

**BOARD OF SELECTMEN
MEETING MINUTES – MARCH 28, 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 – MARCH 14, 2011 REGULAR MEETING

Selectman Amberson moved the Board vote to approve the meeting minutes of the March 14, 2011 regular meeting as submitted, Selectman Bakstran seconded the motion; all members voted in favor.

7:00 p.m. - JOINT PUBLIC HEARING WITH APPROPRIATIONS COMMITTEE
FY 2012 Proposed Budget.

Present for the Appropriations Committee were Chairman Elaine Kelly and members Richard Nieber, Janice Hight, Robert D'Amico and Dan McInnis.

Chairman Kelly called the meeting of the Appropriations Committee to order.

Mr. Coderre presented the FY 2012 Proposed Budget, which included the latest information available regarding revenue projections and departmental expenditure requests. The total Fiscal Year 2012 Operating Budget for all funds, including General Government, Northborough K-8, Regional High School, Assabet Valley Regional High School increased 5.73% over FY 2011.

Following the presentation, Elaine Kelly noted that the Appropriations Committee is very pleased with the information presented this evening and acknowledged the efforts of Mr. Coderre and Town staff. Members of the Board of Selectmen concurred.

At 7:30 p.m., Appropriations Committee Member Janice Hight moved the Committee vote to adjourn; Member Richard Nieber seconded the motion; all members of the Appropriations Committee voted in favor.

7:30 p.m. - JUNE HUBBARD-WARD, FINANCE DIRECTOR
1. Approval/Execution of Bond.
2. Approval/Execution of Bond Anticipation Notes.

Finance Director June Hubbard-Ward requested that the Board approve and execute the required documents for both the recent Bond and Bond Anticipation Notes for various purposes.

JUNE HUBBARD-WARD, FINANCE DIRECTOR CONT. . .

Selectman Bakstran moved the Board vote to approve and execute Bonds in the amount of \$8,612,000 as presented by Finance Director June Hubbard-Ward; Selectman Rutan seconded the motion; all members voted in favor.

Selectman Bakstran moved the Board vote to approve and execute Bond Anticipation Notes in the amount of \$1,151,680 as presented by Finance Director June Hubbard-Ward; Selectman Amberson seconded the motion; all members voted in favor.

7:40 p.m. - PUBLIC HEARING

To consider the layout and acceptance of Copley Drive, Dartmouth Drive, Woodstone Road and Fawcett Orchard Road as public ways.

Mr. Litchfield informed the Board that Copley Drive and Dartmouth Drive have both been constructed in accordance with the subdivision approvals granted by the Planning Board. He added that these streets are being presented to Town Meeting again this year as the acceptance procedure was not completed last year due to some outstanding legal issues, which have since been resolved.

Mr. Litchfield added that Woodstone Road and Fawcett Orchard Road have not been constructed in accordance with the subdivision approvals granted by the Planning Board. The Planning Board has taken the bonds and these streets are being taken by eminent domain. The Town expects to complete the construction at some point in the future once the Department of Public Works has secured funding. These streets are being presented to Town Meeting again this year as the acceptance procedure was not completed last year due to some outstanding legal issues, which have since been resolved.

Selectman Pantazis moved the Board vote to approve the layout and acceptance of the following streets as public ways: Copley Drive, Dartmouth Drive, Woodstone Road and Fawcett Orchard Road; Selectman Amberson seconded the motion; all members voted in favor.

7:50 p.m. - FRED LITCHFIELD, TOWN ENGINEER**Town Meeting Warrant Article to Amend the Floodplain Overlay District**

Mr. Litchfield made a brief presentation explaining the amendment to the Floodplain Overlay District. Specifically, the Flood Insurance Rate Maps have been digitized and the Zoning Bylaw must reflect this change.

Town Meeting Warrant Article to Amend the Earth Removal Bylaw

Mr. Litchfield made a brief presentation explaining the amendment to the Earth Removal Bylaw. Specifically, the amendment is being proposed to provide a requirement for applicants to obtain a permit to perform any filling or removal of earthen materials before starting any work within the Town. Also, in an effort to clarify the intent of this bylaw, the name of the Board is also being proposed to change from the Earth Removal Board to the Earthwork Board.

