



TOWN OF WESTBOROUGH

**Report & Recommendations
of the
Advisory Finance Committee
to the
ANNUAL TOWN MEETING
May 15, 2021 (FY2022)**

Michael Barretti, Chair

Walter Leslie Vice-Chair

Beth Blumberg

Melanie Board

Andrew Bradley

Jody Hensley

Paul Huegel

Hank Rauch

Zafar Siddiqui

Town Meeting at a Glance

Prepared by Town Moderator, John E. Arnold

Welcome to Westborough's Town Meeting - Westborough's legislative body! Here, every voter can act as a citizen/legislator for our town. As Moderator, my responsibilities include presiding over and regulating debate at the Town Meetings and acting as chief parliamentarian. This is guided by the Town's Charter, Bylaws, local tradition, and Town Meeting Time (a handbook published the Massachusetts Moderator's Association).

Though the final determination of any action at Town Meeting depends on these rules and the situation at hand, the following is a brief summary of our Town Meeting guidelines with which every participant should be familiar:

- Registered voters who have checked in with the Town Clerk's staff at the meeting can vote. Each voter must be present at the meeting to vote and can only vote once on each motion put to a vote. Nonvoters are asked to sit in a designated non-voting section of the meeting.
- Voters and those non-voters who have been granted permission may address the meeting. Town employees who have been requested to attend the meeting are allowed to address the meeting.
- One person can address the meeting at a time and the Moderator chooses who can address the meeting. Those wishing to address the meeting can raise their voting slip or voting device or stand at one of the designated microphones.
- Speakers can address the meeting up to twice on any question before the meeting unless they receive permission of the meeting. Answering a question or providing information requested does not count as addressing the meeting. Each "speech" by someone addressing the meeting is limited to 2 minutes.
- The proponent of an article is allowed to make a presentation up to 5 minutes explaining the topic under consideration and advocating for the motion that has been made. If subsequent questioning and deliberation shows sustained interest in a particular aspect of the discussion, the Moderator may grant more time for a presentation on that aspect.
 - With advance notice to the Moderator, one or more voters who are opponents of an article may be given permission to make a presentation using the same rules.
 - Both proponents and opponents are encouraged to work with the Moderator in advance to prepare an organized and logical (non-repetitive) presentation to optimize effectiveness.
- A voter who has a question about procedure or process may call out "point of order" at any time and the Moderator will address the question.
- After there has been adequate debate, a voter can "move the question" (a motion to terminate debate and move to a vote) as long as the motion is not part of a speech advocating for or against the motion. That motion, if accepted, is not debatable and requires a $\frac{2}{3}$ vote.

**ADVISORY FINANCE COMMITTEE REPORT AND RECOMMENDATIONS
TO
TOWN MEETING VOTERS
ANNUAL TOWN MEETING (FY2022) SPRING 2021**

MESSAGE APPROVED May 3, 2021. Subject to change before Town Meeting

Thank you for attending this year's Annual Town Meeting.

Town Meeting and the Advisory Finance Committee

The legislative practice of **Open Town Meeting** is one of the purest forms of democratic governance. In use for over 300 years, Open Town Meeting gives Massachusetts taxpayers a chance to voice their opinions and directly effect change in their communities. Westborough residents join together on a designated day and time to vote the course of government in our town.

Town Meeting **is our town government's legislative body** and determines the course of local government by voting on appropriations, zoning and general bylaws, and other business, such as purchasing or selling public land or approving special legislation according to state law. Throughout the year, elected and appointed officials in our local government act within the framework of the Massachusetts General Laws and our Town bylaws and policies. **The Board of Selectmen** are the Town's executive officers and are authorized to call a Town Meeting provided that they post a Warrant.

The **Advisory Finance Committee (AFC)** is appointed by the Town Moderator. To this Committee are referred all warrant articles for any Town Meeting, including budgets, transfers, borrowings, and bylaws for consideration. The AFC then reports to the Town Meeting and makes such recommendations as it deems best for the interests of the Town and its citizens. (Town of Westborough General Bylaws, Article 3, Section 4.)

Review Process and Findings

In our role as your Advisory Finance Committee is a responsibility to act on your behalf and, in so doing, maintain an affirmative obligation to act with confidence in our recommendations. To fulfill our role, we have reviewed the entire Warrant and have extensively discussed each Article to prepare this Report and Recommendations to you, the legislative body, for your consideration as you decide the direction of the Town in the closing months of a trying FY2021, and the circumstances we face entering FY2022.

This current FY2021 fiscal year follows a unique historical trajectory. It is one of a town functioning through a global pandemic and restrictions on public gatherings, some shifts in service emphasis, uncertainty about federal, state and local revenues, a historic federal relief program, and state revenues being better than expected.

Last November, we began a series of regular committee meetings, individual AFC liaison fact-finding exchanges with Town personnel, and active subject matter research to inform and shape our individual and collective opinions. We have met in joint session with the Board of Selectmen and School Committee, the Town Manager and Finance Director, department heads, and appointed committees to

understand budget requirements and the effect of these proposed Warrant Articles on the Town. Where further clarification was necessary, we revisited these requests and non-financial articles to clarify strategies or specific needs and wants.

Departments and individuals with budgets that had increases or changes were asked to justify the line-items in great detail, with quantified back-up. After further consideration by departments and the Town Manager, the Board of Selectmen and School Committee, some articles or budget items were modified or did not come forward in the final Warrant. We feel that this review and inquiry has clarified requests and discouraged unjustified proposals for spending. The AFC was also intentional in asking about potential ramifications -- in costs and service-levels -- related to articles which may be brought forward at the **Fall Town Meeting, or even in future budget years.**

After the above process and resulting deliberations, **the AFC found that each Article and budget line item in the Warrant appears reasonable and justified when considered individually and as a whole.** That is reflected in committee votes you will see in this Report and Recommendations.

The result of this endeavor was our determination that we enjoy a continuously stable local government that has provided a steady level of service throughout this pandemic. Even with notable, pandemic driven reductions in local tax receipts, our Town is in a good position as we head toward a post-pandemic “new normal.” In short, the Town of Westborough is in good financial health and, barring any repetition of the immediate past, prospects for FY2022 and beyond look brighter. **In this we recognize the extraordinary effort of the Town Manager’s team, department heads, and Town employees, along with strong fiscal policies developed by the Board of Selectmen, and the help of federal and state authorities.**

However, all of this doesn’t mean we can let our fiscal guard down. As we have learned, things can change literally overnight, and local and personal prosperity can be short-lived. Carrying forward our principal message from the previous two years, **we caution that - even as things improve - we must continue to be judicious and thoughtful in how we spend as a community.** Our concern remains that while there is wealth and great value in our Town, there also remains financial stress. We are still a desirable, growing and changing community but, from the perspective of cost burden, cumulative increases in local taxation continues to challenge many household budgets.

Service Levels and Community Feedback and Expectations

We investigated spending priorities from the perspective of the pandemic’s impact and compared Westborough to surrounding and similar communities. Some of the increased spending which appears on this Warrant was set in motion by Warrant Articles approved at past Town Meetings. While there are some new undertakings, the majority of the budget and warrant articles are linked to Westborough’s Strategic Plan initiatives, which were prioritized with resident input, and also conform to community direction provided by voters at past Town Meetings. An analysis of staffing levels, along with local resident feedback in the strategic planning and master planning processes, does suggest some need for additional positions in the coming years.

Estimated Expenditures and Revenues for FY2022 (See financial tables):

Fiscal Year 2022 begins on July 1, 2021. Valuations, receipts and tax revenues may vary during the fiscal year and are not finalized until after the Fall Special Town Meeting. Hence, the financial statements in this AFC Report include “estimated” figures in a number of its calculations.

Expenditures:

The total **Town Operating Budget** (See Article 2) is going up 4.8% (or \$4,993,522). Line item spending is ahead of inflation. Key drivers of increases which impact tax bills for FY22 include:

- Schools: Up 4.94% (to \$57,121,155) due primarily to personnel, union and transportation contract obligations.
- General Fund Debt Service: Up 6.83% (to \$9,554,646) due primarily to previously approved projects.
- Town Salary and Expenses: Up 5.05% (to \$20,460,657) due primarily to recruitment, salary adjustments and retention of employees at the 60th percentile in the market; includes Fire Department.
- Fire Department: Up 7.62% (to \$5,526,422) due primarily to the transfer to the operating budget of the previously approved (by Town Meeting) Safer Grant funded staffing increases and union contract obligations.

Total FY22 Expenditures of \$128,163,788 represent a 3.07% (\$3,811,606) over FY21's \$124,352,182.

Revenues:

Total Estimated Non-Tax Levy Revenues shows an increase of 3.53% (or \$1,528,840). Among estimated Non-Tax Levy Revenues, State Aid (Chapter 70, School Buildings, and unrestricted aid) are estimated to increase by 23.76%, primarily due to Chapter 70 funding, which is up 34% (or \$2,883,678) over FY21. This is due in part to the implementation of Tuition Free Kindergarten and the Student Opportunity Act. **Overall, this is a significant increase that reduces the amount of money that needs to be raised through local taxes.** Therefore, there is no recommendation to use Free Cash to lower the tax rate this year.

In addition, Westborough has also been advised that it would be the recipient of approximately **\$5.6 million in federal funding under the American Rescue Plan Act**. While it is understood that these funds could be used for replacement of reduced or lost revenue due to the pandemic, fund other Covid-19 related costs, provide support to aid households or businesses impacted by the pandemic, invest in economic recovery and renewal, and fund investments in water, sewer and broadband infrastructure, **the Town is awaiting further advice from the Treasury department regarding specific guidance on allowable uses.** The funds will be received in two tranches during 2021 and 2022 and will be available for use **through 2024**. (Separately, the School Department will receive an additional \$670,000 in federal aid.) The Town anticipates, and the estimates within this report reflect, the immediate use of \$490,000 for anticipated lost revenue in FY22. The Finance Team has recommended the additional use of \$770,000 of these funds for revenue lost in FY21. These expenditures, combined, will leave a balance of \$4.35 million for further use to be determined through 2024.

Taxes:

The estimated **Total Town Valuation** increases by 1.7% (or \$74,272,767) from \$4,368,986,311 in FY21 to \$4,443,259,078 in FY22.

The Town's estimated **Excess Levy Capacity** for FY22 is \$13,064,627, or 13.56% of the FY22 **Levy Limit** of 96,348,399. This represents a growth in Excess Levy Capacity over FY21. This confirms that the Town does not spend up to its full levy limit and that no Proposition 2 ½ override is required to pass this budget.

The estimated **Tax Levy** (the amount to be raised through **property taxes**) is estimated to increase by 2.82% (or \$2,282,766)

The estimated **Tax Rate** for FY22 is \$18.74 per \$1,000 of value, with an **average house value** of \$551,388, which is an increase of 2.20% over FY21.

