

**BOARD OF SELECTMEN
MEETING MINUTES – FEBRUARY 14, 2011**

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

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

*Pledge of Allegiance

APPROVAL OF MINUTES – JANUARY 24, 2011 REGULAR MEETING

Selectman Amberson moved the Board vote to approve the meeting minutes of the January 24, 2011 regular meeting as submitted, Selectman Rutan seconded the motion; all members voted in favor.

7:00 p.m. - NANCY HOLT, GFOA PRESIDENT

Presentation of Northborough's first Distinguished Budget Award by the Government Finance Officers Association.

GFOA President Nancy Holt presented the Town's first Distinguished Budget Award by the Government Finance Officers Association (GFOA). Ms. Holt stated that this award reflects the commitment of the governing body and staff to meet the highest principles of governmental budgeting. In order to receive this award, the Town had to satisfy nationally recognized guidelines for effective budget presentation. The guidelines include the need for the budget to be presented as a communication device in the form of a policy document, with a financial plan and operations guide.

Mr. Coderre recognized the efforts of the financial team - Finance Director June Hubbard-Ward, Town Accountant Jason Little and Assistant Town Administrator Kimberly Hood. He also thanked the Board of Selectmen and the Appropriations and Financial Planning Committees for their support.

Mr. Coderre proudly referred to the Fiscal Year 2010 Budget as a valuable tool for the residents, presented in a very user-friendly, easy-to-understand document. The average citizen can now go to Town Meeting and feel like they are able to participate in a meaningful way in their local government.

Mr. Coderre ended by saying that this is everyone's award. It shows that all municipal departments, the School Superintendent, Board of Selectmen, and Appropriations and Financial Planning Committees can all work well together to communicate clearly to our residents what we are doing, why we are doing it and what it means for the Town.

On behalf of the Board, Chairman Rand thanked Ms. Holt and GFOA for the award. She also thanked Mr. Coderre, the financial team and all others who worked so hard to earn this award.

REPORTS

Fran Bakstran

- Attended the Chocolate Spectacular event sponsored by the Friends of the Senior Center.
- Reminded residents that there are many openings on our appointed Boards, Committees and Commissions.

William Pantazis

- Spoke about the positive comments received regarding the Board's recent decision to stay with the current PAYT program.
- Noted the passing of Simeon Fouracre, who was an important member of our community.

Leslie Rutan, Clerk

- Thanked the DPW Department for their efforts during the recent snow storms. Thanked the Fire and Police Departments as well.
- Noted that a Band and Jazz Concert will be held at the High School on February 15th. Added that school concerts are always open to the public.
- Noted the passing of Mr. Fouracre and acknowledged the contributions he made to our community.
- Congratulated Pat Link on her recent retirement as Children's Librarian at the Town's Library.
- Attended the Chocolate Spectacular event sponsored by the Friends of the Senior Center.
- Congratulated Mr. Coderre and the financial team for being an integral part in the receipt of the Town's first Distinguished Budget Award by the Government Finance Officers Association.

Jeff Amberson, Vice Chairman

- Asked residents to use extra caution when exiting from those intersections where visibility is difficult due to large amounts of snow.
- Asked residents to help in keeping their area fire hydrants free of snow.
- Attended the Chocolate Spectacular event sponsored by the Friends of the Senior Center.

Dawn Rand, Chairman

- Noted the passing of Simeon Fouracre. Spoke about how much he loved this Town.
- Thanked the DPW Department for their efforts during the recent snow storms.
- Announced that the Friends of the Northborough Senior Center are creating a Friendship Brickway at the Senior Center. Engraved bricks can be purchased anytime prior to April 15, 2011.

John Coderre, Town Administrator

- No report.

PUBLIC COMMENTS

None.

RE-ADOPTION OF CHAPTER 48, SECTION 59A "Aid to Other Municipalities..."

Fire Chief Durgin explained to the Board that the Statewide Fire Mutual Aid Law, Chapter 48, Section 59A, authorizes cities and towns to voluntarily render mutual aid to another city, town, fire district, adjoining states or any area under federal jurisdiction. The Board of Selectmen formally adopted the provisions of this law back in 1971, but limited it to "other towns in the vicinity of Northborough".

