with EPA requirements. The Commission also continued work on vegetative management on Bartlett Pond, completed Forest Management Plans for Mount Pisgah and Edmund Hill properties, and progressed with the revitalization of Watson Park with trail maintenance, trash

removal, volunteer-led expansion of the pollinator garden and a partnership with the MA Department of Fish & Game Fishing and Boating Access to re-pave the access drive and parking loop in the summer of 2022.

## Master Plan Implementation Committee

Implementation of recommendations of the 2020 Master Plan began in 2021 with the appointment of the Implementation Committee. The first major project undertaken by the 13-member Master Plan Implementation Committee (MPIC) was the development of a Downtown Revitalization Strategy & Design Report. After a competitive procurement process, the Town hired a consultant team lead by Weston & Sampson Engineers. Deliverables will include a downtown vision document, market analysis, downtown revitalization design concepts, and implementation strategy. The planning process will feature an aggressive community outreach campaign and will take approximately 9 months to complete.

## Open Space Committee

The Open Space Committee effectively fulfills the Conservation Commission's obligation to coordinate the protection and acquisition of open space parcels for both active and passive recreation; to explore alternate funding sources for the purchase of these parcels; and to educate and inform the public of the benefits of preserving open space. The Committee received approval from the MA Department of Conservation Services for the 2020 update to the Northborough Open Space and Recreation Plan. Committee members continue to identify key parcels to protect, either by acquisition or various conservation easements. Outreach and education to landowners and abutters about the benefits of conservation easements and other protection tools continues to be a high priority for the Committee.

## Design Review Committee

The Design Review Committee works with applicants and architects to review proposed two-family, multi-family, commercial, and industrial developments. The purpose of design review is to promote architectural and ecological considerations for the betterment of the community. The Committee worked with the Planning Director to compile Design Guidelines for Two-family Dwellings, which were adopted by the Planning Board in October 2022.

# NOVEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5 Daylight Savings Time Ends	6	7 Election Day	8	9	10 Veteran's Day	11
12 Diwali	13	14	15	16	17	18
19	20	21	22	23 Thanksgiving	24	25
26	27	28	29	30	<div> <div> OCTOBER 2023 S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 </div> <div> DECEMBER 2023 S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 </div> </div>	



**Fred Litchfield, P.E., Town Engineer**

The Engineering Department provides staff support and reviews all projects that are submitted to the Earthwork Board, Planning Board, Zoning Board of Appeals, and the Groundwater Advisory Committee. The Town Engineer normally works closely with the Recycling Committee but this year some recycling events were cancelled due to Covid-19 concerns. The Town Engineer administers all aspects of the Solid Waste Program.

### **Construction Projects**

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

### **Earthwork Board**

The mission of the Earthwork Board is to prevent soil stripping and the generation of unsafe and unsightly conditions in Town. In 2022, the Earthwork Board met six (6) times, held eleven (11) public hearings, and issued eleven (11) new permits. More meetings were held than in 2021 as Covid – 19 concerns lessened a bit, however meetings were held remotely as allowed by Governor Baker's July 16, 2022 Order Extending Certain Amendments to the Open Meeting Law, G.L. c. 30A, §18.

### **Groundwater Advisory Committee**

The Town Engineer provides technical support to the Groundwater Advisory Committee which reviews all projects located within each of the known aquifers of the

town and makes recommendations to the Zoning Board of Appeals and the Planning Board. The purpose of this Committee is to protect, preserve and maintain the existing and potential groundwater supply and groundwater recharge areas, to preserve and protect present and potential sources of water supply and to conserve the natural resources of the town. In 2022 the Groundwater Advisory Committee met five (5) times and made recommendations regarding seven (7) projects.

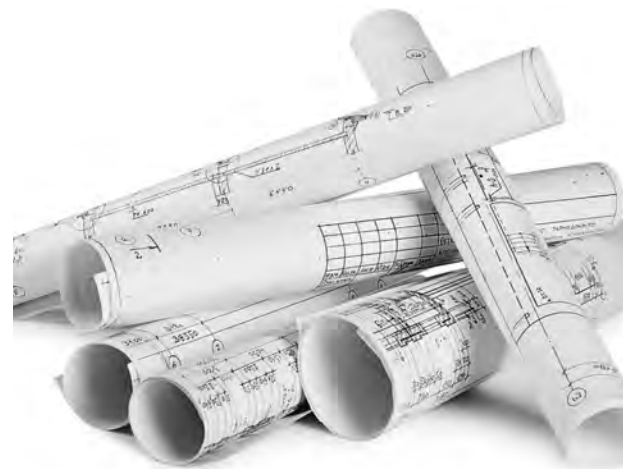
### **Mass DOT Projects**

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

### **Collection of Solid Waste and Recycling**

In July of 2022, the Town exercised its option to extend the current contract with Allied Waste Services of Auburn for the curbside collection of solid waste and the curbside collection and disposal of recycling materials which became effective on July 1, 2019. As a result of the instability in the recycling industry due to the reduced ability to sell recyclables across the United States and China, this contract included an annual adjustment for a change in the cost to process recyclable materials. At this time, it is extremely important each household review the requirements of proper recycling as outlined on the recycling calendar sent to each household every spring because contamination of the single stream recycling is a main contributor to increased recycling costs. Many questions about which items are recyclable and which you may think should be recyclable but are not, can be answered by visiting Mass DEP's website "RecycleSmartMA.org"

In November of 2022, the Massachusetts Department of Environmental Protection instituted a ban on the disposal



of Mattresses and Box Springs which requires them to be recycled. Due to staffing limitations the Town is not able to collect these items but have provided residents with some options which are listed on the Trash and Recycling page of the Town's website.

The annual swap event TAKE IT OR LEAVE IT DAY was not held this year due to Covid – 19 concerns. We were able to hold the annual Household Hazardous Waste Day as contact during this event is limited as residents are encouraged to stay in their cars. Household Hazardous Waste Day was very successful with more than 270 boxes of hazardous chemicals being collected along with metal items and Styrofoam being collected by the Northborough Junior Women's Club. We are hopeful both of those events will be held in 2023.

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

For questions concerning trash collection or recycling, please visit the Town website at [www.town.northborough.ma.us](http://www.town.northborough.ma.us).





# Police Department

**William Lyver, Chief of Police**

2022 was a busy year as we continued to meet the demands of policing reforms and new Peace Officer Standards and Training Commission (POST-C) mandates and regulations. We received notification that the first group of officers that required certification, those with last names beginning A-H, were successfully certified. We now focus on the next group of officers that are required to be certified by July, 1 2023, those with last names beginning with I-R. 2024 will see the remaining R-Z officers certified and then the three-year recertification cycle begins.

I wish to thank the residents of Northborough for the continued support we have been shown over the past year. It means a great deal to us and it is the reason why we continue to dedicate ourselves to continuing our proud tradition of excellence, dedication, professionalism, and service to our community. Our officers take an oath of office as a solemn pledge. We pledge to continue to focus on our guiding principle of providing exceptional public service with integrity, compassion, professionalism, and respect for all persons we interact with.

As of December 31, 2021, the Northborough Police Department is staffed as shown below:

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

2022 was an unprecedented year for personnel shortages within the department. Shortages continue to plague the

department as I write this report. The shortages are due to officers leaving for Federal or larger agencies, COVID, and Family Medical Leave Act. Add to this a rapidly dwindling candidate pool leads to difficulty in finding qualified candidates. This past summer we were staffing 24/7 with eleven out of twenty-two authorized, sworn officer positions which includes two administrative positions, a chief and lieutenant.

One of our two detectives serves as the full-time School Resource Officer (SRO) at Algonquin Regional High School. Due to staffing needs and increased investigative demands the full-time SRO position has been eliminated and reassigned to criminal investigations. The position now serves as a School Liaison Officer, responding to the school when needed.

## Calls for Service

During 2022 the police department provided 16,027 incidents of police service. We responded with and assisted the Northborough Fire Department with 1,219 medical emergencies, fire and rescue calls.

Our Jail Diversion /Co-responder program experienced a significant setback during 2022. We shared a DMH funded clinician with Westborough and Southborough. Westborough chose to go on their own, taking the clinician we shared. Northborough and Southborough have committed to sharing a new clinician. Our partner provider, The Advocates, who employs the clinician, has been searching for a replacement. In the interim they have been providing an on-call, covering clinician. We eagerly await our new clinician. This program deals effectively with persons with mental health issues and substance use disorders. The mental health clinician is available to respond to calls with officers.

Our partnership with C4RJ (Communities for Restorative Justice) is in its fourth year. This is a diversion program for young offenders and young adults who commit minor criminal offenses that might hamper college admission, employment opportunities or government employment if proceeded against in criminal court.

The following programs and services continued during 2022:

- “RUOK” Program (which stands for “Are You Okay?”) At-risk members of our senior community receive a well-being telephone call every morning from the Police Department.
- Child Car Seat Installations: We strongly encourage parents (and grandparents!) to use this important and valuable free service.

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

As I reported in 2020, we are still dealing with the ongoing opioid crisis. 2022 saw no improvement in the number of opioid overdoses. We were fortunate in that we saw no fatal overdoses in 2022. All patrol vehicles are equipped with naloxone hydrochloride or “NARCAN” to counteract the Opioid effects during an overdose crisis. In addition to carrying Naloxone, all department patrol vehicles are equipped with Automated External Defibrillators and extensive emergency equipment to better protect our community.

As I say every year, this is your police department. As shown above, the majority of our time, effort and services are geared towards crime prevention and the safety of our residents. Please contact us if we can be of assistance to you. We maintain a network of contacts in the social service fields, and we will strive to either help you or direct you to aid. We are available to speak to school, civic and related groups. Having been raised, educated and grown up in Northborough, I know firsthand what a wonderful and desirable community it is in which to live, work and enjoy life in. The men and women of the Northborough Police Department will strive to help our residents maintain and enjoy the highest quality of life possible.

Alarms (burglar, fire, panic, hold-up, etc.)	457
Ambulance calls	882
Assist Fire Department	348
Bank/business checks	860
Breaking and Entering	12
Family Offenses/Domestic Violence	88
Homicide	0
House checks	864
Larceny	55
Motor vehicle accidents	390
Operating under the Influence arrests	24
Suspicious persons/vehicles	507
Traffic citations issued (All warnings, civil etc.)	3,283
Verbal traffic warning	1,613
Motor Vehicle Enforcement Stops	4,896



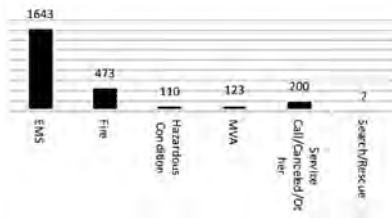
David Parenti, Fire Chief

## Operations

In 2022, NFD responded to 2,551 incidents, this is an increase of more than 7% over last year and all details have been removed from our incident numbers.

