



# **TOWN OF WESTBOROUGH**

**Report and Recommendations  
of the  
Advisory Finance Committee  
to the  
SPECIAL (FALL) TOWN MEETING  
OCTOBER 21, 2019 (FY2020)**

Jody Hensley, Chair

Sean Keogh, Vice-Chair

Andrew Bradley  
James Driscoll

Michael Barretti  
Paul Huegel  
Hank Rauch

Beth Blumberg  
Terry McGoldrick

# 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. Non-voters 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 ½ minutes**.
- The proponent of an article is allowed to make a presentation up to **10 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.

*(continued)*

- 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 Message to Town Voters**

### **Special (Fall) Town Meeting, Oct 21, 2019**

Thank you for attending this year's Special (Fall) Town Meeting.

To fulfill our role as your Advisory Finance Committee, we have reviewed the entire warrant and have discussed each article extensively to prepare this Report and Recommendations to the Town Meeting voters. We have met with Town Department Heads, Committees, and the Town Manager to understand budget requirements and the effect of these Warrant Articles on the Town. We report our findings and recommendations to you, the legislative body, for your consideration as you decide the direction of the Town in the midst of fiscal year 2020.

At this Special (Fall) Town Meeting you will hear about the financial status of the Town as reflected in the Financial Summary on the following pages, including:

- Financial Revenue & Expenditures (estimated) for the current fiscal year (FY2020)
- Tax Rate & Average Single Family Home Tax Bill
- A Levy Limit Calculation done in accordance with State guidelines
- A Free Cash & Retained Earnings (enterprise funds) Transfers & Summary Report, including detail on funding related to all warrant articles
- Financial Reserves (Free Cash & Stabilization Funds) as forecasted for the end of the current fiscal year (FY2020), including potential impacts of current Town Meeting actions

The expected increase on the Average House Tax Bill if all the Articles put forth on this Special Fall Town Meeting Warrant are approved would be 3.36%, or an additional \$319.03 over the previous FY19 average house tax bills. This contrasts with last year's FY19 8.91% increase of \$778.40 over FY18 average house tax bills. With the rate of inflation for 2020 forecast at 1.9%, we are still seeing local tax bill increases running ahead of the rate of inflation.

General Fund Operating Budget Reserves continue to be maintained according to the Board of Selectmen's Fiscal Policy targeted goal. The reserve policy was updated in September 2017, and specifies maintaining between 5%-7% of the general fund budget in state-certified free cash, as well as between 5%-7.5% in the town's stabilization fund, with additional guidelines for reserve use when combined funds exceed 10%. These are among the financial management practices that earned Westborough a AAA bond rating from Standard and Poor's in July 2018, which positions the Town for favorable interest rates when borrowing.

Among the Articles on this Special (Fall) Town Meeting Warrant you'll see articles put forth by the Department of Public Works, the Board of Selectmen and Town Manager, Conservation Commission, the School Department, Sustainable Westborough Committee, Veteran's Services, the Planning Board and Planning Department, and the Municipal Building Committee.

*(continued)*

#### ARTICLE 8: Armstrong School Playground Project

As the 3-3-1 vote indicates, the Advisory Finance Committee was split on support for this article. Some members felt the use of excess funds from a past warrant article for a different purpose (a Pre-K School project at Hastings) was appropriate, and that funding an updated playground at another school including a new ADA compliant surface made sense. Other members believed the total cost of \$383,000 seemed excessive, and that using excess funds from a prior project associated with a different building was not appropriate. Additionally, some members offered that perhaps a portion of the funds for a school playground should be privately funded.

#### ARTICLE 10:

The majority of the committee was uncomfortable with this article as presented in the warrant. Typically, for a project with an estimated cost in the multi-million dollar range, the engineering and design work would be funded and completed first, so an informed estimated cost may be provided to Town Meeting for its consideration. Instead, this article aggregates debt authorizations and surplus borrowings from prior projects, plus requests additional funds be borrowed for a project that has not been professionally estimated yet. Our motion would provide the project with the necessary funding to complete an engineering and design study so the School Committee can present a final proposal to the town at an Annual Town meeting.

Respectfully submitted,

Advisory Finance Committee  
Westborough, MA

*NOTE on the **Financial Summary** provided in this AFC Report and Recommendations, in contrast to the warrant articles as written:*

*\*\*Article 8: the AFC did not support that \$283,000 be reallocated from Article 5 of the 2017 Annual Town Meeting.*

*\*\*\*Article 10: the AFC recommends that just \$300,000 be reallocated from Article 5 of the 2017 Special Town Meeting for the new purpose of an engineering study for a Hastings Unit Ventilator Replacement. The AFC did not support transfers of (10iii) \$639,425, (10iv) \$500,000, and (10v) \$337,000. (Additionally, the AFC did not support the reallocation of (10i) \$487,650, (10ii) \$480,000 and the additional borrowing of (10vi) \$555,952.)*

*Subsequently, the “Total AFC Recommended Expenditures” of \$1,150,495 is less by \$1,459,425 than what is requested in the Warrant Articles as printed herein. If all warrant articles are approved as printed, the Total Expenditures for this Special Town Meeting would be \$2,609,920.*