The estimated **FY22 Average House Tax Bill** is going up by 3.32% (or \$332.) considering budget requests and articles in this Warrant. (**Note:** The Board of Selectmen recently voted to maintain a single tax rate for residential and commercial properties. The Tax Classification Hearing for FY22 will happen in the Fall of **2021**, when the final FY22 Tax Rate will be set after estimates can be stated as actuals.)

Reserves and Debt Service:

The FY22 **General Fund Operating Budget percentage in reserves** is projected for FY22 at 13.32% and so remains within the 10-15% range, which is the Board of Selectman's targeted goal stated in Westborough Comprehensive Fiscal Management Policies. A consequence of this is that Westborough continues to earn a Standard & Poor's AAA bond rating, allowing the Town to borrow, if necessary, at a favorable rate to fund future investments.

For the **FY22 Budget**, in accordance with agreed strategies to manage **Debt Service** impacts on house tax bills, once again partial funding of future pension obligations (OPEB) has been deferred, though it should be noted that the deferral of the same expenditure in the FY21 budget will be restored using funding received under the above mentioned American Rescue Plan Act. If actual insurance costs prove favorable, FY22 savings are intended to be allocated to the OPEB obligation.

As advised over the last three years, **debt obligations resulting from current, pending and proposed Town projects and capital purchases will impact future taxes and water/sewer fees.** Proceeds and revenues from the sale of the State Hospital grounds are allocated to a Capital Improvement Fund to help off-set debt service and capital costs but will take several years to reach full potential.

The **General Fund Debt to General Fund Operating Budget Ratio** in the proposed FY22 budget is 5.6%, and so is below the 7% debt ratio included in the Board of Selectmen's Fiscal Policies. This ratio, in compliance with the Town Finance Team's debt strategy, **does not include any future debt commitments**, and is partially offset by the Capital Improvement Fund.

As we wrote last year, we are aware of desired future projects which would benefit the community but would require significant borrowing. Consequently, we must also be aware of potential impacts of debt service costs on household tax bills. Future debt management projections, **if additional proposed projects impose debt concurrently with those already being financed**, could approach or exceed the General Fund Debt to General Fund Operating Budget Ratio, which could result in significant future increases on the average house tax bill.

Thoughts on Community Spending and Value:

If managing household tax bill increases is a priority, then going forward voters should begin to focus on opportunities to manage expectations and pacing surrounding increased services and facilities, which result in sharp increases in spending year-over-year. The effects of such spending are **cumulative** with respect to taxation.

The AFC recognizes that in community feedback from the Strategic Planning Process of 2018, and in feedback coming from the community in the current Master Planning Process, residents express satisfaction with Westborough's New England Town feel, good schools, good services, local businesses, open and green space, friendly and inclusive atmosphere, and excellent location in the Routes 9/495/90 corridor, among other positive features. Residents love the community. But the list of wishes for Westborough over the next 20 years is long, **and improvements will come at a significant cost to taxpayers.**

Town Meeting, as the legislative branch of our municipal government, has an important role to play in managing and pacing the impacts of Town growth on local taxpayers. **Enhanced cost projections and tax bill impact projections need to be emphasized for any future building projects or significant expansions in the operating budget**, so that Town Meeting voters have the data and information they need to make fully informed decisions about the votes they cast.

If the value of new projects and services to the residents are deemed by Town Meeting to be worthwhile investments and expenditures for maintaining and improving Westborough services and facilities, **then the financial reality will likely include tax increases above routine cost of living increases and inflation.**

The Advisory Finance Committee meets regularly to review plans and financial information, as well as maintaining liaison relationships with certain town departments, and appointed and voluntary committees. Doing so allows us to explore and anticipate the fiscal needs of Westborough, and report with confidence to the Town Meeting. You are invited to visit our web page on the Westborough Town Website, and/or attend our meetings.

Respectfully submitted,
Advisory Finance Committee
Westborough, Massachusetts

Information Sources:

Archive of Town Meeting Recommendations

<https://www.town.westborough.ma.us/advisory-finance-committee/pages/archive-town-meeting-recommendations>

Town of Westborough Strategic Planning Services Summary Report Final Report October 2018

Westborough Master Plan – Reflect, Explore, Confirm

<https://www.town.westborough.ma.us/strategic-plan>

<https://www.town.westborough.ma.us/master-plan>

Town of Westborough Comprehensive Fiscal Management Policies

<https://www.town.westborough.ma.us/Fiscal=Management-Policies>

Municipal Finance Basics

A broad estimate of how spending and borrowing impacts on the average house tax bill is:

- \$100,000 Raised and Appropriated (R&A) results in approximately \$12.50 on the Average House Tax Bill
- \$10,000,000 borrowed over 20 years at 3% results in approximately \$93.75 in annual debt service cost on the Average House Tax Bill over those 20 years. \$40,000,000 borrowed over 20 years results in approximately \$375.00 per Average House Tax Bill (unless accumulated stabilization funds can cover this debt service cost.)
- Funding from Free Cash, Reserves or Enterprise Funds does not impact the Average House Tax bill as those monies were raised and appropriated during past Town Meetings or through local Fees.

The Town of Westborough's financial position is positively impacted by a Standard & Poor's AAA bond rating, allowing the Town to borrow at a favorable rate to fund investments in infrastructure repairs, replacements and upgrades to assets, including schools. That AAA Bond Rating comes with the Town having achieved: a stable economy during a historical pandemic period; strong budgetary flexibility with a healthy level of reserves; strong performance with consistent operating results (estimates vs. actual); strong liquidity providing strong cash levels to cover expenses; and strong management conditions with formal policies and practices.

Financial Revenue & Expenditure Estimated for FY2022
Annual Town Meeting, May 15th, 2021

Estimated Revenue and Expenses				
Expenditures		<u>FY-21</u>	<u>FY-22</u>	<u>% Change</u>
Schools - Salary & Expenses	\$	54,433,744	57,121,155	4.94%
Town - Salary & Expenses	\$	19,477,201	20,460,657	5.05%
Insurance - Schools & Town	\$	13,250,874	13,469,350	1.65%
Debt - Schools & Town	\$	8,943,880	9,554,646	6.83%
Debt - WWTP - (separated for info purposes)	\$	2,863,945	2,829,859	-1.19%
Assabet Valley Vocational	\$	778,313	805,484	3.49%
Water Enterprise	\$	4,045,303	4,350,996	7.56%
Sewer Enterprise	\$	1,865,442	1,975,015	5.87%
Waste Water Treatment Plant	\$	5,161,832	5,185,714	0.46%
Country Club Enterprise	\$	581,168	653,178	12.39%
Cable TV Enterprise	\$	300,000	300,000	0.00%
Articles (non-borrow)	\$	6,223,993	4,370,947	-29.77%
Worc County Retirement & Cherry Sheet Assessment	\$	5,212,763	5,873,063	12.67%
Capital Improvement Fund Offset	\$	563,724	563,724	0.00%
Overlay Reserve	\$	650,000	650,000	0.00%
Total AFC Recommended Expenditures	\$	124,352,182	128,163,788	3.07%
Estimated Non-Tax Levy Revenues				
State Aid (Schools - Chap 70)	\$	8,318,350	11,202,028	34.67%
State Aid (School Buildings)	\$	2,535,987	2,535,987	0.00%
State Aid (unrestricted)	\$	1,459,392	1,502,275	2.94%
Local Receipts (estimated)	\$	8,499,477	8,660,636	1.90%
Water Enterprise Receipts	\$	4,045,303	4,350,996	7.56%
Sewer & Waste Water Treatment Plant Receipts	\$	9,891,219	9,990,588	1.00%
Water & Sewer Receipts directed to Indirect Costs	\$	361,195	358,335	-0.79%
Country Club Enterprise Receipts & Transfer	\$	450,896	500,000	10.89%
Cable TV Enterprise	\$	300,000	300,000	0.00%
Free Cash for Operating Budgets to Lower the Tax Rate	\$	770,000	-	-100.00%
Free Cash Used - ATM Articles	\$	1,591,620	1,753,941	10.20%
Retained Earnings & Transfers, ATM Articles, Trust Funds	\$	5,127,737	3,725,230	-27.35%
Total Estimated Non-Tax Levy Revenues	\$	43,351,176	44,880,016	3.53%
Tax Levy (Amount to be raised through property taxes)	\$	81,001,006	83,283,772	2.82%

Tax Rate & Average Single Family Tax Bill Calculation				
		<u>FY-21</u>	<u>FY-22</u>	<u>% Change</u>
Estimated Total Town Valuation	\$	4,368,986,311	\$ 4,443,259,078	1.70%
Estimated Tax Rate = (Tax Levy / Total Valuation) x 1,000	\$	18.54	\$ 18.74	
Estimated Average House Value	\$	539,519	\$ 551,388	2.20%
Estimated Average House Tax Bill	\$	10,002.68	\$ 10,335.13	
Increase on Average House Tax Bill			\$332.45	3.32%

Levy Limit Calculation			
Fiscal Year 2021 Levy Limit	\$	92,289,938	
Plus 2.5%	\$	2,307,248	
Plus New Growth (Estimated)	\$	1,000,000	
FY2022 Levy Limit (before Debt Exclusion)	\$	95,597,186	
School Debt Exclusion Amount	\$	751,213	
Fiscal Year 2022 Levy Limit	\$	96,348,399	
Excess Levy Capacity (Levy Limit - Tax Levy) (% Excess Levy)	\$	13,064,627	13.56%

FREE CASH & RETAINED EARNINGS TRANSFERS & SUMMARY REPORT

Annual Town Meeting for FY2022

Saturday, May 15 2021

Source	Transfer Amount	Article	Description
General Fund			
Certified Free Cash	\$ 250,000	3A	To Reserve Fund
Certified Free Cash	\$ 7,280	3B	Re-Stocking Sandra Pond
Certified Free Cash	\$ 2,500	4	July 4th Celebration
Certified Free Cash	\$ 25,000	6	Comprehensive Nutrient Evaluation
Certified Free Cash	\$ 28,435	7A	Animal Control Vehicle Replacement
Certified Free Cash	\$ 86,000	7B	FD Personal Protective Equipment
Certified Free Cash	\$ 378,662	7C	FD Engine 2 Replacement
Certified Free Cash	\$ 130,000	7D	PD Cruiser Replacement
Certified Free Cash	\$ 40,666	7E	DPW One-Ton Utility w/Crane Replacement
Certified Free Cash	\$ 80,006	7F	DPW One-Ton Utility w/Plow Replacement
Certified Free Cash	\$ 66,666	7G	DPW Loader Replacement
Certified Free Cash	\$ 45,000	7H	Bldg. Condition Assessment
Certified Free Cash	\$ 245,900	7I	High Schl Gymnasium Partition Replacement
Certified Free Cash	\$ 171,650	7J	Sprinkler System
Certified Free Cash	\$ 15,000	8	Open Space Appraisals/Surveying
Certified Free Cash	\$ 25,176	9	PD Body Warn Cameras
Certified Free Cash	\$ 135,000	10	Stormwater Infrastructure Improvements
Certified Free Cash	\$ 21,000	28	DPW - Tree Pruning Downtown Area
Total General Fund	\$ 1,753,941		