Chief Durgin requested the Board's consideration to adopt the above-mentioned law, without restrictions. This request is based on the department's active participation in Massachusetts Fire District Fourteen and its specialized teams, the State Fire Mobilization Plan and the Ambulance Task Force. This will benefit our community in that we can help others and will have access to others being able to help us.

Following some comments and questions from members of the Board, Chief Durgin confirmed the following:

- Opting-in does not require a jurisdiction to provide mutual aid, if doing so is not reasonable and practicable.
- The Town is permitted to withhold mutual aid to provide reasonable protection and coverage for itself, or if it does not wish to bear the expense of providing mutual aid.
- Absent an agreement stating otherwise, the town rendering aid is responsible for damage to its own equipment or personal injury sustained or caused by a member of the Department. The Town's Injured On Duty insurance policy provides coverage for departmental staff performing duties outside of Northborough.

At the request of Chairman Rand, Chief Durgin will forward a written policy to the Board outlining the Town's options under Chapter 49 Section 59A.

Selectman Amberson moved the Board vote to adopt Massachusetts General Laws, Chapter 48, Section 59A; Selectman Bakstran seconded the motion; all members voted in favor.

DISCUSSION - DRAFT FY 2012 FREE CASH PLAN

Mr. Coderre presented and reviewed a draft of the Free Cash Plan for FY 2012, based on the Free Cash Policy adopted by the Board in November 2010. The proposed plan would allocate \$802,000 of free cash toward one-time capital expenditures in FY 2012 and would reserve \$500,000 for the FY 2013 budget.

Mr. Coderre stated that this plan is in the process of being reviewed by the Appropriations and Financial Planning Committees, and will be presented at the Annual Town Meeting. Members of the Board offered their support of using free cash toward one-time capital expenditures rather than the operating budget.

DISCUSSION - PUBLIC HEALTH DISTRICT INCENTIVE GRANT PROGRAM

Assistant Town Administrator Kimberly Hood briefly reviewed the Public Health District Incentive Program aimed at providing financial support for groups of municipalities to enter into formal long-term agreements to share resources and coordinate activities in order to improve the scope, quality and effectiveness of local public health services for their combined populations.

Ms. Hood asked the Board to sign a letter of support to be included with a grant application that the City of Worcester has agreed to prepare with input from the neighboring communities interested in collaborating on this project. Ms. Hood added that receipt of the Planning Grant requires no commitment from the grantees other than examining the potential for a regional approach to public health. The Town of Northborough would be under no obligation to go forward with the implementation phase.

Selectman Bakstran moved the Board vote to approve and execute the letter in support of the Public Health District Incentive Grant Program; Selectman Pantazis seconded the motion; all members voted in favor.

APPROVAL TO DEFICIT SPEND THE FY 2011 SNOW & ICE BUDGET

Selectman Pantazis moved the Board vote to approve deficit spending of the FY 2011 Snow & Ice Budget; Selectman Rutan seconded the motion; all members voted in favor.

EXECUTION OF CEMETERY DEEDS A852-A856

Selectman Bakstran moved the Board vote to execute Cemetery Deeds A852 - A856; Selectman Amberson seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

7:50 p.m. – EXECUTIVE SESSION

Selectman Pantazis moved the Board vote to enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21, Subsection 3 (Collective Bargaining) due to the Chair's determination that a discussion regarding these matters in an open meeting may have a detrimental effect on the position of the Board; Selectman Bakstran seconded the motion; the roll call vote was taken as follows:

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

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

ADJOURNMENT

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

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. February 14, 2011 Meeting Agenda.
2. January 24, 2011 Meeting Minutes.
3. No information packet was distributed for the GFOA Distinguished Budget Award. Newspaper clippings covering the presentation were added to packet after the meeting.
4. Information packet - Re-adoption of Chapter 48, Section 59A.
5. Copy of the Draft FY 2012 Free Cash Plan.
6. Information packet - Public Health District Incentive Grant Program.
7. Memorandum - Request to Deficit Spend FY 2011 Snow & Ice Budget.
8. Cemetery Deeds A852-A856.