**Financial Revenue & Expenditure Estimated for FY2020**  
**Special Town Meeting, October 21st, 2019**

<b>Estimated Revenue and Expenses</b>				
Expenditures	<u>Voted ATM</u>		<u>Adjustments</u>	<u>Estimated FSTM</u>
Schools - Salary & Expenses	\$ 52,806,278	\$		\$ 52,806,278
Town - Salary & Expenses	\$ 18,838,542	\$	32,506	\$ 18,871,048
Insurance - Schools & Town	\$ 14,139,350	\$		\$ 14,139,350
Debt - Schools & Town	\$ 11,318,696	\$		\$ 11,318,696
Assabet Valley Vocational	\$ 541,485	\$		\$ 541,485
Water Enterprise	\$ 3,858,872	\$	12,647	\$ 3,871,519
Sewer Enterprise	\$ 1,849,313	\$	9,780	\$ 1,859,093
Waste Water Treatment Plant	\$ 4,681,168	\$		\$ 4,681,168
Country Club Enterprise	\$ 493,629	\$		\$ 493,629
Articles (non-borrow)	\$ 5,193,968	\$	1,060,177	\$ 6,254,145
Worc County Retirement & Cherry Sheet Assessment	\$ 4,723,577	\$	35,385	\$ 4,758,962
Overlay Reserve	\$ 800,000	\$		\$ 800,000
<b>Total AFC Recommended Expenditures ** / ***</b>	<b>\$ 119,244,878</b>	<b>\$</b>	<b>1,150,495</b>	<b>\$ 120,395,373</b>
<b>Estimated Non-Tax Levy Revenues</b>				
State Aid (Schools - Chap 70)	\$ 8,056,029	\$	18,134	\$ 8,074,163
State Aid (School Buildings)	\$ 2,535,987	\$		\$ 2,535,987
State Aid (unrestricted)	\$ 1,467,321	\$	5,563	\$ 1,472,884
State Aid (Roads - Chap 90)	\$ 947,560	\$	823	\$ 948,383
Local Receipts (estimated)	\$ 9,819,172	\$	492,624	\$ 10,311,796
Water Enterprise Receipts	\$ 4,021,957	\$	12,647	\$ 4,034,604
Sewer & Waste Water Treatment Plant Receipts	\$ 9,646,152	\$	9,780	\$ 9,655,932
Country Club Enterprise Receipts & Transfer	\$ 493,629	\$		\$ 493,629
Free Cash Used - ATM Articles	\$ 1,458,560	\$	357,224	\$ 1,815,784
Retained Earnings & Transfers, ATM Articles, Trust Funds	\$ 2,768,648	\$	702,130	\$ 3,470,778
<b>Total Estimated Non-Tax Levy Revenues</b>	<b>\$ 41,215,015</b>	<b>\$</b>	<b>1,598,925</b>	<b>\$ 42,813,940</b>
<b>Tax Levy (Amount to be raised through property taxes)</b>	<b>\$ 78,029,863</b>	<b>\$</b>	<b>(448,430)</b>	<b>\$ 77,581,433</b>

<b>Tax Rate &amp; Average Single Family Tax Bill Calculation</b>				
	<u>FY-19</u>		<u>Change</u>	<u>FY-20 (Estimated)</u>
Estimated Total Town Valuation	\$ 4,099,175,284	\$	117,489,291	\$ 4,216,664,575
Estimated Tax Rate = (Tax Levy / Total Valuation) x 1,000	\$ 18.33	\$	0.07	\$ 18.40
Estimated Average House Value FY2020	\$ 518,184	\$	15,403	\$ 533,587.00
Estimated Avg House Tax Bill FY2020				\$ 9,817.34
Average House Tax Bill for FY2019	\$ 9,498.31			\$ 9,498.31
Increase on Average House Tax Bill	8.91% \$778.4		3.36%	\$319.03

<b>Levy Limit Calculation</b>	
Fiscal Year 2019 Levy Limit	\$ <b>84,338,470</b>
Plus 2.5%	\$ 2,108,462
Plus New Growth (Estimated)	\$ 1,000,000
FY2020 Levy Limit (before Debt Exclusion)	\$ <b>87,446,932</b>
School Debt Exclusion Amount	\$ 1,085,488
Fiscal Year 2020 Levy Limit	\$ <b>88,532,420</b>
Excess Levy Capacity (Levy Limit - Tax Levy) (% Excess Levy)	\$ <b>10,950,986</b>

*In contrast to the warrant articles as written:*

**\*\* Article 8:** the AFC did not support that \$283,000 be reallocated from Article 5 of the 2017 Annual Town Meeting.

**\*\*\* Article 10:** the AFC recommends that just \$300,000 be reallocated from Article 5 of the 2017 Special Town Meeting for the new purpose of an engineering study for a Hastings Unit Ventilator Replacement. The AFC did not support transfers of (10iii) \$639,425, (10iv) \$500,000, and (10v) \$337,000. Additionally, the AFC did not support the reallocation of \$487,650 (10i), \$480,000 (10ii) and the additional borrowing of \$555,925 (10vi)."

Subsequently, the "Total AFC Recommended Expenditures" of \$ 1,150,495 is less by \$1,459,425 than what is requested in the Warrant Articles as printed herein. If all warrant articles are approved as printed in the warrant, the Total Expenditures for this Special Town Meeting would be \$2,609,920.