Enterprise Retained Earnings Transfers

Water Retained Earnings	\$ 50,000	3A	To Reserve Fund
Sewer Retained Earnings	\$ 50,000	3A	To Reserve Fund
Water Retained Earnings	\$ 40,667	7E	DPW One-Ton Utility w/Crane Replacement
Sewer Retained Earnings	\$ 40,667	7E	DPW One-Ton Utility w/Crane Replacement
Water Retained Earnings	\$ 40,000	7F	DPW One-Ton Utility w/Plow Replacement
Sewer Retained Earnings	\$ 40,000	7F	DPW One-Ton Utility w/Plow Replacement
Water Retained Earnings	\$ 66,667	7G	DPW Loader Replacement
Sewer Retained Earnings	\$ 66,667	7G	DPW Loader Replacement
Sewer Retained Earnings	\$ 1,800,000	11	Sewer System Updates
Country Club Retained Earnings	\$ 25,000	27	Golf Safety Netting
Sub Total	\$ 2,219,668		

Other Transfers

Dept. Trust Fund Income	\$ 10,800	2	FY2022 Operating Budgets
Capital Improvement Fund	\$ 1,128,424	2	FY2022 Operating Budgets
Capital Equipment Stabilization Fund	\$ 366,338	7C	FD Engine 2 Replacement
Sub Total	\$ 1,505,562		

FREE CASH & STABILIZATION FUND RESERVE SUMMARY

"Free Cash" certified as of July 1st, 2020:	Certified Available	Transfers 2020 FTM	Transfers 2021 ATM	Est Ending Balance
General Fund (GF) Free Cash	\$ 13,160,890	\$ (1,187,920)	\$ (1,753,941)	\$ 10,219,029
Water Enterprise Retained Earnings	\$ 2,019,976	\$ (185,000)	\$ (197,334)	\$ 1,637,642
Sewer Enterprise Retained Earnings	\$ 3,118,410	\$ (280,000)	\$ (1,997,334)	\$ 841,076
Country Club Enterprise R/Earnings	\$ 123,564	\$ (90,709)	\$ (25,000)	\$ 7,855
Capital Equip Stabilization Fund	\$ 367,433	\$ -	\$ (366,338)	\$ 1,095
Stabilization Fund	\$ 3,331,918	\$ -	\$ -	\$ 3,331,918
Totals	\$ 22,122,191	\$ (1,743,629)	\$ (4,339,947)	\$ 16,038,615
AFC Reserve Fund				\$ 250,000
				Total All Reserves: \$ 16,288,615
				* General Fund Free Cash, Stabilization & AFC Reserve: \$ 13,802,042

GF Operating Budget % in Reserves	Total * All Reserves	GF Free Cash & Stabilization	Selectmen's Targeted Goal
General Fund Operating Budget	\$103,637,186	13.32%	13.08%
			10 - 15 %

Enterprise Reserve Funds	Total Reserves
Total Enterprise Budgets	\$14,994,762
	16.58%

OPEB - GASB Assessed Liability	\$113,229,864	% Funded	FY21 Annual Contribution	Balance
OPEB - Trust as of February 28, 2021	\$8,497,008	7.50%	\$0	\$8,497,008

Auditor's bi-annual review of the unfunded liability for Other Post Employment Benefits, last review was issued 11-2020

INDEX OF ARTICLES AND SUMMARY RECOMMENDATIONS

AFC = Advisory Finance Committee

BOS = Board of Selectmen

ARTICLE 1: Town Reports (Advisory Finance Committee)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 2: Fiscal Year 2022 Operating Budgets (Advisory Finance Committee)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 3: Regularly Recurring Articles (Town Manager)

3A. Reserve Funds (Advisory Finance Committee)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

3B. Re-Stocking Sandra Pond (Sandra Pond Wardens/Recreation Department)

AFC recommends the Town vote to approve this Article (8-1-0)

BOS recommends the Town vote to approve this Article (5-0-0)

3C. Tuition Reimbursement (Town Manager)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

3D: Request and Approve a Cable TV Budget (Finance Director)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 4: July 4th Block Party (Recreation)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 5: Lake Chauncy Treatment (Recreation)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 6: Nutrient Evaluation Study for Lake Chauncy (Recreation/Conservation)

AFC recommends the Town vote to approve this Article (8-1-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 7: Capital Improvement Plan (Town Manager/Capital Expenditure Planning Committee)

7A. Vehicle Replacement (Animal Control)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

7B. Personal Protective Equipment (Fire Department)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

7C. Engine 2 Replacement (Fire Department)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

7D. Police Cruiser Replacements (Police Department)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (4-1-0)

7E. One-Ton Utility Truck with Crane Replacement (Department of Public Works)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

7F. One-Ton Pickup with Plow Replacements (Department of Public Works) AFC

recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

7G. Loader Replacement (Department of Public Works)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

7H. Building Condition Assessment (Buildings & Grounds Department)

AFC recommends the Town vote to approve this Article (7-1-1)

BOS recommends the Town vote to approve this Article (5-0-0)

7I. High School Gymnasium Partition Replacement (School Department)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

7J. Hastings School Sprinkler System Installation (School Department)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 8: Open Space Fund (Open Space Committee)

AFC recommends the Town vote to approve this Article (7-2-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 9: Body Worn Cameras (Police Department)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 10: Stormwater Infrastructure Improvements (Department of Public Works)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 11: Town Sewer System Updates (Department of Public Works)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 12: Improvement to Westborough Treatment Plant (Treatment Plant Board)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 13: Extended Contract for Electric Vehicle (EV) Charging Stations (Town Manager)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 14: Acceptance of Easements – West Park Drive (Board of Selectmen)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 15: Acceptance of Easement – West Park Drive (Board of Selectmen)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 16: Town Seal Review Committee (Board of Selectmen)

AFC recommends the Town vote to approve this Article (8-0-1)

BOS recommends the Town vote to approve this Article (5-0-0)

**ARTICLE 17: Establish a Disability Commission under MGL Chapter 40, Section 8J
(Community Development Director/ADA Coordinator)**

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 18: Facility Rental Revolving Account (Board of Selectmen)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 19: Amend General Bylaws – Change “Board of Selectmen” to “Select Board” (Board of Selectmen)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 20: Amend Zoning Bylaws – Change “Board of Selectmen” to “Select Board” (Planning Board)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 21: Amend Town Charter – Change “Board of Selectmen” to “Select Board” (Board of Selectmen)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 22: Amend Town Charter – Include Facilities Department in Department of Public Works (Department of Public Works)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 23: Amend General Bylaws – Timing of Town Meeting and Town Election (Board of Selectmen)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 24: Amend General Bylaws – Town Meeting Quorum (Board of Selectmen)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 25: Amend General Bylaws – Article 24 - Licensing of Solicitors and Canvassers (Board of Selectmen)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 26: Amend General Bylaws – Article 38 Animal Control Bylaw (Board of Selectmen/Animal Control Officer)

AFC recommends the Town vote to approve this Article (8-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 27: Golf Safety Netting (Recreation Department) AFC recommends the Town vote to approve this Article (9-0-0) BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 28: Tree Maintenance (Department of Public Works)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

ARTICLE 29: Amend General Bylaws – Article 14 – Committee for Soldiers’ Memorials (Board of Selectmen)

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

COMMONWEALTH OF MASSACHUSETTS
WORCESTER, SS

TO ANY CONSTABLE IN THE TOWN OF WESTBOROUGH, IN THE COUNTY OF
WORCESTER, GREETINGS:

In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Westborough, qualified to vote in elections and town affairs, to act on the following Articles on Saturday, May 15, 2021, at 9:00 A.M. in the Westborough High School located at 90 West Main Street, Westborough.

The Article Information statements printed in italics are not part of the formal Articles of the Warrant. They constitute additional information offered for the benefit of the voters, true and correct as of the time of posting of the Warrant, but subject to change as called for. They are not to be construed so as to broaden or limit the scope of the formal Articles.

Article 1: Town Reports (Advisory Finance Committee)

To see if the Town will vote to hear the reports of the several Town officers and committees, and to dissolve any committees established by Town Meeting that have fulfilled their mission, or take any other action thereon.

The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 2: Fiscal Year 2022 Operating Budgets (Advisory Finance Committee)

To see what sums the Town will vote to raise and appropriate or transfer from available funds for the support of the several offices, departments, boards and commissions of the Town of Westborough for Fiscal Year 2022 beginning July 1, 2021, and ending June 30, 2022, or take any other action thereon.

*Article Information – The Town budgets, including all expenses, are estimated to increase/decrease.
The motion for this article requires a simple majority vote.*

	FY2020	FY2021	FY2022 AFC		Budget Change	Percent Change	AFC Vote
Department Name			Recommended		\$	%	
	Actual	Budget	Budget		FY21 to FY22	FY21 to FY22	
Town Moderator							
Salaries & Wages	-	-	250		250	0.0%	
Expenses	-	-	-		-	0.0%	
Total	-	-	250		250	0.0%	9-0-0

Board of Selectmen / Town Manager						
Salaries & Wages - Elected	1,500	-	2,500		2,500	0.0%
Salaries & Wages	382,196	435,451	524,184	¹	88,733	20.4%
Expenses	60,933	59,200	59,050		(150)	-0.3%
Total	444,629	494,651	585,734		91,083	18.4%
1 Salary & Wage budgets for ALL departments include a step increase for employees who are not at the maximum step. Salary/wages schedules for unionized employees change according to the provisions for Step and COLA of the various union contracts.						9-0-0
Finance Committee						
Salaries & Wages	967	3,831	4,087	¹	256	6.7%
Expenses	810	2,000	1,300		(700)	-35.0%
Total	1,777	5,831	5,387		(444)	-7.6%
Finance Departments (Accounting, Treas/Collector, Assessors) - for comparison the FY20 & FY21 info has been combined						9-0-0
Salaries & Wages	676,737	716,312	703,063	¹	(13,249)	-1.8%
Expenses	51,112	65,288	67,866		2,578	3.9%
Total	727,849	781,600	770,929		(10,671)	-1.4%
Assessors - now included in Finance Department						9-0-0
Salaries & Wages	-	-	-		-	0.0%
Expenses	-	-	-		-	0.0%
Total	-	-	-		-	0.0%
Treasurer/Collector - now included in Finance Department						9-0-0
Salaries & Wages	-	-	-		-	0.0%
Expenses	-	-	-		-	0.0%
Total	-	-	-		-	0.0%
Legal						9-0-0
Expenses	100,618	132,500	132,500		-	0.0%
Total	100,618	132,500	132,500		-	0.0%
Information Technology & Communications - for comparison the FY20 & FY21 info has been combined						9-0-0
Salaries & Wages	207,118	220,752	231,952	¹	11,200	5.1%
Expenses	381,304	408,259	424,530		16,271	4.0%

Total	588,422	629,011	656,482		27,471	4.4%	9-0-0
Communications - now included in Information Technology							
Expenses	-	-	-		-	0.0%	
Total	-	-	-		-	0.0%	9-0-0
Central Purchasing							
Expenses	80,735	85,140	85,140		-	0.0%	
Total	80,735	85,140	85,140		-	0.0%	9-0-0
Town Clerk							
Salaries & Wages - Elected	99,176	105,340	107,428	¹	2,088	2.0%	
Salaries & Wages	136,101	138,644	142,752	¹	4,108	3.0%	
Expenses	9,125	12,900	7,100		(5,800)	-45.0%	
Total	244,402	256,884	257,280		396	0.2%	9-0-0
Election & Registration							
Salaries & Wages - Elected	2,000	2,000	2,000		-	0.0%	
Salaries & Wages	14,067	35,600	5,600		(30,000)	-84.3%	
Expenses	32,291	44,000	29,500		(14,500)	-33.0%	
Total	48,358	81,600	37,100		(44,500)	-54.5%	9-0-0
Conservation Commission							
Salaries & Wages	109,009	127,299	136,961	¹	9,662	7.6%	
Expenses	2,601	13,325	13,325		-	0.0%	
Total	111,610	140,624	150,286		9,662	6.9%	9-0-0
Planning Department							
Salaries & Wages	148,790	159,755	165,653	¹	5,898	3.7%	
Expenses	2,579	5,550	5,550		-	0.0%	
Total	151,369	165,305	171,203		5,898	3.6%	9-0-0
Board of Appeals							
Salaries & Wages	9,490	4,570	4,590	¹	20	0.4%	

Expenses	2,376	2,376	2,376		-	0.0%	
Total	11,866	6,946	6,966		20	0.3%	9-0-0
Economic Development							
Salaries & Wages	38,280	36,500	68,542	¹	32,042	0.0%	
Expenses	2,158	4,100	7,550		3,450	84.1%	
Total	40,438	40,600	76,092		35,492	87.4%	9-0-0
Building & Grounds - now included in Department of Public Works							
Salaries & Wages	-	-	-		-	0.0%	
Expenses	-	-	-		-	0.0%	
<i>Less Trust Funds</i>	-	-	-		-	0.0%	
Total	-	-	-		-	0.0%	9-0-0
Insurance							
Expenses	13,981,255	13,250,874	13,469,350		218,476	1.6%	
Total	13,981,255	13,250,874	13,469,350		218,476	1.6%	9-0-0
Police Department							
Salaries & Wages	3,393,340	3,682,526	3,856,347	¹	173,821	4.7%	
Expenses	199,228	237,090	243,085		5,995	2.5%	
Total	3,592,568	3,919,616	4,099,432		179,816	4.6%	9-0-0
Fire Department - Ambulance							
Salaries & Wages	4,284,047	4,715,031	5,106,222	¹	391,191	8.3%	
Expenses	393,057	420,000	420,200		200	0.0%	
Total	4,677,104	5,135,031	5,526,422		391,391	7.6%	9-0-0
Building Commissioner							
Salaries & Wages	384,460	417,310	443,703	¹	26,393	6.3%	
Expenses	13,245	11,900	11,900		-	0.0%	
Total	397,705	429,210	455,603		26,393	6.1%	9-0-0
Weights & Measures							
Expenses	2,200	2,650	2,650		-	0.0%	

Total	2,200	2,650	2,650		-	0.0%	9-0-0
Animal Control							
Salaries & Wages	53,114	56,578	60,362	¹	3,784	6.7%	
Expenses	1,896	5,916	5,916		-	0.0%	
Total	55,010	62,494	66,278		3,784	6.1%	9-0-0
Assabet Regional Vocational School							
Expenses	541,485	778,313	805,484		27,171	3.5%	
Total	541,485	778,313	805,484		27,171	3.5%	9-0-0
Department of Public Works - now included Town Bldg. & Grounds Budget - for comparison the FY20 & FY21 info has been combined							
Salaries & Wages	1,871,445	2,107,341	2,188,161	¹	80,820	3.8%	
Expenses	782,578	937,125	953,075		15,950	1.7%	
<i>Less Trust Funds</i>	(10,600)	(10,600)	(10,000)		600	-5.7%	
Total	2,643,423	3,033,866	3,131,236		97,370	3.2%	9-0-0
DPW Snow & Ice							
Salaries & Wages	127,519	189,636	189,636		-	0.0%	
Expenses	594,708	484,000	484,000		-	0.0%	
Total	722,227	673,636	673,636		-	0.0%	9-0-0
Electricity							
Expenses	316,276	304,965	329,000		24,035	7.9%	
Total	316,276	304,965	329,000		24,035	7.9%	9-0-0
Sanitary Landfill							
Expenses	634,166	691,315	706,337		15,022	2.2%	
Total	634,166	691,315	706,337		15,022	2.2%	9-0-0
Health Department							
Salaries & Wages	290,979	305,917	308,084	¹	2,167	0.7%	
Expenses	20,056	16,850	16,850		-	0.0%	
<i>Less Trust Funds</i>	(200)	(200)	(200)		-	0.0%	
Total	310,835	322,567	324,734		2,167	0.7%	9-0-0
Council on Aging							

Salaries & Wages	315,321		370,534	¹		13.7%	
		325,974			44,560		
Expenses	15,937		26,200			0.0%	
		26,200			-		
Total	331,258		396,734			12.7%	9-0-0
		352,174			44,560		
Youth Commission							
Salaries & Wages	209,121		233,663	¹		3.9%	
		224,901			8,762		
Expenses	6,765		7,700			40.0%	
		5,500			2,200		
Total	215,886		241,363			4.8%	9-0-0
		230,401			10,962		
Veteran's Services							
Expenses	68,595		100,929			2.9%	
		98,078			2,851		
Total	68,595		100,929			2.9%	9-0-0
		98,078			2,851		
Trustees of Soldiers Memorial							
Expenses	-		2,800			0.0%	
		2,800			-		
Total	6		2,800			0.0%	9-0-0
		2,800			-		
Library							
Salaries & Wages	870,856		912,236	¹		4.5%	
		873,036			39,200		
Expenses	266,712		308,324			4.3%	
		295,700			12,624		
Total	1,137,568		1,220,560			4.4%	9-0-0
		1,168,736			51,824		
Recreation							
Salaries & Wages	186,998		213,734	¹		7.0%	
		199,662			14,072		
Total	186,998		213,734			7.0%	9-0-0
		199,662			14,072		
Cultural Council							
Expenses	3,250		4,500			0.0%	
		4,500			-		
Total	3,250		4,500			0.0%	9-0-0
		4,500			-		
Historical Commission							
Salaries & Wages	12,889		13,460			1.6%	
		13,248			212		
Expenses	433		5,700			650.0%	
		760			4,940		
Total	13,322		19,160			36.8%	9-0-0
		14,008			5,152		
Debt							
Expenses	11,277,783		12,384,505			4.9%	
		11,807,825			576,680		

Total	11,277,783	11,807,825	12,384,505		576,680	4.9%	9-0-0
Country Club Enterprise							
Salaries & Wages	5,720	71,253	150,867		79,614	111.7%	
Expenses	465,117	509,915	502,311		(7,604)	-1.5%	
Total	470,837	581,168	653,178		72,010	12.4%	9-0-0
Sewer Enterprise							
Salaries & Wages	716,878	824,602	828,817	¹	4,215	0.5%	
Expenses	303,274	388,198	453,198		65,000	16.7%	
Debt	712,109	652,642	693,000		40,358	6.2%	
Total	1,732,261	1,865,442	1,975,015		109,573	5.9%	9-0-0
Wastewater Treatment Plant							
Salaries & Wages	16,368	16,632	31,464		14,832	89.2%	
Expenses	4,043,525	5,145,200	5,154,250		9,050	0.2%	
Total	4,059,893	5,161,832	5,185,714		23,882	0.5%	9-0-0
Water Enterprise							
Salaries & Wages	594,120	695,022	694,024	¹	(998)	-0.1%	
Expenses	2,026,788	2,144,550	2,142,586		(1,964)	-0.1%	
Debt	1,173,048	1,205,731	1,514,386		308,655	25.6%	
Total	3,793,956	4,045,303	4,350,996		305,693	7.6%	9-0-0
Trust Funds Applied	(10,800)	(10,800)	(10,800)		(10,800)		
General Government Subtotal (all budgets above)							
Salaries & Wages	15,158,606	16,704,723	17,700,876		996,153	6.0%	
Expenses	38,559,328	40,252,435	41,573,223		1,309,988	3.3%	
Sub-total General Gov't	53,717,934	56,957,158	59,274,099		2,306,141	4.0%	
Westborough Schools Department	52,699,781	54,433,744.28	57,121,155		2,687,411	4.94%	9-0-0

Total Operating Budgets	106,417,715	111,390,902	116,395,254		4,993,552	4.48%	
Articles Not Borrowed			4,670,947				
Retirement Assessment			5,055,753				
CMRPC, Cherry Sheet, Offsets, Charges & Transfers			1,391,834				
Overlay Reserve			650,000				
Total Recommended Expenditures			128,163,788				

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 3: Regularly Recurring Articles (Town Manager)

To see what action the Town may take on the following items, **A** through **D**, which may be voted as a block, or singly, or in any combination, but, however voted, will be treated for accounting purposes as if each item was voted as a separate article:

3A. Reserve Funds (Advisory Finance Committee) To see if the Town will vote to transfer the sum of Two Hundred Fifty Thousand Dollars (\$250,000) or such other amount as the Town Meeting may approve, from Free Cash for the Finance Committee General Reserve Fund, transfer Fifty Thousand Dollars (\$50,000) or such other amount as the Town Meeting may approve, from Water Retained Earnings for the Water Enterprise Reserve Fund, transfer Fifty Thousand Dollars (\$50,000) or such other amount as the Town Meeting may approve, from Sewer Retained Earnings for the Sewer Enterprise Reserve Fund, or such other amounts as the Town Meeting may approve, in accordance with Section 6 of Chapter 40 of the Massachusetts General Laws, or take any other action thereon.

Article Information – These accounts provide funding for unforeseen expenses during the year through various reserve funds. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

3B. Re-Stocking Sandra Pond (Sandra Pond Wardens/Recreation Department) To see if the Town will vote to transfer from Free Cash the sum of Seven Thousand Two Hundred and Eighty Dollars (\$7,280), or such other amount as the Town Meeting may approve, to re-stock Sandra Pond in 2021 and 2022, or take any other action thereon.

Article Information – This article funds the fish re-stocking at Sandra Pond as the Town has done in the past. The amount will fund two years of re-stocking so that money will be available for the 2021 season and the 2022 season. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (8-1-0)
BOS recommends the Town vote to approve this Article (5-0-0)

3C. Tuition Reimbursement (Town Manager) To see if the Town will vote to raise and appropriate the sum of Fourteen Thousand Dollars (\$14,000), or such other amount as the Town Meeting may approve, for the purpose of funding employee tuition reimbursement, or take any other action thereon.

Article Information – This article funds tuition reimbursement to allow the Town to meet its obligation to the Collective Bargaining Units and Personnel Policies. The Town funds the amount that is estimated to be used during the upcoming fiscal year. This was previously funded through the Town Manager/Board of Selectmen budget. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)
BOS recommends the Town vote to approve this Article (5-0-0)

3D: Request and Approve a Cable TV Budget (Finance Director)

To see if the Town will vote to raise and appropriate through the Cable TV Enterprise Fund the sum of Three Hundred Thousand Dollars (\$300,000) for the purpose of funding the FY2022 Cable TV budget, or take any other action thereon.

Article Information – This article will allow the Town to fund Westborough TV's Fiscal Year 2022 Cable TV budget without impacting the tax payer. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)
BOS recommends the Town vote to approve this Article (5-0-0)

Article 4: July 4th Block Party (Recreation)

To see if the Town will vote to raise and appropriate or transfer from Free Cash the sum of Two Thousand Five Hundred Dollars (\$2,500), or such other amount as the Town Meeting may approve, for the annual July 4th celebration, to be expended by the Westborough July 4th Committee under the direction of the Board of Selectmen, or take any other action thereon.

Article Information – This article pays part of the cost for the annual July 4th celebration. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)
BOS recommends the Town vote to approve this Article (5-0-0)

Article 5: Lake Chauncy Treatment (Recreation)

To see if the Town will vote to raise and appropriate the sum of Seventeen Thousand Dollars (\$17,000), or such other amount as the Town Meeting may approve, for a copper sulfate treatment for algae in Lake Chauncy.

Article Information – This article will pay for the treatment of Lake Chauncy to prevent algae blooms. Algae blooms have occurred in the lake over the last few years. This has typically happened in the fall and required

signage around the lake as it is hazardous to people and animals that come in contact with it. The motion for this article requires a simple majority vote. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 6: Nutrient Evaluation Study for Lake Chauncy (Recreation/Conservation)

To see if the Town will vote to raise and appropriate or transfer from Free Cash the sum of Twenty-Five Thousand Dollars (\$25,000) for the purpose of engaging a consultant to develop an in-lake nutrient management evaluation and phosphorous control plan for Lake Chauncy, with short and long-term recommendations and cost estimates.

Article Information: To address increasingly frequent algal blooms at Lake Chauncy that have periodically shut down the beach to swimmers, most recently in 2019, the Town is proposing to invest in an in-lake nutrient evaluation, with data-driven recommendations for phosphorus management and reduction that are environmentally sensitive and cost-effective. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (8-1-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 7: Capital Improvement Plan (Town Manager/Capital Expenditure Planning Committee)

To see what action the Town may take on the following items, **A** through **J**, which may be voted as a block, or singly, or in any combination, but however voted, will be treated for accounting purposes as if each item was voted as a separate article:

7A. Vehicle Replacement (Animal Control)

To see if the Town will vote to transfer from Free Cash the sum of Twenty-Eight Thousand Four Hundred Thirty Five Dollars (\$28,435), or such other amount as Town Meeting may approve, for the purpose of replacing, purchasing and equipping a vehicle, including all costs incidental and related thereto, or take any other action thereon.

Article Information - This request seeks to replace the 2002 GMC pick-up truck that currently serves as the Animal Control vehicle. This vehicle is not configured for its current use and is expected to be replaced with a van that has a much higher fuel efficiency and adequate cargo space to allow for the safe transport of animals picked up by the Animal Control Officer. The motion for this article requires a simple majority vote. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

7B. Personal Protective Equipment (Fire Department)

To see if the Town will vote to transfer from Free Cash the sum of Eighty-Six Thousand Dollars (\$86,000), or such other amount as Town Meeting may approve, for the purpose of purchasing personal protective equipment, including all costs incidental and related thereto, or take any other

action thereon.

Article Information - This request seeks to purchase a second set of turnout gear for 33 of the department's firefighters. Each set of gear includes pants, coat, gloves, boots and a protective hood that are customized to ensure proper fit and are designed to protect the firefighters from exposure to harmful substances during firefighting operations. Since 2017, the department has replaced each firefighter's primary set of gear, and recently began purchasing additional gear, using donated funds. Studies show that immediately removing gear from service after every exposure and laundering it in an approved extractor significantly reduces cancer risk to firefighters and extends the useful life of the PPE. This safety practice is critical to protecting the well-being of the department's personnel and necessitates that all personnel have a second set of gear to ensure that they are able to respond when needed. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

7C. Engine 2 Replacement (Fire Department)

To see if the Town will vote to transfer from Free Cash the sum of Three Hundred Seventy-Eight Thousand Six Hundred Sixty-Two Dollars (\$378,662) and further transfer from the Capital Stabilization Fund the sum of Three Hundred Sixty-Six Thousand Three Hundred Thirty-Eight Dollars (\$366,338), or such other amount as Town Meeting may approve, for the purpose of replacing, purchasing and equipping a fire engine, including all costs incidental and related thereto, or take any other action thereon.

Article Information – This request seeks to replace Engine 2, a 1996 Pierce Saber Pumper truck with an NFPA compliant and reliable fire engine that is able to meet the demands of the community. Engine 2 served as a front-line pumper for 10 years and has since been rotated back in the fleet. The twenty-five year old vehicle continues to experience many electrical, pump and corrosion issues, and lacks many of the safety features available on apparatus today. The motion for this article requires a 2/3 vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

7D. Police Cruiser Replacements (Police Department)

To see if the Town will vote to transfer from Free Cash the sum of One Hundred Thirty Thousand Dollars (\$130,000), or such other amount as Town Meeting may approve, for the purpose of replacing and purchasing two police cruisers and associated equipment, including all costs incidental and related thereto in compliance with the Green Communities Act, or take any other action thereon.

Article Information - This request seeks to continue the regular replacement of cruisers. Police vehicles are often used 24 hours a day and 7 days a week. In order to properly manage the fleet, a regular replacement schedule is needed to ensure the fleet does not become unreliable. A regular replacement schedule also improves officer safety and cuts down on maintenance costs. The intention of this proposal is to replace two of the oldest cruisers including related equipment in compliance with the Green Communities Act. The department will, when possible, purchase Hybrid vehicles. Although these Hybrid

vehicles are more expensive to purchase, Ford estimates the hybrid vehicle will save 1,276 gallons of fuel per year due to its increased MPG rating and shutting off of the engine while at “idle”. These features are expected to result in \$3,509 in fuel savings and a 22,560 lbs. reduction of CO2 emissions per vehicle, per year. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (4-1-0)

7E. One-Ton Utility Truck with Crane Replacement (Department of Public Works)

To see if the Town will vote to transfer from Free Cash the sum of Forty Thousand Six Hundred Sixty-Six Dollars (\$40,666), transfer from Sewer Retained Earnings the sum of Forty Thousand Six Hundred Sixty-Seven Dollars (\$40,667), transfer from Water Retained Earnings the sum of Forty Thousand Six Hundred Sixty-Seven Dollars (\$40,667), or such other amount as Town Meeting may approve, for the purpose of replacing, purchasing and equipping a one-ton utility truck with crane, including all costs incidental and related thereto, or take any other action thereon.

Article Information: This request seeks to replace a 1999 Ford F-350 Utility vehicle with crane. This vehicle is used to support maintenance of the DPW fleet and other Town-owned vehicles and also supports snow plowing operations. The vehicle requires significant investment of manpower and repair parts to maintain, and, at the time of replacement, will be 21 years old, well beyond its recommended useful life of 10 years. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

7F. One-Ton Pickup with Plow Replacements (Department of Public Works)

To see if the Town will vote to transfer from Free Cash the sum of Eighty Thousand Six Dollars (\$80,006), transfer from Sewer Retained Earnings the sum of Forty Thousand Dollars (\$40,000), transfer from Water Retained Earnings the sum of Forty Thousand Dollars (\$40,000), or such other amount as Town Meeting may approve, for the purpose of replacing, purchasing and equipping two one-ton pickups with plows, including all costs incidental and related thereto, or take any other action thereon.

Article Information: This request seeks to replace a 2011 F-350 one-ton pickup with plow and a 2008 F-350 one-ton pickup with plow. The 2011 vehicle is used to support the daily operations of the Cemetery Division and the 2008 vehicle is used to support water infrastructure repairs, transporting chemicals, responding to water service calls to residents and performing snow clearing operations. The one-ton vehicle is the most heavily used vehicle in the DPW fleet. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

7G. Loader Replacement (Department of Public Works)

To see if the Town will vote to transfer from Free Cash the sum of Sixty-Six Thousand Six Hundred Sixty-Six Dollars (\$66,666), transfer from Sewer Retained Earnings the sum of Sixty-Six Thousand Six Hundred Sixty-Seven Dollars (\$66,667), transfer from Water Retained Earnings the sum of Sixty-Six Thousand Six Hundred Sixty-Seven Dollars (\$66,667), or such other amount as Town Meeting may approve, for the purpose of replacing, purchasing and equipping a loader, including all costs incidental and related thereto, or take any other action thereon.

Article Information: This request seeks to replace a 1988 CAT Loader. This piece of equipment is used to support roadway repairs, conduct snow plowing operations and respond to emergencies. The loader is exposed to many different environments including corrosive materials which cause disintegration of the Public Works equipment. As the equipment ages, it requires additional mechanical and body work to keep it operational. The General Accounting Services Board recommended useful life for this piece of equipment is 10 years. At 32 years old, this piece of equipment it is well beyond its recommended useful life. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

7H. Building Condition Assessment (Buildings & Grounds Department)

To see if the Town will vote to transfer from Free Cash the sum of Forty-Five Thousand Dollars (\$45,000), or such other amount as Town Meeting may approve, for the purpose of funding a building condition assessment study, including all costs incidental and related thereto, or take any other action thereon.

Article Information: The town has three aged buildings, the Westborough Golf Club, the Harvey Building and the Forbes Community Building, that have known capital maintenance requirements and the potential to be repurposed to support current or future requirements. In order to ensure the safety and usefulness of these buildings, or at minimum preserve them for future use, it is essential that we understand what capital improvements are necessary now and in the near future. A condition assessment, which is a standard term in the facility management industry, is required to properly evaluate each building's systems, components, and subcomponents. The information received from the assessment will be used to forecast repair costs, renovation, or replacement. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (7-1-1)

BOS recommends the Town vote to approve this Article (5-0-0)

7I. High School Gymnasium Partition Replacement (School Department)

To see if the Town will vote to transfer from Free Cash the sum of Two Hundred Forty-Five Thousand Nine Hundred Dollars (\$245,900), or such other amount as Town Meeting may approve, for the purpose of removing and replacing two High School Gymnasium partitions, including all costs incidental and related thereto, or take any other action thereon.

Article Information: There are two Gymnasium divider partitions located in the High School

gymnasiums that have required numerous repairs over the past few years and both urgently need to be replaced as they present a potential safety concern. The pricing is based on bid results received in March. The current vendor is resistant to continuing with its maintenance services for two partitions due to concerns associated with safety and liability. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

7J. Hastings School Sprinkler System Installation (School Department)

To see if the Town will vote to transfer from Free Cash the sum of One Hundred Seventy One Thousand Six Hundred and Fifty Dollars (\$171,650) for the purpose of installing the Hastings School Sprinklers; or to take any action relative thereto.

Article Information: This article would fund the additional money needed to complete this project based on the bid price. The Town previously appropriated \$627,000 from overlay surplus for the project at the April 21, 2019 Town Meeting and \$133,000 was transferred from unexpended bond proceeds at the October 21, 2019 Town Meeting. However, when the Sprinkler System went out for Public Bid (twice), the cost of the project came in higher than the Engineer's original estimate. The most recent bid was received on February 24, 2021. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 8: Open Space Fund (Open Space Committee)

To see if the Town will vote to raise and appropriate or transfer from Free Cash the sum of Fifteen Thousand Dollars (\$15,000) for the purpose of appraisals and surveying, or take any other action thereon.

Article Information – This article would allow the Open Space Committee to obtain an appraisal on land of interest as it becomes available. The Open Space fund is now entirely exhausted after approving 2 new property assessments. This is particularly important when a chapter 61A property comes up for sale, for which the Town has a right of first refusal or an option to purchase. The Open Space Committee would need to obtain a property appraisal and make an offer within 30 days. The motion for this article requires a simple majority vote

AFC recommends the Town vote to approve this Article (7-2-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 9: Body Worn Cameras (Police Department)

To see if the Town will vote to raise and appropriate or transfer from Free Cash the sum of Twenty Five Thousand One Hundred Seventy Six Dollars (\$25,176), or such other amount as Town Meeting may approve, for the purpose of purchasing body worn cameras, including all costs incidental and related thereto, or take any other action thereon.

Article Information – The Police Department received a grant in the amount of \$39,530 for body worn cameras. The cost to implement the program is \$64,706 in the first year. This article is a request for the remaining cost of implementation. Once implemented, the estimated recurring annual cost is \$26,302 for storage, licensing and technical services. This cost does include additional staff that may be needed to manage the information and respond to information requests. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 10: Stormwater Infrastructure Improvements (DPW)

To see if the Town will vote to transfer from Free Cash the sum of One Hundred Thirty-Five Thousand Dollars (135,000), or such other amount as Town Meeting may approve, for the purpose of completing assessments and improvements to the municipal stormwater infrastructure system, including all costs incidental and related thereto, or take any other action thereon.

Article Information – This article requests funding to provide the town's contribution to the Massachusetts Clean Water Trust Asset Management Grant Program. Westborough was one of 16 towns selected to receive the grant. The grant project will assess every Town culvert, provide the Town a stormwater asset management plan, and develop recommendations for a long-term stormwater infrastructure funding strategy. The asset management plan will assist the Town in deciding when the Town should repair, replace, or rehabilitate its 160 culverts. The grant requires a cash contribution from the Town. The program requires the grant recipient to appropriate the entire cost of the project, \$135,000, although the Town will only actually pay its matching contribution, which is \$36,000. Additionally, this funding will be used to correct stormwater infrastructure deficiencies throughout the Town. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 11: Town Sewer System Updates (DPW)

To see if the Town will vote to transfer from the Sewer Retained Earnings the sum of One Million Eight Hundred Thousand Dollars (\$1,800,000), or such other amount as Town Meeting may approve, for the purpose of completing assessments and improvements to the municipal sewer system, including all costs incidental and related thereto, or take any other action thereon.

Article Information – This article requests funds to begin updating the Town's Comprehensive Wastewater Management Plan (CWMP) and to complete improvements to the Town's primary sewer line. The CWMP was initiated almost 20 years ago. In the years since the CWMP was developed, the Town has grown and the sewer system has been expanded. This update to the CWMP will identify

potential changes in wastewater disposal needs, including modifications that may be required to residential, commercial and industrial wastewater allocations. The interceptor sewer line conveys the majority of the Town's wastewater to the treatment plant. Rehabilitation of a significant portion of the interceptor line was completed in 2019. Funds from this article will enable the completion of the lining of the sewer interceptor. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 12: Improvement to Westborough Treatment Plant (Treatment Plant Board)

To see if the Town will vote to raise and appropriate, transfer from available funds and/or borrow the sum of Four Million Dollars (\$4,000,000), or such other amount as the Town Meeting may approve, for undertaking capital repairs and improvements to the Westborough Wastewater Treatment Plant and engineering services associated therewith, which funds will be combined with the monies borrowed under Article 21.A of the May 12, 2007 Annual Town Meeting, or to take any other action thereon.

Article Information – This article will pay for various improvements at the treatment plant including but not limited to replacement of the rotors in the aeration system, replacement of cloth filters, replace grit truck, rehab odor control scrubber, and rehab sludge holding tanks. The motion for this article requires a simple majority vote, unless funds are to be borrowed, in which event the motion will require a two-thirds vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 13: Extended Contract for Electric Vehicle (EV) Charging Stations (Town Manager)

To see if the Town will authorize the Board of Selectmen to enter into a contract for a term in excess of 3 years for network services related to the Electric Vehicle (EV) charging stations installed at the Golf Club, or take any other action relative thereto.

Article Information – When the Town negotiated the contract for the Electric Vehicle (EV) Charging Station, the contract allowed for automatic annual renewal. Since the Town cannot enter into a contract longer than 3 years without Town Meeting approval, the Town will need to terminate this agreement after 3 years. A vote in favor will allow the Town to continue with the same service provider on a recurring annual basis. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 14: Acceptance of Easements – West Park Drive (Board of Selectmen)

To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, easements on West Park Drive Extension and 118 Flanders Road for the purpose of

installing and maintaining a traffic light and related appurtenances, or take any other action thereon.

Article Information – This article authorizes the Board of Selectmen to accept easements along West Park Drive Extension and Flanders Road. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 15: Acceptance of Easement – West Park Drive (Board of Selectmen)

To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain, trail, utility, construction and related easements on properties located at 118 Flanders Road, 2300 West Park Drive, 2200 West Park Drive, and 134 Flanders Road, or take any other action thereon.

Article Information – This article authorizes the Board of Selectmen to accept easements along West Park Drive and Flanders Road. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 16: Town Seal Review Committee (Board of Selectmen)

To see if the Town will vote to establish a Town Seal Review Committee consisting of a minimum of seven and a maximum of nine residents appointed by the Moderator, said committee to include persons suited to the charge of the committee by their interest and familiarity with history, design, and civic participation, and whose charge shall be to review the history of Town Seals in Westborough; to consider whether or not the Town should adopt a new Town Seal after a public process that shall include consultation with a diverse group of stakeholders; to hold multiple public forums; and to provide a report and recommendation to a future Town Meeting that recommends whether or not the Town should adopt a new Town Seal and that, if the recommendation is to adopt a new Town Seal, also includes a proposed process for creating a new Town Seal.

Article Information – This article would create a committee appointed by the Moderator to review Westborough's Town Seal. The committee will be charged with holding a public process to discuss changing the Town Seal and to provide a report and recommendation to a future Town Meeting. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (8-0-1)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 17: Establish a Disability Commission under MGL Chapter 40, Section 8J (Community Development Director/ADA Coordinator)

To see if the Town will vote to accept the provisions of General Laws Chapter 40, Section 8J, authorizing the Town to create a Commission on Disabilities, and, in accordance therewith, to establish a Commission consisting of seven (7) members appointed by the Town Manager with the approval of the Board of Selectmen, with the terms of the first members of said Commission to be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor

shall be appointed for terms of three years each, and a majority of said Commission members shall consist of people with disabilities; one member shall be a member of the immediate family of a person with a disability and one member of said Commission shall be either an elected or appointed official of the Town; such Commission shall be charged to undertake all of the matters authorized by law, including but not limited to: researching local problems of people with disabilities, serving as a resource to the Town in ensuring compliance with applicable state and federal laws affecting people with disabilities; and reviewing and making recommendations about Town policies, procedures, services, activities and facilities of departments, boards and agencies as they affect people with disabilities, or take any other action thereto.

Article Information – This article seeks to re-establish a Disability Commission that will have all the responsibilities under the law including advising and assisting municipal officials with compliance and coordinating and carrying out programs of the Massachusetts Office on Disability. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 18: Facility Rental Revolving Account (Board of Selectmen)

To see if the Town will vote to provide for any amounts collected for building and property rentals, other than rental of school buildings, to be credited to a separate account to be expended without further appropriation by the board, committee or department head in control of the building or property for the upkeep and maintenance of the facility so rented, and further, to accept the proviso of the second paragraph of General Laws Chapter 40, Section 3 to allow any balance in such an account at the close of the fiscal year to remain available for expenditure without appropriation in future years for the upkeep and maintenance of any facility under the control of the board, committee or department head in control of the building or property.

And further to amend Article 15 of the General Bylaws to add the following revolving fund in the table:

Revolving Fund	Purpose	Funds to be Deposited From	Authorized to Expend Funds	Maximum Expenditure
Town Facility Rental	Town Facility Maintenance	Rental Fees	DPW Director	\$25,000

or take any other action thereon.

Article Information – This article seeks to create a Building Rental Revolving Account. This account will collect revenues from the use of Town facilities. Currently the Town collects approximately \$2,000 for facility rentals and those revenues are deposited into the General Fund. This account would capture those rental fees to be used to maintain Town facilities. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 19: Amend General Bylaws – Change “Board of Selectmen” to “Select Board” (Board of Selectmen)

To see if the Town will vote to amend the General Bylaws by deleting the words “Board of Selectmen” and “Selectmen” wherever they appear and inserting the words “Select Board” in place thereof and deleting the word “Selectman” wherever it appear and inserting the words “Select Board Member” and deleting the word “Chairman” wherever it appear and inserting the words “Chair” in place thereof and deleting the word “Vice Chairman” wherever it appear and inserting the words “Vice Chair”, or take any other action thereon.

Article Information – This article seeks to change the name of the Chief Executive Office of the Town of Westborough from Board of Selectmen to Select Board and make related changes to references to board members. This article would make this change throughout the Town’s General Bylaws. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 20: Amend Zoning Bylaws – Change “Board of Selectmen” to “Select Board” (Planning Board)

To see if the Town will vote to amend the Zoning Bylaws by deleting the words “Board of Selectmen” and “Selectmen” wherever they appear and inserting the words “Select Board” in place thereof and deleting the word “Selectman” wherever it appear and inserting the words “Select Board Member”, or take any other action thereon.

Article Information – This article seeks to change the name of the Chief Executive Office of the Town of Westborough from Board of Selectmen to Select Board and make related changes to references to board members. This article would make this change throughout the Town’s Zoning Bylaws. The motion under this article requires a 2/3 majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 21: Amend Town Charter – Change “Board of Selectmen” to “Select Board” (Board of Selectmen)

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation as set forth below to amend the Town Charter as follows:

SECTION 1. The table of contents of the charter of the town of Westborough, which is on file in the office of the archivist of the Commonwealth, as provided in section 12 of chapter 43B of the General Laws, is hereby amended by striking out the words “board of selectmen” and inserting in place thereof the following words: select board.

