

**BOARD OF SELECTMEN  
MEETING MINUTES – JULY 11, 2011**

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

**MEMBERS PRESENT:** Jeff Amberson, Chairman  
Dawn Rand, Vice Chairman  
Leslie Rutan, Clerk  
William Pantazis  
Aaron Hutchins

\*Pledge of Allegiance

**APPROVAL OF MINUTES – JUNE 27, 2011 REGULAR MEETING**

Selectman Rand moved the Board vote to approve the meeting minutes of the June 27, 2011 regular meeting as submitted, Selectman Rutan seconded the motion; all members voted in favor.

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

To consider applications for One-Day Special Licenses for the sale of Wine & Malt Beverages pursuant to M.G.L., Chapter 138, Section 14, as submitted by Saint Bernadette's Church for premises located at 266 Main Street.

Mike Darmiento was present to request One-Day Special Licenses for the Church's annual fundraiser dinner to be held in August and for the annual Fall Festival in September.

The Fire Chief, Police Chief and Building Inspector have reviewed the applications and recommend that they be approved.

Selectman Rutan moved the Board vote to approve the applications for One-Day Special Liquor Licenses as submitted by St. Bernadette's Church for premises located at 266 Main Street, subject to the receipt of appropriate insurance certificates, for the following annual events:

Fundraiser Dinner

Saturday, August 13<sup>th</sup> from 6pm to 10pm

Fall Festival

Friday, September 23<sup>rd</sup> from 5pm to 10pm

Saturday, September 24<sup>th</sup> from 10am to 10pm

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

## REPORTS

### Aaron Hutchins

- Noted that the Interview Committee met with applicants for the Council on Aging. See below for appointments.
- Noted that both the Massachusetts and the Northborough Historical Commissions were not properly notified by the State Agencies who tore down a pair of buildings on Lyman Street. Both buildings were on the state and national historic registers. Expressed his displeasure that neither State Agency will face sanctions because the Historical Commissions do not have the authority to impose penalties.
- Commended the Town Administrator for being able to cover the DPW deficit created by the extreme weather this past winter with no additional cost to the taxpayers.
- Brought attention to a non-profit organization "Andy's Attic". The organization accepts cash donations and gently used clothing for teenagers. The owner is looking for permanent space for the operation. Persons interested in helping out should visit the website at [www.andysattic.org](http://www.andysattic.org).

### William Pantazis

- Noted the passing of former Town Accountant and long time resident Allyn Phelps.

### Leslie Rutan, Clerk

- Noted that the Interview Committee met with applicants for the Council Aging. Thanked the applicants for their willingness to serve the Town.
- Noted that street signs are missing at Maynard Street at Howard Street and Edmonds Way at Rice Avenue. Encouraged residents to report missing street signs to the DPW Department.
- Requested that the DPW Department cut back overgrown brush at the end of Allen Street when approaching Hudson Street in order to improve site visibility.
- Requested another status update on the construction of the buildings across from Dunkin Donuts.

### Dawn Rand, Vice Chairman

- Noted the passing of Allyn Phelps.
- Announced that the Community Affairs Committee will be sponsoring their summer concerts in the park. The schedule is posted on their website.
- Thanked Mr. Coderre on the recent status update on the Downtown Traffic Improvement Project. Noted that construction should start during the Spring of 2012.

### Jeff Amberson, Chairman

- Urged residents to stop posting yard sale signs at any of the Town Memorials, adding that these postings are disrespectful and inappropriate.

### John Coderre, Town Administrator

- No report.

**APPOINTMENTS TO COUNCIL ON AGING**

Selectman Hutchins moved the Board vote to appoint Adrienne Cost to the Council on Aging for a partial three-year term; Selectman Rutan seconded the motion; all members voted in favor.

Selectman Hutchins moved the Board vote to appoint Edward Bombard to the Council on Aging for a partial one-year term; Selectman Rutan seconded the motion; all members voted in favor.

**7:15 p.m. - MARK LEAHY, POLICE CHIEF****Appointment of Police Officer**

Chief Leahy introduced Ryan Caneen to the Board. Mr. Caneen recently served as a Police Officer at UMass Medical Center in Worcester. He previously served as a Campus Police Officer at Framingham State University. Mr. Caneen earned his B.S. and M.S. in Criminal Justice from Westfield State University.

Members of the Board welcomed Mr. Caneen to Northborough.

Selectman Rand moved the Board vote to appoint Ryan Caneen as a Police Officer effective July 18, 2011; Selectman Rutan seconded the motion; all members voted in favor.

**Approval of Westborough Sprint Triathlon event scheduled for Sunday, August 14<sup>th</sup>**

Chief Leahy informed the Board that the second annual Westborough Sprint Triathlon is scheduled for August 14th, where approximately 375-450 cyclists will pass through Northborough between 8:15 am and 9:30 am. Chief Leahy indicated that a traffic plan has been agreed upon between the applicant Mark Walter and the Police Department.

Selectman Hutchins moved the Board vote to approve a request from Mark Walter to allow the Westborough Sprint Triathlon to run through the Town of Northborough on August 14, 2011 with the condition that the applicant shall be responsible for the strict adherence to the agreed-upon plan with the Northborough Police Department, as well as any and all related expenses; Selectman Rand seconded the motion; all members voted in favor.

**7:25 p.m. - FRED LITCHFIELD, TOWN ENGINEER****Approval/Execution of Public Way Easement Deed for Copley Drive & Dartmouth Drive**

Town Engineer Fred Litchfield informed the Board that Copley Drive and Dartmouth Drive were approved street acceptances at the 2011 Annual Town Meeting. The easement deed for the streets needs to be approved and executed by the Board in order to complete the street acceptance process.

Selectman Rutan moved the Board vote to approve and execute the Public Way Easement Deed for Copley Drive and Dartmouth Drive as presented by Town Engineer Fred Litchfield; Selectman Rand seconded the motion; all members voted in favor.

Approval/Execution of Deed for Open Space Parcel within Copley Woods Subdivision

Town Engineer Fred Litchfield informed the Board that Lot #34 will be preserved as an open space parcel, in accordance with the Copley Woods Subdivision approval by the Planning Board.

Selectman Rutan moved the Board vote to approve and execute the Deed for an Open Space Parcel located within the Copley Woods Subdivision, further described as Lot #34 as presented by Town Engineer Fred Litchfield; Selectman Rand seconded the motion; all members voted in favor.

**PUBLIC COMMENTS**

None.

**COMMON VICTUALLER LICENSE - BJ'S WHOLESALE CLUB**

Mr. Coderre informed the Board that a food court area with 28 seats will be located inside the new BJ's Wholesale Club.

Selectman Pantazis moved the Board vote to approve the application for a Common Victualler License for BJ's Wholesale Club for premises to be located at 6102 Shops Way; Selectman Rutan seconded the motion; all members voted in favor.

**LETTER OF SUPPORT FOR GREEN STREET LAND GRANT**

Mr. Coderre requested that the Board submit a letter of support for an application by the Executive Office of Energy and Environmental Affairs for a Land Grant relating to the Town's recent purchase of the Schunder property on Green Street.

The Board agreed to send a letter to the Executive Office of Energy and Environmental Affairs in support of the Land Grant.

**MEMORANDUM OF UNDERSTANDING WITH NEDP, INC.**

Mr. Coderre informed the Board that the annual Memorandum of Understanding 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 FY12 provides for an increase in payment to the Town from \$17,500 in FY11 to \$18,000 in FY12 to reflect increased costs associated with use of the space, as well as the shared Administrative Assistant position.

Selectman Rand moved the Board vote to approve the FY12 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.

**APPROVAL/EXECUTION OF CEMETERY DEEDS A871 & A872**

Selectman Hutchins moved the Board vote to approve and execute Cemetery Deeds A871 & A872; Selectman Pantazis seconded the motion; all members voted in favor.

**OTHER BUSINESS**

None.

**7:35 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 Rand seconded the motion; the roll call vote was taken as follows:

Rand	"aye"	Hutchins	"aye"
Rutan	"aye"	Amberson	"aye"
Pantazis	"aye"		

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

**ADJOURNMENT**

Selectman Hutchins 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

**Documents used during meeting:**

1. July 11, 2011 Meeting Agenda.
2. June 27, 2011 Meeting Minutes.
3. Information packet - One Day Special License Applications.
4. Information packet - Appointment of Police Officer.
5. Information packet - Westborough Sprint Triathlon Event.
6. Information packet - Easement Deeds.
7. Information packet - Common Victualler Application.
8. Draft Letter of Support for Green Street Land Grant.
9. Information packet - MOU with NEDP, Inc.
10. Cemetery Deeds.