# FREE CASH & RETAINED EARNINGS TRANSFERS & SUMMARY REPORT

Special Town Meeting for FY2020

Monday, October 21, 2019

Source	Transfer Amount	Article	Description
General Fund	\$ 102,224	5	Staffing Study
Certified Free Cash	\$ 80,000	6	Stormwater Detention Maintenance
	<u>\$ 175,000</u>	7	H S Safety Drainage / Stairwell Repairs
Total General Fund	\$ 357,224		

## Enterprise Retained Earnings Transfers

Water Retained Earnings	\$ 7,880	5	Staffing Study
Sewer Retained Earnings	\$ 8,696	5	Staffing Study
Water Retained Earnings	\$ 175,000	13	Water Mains & System Repairs
Sewer Retained Earnings	\$ 20,000	14	To Reserve Fund
Water Retained Earnings	<u>\$ 50,000</u>	14	To Reserve Fund
Sub Total	\$ 261,576		

## Other Transfers

Comm of MA Transportation Fund	\$ 7,554	1	DPW Road Maintenance
MA DOT Chapter 90	\$ 823	4	Recon/Impr Town Roads
Hasting Pre-K School Addition	\$ -	8 **	Armstrong Playground
Hastings Geothermal	\$ 133,000.00	9	Hastings Sprinkler System
Hastings Geothermal	\$ 300,000.00	10 iii ***	Hastings Unit Ventilator Replacement
Hasting Pre-K School Addition	\$ -	10 iv ***	Hastings Unit Ventilator Replacement
Hastings Expedited Repair - Design	<u>\$ -</u>	10 v ***	Hastings Unit Ventilator Replacement
Sub Total	\$ 441,377		
Total Other Transfers minus Chap 90	\$ 440,554		

\*\* / \*\*\* See footnote on previous page.

## FREE CASH & STABILIZATION FUND RESERVE SUMMARY

Free Cash certified as of July 1st, 2019:	Certified Available	Transfers 2019 STM	Transfers 2020 ATM	Est Ending Balance
General Fund (GF) Free Cash	\$ 11,941,082	\$ (357,224)	\$ -	\$ 11,583,858
Water Enterprise Retained Earnings	\$ 1,984,737	\$ (232,880)	\$ -	\$ 1,751,857
Sewer Enterprise Retained Earnings	\$ 2,989,658	\$ (28,696)	\$ -	\$ 2,960,962
Country Club Enterprise R/Earnings	\$ 65,896	\$ -	\$ -	\$ 65,896
Capital Equip Stabilization Fund	\$ 373,550	\$ -	\$ -	\$ 373,550
Stabilization Fund	<u>\$ 3,175,473</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,175,473</u>
Totals	\$ 20,530,396	\$ (618,800)	\$ -	\$ 19,911,596
AFC Reserve Fund				<u>\$ 250,000</u>
			Total All Reserves:	\$ 20,161,596
			* General Fund Free Cash, Stabilization & AFC Reserve:	\$ 15,382,881

GF Operating Budget % in Reserves	Total * All Reserves	GF Free Cash & Stabilization	Selectmen's Targeted Goal
General Fund Operating Budget	\$98,790,367 15.57%	15.32%	10 - 15 %
Enterprise Reserve Funds	Total Reserves		
Total Enterprise Budgets	\$13,820,692 34.58%		
OPEB - GASB Assessed Liability	\$114,259,616 % Funded	Annual Contribution	Balance
OPEB - Trust	\$6,281,665 6.46%	\$1,100,000	\$7,381,665

Auditor's bi-annual review of the unfunded liability for Other Post Employment Benefits, last review was issued 8-2019

## INDEX OF ARTICLES AND SUMMARY RECOMMENDATIONS

*AFC = Advisory Finance Committee, BOS = Board of Selectmen*

- ARTICLE 1: Appropriation of the Commonwealth Transportation Infrastructure Fund  
**AFC recommends the Town vote to approve this Article (8-0-0)**  
**BOS recommends the Town vote to approve this Article (4-0-0)**
- ARTICLE 2: FY2020 Clerical Union Budget Adjustment  
**The AFC will provide a recommendation at Special Town Meeting.**  
**The BOS will provide a recommendation at Town Meeting.**
- ARTICLE 3: FY2020 DPW Union Budget Adjustment  
**AFC will provide a recommendation at the Special Town Meeting**  
**BOS recommends the Town vote to approve this Article (4-0-0)**
- ARTICLE 4: Chapter 90 Increase  
**AFC recommends the Town vote to approve this Article (8-0-0)**  
**BOS recommends the Town vote to approve this Article (4-0-0)**
- ARTICLE 5: Staffing Study  
**AFC recommends the Town vote to approve this Article (7-0-0)**  
**BOS recommends the Town vote to approve this Article (4-0-0)**
- ARTICLE 6: Stormwater Detention Maintenance  
**AFC recommends the Town vote to approve this Article (8-0-0)**  
**BOS recommends the Town vote to approve this Article (4-0-0)**
- ARTICLE 7: High School Safety Drainage Repairs and Stairwell Replacements  
**AFC recommends the Town vote to approve this Article (7-0-0)**  
**BOS recommends the Town vote to approve this Article (4-0-0)**
- ARTICLE 8: Armstrong School Playground Project  
**AFC votes insufficient to support this Article (3-3-1)**  
**BOS recommends the Town vote to approve this Article (4-0-0)**
- ARTICLE 9: Sprinkler Installation at Hastings School  
**AFC recommends the Town vote to approve this Article (7-0-0)**  
**BOS recommends the Town vote to approve this Article (4-0-0)**
- ARTICLE 10: Hastings School Unit Ventilator Replacement Engineering  
**The AFC will amend the motion: “to reallocate surplus funds from Article 5 of the 2017 Special Town Meeting Warrant in the amount of \$300,000 to conduct an engineering study for Hastings School Unit Ventilator Replacement” (6-1-0)**  
  