SECTION 2. Said charter is hereby further amended by striking out the words “Board of Selectmen’s”, each time they appear, and inserting in place thereof, in each instance, the following words: Select Board’s.

SECTION 3. Said charter is hereby further amended by striking out the words “Board of Selectmen” or “Board of Selectman”, each time they appear, and inserting in place thereof, in each instance, the following words: Select Board.

SECTION 4. This act shall take effect upon its passage.

provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition, or take any other action relative thereto.

Article Information – This article seeks to change the name of the Chief Executive Office of the Town of Westborough from Board of Selectmen to Select Board. This article would authorize the Board of Selectmen to petition the legislature to make this change throughout the Town Charter. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 22: Amend Town Charter – Include Facilities Department in Department of Public Works (DPW)

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation as set forth below to amend Article 8 of the Town Charter as follows

There shall be a Department of Public Works that shall have all of the powers and duties now or from time to time vested by law in the following boards, departments and offices: ***Facilities/Building and Grounds***, Highway Superintendent, Water Commissioners, Sewer Commissioners and Tree Warden. The Department of Public Works shall in all respects be the lawful successor of the aforementioned boards, departments and offices.

provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition, or take any other action relative thereto.

Article Information – This article seeks to incorporate the existing Buildings and Grounds (also known as Facilities) Department into the Department of Public Works. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 23: Amend General Bylaws – Timing of Town Meeting and Town Election (Board of Selectmen)

To see if the Town will vote to amend Article 2, Sections 1 and 2, of the General Bylaws by deleting the strikethrough text and adding the bold italicized text, as follows:

ARTICLE 2 – Town Meetings and the Procedure Thereat

Section 1 Annual Town Meeting

The Annual Meeting for the election of Town Officers and all other matters to be determined by ballot shall be held ~~on the first Tuesday in May in 2011, and the first~~ ***the second*** Tuesday in March 2012 and each year thereafter ***unless otherwise determined by the Board of Selectmen, with such revised date to be not less than 65 days from the date the Board votes to determine it.*** The polls shall be open from 8:00 a.m. to 8:00 p.m. ***unless otherwise determined by the Board of Selectmen,*** and it shall be so stated in the warrant calling the meeting. All other business of the Annual Meeting shall be considered at the adjournment thereof as follows. (STM 2010)

The Annual Town Meeting for the consideration of all business, other than the election of Town Officers or other matters to be determined by ballot, shall be held ~~during the week designated by the Selectmen as "Town Meeting Week", commencing at 1:00 p.m.~~ ***9:00am*** on the second Saturday following the Election of Officers ***unless otherwise determined by the Board of Selectmen.*** ~~The meeting shall be recessed not later than 5:00 p.m. to reconvene at 7:00 p.m.; adjournment of the session shall be to the following Monday night at 7:00 p.m. and then to each succeeding night at 7:00 p.m. until completion of the warrant. In the event that all articles in the warrant have not been acted on by the end of~~ ***Town Meeting*** ~~the Thursday night session, the meeting shall stand adjourned to a time and date agreeable to the meeting. In the event of a secular or other holiday during the Town Meeting Week, that session shall be adjourned to the next night that shall be agreeable to the meeting by majority vote.~~ No quorum or minimum number of voters shall be required for this meeting. (STM 2010)

Section 2 ~~Fall Town Meeting and Special Town Meetings~~

A special meeting for the consideration of such business as the Selectmen may place upon the warrant shall ordinarily be held on the third Monday in October commencing at 7:00 p.m. ~~In the event of a secular or other holiday, the Selectmen may determine an~~ ***An*** alternative date in October ***may be determined by the Board of Selectmen*** for the commencement of the meeting. In the event that all articles in the warrant have not been acted upon by the end of the first session, the meeting shall stand adjourned to a time and date agreeable to the meeting as established by majority vote. No quorum or minimum number of voters shall be required for this meeting. (STM 2010)

Article Information – Changes proposed in Section 1 of this article would move the Town Election from the first Tuesday in March to the Second Tuesday. It would also move the Annual Town Meeting from 1pm to 9am with no specified breaks. Changes proposed in Section 2 will make the bylaw more consistent with Massachusetts General Law that allows the Board of Selectmen to schedule a town meeting at their discretion, notwithstanding the Town's Charter or Bylaws. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 24: Amend General Bylaws – Town Meeting Quorum (Board of Selectmen)

ARTICLE 2 – Town Meetings and the Procedure Thereat

To see if the Town will vote to amend Article 2, Section 5, of the General Bylaws by adding the bold italicized text, as follows:

Section 5 Town Meeting Quorum

No Town Meeting other than those described in Section 1 ~~and 2~~ of the Article 2 shall take any action, except to adjourn, unless there are 50 voters present, and the Moderator shall announce whether or not a quorum is present immediately after the meeting is called to order. (STM 2010)

Article Information – This article creates consistency between this section and Article 2, Section 2 of the General Bylaws which states, in part, “No quorum or minimum number of voters shall be required for this meeting”. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 25: Amend General Bylaws – Article 24 - Licensing of Solicitors and Canvassers (Board of Selectmen)

To see if the Town will vote to amend Article 24, Sections 10, 11, and 12, of the General Bylaws to delete the strikethrough text and to add the bold italicized text, as follows:

Section 10 Soliciting Prohibited

Notice of the determination of the occupant of the refusal of invitation to solicitors, to any resident, may be given in the manner following:

- (A) A weatherproof card or sign, approximately three inches by ~~four~~ **five** inches in size, shall be exhibited upon or near the main entrance door to the residence, indicating the determination by the occupant, containing the applicable words as follows: “NO SOLICITORS INVITED”
- (B) The letters shall be at least ~~one (1)~~ **one half (1/2)** inch in height. Cards shall be provided by the Town Clerk's Office of the Town to persons requesting at the cost thereof.
- (C) A card or sign so exhibited shall constitute sufficient notice to any solicitor of the determination by the occupant of the residence of the information contained thereon.

Section 11 Duty of Solicitors

It shall be the duty of every solicitor upon going onto any premises in the municipality upon which a residence as herein defined is located, to first examine the notice provided for in this ~~ordinance~~ **bylaw**, if any is attached, and be governed by the statement contained on any notice.

- (A) Upon reading the sign, the solicitor shall immediately and peacefully depart. Any solicitor who has gained entrance to any residence, whether invited or not, shall immediately and peacefully depart from the premises when requested to do so by the occupant.

Section 12 Uninvited soliciting is prohibited

It is hereby declared to be unlawful for any person to go upon any premises and ring the doorbell upon or near any door or create any sound in any other manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in soliciting as herein defined, in defiance of the notice exhibited at the residence in accordance with the provisions of

~~Section 6~~ **Section 10** of this bylaw.

Article Information – This article seeks to update the bylaw to require a standard size card and a font that will easily fit on that size card. It further updates Section 12 to appropriately reference Section 10 instead of Section 6. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 26: Amend General Bylaws – Article 38 Animal Control Bylaw (Board of Selectmen/Animal Control Officer)

To see if the Town will vote to amend Article 38 of the General Bylaws by amending Section 2, Definitions, to add the following definitions and to add a new Section 11, Poultry on Residential Lots, as follows:

SECTION 2 DEFINITIONS

“Adult” - For purpose of this by-law adult poultry are defined as poultry that have attained the following ages:

Chickens	12 weeks
Ducks	14 weeks
Geese and Guinea fowl	22 weeks
Turkeys	32 weeks
Quails and Pheasants	10 weeks
Exotic Birds	15 months

“Chicken” - A member of the family Gallus Gallus domesticus.

“Coop” - A structure for the housing of chickens, poultry, exotic birds, or fowl.

“Exotic Birds” - Birds such as, but not limited to, peacocks, emus and Ostrich and other birds that are not normally kept inside the home as pets. Exotic birds that typically are housed in a residence as household pets such as, but not limited to, parakeets, parrots, cockatoos, and canaries, are not considered poultry for the purposes of this bylaw.

“Falconry” - A sport involving training and use of raptors in hunting or similar exercise by Falconers.

“Flight pen” - An enclosed pen used for quail or pheasant that allows access to fresh air and natural sunlight and space to exercise and fly but prevents the birds from flying away.

“Fowl” - Birds hunted as game or used for racing, such as, but not limited to quail, pheasant.

“Poultry” - All birds that are raised and kept for agricultural purposes, including but not limited to, chickens (hens and roosters), turkeys, capons, ducks, geese, pheasants, peacocks, guinea fowl, fowl, ratites, and all wild game birds raised and kept in accordance with state and local law.

“Residential lot” - A parcel of land in single ownership and comprised of two contiguous acres or less and whose principal use is residential or that is vacant or uninhabited and is in a residential area.

“Ratites” - Ostrich, Emu, or Rhea, Cassowary, Kiwi.

“Rooster” - An adult male chicken that is not caponized.

“Run” - An enclosed area that allows access to fresh air, natural sunlight and exercise during daytime hours but prevents poultry from wandering onto neighboring properties.

“Sand box” - a structure filled with clean sand for poultry that normally sand bathe, such as chickens and quail.

“Structure” - An open or closed structure providing protection from wind, cold, rain and sun considered appropriate for the species of poultry in question as set forth herein, and in accordance with applicable Federal and State laws on the keeping of such animals. This includes, but is not limited to, barns, stables, coops, hutches, pens runs and sandboxes.

“Useable lot size” - portion of a lot that is not occupied by the main residence, driveway, walkway, patio, deck or other outbuilding (except a barn); or semi-permanent recreational equipment such as a pool or paved courtyard.

SECTION 11 POULTRY

- A. Purpose: The purpose of this Bylaw is to regulate the keeping of poultry for personal use on residential lots of two (2) acres or less in size. This Bylaw is intended to further the objectives of and to act in concert with any existing federal, state and local laws concerning the maintenance of property, the keeping of poultry and the abatement and prevention of nuisances within the Town. Nothing in this Bylaw is intended to limit or restrict the authority of the Board of Health, the Animal Control Officer, Animal Inspector, or the Health Agent to act in accordance with any other law within their jurisdiction, including but not limited to, the authority of the Board of Health to abate nuisances.
- B. Applicability: This Bylaw shall apply to the keeping of poultry on residential lots, primarily for personal use where sale of the animal or animals or their byproducts, such as eggs, etc., is incidental to the principal use of the property and the reason for keeping the animal.
- C. General Regulations:
 - 1. All owners and/or keepers of poultry on residential lots must comply with applicable local and state laws and regulations, as may be amended from time to time.