We conducted 130 details for a total of 1,083 man hours. These details included Welding Standby, Blasting, Ambulance Standby, Fire Watch and others.

The incident breakdown by type was:



Personnel interacted with 1,659 patients and transported 1,445 patients for a total of 10,457.50 patient loaded miles (scene to the hospital), 896 at the advanced life support level and 763 at the basic life support level. We initiated 617 IV's.

The department responded to 28 building fires (including mutual aid responses) and averaged 212 calls a month with a high of 275 and a low of 172.

Firefighters participated 1,689.5 hours of training. This does not include hours spent at the Massachusetts Fire Academy for recruit members. Training topics range from open meeting law to live burn training.

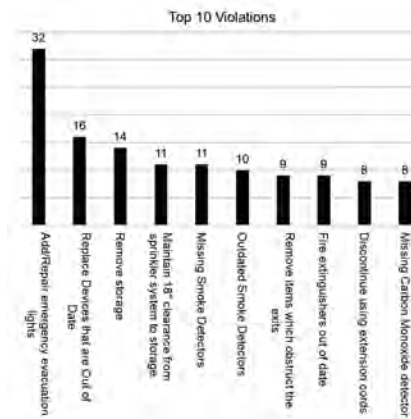
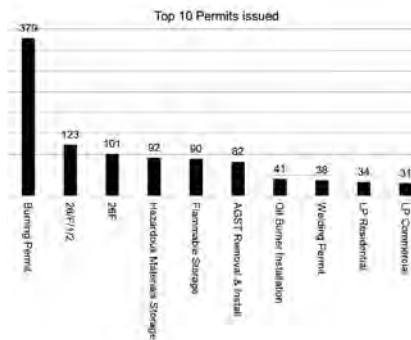
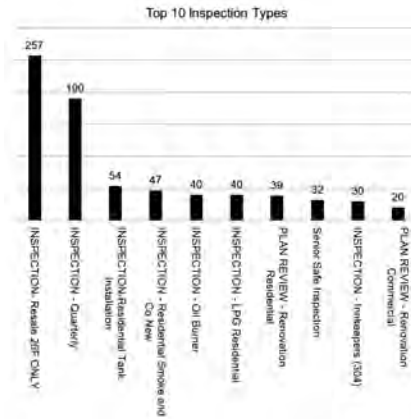
We had ten firefighter injury/exposures, with three injuries resulting in lost time.

The department interacted with 4,504 citizens during 72 public safety events. The top 5 event types are shown below:

Fire Prevention - Senior Safe	32
School Fire Drill - Elementary School	11
Public Relations	9
Public Education - CPR	5
School Fire Drill - Middle School	4

## Fire Prevention

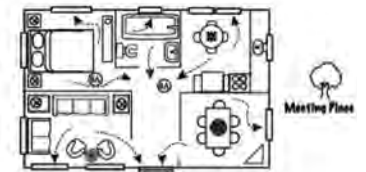
In 2022, the department issued 1,115 permits. These permits encompassed everything from open burning permits to tank removal. We conducted 922 inspection/plan reviews and identified 331 violations.



## Fire Prevention Week Celebrated 100 Years 1922-2022



- Draw a map of your home. Show all doors and windows.
- Visit each room, find two ways out.
- All windows and doors should open easily. You should be able to use them to get outside.
- Make sure your home has smoke alarms. Push the test button to make sure each alarm is working.
- Pick a meeting place outside. It should be in front of your home. Everyone will meet at the meeting place.
- Make sure your house or building number is visible from the street.
- Talk about your plan with everyone in your home.
- Make sure everyone in your home knows how to dial 911.
- Practice your home fire drill!
- Make your own home fire escape.



# DECEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>NOVEMBER 2023</b> S M T W T F S  5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>JANUARY 2024</b> S M T W T F S  1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				1	2
3	4	5	6	7	8 Hanukkah Begins	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Christmas Day	26 Kwanzaa Begins	27	28	29	30



# Building Department

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

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

The Covid 19 pandemic continues to show its effects on operations. The building industry underwent several changes, and the effects are widespread. Rising prices of materials, supply chain issues, and the lack of qualified personnel continue to cause sporadic issues, but the contractors in our area state that there is a moderate to severe backload of work to be done. The permit count and resultant receipts from 2022 reflect the vitality of the economy. The approximate total value of permitted work (building and mechanical only) in Northborough during 2022 was \$53,022,244 which is far above average.

We strive for superior customer satisfaction for all your building and zoning needs. In mid-2022 we upgraded to the ViewPoint cloud based permitting software system which allows greater flexibility to our customers and improve operations in the office. The Town's building website is constantly being updated to reflect current code requirements, and will provide more information to architects, contractors, and homeowners alike.

In 2022 the Town of Northborough saw the completion of several commercial upgrades and new tenant fit outs in addition to increases to residential additions, alterations, and replacements.

The Massachusetts State Building Code will update to the 10th Edition sometime in the calendar year 2023. Ahead of this, the Massachusetts Residential Energy Code updated on January 1, and the Commercial Energy Code will update on July 1, 2023. With it comes Northborough's commitment to the best use of our natural resources. These new regulations will provide for the safest and most energy efficient new and renovated buildings in our history.

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

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

Total Building/Mechanical Permit Fees	\$ 522,911.12	(930 Permits)
Total Certificate of Inspection Fees	\$ 2,580.00	
Plumbing Revenue	\$ 23,804.37	(344 Permits)
Gas Revenue	\$ 6,750.00	(270 Permits)
Wiring Revenue	\$ 32,863.00	(628 Permits)
<b>COMBINED TOTAL 2022</b>	<b>\$ 588,908.49</b>	<b>(2172 Permits)</b>

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

DESCRIPTION	2016	2017	2018	2019	2020	2021	2022
Single Family Houses	7	15	11	6	8	10	6
Attached Single Family	8	2	0	0	0	0	0
Residential Addition/Alteration/Repairs	190	177	212	190	182	217	313
Non-Residential:							
New Construction	7	2	8	8	0	4	4
Non-Residential: Add/Alt/Repairs	60	49	45	50	51	47	52
Roofing/Siding/Windows	154	169	190	163	147	188	198
Garages	2	2	3	4	1	3	1
Sheds/Barns	8	8	9	6	7	3	4
Decks/Porches/Gazebos	37	40	32	53	45	37	43
Swimming Pools	11	9	9	12	11	13	15
Stoves	22	18	25	14	11	15	14
Signs/Awnings	65	46	61	46	32	39	54
Demolitions	21	11	27	8	11	5	7
Tents/Trailers	4	9	9	12	6	7	12
Foundations	2	2	1	2	1	0	0
Mixed Use/Change in Use	0	1	2	1	0	0	0
Wireless Comm. Facility	3	5	5	1	5	1	12
Solar Panels	63	46	63	56	53	41	51
Insulation	35	21	47	123	79	123	143
Retaining Walls/Other	2	2	3	2	2	9	1
<b>TOTALS</b>	<b>701</b>	<b>634</b>	<b>762</b>	<b>757</b>	<b>651</b>	<b>764</b>	<b>930</b>



# JANUARY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Martin Luther King Jr. Day	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31		<b>DECEMBER 2023</b> S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>FEBRUARY 2024</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28



# Health Department

**Kristin Black, Health Director**

The Health Department, under the guidance of the Board of Health, promotes and protects the health and wellness of residents, employees, and visitors. While COVID-19 response and vaccinations efforts continued into 2022, the Health Department shifted its focus to recovery from the pandemic. Two major initiatives of 2022 related to recovery included Be Well Northborough and the Northborough Southborough Substance Abuse Prevention Coalition, renamed “Encompass”. With the help of other town departments, the Health Department coordinated the development of a 60-page Community Resource Guide that highlights our municipal services and local, state, and federal resources that address the deeper lasting impacts of the pandemic. This guide was direct mailed to all households in the fall with the use of ARPA funds allocated to Be Well Northborough. Working with other coalition members and contracted services from Bright Solutions, Encompass is being reinvigorated and will seek federal funding in 2023.

The Health Department continued to serve as host for the Greater Boroughs Partnership for Health (GBPH) and onboarded a new Health Agent and Epidemiologist for the 4-town region supporting of Northborough, Boylston, Southborough, and Westborough. Several new programs and initiatives were launched in 2022 including a free Home Wellness Check program and Narcan Training program for residents.

The Health Department continues to contract with Salmon VNA & Hospice for public health nursing services including disease investigations and annual flu clinics. The Health Department ran five COVID-19 vaccination clinics at the Northborough Senior Center between September and December of 2022 administering over 1,091 vaccines to individuals aged 5 and older. Clinics were supported by

Medical Reserve Corps volunteers. Over 500 flu shots were administered at clinics hosted at the Senior Center, Melican Middle School (for teachers), and Algonquin Regional High School (drive-through) in the fall. Contracted nurses also administered both flu and COVID-19 vaccines to homebound residents upon request or referral.

Permits/Licenses and fees collected and deposited with the Town Treasurer for the 2022 calendar year amount to \$68,052.93. Grants received in 2022 calendar year amount to \$460,000.

The following information is provided as a statistical summary of permits/licenses issued by the Board of Health for the 2022 calendar year:

Food Establishment Permits	114
Temporary Food Permits	16
Soil Tests	36
Disposal Works Permits	32
Septic Single Component Repair Permits	38
Septage Haulers	14
Septic Installers	26
Semi Public Swimming Pool Permits	3
Horse Stable Permits	8
Camp Permits	2
Tobacco Permits	13
Motel Licenses	1
Funeral Director	1
Well Permits	16
Title 5 Records	65



The Health Department, through its contract with the Salmon VNA, also investigated the following communicable diseases, conducted blood pressure clinics and flu clinics in 2022.