**BOS will provide a recommendation at Town Meeting**



ARTICLE 11: Climate Change Action Resolution

**AFC recommends the Town vote to approve this Article (6-0-1)**

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

ARTICLE 12: Authorization for the Board of Selectmen to Sell the Spurr House

**The AFC will make a recommendation at Special Town Meeting, if the article is considered.**

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

ARTICLE 13: Town Water Mains & Water System

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

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

ARTICLE 14: Water and Sewer Reserve Fund Transfers

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

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

ARTICLE 15: Tax Exemption Under MGL Chapter 59, Section 5, Clause 22H for Surviving Parents and Guardians

**AFC recommends the Town vote to approve this Article (6-0-1)**

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

ARTICLE 16: Roadway Acceptance Preservation Lane

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

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

ARTICLE 17: Amend Zoning Bylaws

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

**BOS recommends the Town vote to approve this Article (3-1-0)**

ARTICLE 18: Establish Dimensional Zoning Regulations for Building M-1 District-Lake Chauncy Parking Lot Pavilion

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

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

ARTICLE 19: Easement 201 Flanders Road

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

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

ARTICLE 20: Forbes Municipal Building Increased Debt Authorization

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

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

**Editorial Note:** *The Town Manager’s Statements are not part of the formal Articles in 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 appropriate. They are not to be construed so as to broaden or limit the scope of the formal Articles.*

*In the Report, votes are shown in the format (x-y-z) where x is the number of votes in support; y is the number of votes in opposition and z is the number of abstentions. The vote reflects the number of members present at the time the vote was taken.*

**COMMONWEALTH OF MASSACHUSETTS  
WORCESTER, SS**

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

**SPECIAL TOWN MEETING – October 21, 2019**

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 meet in the Westborough High School Auditorium and Gymnasium, 90 West Main Street, Westborough, Massachusetts on Monday, the Twenty First day of October, 2019 at 7:00 p.m. then and there to act on the following articles:

*The Article Information 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 the 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: Appropriation of Commonwealth Transportation Infrastructure Fund (DPW)**

To see if the Town will vote to appropriate the sum of Seven Thousand Five Hundred Fifty Four and 40/100 Dollars (\$7,554.40) or such other amount as Town Meeting may approve, from the Receipts Reserve Account for the purpose of purchasing structures for the upcoming road reconstruction projects, or take any other action thereon.

*Article Information – The Town received \$7,554.40 from the Commonwealth Transportation Infrastructure Fund (derived from a tax on Lyft, Uber, etc.). The funds must be used “to address the impact of transportation network services on municipal roads, bridges and other transportation network services in the city or town” and must be appropriated by Town Meeting. Structures include manhole covers and frames, drain covers and frames, and gate boxes. These structures facilitate proper drainage along roads and help to protect critical infrastructure from vehicles or other hazards.*

*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 (4-0-0)**

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**ARTICLE 2: FY2020 Clerical Union Budget Adjustment (Board of Selectmen)**

To see if the Town will raise and appropriate a sum of money in addition to the FY2020 Town Budget for the purpose of funding the clerical union contract, or take any other action thereon:

*Article Information – This article seeks fund the Clerical union contract. The Town had not completed negotiations for the contract beginning July 1, 2019 when the FY20 budget was voted on at the 2019 ATM.*

*The motion for this Article requires a simple majority vote.*

**The AFC will provide a recommendation at the Special Town Meeting.**

**The BOS will provide a recommendation at Town Meeting.**

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**ARTICLE 3: FY2020 DPW Union Budget Adjustment (Board of Selectmen)**

To see if the Town will raise and appropriate a sum of money in addition to the FY2020 Town Budget for the purpose of funding the Department of Public Works union contract, or take any other action thereon:

*Article Information – This article seeks fund the DPW union contract. The Town had not completed negotiations for the contract beginning July 1, 2019 when the FY20 budget was voted on at the 2019 ATM. The increased expenditure include \$32,506 in Town Salary and Expenses line, \$12,647 in the Water Enterprise line, and \$9,780 in the Sewer Enterprise line.*

*The motion for this Article requires a simple majority vote.*

**The AFC will provide a recommendation at the Special Town Meeting.**

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

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**ARTICLE 4: Chapter 90 Increase (DPW)**

To see if the Town will vote to transfer from available funds an additional Eight Hundred Twenty Three Dollars (\$823) or such other amount as the Town Meeting may approve for a total FY20 Chapter 90 appropriation of \$790,457.00, to construct, reconstruct, or improve the town roads, and further, to authorize the Board of Selectmen to apply for and accept a grant in this full amount, more or less, which is to be the State's contribution and/or reimbursement under chapter 90 of the Massachusetts General Laws for work done under this article, or to take any other action thereon.