2. All poultry shall be effectively controlled so as not to become a nuisance, due to noise, odor or other condition, or a danger to their own health or the public health. Allowing waste to pollute any wetland or waterway shall be prohibited.
3. No owner and/or keeper of poultry shall willfully or through neglect suffer, allow or permit any infestation of insects, or vermin, or allow any condition which interferes with the use and enjoyment of abutting properties through unreasonable noise, odor or other offensive condition.
4. All areas in which poultry are kept shall be subject to inspection by the Animal Control Officer/Animal Inspector, and any other inspectional agent of the Town, as applicable.
5. All adult poultry shall be included in the annual animal census and barn inspections conducted by the Animal Inspector.
6. No owner and/or keeper shall permit any poultry, on any public property within the Town, including but not limited to public ways, recreation areas, parks, public water supply properties, and cemeteries, or on private property without permission of the owner thereof.
7. Chicken coops must be located at least 5 feet away from abutting property lines.
 - a. Poultry, excluding chickens, housing shall be located at least 10 feet away from abutting property lines.
 - b. Exotic bird housing shall be located at least 50 feet away from abutting property lines.
8. Poultry must be kept in a structure and must not create nuisances, including noise disturbances between the hours of 10pm and 7am. Hens may perch in a run provided they are quiet.
9. Chickens must come from Salmonella Pullorum Certified Clean Flocks. The owner or keeper shall provide a copy of said certification to the Animal Inspector or Board of Health Inspector upon request.

D. Standards of Care.

1. All poultry shall be maintained in a clean and healthy condition, shall be properly vaccinated and immunized and shall not be subject to abuse, mistreatment or malnourishment.
2. Outdoor structures must be provided for poultry and may be attached to the coop, but may be closed off between 10pm and 7am to keep the poultry safely in their coops. Coops may also be located inside of larger structures rather than attached to them. Enclosed shelter must be provided to protect poultry from the elements and flying predators such as hawks or eagles.
3. No structure or combination of structures may occupy more than 25% of the useable lot size.
4. Poultry must have access to fresh food and water.
5. Poultry shall not be subjected to de-beaking or forced molting.

6. Structures for chickens must have an interior floor space of one and one half (1 ½) square feet of floor space per chicken, with one (1) foot of linear perch space per chicken.
7. Structures must include access to a minimum of four (4) square feet of outdoor pen/run per chicken.
8. Manure management.
 - a. Owners and/or keepers must prevent noxious odors.
 - b. Owners and/or keepers must prevent runoff into abutting yards, wetlands, or other sensitive conservation areas.
 - c. In no case shall more than one half cord (4'x 4' x 4') of poultry manure and bedding be accumulated on the property at one time without a stable permit.
 - d. Composted manure may be tilled in for fertilizer.
9. Structures for poultry shall be of sufficient size, as set forth herein, and appropriate design to accommodate the poultry or exotic birds in a safe and healthy manner, and provide protection from the elements and predators. Structures used for the keeping of poultry and exotic birds must be maintained in a clean and sanitary manner, free from decaying food, filth, feces, vermin infestation and stagnant water. Structures must be maintained in a manner to ensure that they are weather tight and secure.

E. Density Requirements.

1. Minimum space requirements for chickens:

Total chickens	6	12	18	24	36	50
Interior floor space minimum	9 sq.ft.	18 sq.ft.	27 sq.ft.	36 sq.ft.	54 sq.ft.	75 sq.ft.
Interior linear minimum perch	6 ft.	12 ft.	18 ft.	24 ft.	36 ft.	50 ft.
Outdoor run/pen minimum	24 sq.ft.	48 sq.ft.	72 sq.ft.	96 sq.ft.	144 sq.ft.	200 sq.ft.
Total Minimum Structure Size	33 sq.ft	66 sq.ft.	99 sq.ft	132 sq.ft	198 sq.ft.	275 sq. ft.

2. Housing Requirements: Poultry shelters and structures shall meet the following minimum sizes. For animals not listed below, the applicant shall provide a shelter of sufficient size to ensure that the animal has shelter from the weather and sufficient room for the animal to be housed and in a humane manner in accordance with best management practices:

- a) Quail: 1 Square foot of run or flight pen and 1 square foot of coop space per bird and access to a clean sandbox.

- b) Pheasant: 20 square feet of run and 4 square feet coop space per bird.
- c) Turkeys: A minimum of 1/2 acre lot and 25 square feet of run per bird and 6-10 square feet of coop space per bird, with a minimum of 5x8 roosting area with 20 linear foot of total roost space.
- d) Ducks: A minimum of 1/2 acre lot and a structure with a minimum of 24 square feet and 4 square feet per bird inside the coop. The enclosure doors must be approximately 24 inches wide and there must be 50 square feet of pasture or yard space per bird.
- e) Geese: A minimum of 1/2 acre lot and 3.5ft by 4.5ft coop for a pair. Up to five geese may be kept in a 4x6 foot structure.

3. Maximum number of poultry. No person shall own or keep on a single residential lot more than the number of poultry set forth below.

a) Chicken flock size by lot size:

Lot Size	Under 1/8 acre	1/8- 1/4 acre	1/4 - 1/2 acre	1/2-1 acre	1-2acre
Maximum number of birds	6	18	24	36	50

b) Other Adult Poultry: The following maximum number of other adult poultry, not chickens, shall be permitted on any single residential lot:

	Number allowed by lot size:			
Type of Adult Poultry, not Chickens	1/8-1/4 Acres	1/4-1/2 Acres	1/2-1 Acres	1-2 Acres
Ducks, Geese	0	0	6	12
Turkey	0	0	6	12
Pheasant, Quail	0	24	36	50
Peacock, or Ratites	0	0	0	0

- c) If multiple species of poultry are kept on a single residential lot, the minimum requisite square footage shall be calculated by the totaling the space required for each species as set in Section E.2 and E.3.
- d) Each species of poultry shall have its own separate coop for shelter, as well as a nesting and perch space; provided, however, and that they may be kept in a single larger structure such as a barn or shed. Yard space may be shared.

F. Slaughtering.

1. The slaughtering of any poultry shall be conducted outside of the view of abutters, neighbors or other poultry.
2. Slaughtering must be performed in a safe, humane and sanitary manner.
3. Poultry on residential lots shall not be slaughtered for commercial purposes.
4. Poultry may be taken to a slaughterhouse or butcher for processing.

G. Enforcement and Penalties.

- 1) The Board of Selectmen and/or Animal Control Officer or their designees shall enforce the provisions of this Bylaw.
- 2) If there is a violation of this Bylaw the Board of Selectmen and/or Animal Control Officer, or their designees, may issue a written order to the owner and/or keeper of poultry to desist, abate and correct the offending violations.
- 3) Any person who violates this Bylaw may be penalized by non-criminal disposition as provided by Massachusetts General Laws, Chapter 40, Section 21D and the Town's Non- Criminal Disposition bylaw. If non-criminal disposition is elected, then any person who violates the provisions of this regulation shall be subject to penalties as follows:

First Offense - fifty dollars (\$50.00)

Second Offense – one hundred dollars (\$100.00)

Third Offense - three hundred dollars (\$300.00)

Fourth and Further Offenses - five hundred dollars (\$500.00)

Each day or portion thereof shall constitute a separate offense. If more than one, each condition violated shall constitute a separate offense.

- 4) The Town may enforce this Bylaw or enjoin violations thereof through any lawful process, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means

H. Exemptions.

The following shall be exempt from density requirements of this Bylaw.

1. Individual properties or facilities that are under the direct care of the MSPCA or other organization incorporated for the prevention of cruelty to animals.
2. Veterinary Practices and/or Animal Hospitals.
3. Facilities for the raising of quail or pheasant for the purpose of stocking hunting areas.
4. Facilities raising meat poultry which will be slaughtered prior to 16 weeks of age for chickens, quail or pheasant: 20 weeks of age for Ducks and up to 30 weeks for Heritage Turkeys and Geese.
5. Licensed Rehabilitators.
6. Falconers.

7. Small pet exotic birds normally housed inside the residence such as, but not limited to, parakeets, parrots, love birds, canaries, cockatoo, cockatiel, and pet finches.

I. Compliance Deadline.

Keepers and/or owners of poultry and exotic animals shall have 12 months from the effective date of this bylaw to comply with the size of structure and maximum number of birds allowed under its provisions. Structures existing prior to the adoption of this bylaw may be deemed acceptable on written authorization of the Animal Inspector provided they do not occupy more than 25% of the useable lot size. All other portions of this bylaw shall take effect in accordance with Massachusetts General Laws Chapter 40, Section 32.

J. Severability.

The provisions of this Bylaw shall be deemed severable, so that the invalidity of any one provision of the Bylaw shall not affect the validity of another provision, and if any part of this bylaw shall be adjudged unconstitutional, inconsistent with state law, or otherwise invalid, such judgment shall not affect any other valid part of this Bylaw.

Article Information – This Article amends Article 38 of the Town’s General Bylaws by adding definitions to Section 2 and creating a new Section 11 to regulate the keeping of poultry for personal use on residential lots of less than two acres. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (8-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 27: Golf Safety Netting (Recreation Department)

To see if the Town will vote to raise and appropriate or transfer from Country Club Retained Earnings the sum of Twenty Five Thousand Dollars (\$25,000), or such other amount as Town Meeting may approve, for the purpose of replacing the golf safety netting, including all costs incidental and related thereto, or take any other action thereon.

Article Information – The Recreation Department has recently taken over management of the Town’s golf course. As the golf season is starting, we became aware of the need to replace the safety netting. These funds are proposed to be paid from the Country Club Retained Earnings. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 28: Tree Maintenance (Department of Public Works)

To see if the Town will vote to transfer from Free Cash the sum of Twenty One Thousand Dollars (\$21,000) or such other amount as Town Meeting may approve, for the purpose of tree maintenance primarily in, but not limited to, the downtown area, or take any other action thereon.

Article Information – This Article funds tree pruning, purchase, planting, and consultation support in order to sustain a healthy tree canopy downtown, specifically around the rotary. The work required is beyond the capability of the DPW to perform due to the volume of tree work, the need to minimize lengthy disruption to downtown activities, and the necessity for professional arborist support. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)

Article 29: Amend General Bylaws – Article 14 – Committee for Soldiers’ Memorials (Board of Selectmen) To see if the Town will vote to amend Article 14, of the General Bylaws by amending Section 2, Membership, by deleting the strikethrough text and adding the bold italicized text, as follows:

Section 2 Membership

The Committee shall consist of six (6) members consisting of ~~a member~~ ***the Chair*** of the Board of Selectmen and three (3) members who shall be veterans and two (2) who shall not be veterans. The elected incumbents in the office of Trustee for Soldiers’ Memorials shall hold the office of committee member until his or her elected term expires. ~~Upon expiration of the term of an incumbent, the Board of Selectmen shall appoint a successor member to the Committee for a term of three (3) years.~~ ***Any vacancy occurring in the town board shall be filled for the unexpired term by the remaining members.***

Article Information – This article updates the current bylaw to be consistent with Massachusetts General Law. The motion for this article requires a simple majority vote.

AFC recommends the Town vote to approve this Article (9-0-0)

BOS recommends the Town vote to approve this Article (5-0-0)
