

**BOARD OF SELECTMEN
MEETING MINUTES - JULY 20, 2009**

7:00 p.m. - Selectmen's Meeting Room, 63 Main Street, Northborough, MA

MEMBERS PRESENT: Fran Bakstran, Chairman
Dawn Rand, Vice Chairman
Leslie Rutan, Clerk
Jeff Amberson
William Pantazis

*Pledge of Allegiance

APPROVAL OF MINUTES – JUNE 22, 2009 REGULAR MEETING

Selectman Rand moved the Board vote to accept the Minutes of the June 22, 2009 Regular Meeting as presented; Selectman Rutan seconded the motion; all members voted in favor.

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

To consider an application for a new All Alcoholic Beverages Restaurant License as submitted by Rhim Companies, Inc. d/b/a Korean-BBQ Kitchen on premises located at 290 West Main Street.

Attorney Michael Edmonds and applicant Munja Rhim were present. Attorney Edmonds informed the Board that Ms. Rhim is requesting that the Board grant her the new All Alcoholic Beverages Restaurant License that was granted to the Town on her behalf by Special Legislation.

Mr. Coderre informed the Board that the language of the Warrant Article that was approved at the 2008 Annual Town Meeting was amended by the State Legislature to include language that the license be granted specifically to the Korean-BBQ Kitchen. Because of this, the license can only be issued in the first instance to the Korean-BBQ Kitchen.

Attorney Edmonds informed the Board that the Korean-BBQ Kitchen is currently closed. It is Ms. Munja's intent to seek a buyer for the restaurant and to come back before the Board at some point in the near future with an application to transfer the license. He added that the business has suffered significant financial shortfalls and would likely only recover a portion of their original investment if and when they are able to sell the business.

Following some further discussion, the Board agreed that it was their original intent to issue this license to a full-service restaurant such as the Korean-BBQ Kitchen. For the record, the Board asked that Attorney Edmonds and Ms. Rhim keep this in mind when seeking a buyer for the business, adding that they would only support a future license transfer to a business that would be operating as a similar full-service restaurant.

PUBLIC HEARING CONT. . .

Following no comments from the public, Selectman Rand stated for the record that she is against the “selling” of liquor licenses. She is only in favor of granting this license based on the significant financial hardship that the Korean-BBQ Kitchen has suffered.

Selectman Rand moved the Board vote to approve the application for a new All Alcoholic Beverages Restaurant License as submitted by Rhim Companies, Inc. d/b/a Korean-BBQ Kitchen for premises located at 290 West Main Street, Unit #11, and to further vote that the granting of this license will not be detrimental to the educational and spiritual activities of St. Rose of Lima Church located at 244 West Main Street; Selectman Amberson seconded the motion; all members voted in favor.

7:20 p.m. - **JUNE HUBBARD-WARD, TREASURER/COLLECTOR**
Advances in Lieu of Borrowing.

Ms. June Hubbard-Ward was present to request that the Board approve internal funding for several projects through the “Advances in Lieu of Borrowing” procedure. The following debt authorizations were approved at previous Annual Town Meetings:

➤ Fire Truck	\$ 525,000
➤ DPW Brush Chipper	50,000
➤ DPW Bucket Truck	95,000
➤ Sewer Truck	70,000
➤ Water Treatment Plant	1,000,000
➤ School Telecom System	<u>62,000</u>

Total Advance in Lieu of Borrowing \$1,802,000

Selectman Rutan moved the Board vote to approve and execute the Advances in Lieu of Borrowing in the amount of \$1,802,000 as submitted by Treasurer/Collector June Hubbard-Ward; Selectman Amberson seconded the motion; all members voted in favor.

7:30 p.m. - **FRED LITCHFIELD, TOWN ENGINEER**
Update on Downtown Traffic Plan.

Mr. Litchfield provided an update on the downtown traffic improvements. The project, which was initiated by the Town in 2006 will now include widening along Route 20 to provide left turn lanes at Church Street (eastbound), South Street (westbound) and Hudson Street (eastbound). Additional turn lanes will be included along Church and Hudson Streets. The proposed design will also provide two thru lanes and protected left turn signal phasing. The existing signal equipment at Church and South Streets will be upgraded and a new traffic signal will be installed at Hudson Street. The three signals will be designed as a closed-loop, coordinated signal system for improved vehicle progression. The design also incorporates provisions for emergency vehicle access and pre-emption for the Fire Department, protected pedestrian crossings at signalized locations and railroad pre-emption for the at-grade crossing of Route 20.