*Article Information – Following the March Town Meeting, Westborough was apportioned a total of \$790,457.00 from the State for Chapter 90 funds which is \$823 more than was appropriated at Town Meeting. The purpose of this article is to increase the appropriated fund amount to equal the total Chapter 90 funds received from the State.*

*The motion for this article is 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 (4-0-0)**

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**ARTICLE 5: Staffing Study (Board of Selectmen)**

To see if the Town will vote to transfer from Free Cash and Water and Sewer Retained Earnings and appropriate a sum of money for the purpose of undertaking a staffing study for all non-public safety departments, including all costs incidental and related thereto, or take any other action thereon.

*Article Information – As a high-priority initiative in the town’s strategic plan, this article seeks funding to undertake an independent staffing study for all non-public safety town departments. In addition to assessing roles and responsibilities, this study will look at opportunities for consolidation, shared resources, and regionalization.*

*The motion for this article is a simple majority vote.*

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

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

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**ARTICLE 6: Stormwater Detention Maintenance (Conservation/DPW)**

To see if the Town will vote to raise and appropriate, transfer from available funds or borrow the sum of Eighty Thousand Dollars (\$80,000) or such other amount as Town Meeting may approve, for the purpose of maintaining over 50 Town owned stormwater detention basins; such maintenance includes but is not limited to, vegetation removal, excavation of accumulated sediments, concrete outlet repairs, rip-rap repairs, fence removal, and any other stormwater detention basin appurtenant repairs, or take any other action thereon.

*Article Information – It is the Town’s yearly responsibility to maintain over 50 stormwater related detention basins and their associated appurtenant infrastructure. The Town does mow each basin yearly however the basins require far more extensive maintenance than just yearly mowing. The purpose of the Article is to perform those additional maintenance obligations and make necessary repairs to ensure that the Town minimizes the threat of flooding.*

*The motion for the 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 (4-0-0)**

**AFC Statement:** *AFC supported the Article, but also recommends that future Stormwater Detention Maintenance become part of an annual departmental budget rather than being funded by Warrant Articles.*

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**ARTICLE 7: High School Safety Drainage Repairs and Stairwell Replacements (School Department)**

To see if the Town will vote to transfer from Free Cash the sum of One Hundred and Seventy Five Thousand Dollars (\$175,000) or such other funds as may be authorized by the Town Meeting for the purpose of making necessary safety drainage system engineering, repairs, and

Stairwell Replacements at the High School's Upper Parking Lot Areas and all costs incidental and related thereto, or take any action thereon.

*Article Information: This Article seeks authority transfer from available Free Cash \$175K to make necessary safety drainage system engineering, repairs, and Stairwell Replacements at the High School's Upper Parking Lot Areas.*

*The motion for this Article requires a simple majority vote.*

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

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

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**ARTICLE 8: Armstrong School Playground Project (School Committee)**

To see if the Town will vote (i) to amend the debt authorization provided in Article 20 of the 2018 Annual Town Meeting (Armstrong Modular Project) so as to permit the project to include the upgrading and replacing of playground equipment and performing site grading at the Armstrong Elementary School, and (ii) to further reallocate surplus funds from Article 5 of the 2017 Special Town Meeting, in the amount of \$283,000 (Hastings School Pre-K Article to Authorize Construction of Pre-K School Addition) to also pay costs of upgrading and replacing playground equipment and performing site grading at Armstrong Elementary School , or take any action thereon.

*Article Information: This article seeks to amend debt authorization provided at previous town meetings for the Armstrong Modular project, the remaining authorization equaling \$100,000, and reallocate surplus funds from the Hastings Pre-K project for the purposes of upgrading the Armstrong Elementary School Playground. The total cost of the Armstrong Playground project is estimated at \$383,000.*

*The motion for this Article required a simple majority vote.*

**AFC votes insufficient to support this Article (3-3-1)**

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

**AFC Statement:** *As the 3-3-1 vote indicates, the Advisory Finance Committee was split on support for this Article. Some members felt the use of excess funds from a past warrant article for a different purpose (a Pre-K project at Hastings) was appropriate and that funding an updated playground at another school, including a new ADA compliant surface, made sense. Other members believed the total cost of \$383,000 seemed excessive and that using excess funds from a prior project associates with a different building was not appropriate. Additionally, some members offered that perhaps a portion of the cost for a school playground should be privately funded.*

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**ARTICLE 9: Sprinkler Installation at Hastings School (School Committee)**

To see if the Town will vote to reallocate surplus funds from Article 19 of the 2017 Annual Town Meeting, in the amount of \$133,000 (Hastings Elementary School Geothermal) to augment Article

22 of the 2019 ATM for the Hastings Sprinkler and Fire Alarm Upgrade, or to take any action thereon.

*Article Information: The motion on this article will be to transfer the amount specified from the referenced Article. The geothermal project upgrade has been completed and is now in service (October 2019). Due to significant design changes which did not require a building addition and much smaller but more efficient replacement units the project bid results of that work were very favorable to the Town. The current Sprinkler Project design is complete and we anticipate going to bid shortly for this work. Current estimates after design is the basis for this increase in project funding. The total cost of this improvement is \$ 760,000.*

*The motion for the Article requires a simple majority vote.*

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

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

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#### **ARTICLE10: Hasting School Unit Ventilator Replacement Engineering (School Committee)**

To see if the Town will vote (i) to amend the debt authorization provided in Article 19 of the 2017 Annual Town Meeting (Hastings Elementary School Geothermal) so as to permit the borrowing of \$487,650 authorized but not borrowed for that project to pay costs of HVAC improvements to the Hastings School, as described below, (ii) to amend the debt authorization provided in Article 28 of the 2018 October Special Town Meeting (Transfer of Remaining Gibbons School, Armstrong School, and Hastings Pre-K Project Funds to the MSBA Design Phase of the Hastings School Accelerated Repair Project) so as to permit the borrowing of \$480,000 authorized but not borrowed for that project to pay costs of HVAC improvements to the Hastings School, as described below, (iii) to reallocate surplus funds from Article 19 of the 2017 Annual Town Meeting, in the amount of \$639,425 (Hastings Elementary School Geothermal) to pay costs of HVAC improvements to the Hastings School, as described below, (iv) to reallocate surplus funds from Article 5 of the 2017 October Special Town Meeting, in the amount of \$500,000 (Hastings School Pre-K Article to Authorize Construction of Pre-K School Addition) to pay costs of HVAC improvements to the Hastings School, as described below, (v) to reallocate surplus funds from Article 28 of the 2018 October Special Town Meeting (Transfer of Remaining Gibbons School, Armstrong School, and Hastings PreK Project Funds to the MSBA Design Phase of the Hastings School Accelerated Repair Project) in the amount of \$337,000 to pay costs of HVAC improvements to the Hastings School, as described below, and (vi) to see if the Town will vote to borrow, pursuant to any applicable statute, the sum of \$555,925, or such other amount as Town Meeting may approve for the purpose of engineering design, bid and installation to replace the existing unit ventilators at the Hastings School in areas not previously renovated, in order to increase efficiency and reduce noise of these units, making way for future new energy efficient windows as part of a complete renovation project which will include windows, doors and roof at the Hastings Elementary School, or take any action thereon.

*Article Information: The motion will be to reallocate all of the previously voted funds for the upgrade renovation project (Article 28 of the October 2018 Special Town Meeting \$817,000, transfer \$500,000 from the remaining balance from the Hasting Prek-3 project (Article 5 2017*

*October Special Town meeting), and to transfer \$1,127,075 from the Hastings Geothermal repair project (Article 19 2017 STM). The estimated complete cost for the replacement construction is \$3,000,000. The initial scope will be to complete engineering for this work scope estimated to be \$300,000. The aggregated remaining sum after engineering being \$2,700,000 will be used to fund the construction portion of this project.*

*The motion for the Article requires a 2/3 vote.*

**The AFC recommends that the Town vote to amend this article with a motion: “to see if the Town will vote to reallocate surplus funds from Article 5 of the 2017 Special Town Meeting, in the amount of \$300,000 to conduct an engineering study for Hastings School Unit Ventilator Replacement?”. (6-1-0)**

**The Board of Selectmen will provide a recommendation at Town Meeting.**

**AFC Statement:** *The majority of the committee was uncomfortable with this article as presented in the warrant. Typically, for a project with an estimated cost in the multi-million dollar range, the engineering and design work would be funded and completed first, so an informed estimated cost may be provided to Town Meeting for its consideration. Instead, this article aggregates debt authorizations and surplus borrowings from prior projects, plus, requests additional funds to be borrowed for a project that has not been properly estimated yet. Our motion would provide the project with the necessary funding to complete an engineering and design study to the School Committee can present a final proposal to the Town at an Annual Town Meeting.*

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#### **ARTICLE 11: Climate Change Action Resolution (Sustainable Westborough)**

To see if the town will vote to request that the Town Manager create a Task Force to develop a comprehensive Climate Action Plan by Annual Town Meeting 2021 to define Westborough’s path to 100% Renewable Energy with the goal of making Westborough a truly sustainable community. The Climate Action Plan shall include policies, procedures and sources of funding to accelerate the transition to renewable energy and to improve the resilience of the town to climate changes including: (a) consider climate change in all appropriate decisions and planning processes; (b) take action to prepare for the impacts of a changing climate; (c) take actions to ensure Westborough meets our portion of the requirements of the Massachusetts Global Warming Solutions Act; (d) endeavor to move Westborough municipal operations to 100% renewable electricity by 2035 or another date approved by the Board of Selectmen.

*Article Information – Sustainable Westborough is presenting a resolution for the Town. A resolution is non-binding but a vote in favor will provide the Town direction on how it moves forward by stating a goal for climate change action.*

*The motion for the Article requires a simple majority vote.*

**AFC recommends the Town vote to approve this Article (6-0-1)**

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

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**ARTICLE 12: Authorization for the Board of Selectmen to Sell the Spurr House (BOS)**

To see if the Town will vote to authorize the Board of Selectmen to sell, in accordance with all applicable Commonwealth of Massachusetts bidding laws, the parcel of land with the improvements thereon shown as Lot 1 on a plan entitled "Lot Division Plan", dated August 16, 2018, prepared by Sherman and Frydryk, LLC, recorded with the Worcester South District Registry of Deeds in Plan Book 942, Page 142, containing 9,138 square feet, more or less, and being a portion of the premises described in a deed recorded in Book 2580, Page 582, or take any other action thereon.

*Article Information – The March 2018 Town Meeting vote authorizing the Board of Selectmen to sell 7 Parkman Street (the "Spurr House") expired 18 months after the Town Meeting vote and the authority has expired. The Spurr House was put out to bid most recently in July 2019 with a bid opening date of August 30, 2019. The Town received 2 bids and entered into a purchase and sales agreement on September 16, 2019.*

*The motion for this article requires a 2/3rds vote.*

**The AFC will provide a recommendation at the Special Town Meeting.  
BOS recommends the Town vote to approve this Article (4-0-0)**

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**ARTICLE 13: Town Water Mains & Water System (DPW Director)**

To see if the Town will vote to transfer from Water Retained Earnings the sum of One Hundred Seventy Five Thousand Dollars (\$175,000), or such other amount as the Town Meeting may approve, for design, extension, repair, replacement, lining, cleaning, upgrade and installation of various water mains and appurtenant work, including all incidental and related costs and providing consulting services to assist the DPW in evaluating, preparing and soliciting a new operations contract for its water purification facilities and water pumping stations or take any other action thereon.

*Article Information– The requested funding would allow the Department of Public Works to hire a consultant to prepare design and bidding documents for the replacement of existing water mains on Flanders Road from and including the intersection of East Main Street to approximately house #50 Flanders Road as well as the entirety of Samson Drive. This project is necessary because of the age and condition of the pipe, connections and fittings. This area of water main has been the most problematic in Town with several leaks over the last 10+ years with the most recent this August. The pipe replacement also must be timed so that the Town performs its work prior to an anticipated gas line installation by Eversource in the 2021 construction season. The funds would also allow for a consultant to assist with the preparation of a Request for Proposals for the operation of the Town's water treatment and water pumping facilities. The current water operations contract expires June 30, 2020 and cannot be extended any further so a new contract must be obtained with the operator ready to go by June 2020.*

*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 (4-0-0)**

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**ARTICLE 14: Water and Sewer Reserve Fund Transfers (DPW Director)**

To see if the Town will vote to transfer from Sewer Retained Earnings the sum of Twenty Thousand Dollars (\$20,000), or such other amount as the Town Meeting may approve for the Sewer Enterprise Reserve Fund and transfer from Water Retained Earnings the sum of Fifty Thousand Dollars (\$50,000), or such other amount as the Town Meeting may approve, for the Water Enterprise Reserve Fund, or take any other action thereon.

*Article Information – The requested sewer funding would replace funds previously transferred from the Sewer Enterprise Reserve Fund to the FY2020 Sewer Budget. The transfer was necessary to replenish the sewer budget because an emergency repair (pipe lining) was required on Whitney Street recently to prevent repetitive backups. The requested water funding would replace funds which are anticipated to be transferred from the Water Enterprise Fund to the FY2020 Water Budget to cover the emergency replacement of water valves and a hydrant assembly in Route 9 between #272 & #276 Turnpike Road. The work is unusual in that the valves are sandwiched between a 12” high pressure gas main and a smaller gas service main so the work is very specialized and requires a contractor familiar with working close to gas mains. The existing leaking valves and pipe are likely over 50 years old.*

*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 (4-0-0)**

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**ARTICLE 15: Tax Exemption Under MGL Chapter 59, Section 5, Clause 22H for Surviving Parents and Guardians (Veterans Services Director)**

To see if the Town will vote to accept General Laws Chapter 59, Section 5, Clause 22H, which authorizes real estate exemptions to the full amount of the taxable valuation of real property of the surviving parents or guardians of soldiers and sailors, members of the National Guard and veterans who: (i) during active duty service, suffered an injury or illness documented by the United States Department of Veterans Affairs or a branch of the armed forces that was a proximate cause of their death; or (ii) are missing in action with a presumptive finding of death as a result of active duty service as members of the armed forces of the United States or take any other action thereto.

*Article Information – This article requests that the Town accept a new exemption, under The Brave Act, that allows for a full exemption of real estate taxes for parents or guardians whose child dies during or as a result of active service. This is similar to the existing exemption for surviving spouses under MGL Chapter 59, Section 5, Clause 22D.*

*The motion for this Article requires a simple majority vote.*

**AFC recommends the Town vote to approve this Article (6-0-1)**

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

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#### **ARTICLE 16: Roadway Acceptance Preservation Lane (DPW Director/Town Engineer)**

To see if the Town will vote to accept Preservation Lane as a public way, from its beginning at the sideline of Arch Street at STA 0+00+/- to its end at STA 7+20+/-, as heretofore laid out by the Board of Selectmen and shown on a plan entitled “Road Acceptance Plan of Preservation Lane in Westborough, MA to be conveyed to the Town of Westborough”, prepared by DeCelle Burke & Associates Inc., dated August 23, 2018 (latest revision) and on file in the office of the Town Clerk, and further to authorize the Board of Selectmen to acquire, by purchase, gift, and/or eminent domain the fee to or easement in said street for all purposes for which public ways are used in the Town of Westborough, and any drainage, utility, access, water and/or other easements related thereto, and a \$10,000 maintenance bond shall be established and held under the supervision of the Planning Board, or take any other action thereon.

*Article Information - This Article is one of the steps required to make Preservation Lane a Public Way. This is a ten home site subdivision road created by conditional approval of the Planning Board off Arch Street in 2015. The owners are ready to turn this road over to the Town.*

*The motion for this Article requires a simple majority vote.*

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

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

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#### **ARTICLE 17: Amend Zoning Bylaws (Planning Board)**

To see if the Town will vote to amend the Zoning Bylaws of the Town of Westborough by amending Article 4. Special Regulations, Section 5300, Senior Living Overlay District (SLO); and by amending Article 5. Definitions as follows:

By adding a new Section **5351 Affordable Housing**, with new language as follows:

**5351. AFFORDABLE HOUSING: A range of 10% to 20% of the units created in the SLO District, as determined by the Special Permit Granting Authority, are to be designated Affordable and shall comply with the requirements of the Massachusetts Department of Housing and Community Development or a successor agency. Such units shall have deed restrictions regarding affordability which will continue in perpetuity and will allow the units to “count” as State recognized affordable units.**

**All dwelling units in an SLO Project shall be subject to a restriction requiring that all residents of these units shall be at least the age of 62 (referred to as “Qualified Occupants”).**

And by amending Article 5. Definitions by deleting the language shown as strike through in the current definition and inserting the new bold language as shown for “Independent Senior Housing”:

Independent Senior Housing shall mean a building or series of buildings containing independent dwelling units intended to provide housing for persons not requiring health or other services, and designed and occupied by individuals or families in which ~~at least one household~~ **all members are 55 are 62 years of age or older (referred to as a “Qualified Occupant”). and in which no resident (as opposed to visitor) is 18 years of age or younger.**

So that the final definition reads as follows:

Independent Senior Housing shall mean a building or series of buildings containing independent dwelling units intended to provide housing for persons not requiring health or other services, and designed and occupied by individuals or families in which all members are 62 years of age or older (referred to as a “Qualified Occupant”).

Or take any action thereon.

*Article Information: The proposed zoning amendment is intended to bring our local bylaw into conformance with federal standards for age restricted housing. More important, it also gives the Town certainty that the Commonwealth Department of Housing and Community Development (DHCD) will credit the Town for affordable units in Senior Housing projects. This will add to the Town’s local Subsidized Housing Inventory increasing our overall percentage of affordable units.*

*The motion for this Article requires a 2/3 vote.*

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

**BOS recommends the Town vote to approve this Article (3-1-0)**

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**ARTICLE 18: Establish Dimensional Zoning Regulations for Building in M-1 District – Lake Chauncy Parking Lot Pavilion (Planning Board)**

To see if the Town will vote to establish the dimensional regulations, as required under Article 2, District Regulations, Section 2600, Dimensional Schedule, Subsection 2630, Building in M-1 District (M-1), of the Westborough Zoning Bylaws for the Town-owned property located on Lyman Street, and being further identified on the Westborough Assessor’s Map 34, Parcel 98, for the property as shown on a plan entitled “Lake Chauncy Parking Lot Pavilion Plan”, dated August 29, 2019 and on file with the Town Clerk. The purpose of establishing these regulations is to allow the future construction of structures that would support the tennis and pickle ball courts. The dimensional regulations for this portion of the property shall be as follows:

Minimum Front Yard = 25; Minimum Side Yard = 25; Minimum Rear Yard = 25; Maximum Structure Height = 25 feet.

Or take any other action thereon.

*Article Information – The Town’s Zoning Bylaws require that Town Meeting set the dimensional regulations (such as setbacks, structure height, etc.) of all Town-owned property zoned as M-1. This article seeks to establish zoning dimensional requirements for the construction of a pavilion adjacent to the newly constructed tennis/pickleball courts located at the Lake Chauncy parking lot off Lyman Street.*

*The motion for this Article requires a 2/3 vote.*

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

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

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**ARTICLE 19: Easement 201 Flanders Road (Planning Board)**

To see if the Town will vote to authorize the Board of Selectman to acquire, by purchase, gift and/or eminent domain, for drainage purposes, a permanent easement over the property recorded in Worcester District Registry of Deeds in Plan Book 351, Plan 124 and more particularly illustrated on Exhibit A which will be recorded with the grant of easement and is on file with the Town Clerk, or take any action relative thereto.

*Article Information – This Article would authorize the Board of Selectmen to obtain an easement at 201 Flanders Road on behalf of the Town for drainage purposes.*

*The motion for this Article requires a simple majority vote.*

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

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

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**ARTICLE 20: Forbes Municipal Building Increased Debt Authorization (Municipal Building Committee)**

To see if the Town will appropriate Two Hundred and Fifty Thousand Dollars (\$250,000) or any other amount, to pay additional costs of completing the renovation of the Forbes Municipal Building, and to determine whether this amount shall be raised by taxation, transfer from available funds, borrowing or otherwise, such amount to be expended in addition to the \$15,500,000 previously appropriated by the Town for this project; or to take any other action relative thereon.

*Article Information – This Article would authorize additional debt issuance for the purpose of the renovation of Forbes Municipal Building. Town Meeting approved \$15,000,000 at the Annual Town Meeting in 2016 and an additional \$500,000 at the 2018 Fall Town Meeting.*

*The motion for this Article requires a 2/3 majority vote.*

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

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

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