Calicivirus/Norovirus	1
Campylobacter	3
Cyclosporiasis	1
Giardiasis	1
Group A Streptococcus	2
Group B streptococcus	2
Hepatitis B	2
Hepatitis C	4
Human Granulocytic Anaplasmosis	3
Influenza	143
Lyme Disease	28
Salmonella	4
Streptococcus pneumoniae	1
Shiga toxin producing organism	1
Varicella	1
Confirmed COVID-19	1776
Probable COVID-19	280

# FEBRUARY 2024

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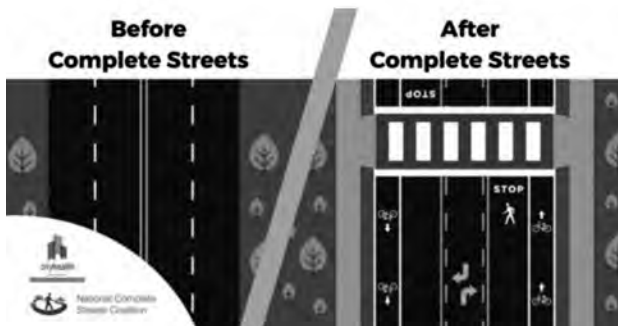
# Public Works Department

**Scott D. Charpentier, P.E., DPW Director**

2022 was our first full year away from the depths of the pandemic. It was refreshing to reengage under the “new normal” and provide the critical services our community has come to rely upon.

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

The Town was awarded a \$35,200 State grant to fund the process of becoming a Complete Street Community as defined by MassDOT.



*What Complete Streets Provides*

Our Highway Division includes not only Highway, but also the Cemetery, Parks, and Tree Divisions. These teams of individuals provided regular maintenance operations

at the cemeteries located on Howard Street in addition to laying out plots and preparing plots for burials. The Tree Division continued its efforts to trim and remove decaying and dead trees within the Town’s right-of-way. The Highway Division repaired or replaced numerous structures including catch basins, manholes, culverts, headwalls, and curbing throughout Town.

The Public Works Administration Office is responsible for permit issuance for all work located within the public right of way. 2022 included issuance of 173 permits, a 20% increase over 2021, segregated as follows:

6	Sewer Connection Permits
18	Water Service Permits
27	Trench Permits
104	Road Opening Permits
18	Drainlayer Authorizations

The Department faced an average winter snowfall in the 2021/22 season, which included a total snowfall depth in Northborough of 53.7 inches over 12 individual weather events. There were numerous instances of icing conditions which required application of approximately 4,500 tons of salt.

Pavement management efforts for 2022 consisted of a variety of pavement treatments including, full depth reclamation, mill and overlay, rubber chip seal, and crack filling. Implementing a well-rounded approach to the maintenance of our roadway infrastructure provides the community with the most efficient use of allocated funds. This tactic extends the useful life of road surfaces through maintenance operations. 2022 work efforts included improvements to approximately 8.5 miles or 10.6% of our Town roadways which improved our roadway rating in the mid-seventies, from 73.2 to 76.

A significant culvert that conveys Cold Harbor Brook under Lincoln Street adjacent to the elementary school failed and was replaced for a total cost of \$370,000 with the work being completed prior to the start of the school year.

Two substantial parks projects were completed and commissioned this past year. The Town added six pickleball courts to the vast amenities provided at the Ellsworth McAfee Park. Assabet Playground was completely rebuilt including all new equipment and play surface. Both of these projects were made possible by Community Preservation Act funds.



*Completed Pickleball*



*Completed Playground*

The Water and Sewer Division continued to provide safe and reliable utilities to our Northborough customers. Construction of the operations facility expansion was completed by the students of Assabet Valley Regional Technical High School which resulted in a community based civic project delivered to Town for a fraction of the cost for conventional project methods.



*Completed Water/Sewer Garage Interior*

Fiscal Year 2022 continued the sewer enterprise fund’s annual systematic pump station improvements. This allows the Department to take an incremental approach to pump station upgrades in lieu of complete and costly reconstruction. A new backup generator was purchased for the Town Hall Pump Station which will be installed upon arrival in 2023.

On behalf of all the men and women of the Northborough Department of Public Works, I would like to thank the residents of Northborough for your support, understanding, and continued civic engagement.



# MARCH 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>31</b>  <b>Easter</b>	<b>FEBRUARY 2024</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>APRIL 2024</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30			<b>1</b>	<b>2</b>
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<b>10</b>  <b>Daylight Savings Time Begins</b>	<b>11</b>  <b>Ramadan Begins</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
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# Council on Aging/ Senior Center

**Kendra D. Faldetta, Director**

**P:** (508)393-5035

**Facebook:** The Northborough Senior Center  
[www.town.northborough.ma.us](http://www.town.northborough.ma.us)

The Northborough Senior Center at 119 Bearfoot Road continues to be a center of activity, services and healthy aging. Our mission is to enhance the lives of senior citizens in Northborough. We provide necessary services to older adults, and we are also a hub of socialization, recreation and fitness. Our Bistro 119 serves lunch Monday through Thursday, we have our regulars and new faces alike. Both the Bistro 119 and the senior center would be at a loss without our wonderful volunteers, we offer our sincerest thanks to those that spend their time helping here.

While we continue to be busy with our classes, workshops, Bistro 119 and games we have added additional programming in 2022. This year we hosted a town wide Trunk-or-Treat, that had approximately 250 Trunk-or-Treaters; this is a new tradition we hope to continue in 2023 and beyond. In conjunction with the India Society of Worcester we had a fantastic Diwali celebration, where participants were able to learn about Indian culture and try Indian food. The senior center hosted the Northborough Fire Department for a cornhole tournament, and we regret to inform you that the NFD won every round. Through the summer we had a Produce Pick Up program, that allowed seniors to pick up fresh, locally grown produce for free.

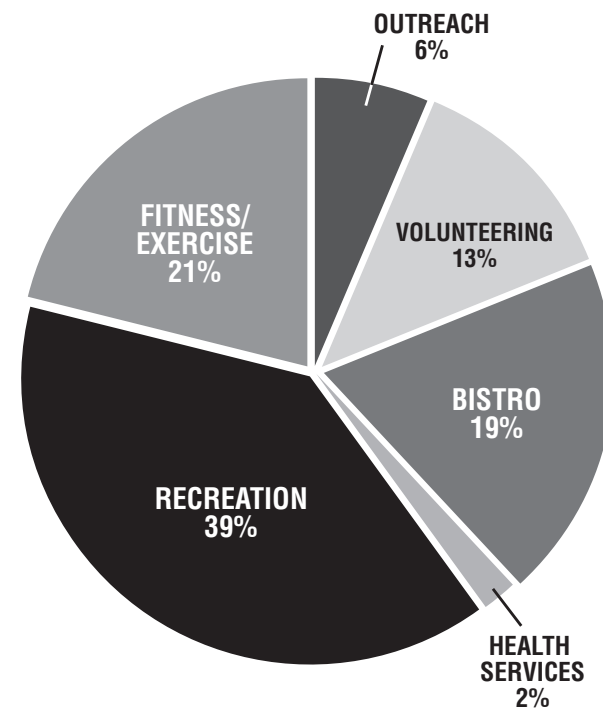
21,478 people checked in using our MySeniorCenter online program. This includes people utilizing our services for prescription medication reviews, Tai Chi, ping-pong, Bistro 119 and much more. In the past year we have added some fun new programming, this includes regular flower arranging classes, watercolor, various fitness classes and hopefully even more in the next year.

In conjunction with Be Well Northborough we have been able to offer Northborough seniors water aerobics classes at the YMCA in Westborough. We were able to host several emotional wellness and wellbeing groups and received positive feedback from participants. The senior center hosted a Dynamic Aging program that ran for 8 weeks, and 16 sessions; participants learned all about ways to improve and challenge their bodies gently.



2022 was a year of creativity, learning and growing. We are excited to see our numbers increasing as restrictions start to lessen. Our newsletter continues to be a great way to get our programs out to people; and we have worked to ensure our Facebook page is up to date with activities, pictures and information, you can find us on Facebook at The Northborough Senior Center. We hope to see you at the senior center in 2023, and we look forward to welcoming you.

## ACTIVITY STATISTICS



# APRIL 2024

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# Northborough Free Library

**Jennifer Bruneau, Director**

**Website:** [www.northboroughlibrary.org](http://www.northboroughlibrary.org)  
**Phone:** (508) 393-5025  
**Fax:** (508) 393-5027  
**Email:** [jbruneau@town.northborough.ma.us](mailto:jbruneau@town.northborough.ma.us)

## Mission

The library strengthens the community by empowering, informing, and inspiring Northborough residents.

## Core Services

- Loaning books, movies, video games, audiobooks, music CDs, and a “Library of Things” which includes kits, games, musical instruments, and more.
- Holds service which allows residents to borrow items from other libraries throughout the state. Items are delivered to the library for convenient checkout and return.
- Downloadable eBooks, audiobooks, magazines, and videos accessible 24/7 from most mobile devices.
- Free and discounted passes to more than 20 area attractions.
- Exciting programs for residents of all ages.
- Online access to 69 databases, including Ancestry Library Edition, Consumer Reports, Learning Express, Morningstar Mutual Funds, and Rosetta Stone.
- Engaging story times and early literacy programs for children.
- Public computer use, high speed internet, printing, faxing, and copying services.

## Apps to Know



**CWMARS:** mobile app for patrons to access their library account, search the catalog, request materials, and more.



**Libby:** access ebooks, audiobooks, video, and magazines in the Overdrive collection.



**Kanopy:** Watch thousands of documentaries, films, Great Courses, and classic movies.



**Hoopla:** Instant access to thousands of audiobooks, TV, movies, music, and ebooks.

## Achievements

- **Be Well Northborough:** The library started a new Fitness Pass program in partnership with three local fitness centers, began lending fitness equipment in our Library of Things, and hosted several health and wellness programs that reached over 300 residents. The Be Well Northborough group also hosted a summer kick off event at Ellsworth McAfee park, and published a comprehensive Resource Guide that was mailed to every address in Northborough.
- **New Circulation Record:** We set a new record in materials circulation in 2022, with 203,817 items being checked out. This number represents an increase in usage among physical and electronic materials.
- **Staffing:** We said goodbye to two of our full-time staff members this year. Thank you to Deborah Hersh and Carlina Arsenault for years of dedicated work here at the library! We are excited to welcome Kaitlin Stacy and Rachael Hutchins to our team. Kaitlin is our new Adult Services Librarian, while Rachael is shifting from part-time work in the Circulation Department to a full-time position in the Children’s Department.
- **Library on the Go:** Volunteers in this program continue to provide home delivery of library materials by request to Northborough residents who are physically unable to travel to the library, or those who are isolating due to illness or close contact exposure.

## Post-COVID Trends

Library usage in FY22  
(compared to FY19)

### Circulation

Books: 139,215 (+9%)  
Magazines: 2,242 (-31%)  
Audiobooks: 5,303 (-57%)  
DVD: 15,438 (40%)  
E-book: 20,711 (+109%)  
E-audio: 13,428 (+35%)  
E-video: 2,943 (+138%)  
Database Use: 14,972 (+195%)

Overall Circulation: 203,817  
+7.4% (new record!)

### Library Attendance

482 programs (-12%)  
13,105 attendees (-15%)  
Door Count: 69,167 (-44%)

### Cardholders

12,116 (+14%) active,  
unexpired cardholders

### Computer & Web Site

Computer sessions: 13,000 (-28%)  
Web Site Hits: 69,167 (+598%)



# MAY 2024

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# Recreation Department

Allison Lane, *Director*

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

The Recreation Department offers over 300 programs in Town, at locations including the Rec Center, the Town Hall Gymnasium, parks, Northborough schools and various vendor locations. We offer programs for preschool kids ages through adults throughout the year.

Residents are invited to apply yearly in the Winter for a plot in our Community Gardens on Valentine Road. The Community Gardens were built in 2011 and have grown in popularity since. In 2020 we added 10 more gardens through a grant and the hard work of Eagle Scout, Colin Wing. All 40 gardens were rented for the 2022 season.

The Recreation Department offers a variety of half-day and full-day summer programs for children. The Recreation Summer Program is held at Lincoln Street School for grades Pre-K – 6 and runs Monday – Friday, 8am–5pm for 7 weeks out of the summer. On average, twenty-five to thirty staff are hired yearly for our summer programs. The Recreation Summer Program is the largest source of revenue for the Recreation Department.

The Recreation Department is responsible for scheduling the use of all playing fields in town. (Excluding Algonquin) The Department is also responsible for scheduling use of the Town Hall Gym, which can be rented for a fee depending

on availability. In addition, the Recreation Department also schedules rentals of the Pavilion at Ellsworth-McAfee Park.

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

In the Spring of 2022, Allie Lane accepted the Special Citation Award from the Mass Parks and Recreation Association for creating a multi town Women's Softball program. 5 surrounding towns put together over 10 teams that played softball one night a week for Spring and Summer.

The Recreation Department in conjunction with many other departments created Be Well Northborough. Be Well is funded through ARPA money and has gone to many wonderful programs and opportunities for the members of our community. Please see the Be Well website for more info: [www.town.northborough.ma.us/be-well-northborough/pages/about-be-well-northborough](http://www.town.northborough.ma.us/be-well-northborough/pages/about-be-well-northborough)



*Canobie Lake Fieldtrip*



*Pickleball Courts at Ellsworth MacAfee Park*



*Women's Softball Team*

# JUNE 2024

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# Family & Youth Services Department

**June David-Fors, MSW, LICSW, Director**

In this 2022 Annual Report, I would like to share a unique fact about Northborough Family & Youth Services. Out of 351 communities in Massachusetts, there are 57 that have a Youth & Family Services Department, Youth Commission, or a similar Board.

There are several unique advantages for residents living in these communities. The following are some examples, to name just a few:

First, this model transcends all others as it is woven into the fabric of the community. It fully understands the community needs, strengths, dynamics, current issues, resources, etc.

As a municipal department, Family & Youth Services has the advantage to quickly connect with other town departments and community partnerships. This results in residents promptly receiving essential resources and basic life necessities.

In our work with our partnerships, we all recognize that as a town we can offer much more together than on our own. We have a well-linked network to expand options and maximize resources for residents.

A community's investment, compassion, and care of one of its own, is unsurpassed by any other. For me, an indicator of an agency's success is in this question that I ask myself: Is this a place that I would refer my family or friends to? The answer is a resounding yes!

## Family & Youth Services 2022 Accomplishments

The mission of Family & Youth Services is to identify and respond to the town's human service needs to enhance the lives of adults, youth, and families.

Being true to our mission, this is exactly what we did when we contracted with William James College's INTERFACE Referral Service. This free, confidential service refers residents and students to therapists.

This service is vital, as the need for mental health services sky rocketed since COVID-19. For instance, Boston College Researchers report depression and anxiety rose significantly to levels more than 6x higher than the prior year.

The Center for Disease Control reports that in the United States, *Suicide is the 2nd leading cause of death among people ages 10-34.*

According to the 2021 MetroWest Adolescent Health Survey, youth in Northborough showed an increase in depressive symptoms, self-injury, and seriously considering suicide.

Fortunately, we had the foresight to contract with INTERFACE Referral Service. Since July 1, 2020 through May 31, 2022, INTERFACE served a total of 123 residents and/or high school students.

This partnership is very successful. It is multi-faceted and mutually beneficial for both organizations. For instance, we serve as a field placement site for their Clinical PsyD students.

We also work together to provide outreach in Town. On June 22, 2022, William James College attended the Be Well Northborough kick-off event. There were over 200 youth, adults, and families in attendance.

In addition to INTERFACE, we have numerous other partnerships. As a community, we know that we can accomplish far more by working together.

In closing, I would like to thank all of you who have endlessly supported the department. One such group is the Northborough Youth Commission.

During my 15-year tenure they have maintained an unwavering commitment to the Department's mission.

Finally, I would like to invite you to view our website. Here you will learn more about our department including our partnerships, programs, and services.







***The Mission of the Central Massachusetts Veterans' District (CMVSD)  
is to act as the municipal advocate for Veterans residing in Grafton,  
Northborough, Shrewsbury, and Westborough.***

**Jeff Farrell, CMVSD District Veterans' Director**

### **Mission**

The mission of the Central Massachusetts Veterans' District (CMVSD) is to act as the municipal advocate for Veterans residing in Grafton, Northborough, Shrewsbury, and Westborough. Our goals are:

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

### **Benefits**

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

### **Federal Benefits**

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

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

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

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

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

### **State Benefits**

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

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

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

*Additional information on these and other benefits can be found on [www.centralmassvets.org](http://www.centralmassvets.org).*

### **Benefit Administration**

In 2022, the Central Massachusetts Veterans' District administered Massachusetts General Law Chapter 115 benefits totaling \$40,629.19. Benefits are generally reimbursed to municipalities by the Commonwealth at 75%.

### **2021 Overview**

The District is served by one full-time Veterans' Services Agent. Regular office hours are held in each of the four towns. Veterans residing in the district are free to meet with any of the District's Officers in any location.

Current walk-in hours and contact information is available at [www.centralmassvets.org](http://www.centralmassvets.org) or by calling 774-293-2208. Veterans and their family members seeking information regarding benefits are strongly encouraged to speak with a local Veterans' Services Officer. The District's website, [www.centralmassvets.org](http://www.centralmassvets.org), may be used as a self-help resource for Veterans seeking information regarding benefits.

Payments to public assistance recipients in Northborough under Massachusetts General Law, Chapter 115 increased from \$38,916.76 in 2021 to \$40,629.19 in 2022.

Most local Veterans and family members seen in our office are seeking information and assistance accessing benefits offered through the Department of Veterans Affairs, to include disability compensation and pensions. As of October 2022, there are 124 Northborough residents collectively receiving \$152,895.64 through the VA's disability and pension programs.

The district coordinated, hosted, and participated in various events throughout 2022, including various memorial services, benefit education programs, and Memorial and Veterans Day activities. Pictures and information on these events can be found on the Central Massachusetts Veterans' District Facebook page.



## MIS/GIS Department

**David Kane, MIS/GIS Director**

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

In 2022, the MIS/GIS Department's efforts were primarily focused on strategic planning. Our Strategic Technology Plan and Cybersecurity Assessment are nearing completion as 2022 comes to a close. These studies will make recommendations that will be the forefront of what the Department focuses on in 2023 and beyond.

In addition to strategic planning, many infrastructure improvements were put in place last year. These include outfitting the Town's new water barn with a variety of technology, upgrades to the Senior Center Computer Lab and an SD-WAN that provides for redundancy and increased up time for internet-dependent applications.

Efforts underway in 2023 include an upgrade to MUNIS (the Town's critical line-of-business application), new core switches and new host servers at Town Hall, Police Department and Fire Department, and a new email security and archive solution. Additionally, improvements to the Town's GIS are planned for 2023 making data more accessible to both staff and the public.

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



## The Scholarship Committee

**Liz Nolan, Chair**

The Scholarship Committee was established in 2001 and is comprised of six appointed volunteer voting members, along with a non-voting representative from the school district. The Scholarship Committee provides Northborough high school senior students with some financial assistance for their post-secondary education. The Scholarship Fund relies solely on the generosity of the community and does not receive any money from the town budget. The number of scholarships and the amount awarded is decided annually by the Committee based on available funds. Direct donations can easily be made via an online link, by mailing a check, or by adding an amount to your tax bill in the designated area.

The pandemic impacted fundraising opportunities, but in 2022, a total of \$1,800 in scholarship funds was awarded. Thank you to all who contributed to make these awards possible. The recipients were Brianna Boeckeler, Aislin Campbell, Erik Lin, Paulina Paradise and Jason Subat. Consideration is given to the student's financial need, employment and community service experiences, school/extracurricular activities, academic standing, and essay. In 2023, the goal of the Committee is to continue to increase community awareness of the fund's existence for both donors and eligible recipients. Two successful fundraising efforts to date for 2023 awards have been a mini photo shoot by Jennifer MacNeil Photography and the sale of Algonquin Regional High School Class of 2023 graduation yard signs. Be on the lookout for information on upcoming fundraising events and thank you for your continued support.

Scan the QR code below for more information.



## Cable Access/Television Department

**Kathy Dalglish, Director**

The Cable Access Television Department provides continually evolving video content for our Northborough viewers. As we go beyond several years of Covid 19 restrictions, our audience has rediscovered community content like never before. With nearly three hundred locally produced shows this year, we have provided a broad range of government, informational, entertaining and educational videos into your homes.

With funding provided through our recently re-negotiated contracts with Verizon and Charter, we have become a more vital informational resource for our residents who are busy, but still want to stay connected with their town government, schools and community. From live productions and replays on television as well as streaming and on demand available on our Northborough Cable YouTube channel we have made staying connected as simple as possible.

With over 2,300 subscribers and more than 60,000 views this year on our YouTube channel as well as untold Video on Demand and television replays, we are grateful for your continued support and look forward to providing you even more content in the coming years.

### WHERE TO WATCH

<b>Public Access</b>	Verizon 31 and Charter 191
<b>Education</b>	Verizon 29 and Charter 194
<b>Government Access</b>	Verizon 30 and Charter 192
<b>YouTube and Facebook</b>	Northborough Cable



# Community Affairs Committee

**Suzy Cieslica, Chair**

The Community Affairs Committee (CAC) embraced a “return to normal” during 2022. It was a year of celebration and bringing our residents safely together again!