UPDATE ON DOWNTOWN TRAFFIC PLAN CONT. . .

Mr. Litchfield informed the Board that 25% of the design plan has already been completed and is under review by the State. A design public hearing will be scheduled this summer, followed by a 75% design submission to be completed in the fall of 2009 and a 100% design completion by the summer of 2010.

Selectman Rand requested that the Town look into whether or not the design proposal can include some cosmetic improvements that will enhance the lighting and improve the look of downtown, similar to what was recently done in the Town of Shrewsbury. The Board agreed that this should be investigated.

Selectman Rutan spoke about the difficulty of taking a left-turn onto Blake Street. Mr. Litchfield stated that the proposed design will prevent traffic from taking that left hand turn, but because of the proposed traffic light at Hudson Street, it will be easier to get onto Blake Street from the other side.

Following some further discussion, the Board thanked Mr. Litchfield for the update and asked that he continue to provide periodic updates in the future.

7:40 p.m. - **KATHY JOUBERT, TOWN PLANNER**

Approval/Execution of Purchase & Sales Agreement and related documents for property located at 481 Howard Street.

Ms. Joubert informed the Board that the Conservation Commission and the Open Space Committee have long been interested in acquiring this 19-acre parcel of property located at 481 Howard Street for open space and natural resource protection. This parcel will add to over 100 hundred acres of Town and State owned land in the Mt. Pisgah area.

Ms. Joubert stated that in December of 2008, the Conservation Commission held a public hearing to discuss the acquisition of this parcel with funding from the Conservation Fund. Authorization for the Board of Selectmen to enter into a Conservation Restriction and Easement for this property was approved at the 2009 Annual Town Meeting. Ms. Joubert added that Mass Wildlife has agreed to hold the Conservation Restriction and Easement at no cost to the Town.

Selectman Amberson acknowledged the efforts of Town Staff, the Conservation Commission and the Open Space Committee.

Selectman Amberson moved the Board vote to approve and execute the Conservation Restriction Agreement of Assent, the Purchase & Sale Agreement and the Quitclaim Deed for the property located at 481 Howard Street between Andrew J. Silver and the Town of Northborough; Selectman Rand seconded the motion; all members voted in favor.

REPORTS

William Pantazis

- Acknowledged the recent passing of Retired Sergeant Frank Mueller.
- Noted that a resident had asked him if the Town had any kind of drop-off station for the disposal of prescription drugs. Mr. Coderre stated that he would be happy to have Town Staff look into whether or not it would be practicable to provide a service such as this.

Jeff Amberson

- Acknowledged the recent passing of retired Sergeant Frank Mueller.
- Noted that the Interview Committee met with an applicant for the Historical Commission. See below for appointment.

Leslie Rutan, Clerk

- Commented that the Senior Center is coming along nicely.
- Asked that residents contact herself or the DPW Director with any poor visibility areas in Town that may need trimming.
- Announced that the responses to the Open Space survey are due on July 31st. Questioned when the results will be formulated and in what format? Mr. Coderre informed the Board that he will ask the Town Planner to provide an update and to make sure that the Board receives a copy of the results.
- Noted that the Recreation summer programs are running smoothly. Thanked the Recreation Staff for their efforts in providing these programs.
- Requested an update on what percentage of the Town has been completed in terms of providing Verizon Fios. Also requested when the Town will be 100% complete in being able to offer this service.

Dawn Rand, Vice Chairman

- Noted that the request of the Zoning Board of Appeals to add two regular members to the Board was approved at the 2009 Annual Town Meeting and subsequently received approval from the Attorney General's Office. Informed the Board that Alternate Member to the Zoning Board of Appeals Gerry Benson has requested that he be appointed to one of the new regular member positions. See below for appointment.
- Noted that the Northborough Interfaith Clergy Association coordinates and raises funds for a voucher program that provides vouchers for food, gas, heating oil and in some cases lodging. Tommy Lowe was honored by the Association three years ago. Selectman Rand stated that she was pleased to announce that this year they will honor Pat Griffin at an event to be held on November 6th at the White Cliff's. Tickets are \$55 per person. She encouraged all to attend to honor pat griffin and to help raise funds for this wonderful cause.

Fran Bakstran, Chairman

- Announced that the Applefest Grand Marshall nominees are due on July 24th.
- Announced that booths are still available for rent during Applefest. Local entities are encouraged to participate.