**8:00 p.m. - KATHY JOUBERT, TOWN PLANNER
JOHN CAMPBELL, COMMUNITY PRESERVATION
COMMITTEE CHAIR**

Presentation on Town Meeting Warrant Articles - Request for Funding from the Community Preservation Fund.

Community Preservation Chairman John Campbell was unable to be present this evening. Town Planner Kathy Joubert made a presentation highlighting the actions taking by the Community Preservation Committee and their funding recommendations for the 2011 Annual Town Meeting.

REPORTS

Fran Bakstran

- Announced that a public hearing on the re-use of Westborough State Hospital will be held on March 29th at the Forbes Municipal Building in Westborough.
- Announced that the following events will take place on May 7th: Take-It-or-Leave-It Day, Big Truck Day and a Town-wide yard sale.

William Pantazis

- Attended the retirement party for Tim Kleczek and thanked him for his thirty-one years of service with the Northborough Police Department.
- Reminded residents that this year's Annual Town meeting will held on April 25th.

Leslie Rutan, Clerk

- On behalf of a resident, questioned if there are any locations where light bulbs can be disposed of? She was told Rocky's Ace Hardware.
- Thanked those volunteers who help with the Meals on Wheels program.
- Questioned whether or not there is a firm date on the start of the downtown traffic improvement project. Mr. Litchfield responded that the State is planning to put the project out to bid soon and that construction is anticipated to begin this fall or next spring.
- Attended a recent Jazz Concert at the high school.
- Acknowledged the receipt of an email from a State Trooper praising the professionalism of the Northborough Fire Department personnel.

Jeff Amberson, Vice Chairman

- Announced that street sweeping has begun.
- Asked residents to attend the Annual Town Meeting on April 25th.

Dawn Rand, Chairman

- Announced that the Annual Clean-up Day will be held on May 7th. The event is expected to be renamed in honor of its founder, the late Louise Houle.
- Questioned how the process worked for tagged trees needing to be removed. Mr. Coderre explained that the trees are tagged based on severity in terms of being a safety issue.

John Coderre, Town Administrator

- No report.

PUBLIC COMMENTS

None.

APPROVE/EXECUTE WARRANT FOR ANNUAL TOWN MEETING

Selectman Pantazis moved the Board vote to approve and execute the Warrant for the April 25, 2011 Annual Town Meeting; Selectman Bakstran seconded the motion; all members voted in favor.

APPROVE/EXECUTE WARRANT FOR ANNUAL TOWN ELECTION

Selectman Amberson moved the Board vote to approve and execute the Warrant for the May 9, 2011 Annual Town Election; Selectman Bakstran seconded the motion; all members voted in favor.

MEETING SCHEDULE FOR MAY - AUGUST

Selectman Rutan moved the Board vote to set the meeting schedule for May through August as follows:

May 23rd
June 13th & 27th
July 11th
August 15th

Selectman Amberson seconded the motion; all members voted in favor.

EXECUTION OF CEMETERY DEED A861

Selectman Rutan moved the Board vote to execute Cemetery Deed A861; Selectman Amberson seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

8:15 p.m. – EXECUTIVE SESSION

Selectman Amberson moved the Board vote to enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21, Subsection 1 (Personnel Matter) 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 Amberson seconded the motion; all members voted in favor.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. March 28, 2011 Meeting Agenda.
2. March 14, 2011 Meeting Minutes.
3. Information packet - FY 2012 Budget Presentation.
4. Information packet - Bond & Bond Anticipation Notes.
5. Information packet - Street Acceptance Hearing.
6. Information packet - Amendment to Floodplain Overlay District.
7. Information packet - Amendment to Earth Removal Bylaw.
8. Information packet - CPC Warrant Articles for Funding.
9. Town Meeting Warrant.
10. Town Election Warrant.
11. Memo - Proposed Meeting Dates.
12. Cemetery Deed A861.