February marked the celebration of the first Kindness Week for Northborough. The CAC worked with the Northborough school district to encourage residents, students and families to perform acts of kindness. Local businesses also joined in. Aero Coffee offered two free coffee days - one for town employees and another for school district employees. Police Chief Bill Lyver held a “Coffee with a Cop” event. We ended the week with an event at our Town Common. Residents were invited to decorate a luminary (paper bag) with a note of kindness or positivity. Weighted down with granola bars (instead of the customary sand or stones), they were lit up with LED lights and installed into a heart design. Attendees enjoyed donated hot cocoa to fight the chilly weather! Mitch Cohen, our unofficial drone photographer, took a beautiful picture of the heart from above. After the event, we donated the granola bars to the Northborough Food Pantry. This event would not have been possible without the hard work of the DPW, who cut through the ice on the Town Common sidewalk to make a safe area for us to set up. We look forward to more events for Kindness Week in 2023!

In April, the CAC held The Annual Louise Houle Town Clean Up. Our event kicked off with a sign up and bag pickup at Ellsworth McAfee Park. We handed out DPW-supplied bags, and offered breakfast items from Wegmans, McDonalds, and Dunkin Donuts of Shrewsbury Street. This event is always popular and many residents volunteered throughout the weekend to beautify Northborough!

The Annual Summer Concert Series continues to be enjoyed by residents. We hosted five concerts celebrating a wide range of musical genres. Each event had a wide variety of food vendors. We were able to offer “free” face painting for residents again too! Bands love the beautiful location and residents appreciated the opportunity to relax and enjoy the music! None of it would have been possible without our generous sponsors: Northborough Cultural Council, Gold Sponsors Carvalho and Roth Orthodontics, Karen Scopetski, VP Coldwell Banker Residential, Lexus of Northborough, Michelle Gillespie Realtor, the Shay Family, and Silver Sponsors Flaherty Physical Therapy, Main Street Bank, and Mathnasium of Northborough.

October marked our third year of the Jack-O-Lantern Stroll. Creative residents displayed their jack-o-lanterns on the Town Common on shelving created by DPW. They were lit for all to enjoy over Halloween weekend. Residents were able to vote on our website for their favorite three entries.

We hosted two events in December. Our Annual Tree Lighting Ceremony was extremely well attended, despite terrible weather all day. Luckily the rain stopped just as the event began! Our fifth grade chorus sounded great! Northborough House of Pizza generously donated pizzas and MetroWest Painting provided hot cocoa and cookies. The fire department provided bins for a Toys for Tots drive. We received donations for the Northborough Food Pantry too. We even had high school volunteers earning their hours and helping out!

Our Menorah Lighting took place on a brisk evening. We had civic speeches and Representative-elect Kate Donaghue there to celebrate Hanukkah. We are so happy to continue this tradition!

We concluded the year with Light Up The Town, a community decorating contest. We provided a printable list and Google map of participating homes. Residents could drive around town and enjoy the creative lights and displays. People voted at our website and three winners received gift baskets full of gift certificates and items donated from Karen Scopetski, VP Coldwell Banker Residential and Red Light Therapy4U.

The CAC members look forward to continuing our programs during 2023 and expanding upon the fun we bring to town! Thank you again for all of your support!







## Terry Underwood, *Chair*

The Northborough Cultural Council (NCC) consists of appointed volunteers, supporting a variety of programming in the arts, music, humanities and interpretive sciences for the cultural enrichment and wellness of our community. Funding for the NCC comes from the Massachusetts Cultural Council (MCC) and the Town of Northborough. Under the guidance of the NCC and MCC's priorities, these funds are turned around into the form of grants to eligible applicants.

NCC awarded nineteen culture grants totaling \$6,187 in 2022. People attended the events, programming and projects from the local community and across the Northborough town line as well. Audiences were as varied as the programming. Indoor and outdoor concerts throughout the year, entertained all ages. Elementary, middle and high school programming enriched our younger population.

Programming included Chinese Brush painting by an artist who presented at the library, the Soular Jazz Festival held on the lawn of the First Parish Northborough Unitarian Church, performances, instruction and demonstrations at the Senior Center when not interrupted by covid, as well as St. Bernadette School, Middle School and more. A very generous donor also collaborated with NCC for a beautiful mural for everyone to enjoy for years to come.

The CultureFest of 2022 was held on the Town Common and was the first of what we anticipate to be many more. Artists traveled near and far to entertain people throughout the day. Local clubs and groups spoke to people to educate and recruit. Local food and art based businesses also joined in to delight the community. State Representative Meghan Kilcoyne, enjoyed the day, along with Northborough Select Board member Julianne Hirsh and Massachusetts Cultural Council District Program Officer, Guelmi Espinal. Also spotted were people running for various local and state offices.



As part of a five year plan, the first part of the Public Art Campaign entitled Go Outdoors Northborough, kicked off with a call to artists, where recycled doors were resurfaced and then creatively painted by artists and placed around the walking path of Ellsworth McAfee Park. The entire community was able to enjoy the very unique art exhibition from a seat while watching soccer or walking.

The volunteer members of the Northborough Cultural

Council are grateful for the support that it receives from its members, community, town administration and state level. We are always seeking to expand our volunteer base in the Council and encourage people to come check us out. Our goal is to keep cultural enrichment and exposure alive and available across the community, especially underserved populations. Thank you for your continued support, as we look forward to more great things to come.

## Cultural Council Grants

GRANTEE	PROJECT	AMOUNT AWARDED
Jacob Litoff	CRS present programs on Cable TV or chamber music concerts for Applefest or around that time	\$300
Assabet Valley Mastersingers, Inc.	Assabet Valley Mastersingers Concert Season	\$200
MUSIC Dance.edu	Hip Hop Dance Chair Exercise for Seniors!	\$325
Algonquin Regional High School	The Power of a Personal Story	\$600
Ed Harlow	8th Annual Soular Jazz Festival	\$300
Northborough Area Community Chorus	NACC 51st Spring and Winter Programs	\$300
Davis R. Bates III	A Celtic Celebration: An Inter-generational Performance	\$290
Dale Schofield	Winter Illumination	\$175
Stephen Lewis	Struggle for Women's Equality-An International Poster Exhibit	\$87
Fannie E. Proctor School	Slapstick Science	\$600
Elizabeth Silvia	Giggles, Games and Grandfriends!	\$290
Northborough Historical Society, Inc.	CHALLENGER: Soaring high with Christa McAuliffe	\$290
Northborough Community Affairs Committee	2022 Summer Concert Series	\$650
Motoko Dworkin	Folktales from Asia	\$290
St. Bernadette's Elementary School	Art Alive! An Interactive Art Gallery!	\$275
Northborough Free Library	Chinese Brush Painting	\$290
National Art Honor Society of		
Algonquin Regional High School	Trim-A-Trail and Wish Tree Fulfillment	\$275
Northborough Town Common Committee	Family Music at Farmers Market	\$350
Women of Note, Inc.	Women of Note 2021-2022 Concert Season	\$300
<b>TOTAL AWARDED FOR 2022</b>		<b>\$6,187</b>





# Housing Authority

**Lynne Trombley**, *Executive Director*  
**Rita Osborne**, *Chair*

The Northborough Housing Authority (NHA) is a public agency, which provides state-aided housing for low-income elderly, handicapped, and families. It is regulated by the Commonwealth of Massachusetts through the Department of Housing and Community Development (DHCD) and must adhere to the strict regulations and funding requirements of DHCD. This has become increasingly difficult with the rising costs of utilities as well as materials and supplies.

The NHA consists of five members who are responsible for establishing policy, setting operational goals, overseeing financials, and creating public housing. They meet on the first Wednesday of each month at 6:00 p.m. at 26 Village Drive. The Board actively pursues ways to increase its public housing portfolio. Last year applications were submitted to Community Preservation (CPC) and DHCD for funding to build eight new units of elderly housing. Unfortunately, the project did not move forward due to funding restrictions from DHCD.

The NHA currently owns and operates 104 elderly and 26 family housing units in Northborough. Present net income limits for determining admission to state-aided public housing range from \$55,350 for one person to \$104,350 for eight people. The NHA also owns a building which houses 8 low-income special needs residents at 152 East Main Street. This facility is staffed by The Advocates and managed by the Department of Mental Health. In addition, the NHA has been managing four additional units of elderly housing on Centre Drive since 2014. These units were built by the Northborough Affordable Housing Corporation (NAHC) with the use of CPC funds. The NHA completed several capital property improvement projects this past year, including a front entry modernization at Colonial Village.



# Trails Committee

**Robert Mihalek**, *Chair*

The Northborough Trails Committee's (NTC) mission is to maintain a viable recreational trail system in Northborough, utilizing both public and private property. We work alongside town and state agencies (such as MWRA, DCR and Mass Wildlife) to look for opportunities to improve existing trails and add trails to the network. The NTC relies heavily on volunteers for organizational and maintenance activities. We have many volunteers that, while not visible in the minutes of each meeting, are an incredible asset to the trail network.

Our volunteers completed extensive regular maintenance plus the following special projects:

- **Old Farm Trailhead at Main Street:** rehabilitation included posting new maps, installing gravel steps and rehabbing muddy, rooty sections of the trail itself.
- **Stirrup Brook Trailhead:** rehabilitation of parking lot including water abatement/overgrowth clearing and relocation of parking barriers at the lot off Route 20 with DPW assistance.
- **Coyote Trail:** removed major fallen tree at the Assabet River edge following a storm.
- **Boundary Street Trailhead:** trash cleanup.
- **Assabet Park Trail:** repaired the storybook posts.
- **Meadowbrook/Edmund Hill Woods:** renovated the bridges at wet sections.
- Completed a new kiosk at Mt Pisgah parking lot.
- Public outreach and education at the Northborough Applefest Booth.

Lynne Trombley, NHA's Executive Director retired on September 16, 2022, with 23 years of service. She continues to act as a consultant for the NHA while they are in the process of hiring a new Director. Julie Molloy continues as the Administrative Assistant of the NHA

Work began on an effort to improve the digital mapping and trail system in Northborough. The Committee worked with the Trustees of Reservations and regional trails organizations to compile available information.

NTC Member Forest Lyford designed a woodland trail with multiple access points to the woods, wetlands and upland trails in Edmund Hill behind the Senior Center for seniors and those with mobility impairments. He added decorative creatures he crafted from wood to entice people to visit the new trail. The NTC prepared an application to the Community Preservation Committee (CPC) for funding of the construction of this trail to be fully ADA compliant. This implementation follows completion of the contract for the final design of the trail funded by CPC last year.

Edmund Hill Woods Interpretive Trail was fully functional and received praise from the public. The new trail guide was created with information on historic, natural and geologic features. Each station also features an interpretive video which can be accessed from the Trails Committee website or from a QR code on the station post while walking in the woods!

The NTC prepared an application to the Community Preservation Committee (CPC) for funding of engineering design to access the Assabet Bridge section of the Aqueduct Trail, which will open the bridge across the Assabet River at Hudson Street. The NTC has received permission from MWRA to move forward with the design to provide pedestrian access which will require structural analysis, relocation of utilities, new decking, safety railings, possible modification to the approaches and the existing MWRA 8M Permit. The Trails Committee is very happy to see this project move forward!

and handles most of the day-to-day operations. Julie can be reached at (508) 393-2408 between the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday. All housing applications are now submitted electronically through the state online portal, CHAMP.



# Historic District Commission

Normand Corbin, *Chair*

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

- As the *Historic District Commission*, work with property owners within the two historic districts, to maintain the homes' historical street-view appearance.
- As the *Historical Commission*, identify, evaluate, and preserve historical assets, along with broaden community awareness of the historical heritage of the Town of Northborough.

## Northborough Historic Preservation Plan

Northborough's first Historic Preservation Plan was completed. This will serve as a road map for Historic Preservation in Northborough for the next 10 to 15 years. The plan was written by the NHDC, with support from the Massachusetts Historical Commission, Northborough Historical Society, Northborough Town Planner, Northborough Planning Board, and the Northborough Conservation Agent.

Continuing education was identified as the highest priority. One aspect is to continue bringing *awareness of Northborough history* to the community. Another part of education is to bring *awareness of preservation options* to the community and especially to historic property owners.

Several key tasks identified included:

- increasing the number of protected historical properties,
- preserving historic documents,
- repairing the many damaged grave markers in the Howard Street Cemetery,
- investigating ways to financially support historic restoration and preservation,

- working with the Trails Committee to improve the Wachusett Aqueduct Trail,
- having an archeological evaluation conducted on the town.

The document also includes: an overview of Northborough history, a review of prior Northborough historic preservation efforts, the current status of historic preservation in Northborough, and an appendix with State laws and Northborough by-laws related to historic preservation.

Hard copies of the plan are available at the Library, Senior Center and Planning Department. The plan is also available on-line at: [www.town.northborough.ma.us/historic-district-commission/files/northborough-historic-preservation-plan-2022](http://www.town.northborough.ma.us/historic-district-commission/files/northborough-historic-preservation-plan-2022)

## Historic District Related

The property owners at 35 Whitney Street requested permission to remove a failing chimney at the rear of the house. Permission was granted, and the chimney was removed.

## National Register Nominations Status

The private home at 35 Whitney Street received comments from the Massachusetts Historical Commission regarding the nomination documentation. The next step is to respond to their comments. Listing is expected in 2023.

The nomination documentation for the Howard Street Burial Ground and Cemetery was sent to the Massachusetts Historical Commission for comment; the NHDC is awaiting feedback. Listing is anticipated for 2024.

## Outreach

- The NHDC supported Lana Ingerslev, a ninth grade student, with information on how to clean old gravestones for her Girl Scout "Silver Award" project. She and her team cleaned several gravestones in the Howard Street Cemetery and prepared instructions for others to clean stones in the future.
- Letters of support were sent to the Community Preservation Committee (CPC) for 2023 funding requests, including the Wachusett Aqueduct Trail, the steeple repair for the Unitarian Meeting House, and window restorations at the Historical Society building.

- The NHDC's requests for Community Preservation Act (CPA) funding to install signs for the Kizer section of the Howard Street Cemetery and improvements to the Brigham Street Burial Ground passed at Town Meeting. These projects will be completed in early 2023.
- Two articles were published in the Community Advocate, one on the new burials map installed at the Howard Street Burial Ground and another on the Hayes Funeral Home building.
- Several members staffed the Commission's Applefest Booth. It was a great opportunity to speak with members of the community regarding historic preservation.
- Welcome letters were sent to seven recent home owners of antique properties.

## Demolition Related

This was a disappointing year regarding the number of demolitions of historic properties in Northborough. In all cases, the properties were in derelict condition, so there was no interest by the owners to consider any restoration. The properties included 87 Hudson Street, the Stirrup Brook barn, and fifteen buildings and structures, including the water towers, located on the old Westborough State Hospital grounds within Northborough. Four of the State Hospital buildings were listed in the National Register of Historic Places.

## New Ownership of Antique Properties

In 2022, ten antique homes (built before 1910) changed ownership. In all cases, the new owners are retaining the property as a residence. This is positive news, considering that the new owners had no interest in demolition for new construction. It is encouraging to see owners appreciate the history and architecture of their antique homes.

## Committee Representation

The Commission has representatives on the Community Preservation Committee, Master Plan Implementation Committee, and the White Cliffs Committee.

## General Information

The Commission meets once a month. The specific date, time, agenda and location are published 48 hours in advance.

Meeting videos can be found at: [www.youtube.com/channel/UCRdBrw3HeEAMB\\_KFKasrgXA](https://www.youtube.com/channel/UCRdBrw3HeEAMB_KFKasrgXA)

The Commission's website is: [www.town.northborough.ma.us/Pages/NorthboroughMA\\_BComm/Historic/nhc/index.html](http://www.town.northborough.ma.us/Pages/NorthboroughMA_BComm/Historic/nhc/index.html)



# Northborough School District

## Business Office

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

## Northborough School Committee



*Kelly L. Guenette,  
Chairperson*



*Erin E. Tagliaferri,  
Vice Chairperson*



*Lauren C. Bailey-  
Jones, Secretary*



*Joan G. Frank*



*Bryce A. MacKnight*

## Administration

Gregory L. Martineau B.S., M.A.	<i>Superintendent of Schools</i>
Keith T. Lavoie B.A., M.A.	<i>Assistant Superintendent of Operations</i>
Stefanie K. Reinhorn A.B., M.A.T., Ed.D.	<i>Assistant Superintendent of Teaching and Learning</i>
Marie B. Alan B.S., M.A.	<i>Director of Student Support Services</i>
Helene Desjardins B.A., M.S., CCC-SLP	<i>Assistant Director of Student Support Services</i>
Julie G. Doyle B.S., M.Ed.	<i>Director of Instructional Technology and Digital Learning</i>
Mary Ellen Duggan M.Ed., B.S.N., R.N., N.C.S.N.	<i>District Wellness Coordinator and Nurse Leader</i>
Jennifer M. Henry B.S., M.Ed., B.C.B.A., L.A.B.A.	<i>Early Childhood Administrator</i>
Deborah Q. Lemieux B.A., M.S.Ed., Ed.S.	<i>Assistant Director of Student Support Services</i>
Ryan O'Leary B.S.	<i>Director of Information Technology</i>
Rebecca J. Pellegrino B.A., M.B.A.	<i>Director of Finance</i>
Heather A. Richards B.A., M.B.A., J.D.	<i>Executive Director of Human Resources</i>
Rhoda Webb B.A., M.A.	<i>Director of Multilingual Learners and Equity</i>

## Central Office Support Staff

Korrienne Bardsley	<i>Financial Coordinator – Southborough</i>
Nancy A. Bissett	<i>Administrative Assistant to the Assistant Superintendent of Teaching and Learning</i>
Sandra J. Burgess	<i>Administrative Assistant to the Student Support Services Department</i>
Elaine E. Chisholm	<i>Human Resources Generalist</i>
Stephanie L. Cox	<i>Accountant</i>
Elena Dako	<i>Financial Coordinator – Regional</i>
Sheila A. Hana	<i>Transportation and Registration Specialist</i>
Cheryl M. Lepore	<i>Executive Administrator</i>
Kyle D. Parson	<i>Northborough and Southborough Manager of Food Services</i>
Pamela Roberts	<i>Financial Coordinator – Northborough</i>
Mariana Silva	<i>Central Office Administrative Assistant</i>
Nena H. Wall	<i>Human Resources Administrator</i>
Caroline Willard	<i>Finance and Operations Administrator</i>
Loraine T. Wolfrey	<i>Data Specialist</i>
Deborah McLaughlin Young	<i>Multilingual Learner Specialist</i>





# Northborough School District

## Superintendent's Report

**Gregory L. Martineau**  
*Superintendent of Schools*

The Public Schools of Northborough provides an exceptional educational experience for all students, focusing on meeting the needs of all learners. The District is fortunate to have high-quality faculty and staff and dedicated and caring families working on behalf of children.

The District's work is articulated in its Strategic Plan *Vision 2026: Educate, Inspire, Challenge* and emphasizes growth and achievement for students and staff in the areas of five strategic objectives. These identified areas are embedded in specific programming, curriculum, and offerings appropriate for each grade level. School Improvement Plans are developed in a purposeful collaborative way and actualize the Strategic Plan focus areas to support the students and staff at each grade level. The purposes are to engage in a continuous renewal of excellence and seek researched-based and innovative practices. The District is proud of its students' accomplishments, outstanding educators and leaders, and the community's commitment to the District's shared mission and vision.

The District prioritizes collaboration and is committed to working closely with stakeholders to present a well-developed, fiscally responsible, and educationally sound budget. The District extends a "thank you" to its parent community and organizations that provide financial and personnel support. Each year the Northborough Education Foundation (NEF), Parent Teacher Organizations (PTOs), and the Northborough/Southborough Special Education Parent Advisory Council (NSPAC) offer unique opportunities to expand the classroom by sponsoring field trips and purchasing teaching materials. Various activities and events provide social and emotional opportunities for parents and

students. These organizations and the Corridor Nine Area Chamber of Commerce offer grant opportunities for teachers to submit new and innovative ideas that enhance and enrich the current curriculum and schedule of events.

The Northborough Public Schools emphasizes the importance of fostering an emotionally and psychologically safe school environment in which all students feel supported and accepted. A positive climate is established when a shared mission centers on building a sense of community and respecting our differences. The District continued its safe school readiness protocols by enhancing its current practices, upgrading infrastructure to support best practices, and coordinating at all levels with health and safety personnel. Furthermore, creating a healthy school climate includes offering students and staff opportunities to engage in wellness activities. Stress reduction techniques that include mindfulness and relaxation strategies are integrated into the school day. The District partners with MetroWest Health Foundation and continues participating in the MetroWest Adolescent Health Survey, which identifies student risk behaviors.

The Public Schools of Northborough continue to provide a continuum of programs that allow students to experience a learning model that supports their needs. These programs are cost-effective and highlight the best teaching and learning practices. They include a language-based program and therapeutic learning programs (TLP and STEPS) at the elementary and middle schools and a specialized program for students on the autism spectrum (CASTLE) at the elementary and middle schools. Students participate annually in a district-wide Special Olympics, "Titan Games."

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

## Grants

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

### **Title I Improving Basic Programs Operated by Local School Districts - \$67,864 (Federal funding)**

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

### **Title II Part A - Building Systems of Support for Excellent Teaching and Leading - \$27,470 (Federal funding)**

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

### **Title III English Language Acquisition and Academic Achievement Program for English Learners and Immigrant Children and Youth - \$13,476 Consolidated Grant (Federal funding)**

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

### **Title IV Part A - Student Support and Academic Enrichment - \$10,000 Consolidated Grant (Federal funding)**

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





# Northborough School District

## **Early Childhood Special Education (ECSE) Program Federal Entitlement Grant - \$21,275 Consolidated Grant (Federal funding)**

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

## **Elementary and Secondary Schools Emergency Relief (ESSER II) - \$165,518 (Federal funding)**

This grant was funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) which provided resources to school districts to address the impact the Novel Coronavirus Disease (COVID-19) has had and continues to have, on elementary and secondary schools. Elementary and Secondary Education Emergency Relief II (ESSER II) Fund was intended to help school districts safely reopen schools, and measure and effectively address significant learning loss. The funds were used to continue the District's equity work, purchase staff and teacher devices, implement a math screening tool, and purchase a new elementary ELD curriculum.

## **Elementary and Secondary Schools Emergency Relief (ESSER III) - \$349,517 (Federal funding)**

This grant funded through the American Rescue Plan Act assisted schools in acquiring resources to respond to the COVID-19 pandemic. More specifically it was to help schools and districts safely reopen and sustain the safe operation of schools and respond to the academic, social, emotional and mental health needs of students. The District used these funds to provide additional math and reading support, professional development, early literacy screening tools, decodable texts, and to purchase a new middle school ELD curriculum.

## **Individuals with Disabilities Education Act (IDEA) Federal Special Education Entitlement - \$504,943 (Federal funding)**

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

## **Summer School Expansion and Engagement Grant - \$50,000 - (Federal funding)**

This federal grant supported the development and expansion of high-quality, comprehensive and engaging summer school/learning programs for students. The District used these funds to support the existing extended school year program with a focus on staffing during a time period when hiring was particularly challenging.

## **Summer Acceleration Academies Grant - \$52,000 - (Federal funding)**

The purpose of this targeted grant was to fund the implementation of a specific strategic initiative, the Acceleration Academies, during the summer of 2021 to help accelerate the learning of students most affected by the COVID-19 pandemic. The District used this funding to offer a one-week Math Acceleration Academy for rising 3rd, 4th and 8th graders.

## **American Rescue Plan (ARP) IDEA Grant - \$105,272 - (Federal funding)**

The American Rescue Plan Act was signed into law on March 11, 2021, dedicating supplemental funding in section 2014(a)

to serve students with disabilities. These funds were provided to help districts recover from the impact of the coronavirus pandemic and to safely reopen schools and sustain safe operations. The district used these funds for professional development, specialist consultations, direct services to students, assessment tools, and assistive technology.

## **American Rescue Plan (ARP) IDEA Grant - \$9,366 - (Federal funding) (Early childhood)**

The American Rescue Plan Act was signed into law on March 11, 2021, dedicating supplemental funding in section 2014(a) to serve students with disabilities. These funds were provided to help districts recover from the impact of the coronavirus pandemic and to safely reopen schools and sustain safe operations. The purpose of this federal Special Education Entitlement Grant Program is to provide funds to ensure that eligible 3, 4, and 5-year-old children with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs in the least restrictive environment. The District used these funds for an early literacy assessment tool, classroom supplies and materials, as well as a portion of a classroom support position.

## **Early Literacy Screening Assessment and Professional Development Grant - \$4,871 - (Federal funding)**

The purpose of the competitive Early Literacy Screening Assessment and Professional Development grant was to increase the use of valid, reliable early literacy screening assessments to inform instructional decision-making and planning in the early elementary grades. The District used the funds to purchase and implement DIBELS 8th for grades K-3 and PELI screener for PreK. The grant also funded professional development for those educators administering the screener.

## **Enrollment by Grades - October 1, 2022**

School	K	1	2	3	4	5	6	7	8	Total
Lincoln	41	41	51	45	50	59				287
Peaslee	36	51	48	44	43	33				255
Proctor	39	41	39	48	43	42				252
Zeh	41	42	41	45	43	41				253
Melican							183	193	172	548
<b>Total</b>	<b>157</b>	<b>175</b>	<b>179</b>	<b>182</b>	<b>179</b>	<b>175</b>	<b>183</b>	<b>193</b>	<b>172</b>	<b>1,595</b>

# Town of Northborough School Financial Statement –for the 2022 Fiscal Year July 1, 2021 - June 30, 2022

## APPROPRIATION:

Regular Education	\$ 17,493,236	
Special Education	\$ 8,306,442	
<b>Total Appropriation</b>		<b>\$ 25,799,678</b>

**Total Appropriation** **\$ 25,799,678**

## EXPENDITURES:

### REGULAR DAY PROGRAMS

<b>ADMINISTRATION:</b>		
School Committee	\$ 11,264	
Superintendent's Office	\$ 150,323	
Administrative Support Services	\$ 789,016	
<b>Total Administration</b>		<b>\$ 950,603</b>

### INSTRUCTION:

Supervision	\$ 33,231	
Principals' Offices	\$ 1,141,016	
Teaching (includes Salaries, Workshops, Supplies & Field Trips)	\$ 11,337,586	
Professional Development	\$ 58,774	
Textbooks & Instructional Equipment	\$ 230,330	
Library/Media Services	\$ 521,133	
Guidance Services	\$ 296,706	
<b>Total Instruction</b>		<b>\$ 13,618,776</b>

### OTHER SCHOOL SERVICES:

Attendance Services	\$ 10,249	
Health Services	\$ 583,998	
Pupil Transportation	\$ 443,188	
After School Activities	\$ 27,641	
Student Body Activities	\$ 5,269	
<b>Total Other School Services</b>		<b>\$ 1,070,344</b>

### OPERATION OF PLANTS:

Custodial Services (Salaries & Supplies)	\$ 817,210	
Heating	\$ 166,979	
Electricity	\$ 282,729	
Telephones	\$ 37,639	
Gas	\$ -	
Water	\$ 30,998	
Networking & Telecommunications	\$ 55,410	
<b>Total Operation of Plants</b>		<b>\$ 1,390,965</b>

### MAINTENANCE:

Grounds	\$ 11,025	
Buildings	\$ 121,369	
Equipment	\$ 55,995	
Technology Maint	\$ 33,442	
<b>Total Maintenance</b>		<b>\$ 221,831</b>

**LEASE OF BUILDING & EQUIPMENT:** **\$ 27,070**

**TOTAL EXPENDITURES, REGULAR DAY PROGRAMS** **\$ 17,279,590**

## SPECIAL EDUCATION PROGRAMS

Legal Services	\$ 25,890	
Supervision	\$ 256,578	
Teaching (Salaries & Supplies)	\$ 5,634,287	
Professional Development	\$ 3,831	
Technology	\$ 7,592	
Psychological Services	\$ 741,390	
Health Services	\$ 113,147	
Transportation	\$ 896,020	
Equipment Maintenance	\$ 4,056	
Programs - Other Schools in Massachusetts	\$ 651,799	
Lease of Building & Equipment	\$ 2,118	
Payments to Collaboratives	\$ 183,380	
<b>TOTAL EXPENDITURES SPECIAL EDUCATION</b>		<b>\$ 8,520,088</b>

**TOTAL EXPENDITURES** **\$ 25,799,678**

**BALANCE RETURNED TO GENERAL FUND:** **\$ -**

## SCHOOL LUNCH ACCOUNT

<b>INCOME:</b>		
Balance from FY21	\$ -	
Total Receipts, FY22	\$ 938,761	
<b>Total Revenues</b>		<b>\$ 938,761</b>
 Total Expenditures, FY22	 \$ 702,197	
<b>BALANCE TO FY22</b>		<b>\$ 236,564</b>

## SPECIAL ED - CIRCUIT BREAKER

<b>INCOME:</b>		
Balance from FY21	\$ 1,326,035	
Total Receipts, FY22	\$ 1,219,176	
<b>Total Revenues</b>		<b>\$ 2,545,211</b>
 Total Expenditures, FY22	 \$ 1,326,035	
<b>BALANCE TO FY23</b>		<b>\$ 1,219,176</b>



# 2022 Annual Town Meeting Warrant

April 25, 2022

Moderator Fred George confirmed a quorum of at least 100 voters was present in the hall. Moderator Fred George explained the rules of the meeting, reviewed the consent agenda process, and read the return of the warrant. The meeting was called to order at 6:06pm.

## Consent Agenda 1: *Passed*

Articles 1, 2, 3, and 9 are included in the consent agenda. Moderator George read each article included in the consent agenda.

## MOTION ARTICLE 1: Appointing Deputy Moderator

*Consent - Passed*

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

## MOTION ARTICLE 2: Compensating Balance Agreement

*Consent - Passed*

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

## MOTION ARTICLE 3: Prior Years' Bills

*Consent - Passed*

I move the Town vote to pass over this article.

## MOTION ARTICLE 4: Town Budget *Passed*

Jason Perreault, Board of Selectmen, moved that the Town 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 supplement distributed at this Town Meeting, and to meet said appropriation, the following sums available for appropriation be transferred:

From:	
Transfer from Cemetery Trust Fund Income	\$ 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; and vote to appropriate and transfer from Free Cash the sum of Two Hundred Thousand Dollars (\$200,000) for deposit into the Stabilization Fund.

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

Jason Perreault, Board of Selectmen, moved that the Town 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 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  
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
<b>Total</b>	<b>\$ 5,961,704</b>

## MOTION ARTICLE 6: Northborough K-8 Schools

*Budget Passed*

Keith Lebel, Northborough School Committee, moved that the Town 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.

## MOTION ARTICLE 7: Algonquin Regional High

*School Budget Passed*

Joan Frank, Northborough Southborough Regional School Committee moved that the Town vote to raise and appropriate by taxation Northborough's share of the assessment for the operation and debt service of the Northborough-Southborough Regional School District, the sum of Thirteen Million Five Hundred Sixty-Eight Thousand Thirty-Five Dollars (\$13,568,035).

## MOTION ARTICLE 8: Assabet Valley Vocational

*School District Budget Passed*

Virginia Simms George, Assabet Valley Regional School Committee, moved that the Town vote to raise and appropriate by taxation Northborough's share of the assessment for the operation and debt service of the Assabet Valley Regional Vocational School District, the sum of One Million Two Hundred Fifty-Three Thousand Nine Hundred Forty Dollars (\$1,253,940).

## MOTION ARTICLE 9: Revolving Funds Authorization

*Consent - Passed*

I move the Town vote to authorize revolving fund annual expenditure limits for Fiscal Year 2023 as shown in the table in the warrant supplement distributed at this Town Meeting.

## MOTION ARTICLE 10: Appropriations Committee

*Reserve Fund Passed*

Jason Perreault, Board of Selectmen, moved that the Town vote to appropriate the sum of One Hundred Seventy-Five Thousand Dollars (\$175,000) for a Reserve Fund to provide for extraordinary or unforeseen expenditures in accordance



# 2022 Annual Town Meeting Warrant

April 25, 2022

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.

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

Julianne Hirsh, Board of Selectmen, moved that the Town 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 for expenditure in Fiscal Year 2022.

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

Leslie Rutan, Board of Selectmen, moved that the Town 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.

## **MOTION ARTICLE 13 (CIP): DPW – Road Improvements & Maintenance** *Passed*

Julianne Hirsh, Board of Selectmen, moved that the Town 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 for expenditure in Fiscal Year 2022.

## **MOTION ARTICLE 14 (CIP): DPW – Culvert and Drainage Replacement** *Passed*

Julianne Hirsh, Board of Selectmen, moved that the Town 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 for expenditure in Fiscal Year 2022.

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

Kristen Wixted, Board of Selectmen, moved that the Town 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 for expenditure in Fiscal Year 2022.

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

Kristen Wixted, Board of Selectmen, moved that the Town vote to appropriate the sum of Three Hundred Forty Thousand Dollars (\$340,000) for the use of the Department of Public Works for the purchase of 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 for expenditure in Fiscal Year 2022.

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

Kristen Wixted, Board of Selectmen, moved that the Town 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 for expenditure in Fiscal Year 2022.

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

Scott Rogers, Board of Selectmen, moved that the Town 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 for expenditure in Fiscal Year 2022.

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

Leslie Rutan, Board of Selectmen, moved that the Town 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 for expenditure in Fiscal Year 2022.

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

Scott Rogers, Board of Selectmen, moved that the Town 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 transferred from Sewer Enterprise Free Cash for expenditure in Fiscal Year 2022.

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

Leslie Rutan, Board of Selectmen, moved that the Town 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.

## **MOTION ARTICLE 22: Consolidated Personnel Bylaw** *Passed*

Scott Rogers, Board of Selectmen, moved that the Town vote to amend the Consolidated Personnel Bylaw as reflected in the appendix to the warrant entitled "Article 22 – Consolidated Personnel Bylaw Amendments – 2022 Annual Town Meeting," and to authorize and approve payment of FY2023 wage increases pursuant to Section 1-64-040(H) of





# 2022 Annual Town Meeting Warrant

April 25, 2022

the Personnel Bylaw subject to and upon the settlement of union contracts for fiscal year 2023.

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

*Passed Over*

John Campbell, CPC Chair, moved that the Town pass over this article.

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

*Passed*

John Campbell, CPC Chair, moved that the Town vote to appropriate the sum of Seventy-Five Thousand Dollars (\$75,000) from the Community Preservation Fund revenues and place said amount in the Community Preservation Affordable Housing Reserve Fund.

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

*Passed*

John Campbell, CPC Chair, moved that the Town vote to appropriate the sum of One Hundred Thirty-One Thousand Six Hundred Seventy-Nine Dollars (\$131,679) from the Community Preservation Fund revenues, and the sum of Five Thousand Eight Hundred Twenty-One Dollars (\$5,821) 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.

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

*Passed*

John Campbell, CPC Chair, moved that the Town vote to appropriate the sum of Five Thousand One Hundred Twenty-Four Dollars (\$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.

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

*Passed*

John Campbell, CPC Chair, moved that the Town vote to appropriate the sum of Fifty-Five Thousand Dollars (\$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.

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

*Passed*

the Town vote to appropriate the sum of Thirty-Five Thousand Five Hundred Dollars (\$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 use as a dog park.

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

*Passed*

John Campbell, CPC Chair, moved that the Town vote to appropriate the sum of Twenty-Eight Thousand Five Hundred Dollars (\$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-compliant accessible trail located at the Northborough Senior Center.

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

*Passed*

John Campbell, CPC Chair, moved that the Town vote to appropriate the sum of Fifty-Five Thousand Eight Hundred Forty-Nine Dollars (\$55,849) from the Community Preservation Fund revenues, and the sum of Eight Hundred Thirteen Dollars (\$813) 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.

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

*Passed*

John Campbell, CPC Chair, moved that the Town vote to appropriate the sum of One Hundred Eighty-Five Thousand Eight Hundred Dollars (\$185,800) 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.

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

*Passed*

John Campbell, CPC Chair, moved that the Town vote to appropriate the sum of Thirty-Seven Thousand Five Hundred Dollars (\$37,500) 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.

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

*Failed*

Amy Poretsky, Planning Board, moved that the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-09-040 Signs, by deleting the text shown in strikethrough and adding the text shown as underlined, as set forth in the Warrant.

## **MOTION 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**

*Passed*

Amy Poretsky, Planning Board, moved that the Town 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 adding the text shown as underlined, as set forth in the Warrant.



# 2022 Annual Town Meeting Warrant

April 25, 2022

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

*Passed*

Amy Poretsky, Planning Board, moved that the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-03-080 Enforcement, by deleting the text shown in strikethrough and adding the text shown as underlined, as set forth in the Warrant.

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

*Failed*

Kerri Martinek, Planning Board Chair, moved that the Town 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 in strikethrough, and adding the text shown as underlined, as set forth in the Warrant.

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

*Passed*

Millie Milton, Planning Board, moved that the Town 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, as set forth in the Warrant.

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

*Passed*

Michelle Gillespie, Planning Board, moved that the Town 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, as set forth in the Warrant.

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

*Failed*

Kerri Martinek, Planning Board Chair, moved that the Town vote to amend the Town's Zoning Bylaw by adding a new

Section 7-10-060, Temporary Moratorium on Distribution and Transportation Uses, and further, to amend the Table of Contents to add Section 7-10-060, "Temporary Moratorium on Distribution and Transportation Uses", all as set forth in the Warrant.

## **MOTION 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**

*Failed*

Kerri Martinek, Planning Board Chair, moved that the Town 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, as set forth in the Warrant.

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

*Passed*

Michelle Gillespie, Planning Board, moved that the Town vote to amend Part 7 of the Northborough Town Code, the Northborough Zoning Bylaw, Section 7-07-020, by deleting the text shown in strikethrough and adding the text shown as underlined, as set forth in the Warrant.

Recommendations: Planning Board, Municipal Code & Bylaw Motion to Amend Article 41 by inserting new subsections (g) and (h) to section 1, Heading A, the text of which exists in the current by-law and which would be redacted by article 41 as shown underlined below:

A. General provisions.

1. The purposes of the Floodplain Overlay District are to:

g) Protect and preserve wildlife habitat

h) Preserve and maintain the groundwater table

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

*Failed*

Doug Stone moved that the Town 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.

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

*Passed*

Adam Costello moved that the Town 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**

*Passed*

Motion to pass over this article.

**Attendance 4/25/2022:** 222

**Attendance 4/26/2022:** 221

**Total Registered Voters:** 11689

**A True Copy Attest:**

**Andrew T. Dowd, Town Clerk**

# TELEPHONE NUMBERS

## TOWN HALL DEPARTMENTS – DIAL 508-393-5040

SERVICE – IF YOU WANT	TOWN DEPARTMENT	CALL EXTENSION
Birth Certificates	Town Clerk	Ext 0
Building Permits	Building Department	Ext 5
Business Certificates	Town Clerk	Ext 0
Cemetery Services	Department of Public Works	Ext 6
Census	Town Clerk	Ext 0
Class I, II, III Licenses	Administration	Ext 1
Common Victualler Licenses	Administration	Ext 1
Conservation Questions	Engineering	Ext 7
Counseling	Family & Youth Services	Ext 8
Death Certificates	Town Clerk	Ext 0
Dog Licensing	Town Clerk	Ext 0
Earth Removal Questions	Engineering	Ext 7
Economic Development	Administration	Ext 1
Employment Opportunities	Administration	Ext 1
Excise Bill Payments	Treasurer/Collector	Ext 2
Food Permits	Board of Health	Ext 4
Groundwater Questions	Engineering	Ext 7
Liquor Licenses	Administration	Ext 1
Marriage Licenses	Town Clerk	Ext 0
Motor Vehicle Abatements	Assessors	Ext 2
Motor Vehicle Excise Questions	Assessors	Ext 2
Park/Field Usage	Recreation	Ext 3
Plumbing, Gas, Electrical Permits	Building Department	Ext 5
Property Info, Assessments, Record Cards	Assessors	Ext 2
Raffle Permits	Town Clerk	Ext 0
Recreation Programs	Recreation	Ext 3
Recycling Information/Bins	Engineering	Ext 7

SERVICE – IF YOU WANT	TOWN DEPARTMENT	CALL EXTENSION
Residents Listing Book	Town Clerk	Ext 0
Rubbish Collection	Town Clerk	Ext 0
Septic System Installations	Board of Health	Ext 4
Site Plans	Planning	Ext 7
Street/Sidewalk Questions	Department of Public Works	Ext 6
Subdivision Plans	Planning	Ext 7
Swimming Pool Permits	Building Department	Ext 5
Tax Bill Payments	Treasurer/Collector	Ext 2
Tax Exemptions	Assessors	Ext 2
Town Code/Town Bylaws	Town Clerk	Ext 0
Town Website Information	MIS/GIS	Ext 9
Vaccination Information	Board of Health	Ext 4
Voter Registration	Town Clerk	Ext 0
Water/Sewer Bill Payments	Department of Public Works	Ext 6
Wood Stove Permits	Building Department	Ext 5
ZBA Special Permits/Variations	Planning	Ext 7

### OTHER DEPARTMENTS

Cable Access	Cable Access Studio, High School	508-393-6195
Firearm Permits	Police Headquarters, 211 Main Street	508-393-1515
Library Services	Library, 34 Main Street	508-393-5025
Public Housing	Housing Authority, 26 Village Drive	508-393-2408
School-Age Child Care	NEDP, 63 Main Street	508-393-7020
School Administration	53 Parkerville Rd., Southborough	508-486-5115
Senior Center Information	Senior Center, 119 Bearfoot Road	508-393-5035
Veterans Information	Veterans Agent	774-551-5782