- In response to a letter from Kevin Carroll requesting the renaming of certain streets in honor of Governor Davis and Mark Fidrych, Chairman Bakstran noted that a group of residents in Town has petitioned the Legislature to request that Southwest Cutoff receive a remembrance designation and be called Governor John Davis Highway. She added that this special designation will not change street and mailbox addresses. She requested that Town Staff look into the status of this request.

John Coderre, Town Administrator

- Announced that the Town has secured 100% support from all 8 bargaining units regarding the health insurance plan design changes. Extended his appreciation to all of the bargaining units for their efforts and support.

APPOINTMENT TO THE HISTORICAL COMMISSION

Selectman Amberson moved the Board vote to appoint Stephen Anderson to the Historical Commission for a partial three-year term; Selectman Rand seconded the motion; all members voted in favor.

APPOINTMENT TO THE ZONING BOARD OF APPEALS

Selectman Rand moved the Board vote to appoint Alternate Member Gerry Benson to the Zoning Board of Appeals as a regular voting member for a partial two-year term; Selectman Amberson seconded the motion; all members voted in favor.

PUBLIC COMMENTS

None.

UPDATE ON STATE AID AND FY10 BUDGET

Mr. Coderre provided an update on State Aid for FY09. He informed the Board that \$4.75M in net State Aid was received in FY09. State Aid for FY10 is expected to be \$4.16M, which results in a loss of approximately \$594,000 or a 12.5% reduction compared to last year. Mr. Coderre reiterated that a large part of being able to make up this difference is due to the Health Insurance plan design changes, along with other cost-saving strategies.

Mr. Coderre also discussed the FY10 Budget in terms of State Aid and what was proposed at the Annual Town Meeting versus the current FY10 State Aid projections. He informed the Board that the FY10 Budget included a figure of \$4.17M in State Aid. With the State Aid now expected to be at \$4.16, the resulting deficit in State Aid is \$10,000.

Mr. Coderre stressed the importance of continuing to take the initiative to plan ahead, adding that by doing so resulted in being able to prepare a viable budget for FY10. He warned the Board that although Northborough is in relatively good shape despite the current state of affairs, moving forward to FY11 in these very difficult times will continue to be a challenge.

Board members thanked Mr. Coderre for his efforts and his update this evening.

MEMORANDUM OF UNDERSTANDING WITH NEDP, INC.

Mr. Coderre informed the Board that the annual Memorandum of Agreement between the Town and Extended Day Program, Inc. is for the continued use of office space and facilities at the Town Hall. This updated Agreement for FY10 provides an increase in payment to the Town from \$15,000 in FY09 to \$16,300 in FY10 to reflect increased costs associated with use of the space, as well as the shared Administrative Assistant position.

Selectman Amberson moved the Board vote to approve the FY10 Memorandum of Understanding between the Town and Northborough Extended Day Program, Inc. for the use of office space and facilities at the Town Hall and to authorize the Town Administrator to execute same; Selectman Rutan seconded the motion; all members voted in favor.

FAMILY & YOUTH SERVICES GRANT ACCEPTANCE

FYS Director June David-Fors was present to request the Board's approval for the acceptance of the MetroWest Community Health Care Foundation Grant in the amount of \$25,000 to the Department of Family & Youth Services.

Ms. David-Fors stated that this grant will allow the Department to hire a part-time clinician to meet the demand for the ever-increasing clinical services.

Selectman Rutan moved the Board vote to approve the acceptance of the MetroWest Community Health Care Foundation's "Basic Health Needs Grant" for \$25,000 to the Department of Family & Youth Services and to authorize the Town Administrator to execute same; Selectman Amberson seconded the motion; all members voted in favor.

APPROVAL/EXECUTION OF CEMETERY DEED A812, A813 & A814

Selectman Pantazis moved the Board vote to approve and execute Cemetery Deeds A812, A813 & A814; Selectman Amberson seconded the motion; all members voted in favor.

8:20 p.m. – EXECUTIVE SESSION

Selectman Pantazis moved the Board vote to enter into Executive Session pursuant to Massachusetts General Laws, Chapter 39, Section 23B, Subsection 3, Collective Bargaining/Labor Negotiations Matter; Selectman Rand seconded the motion; the roll call vote was taken as follows:

Pantazis	“aye”	Rand	“aye”
Amberson	“aye”	Bakstran	“aye”
Rutan	“aye”		

Chairman Bakstran announced that the Board would return from Executive Session only to adjourn.

ADJOURNMENT

Selectman Rutan moved the Board vote to adjourn; Selectman Pantazis seconded the motion; all members voted in favor.

Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen