

**BOARD OF SELECTMEN  
MEETING MINUTES – February 27, 2012**

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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 – FEBRUARY 13, 2012 REGULAR MEETING**

Selectman Rand moved the Board vote to approve the meeting minutes of the February 13, 2012 regular meeting as submitted, Selectman Rutan seconded the motion: all members voted in favor.

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

To consider an application from Peterson Oil Service to amend the existing Underground Storage License for 23 Belmont Street to include 25,000 gallons of gasoline and 15,000 gallons of diesel.

Howard Peterson was present along with his attorney to request an amendment to the original fuel storage license for premises located at 23 Belmont Street. He informed the Board that two new underground storage tanks have been installed to accommodate the requested increase from 24,000 gallons to 40,000 gallons.

Chief Durgin informed the Board that he has approved the application to amend the license and recommended that the Board do so with conditions.

Selectman Hutchins moved the Board vote to approve the application as submitted by Peterson Oil Service to amend the existing underground storage license for premises located at 23 Belmont Street (Route 9), to increase the amount of gasoline from 24,000 gallons to 40,000 gallons with 15,000 gallons being diesel fuel with the following conditions:

1. The gas station facility is a full-service station; self-service is not permitted.
2. The gas station facility and all tanks shall conform to Massachusetts Fire Prevention Regulations 527 CMR 5.00, Operation and Maintenance of Buildings or other Structures used as Garages, Service Stations and the Related Storage, Keeping and Use of Gasoline or Other Motor Fuel, 527 CMR 9.00, Tanks and Containers, and 527 CMR 14.00, Flammable and Combustible Liquids, Flammable Solids or Flammable Gases.
3. The facility shall have an operating fire alarm system in conformance with The Code of the Town of Northborough, 2-08, Alarms.

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

## REPORTS

### Aaron Hutchins

- Noted that the Zoning Board of Appeals will hold a meeting on February 28th to discuss the proposed mixed business and residential building development at 130 Main Street. Encouraged interested citizens to attend.

### William Pantazis

- Requested an update on the downtown traffic improvement project. Mr. Coderre stated that it is his understanding that Mass Highway plans to put the project out to bid sometime in March, with mobilization to follow shortly thereafter.

### Leslie Rutan, Clerk

- Thanked the Fire Chief for his Fire Services Report to the Board. Briefly highlighted a number of items included in the report.
- Congratulated the Algonquin Athletes who are moving on to various competitions.
- Requested a status update on the use of the cemetery plot data information that was collected earlier by a volunteer. Since this volunteer is no longer available to help out with this project, she questioned if the Town could seek out new volunteers to help complete the project. Mr. Coderre invited interested persons to contact his office. He also advised the Board of the efforts by the Historical Commission to seek funds from the Community Preservation Committee to fully inventory the Colonial Era Gravestones in the Old Howard Cemetery and Brigham Street Cemetery.

### Dawn Rand, Vice Chairman

- No report.

### Jeff Amberson, Chairman

- Noted the resignation of Donald Haitsma from the Historical Commission and the Community Preservation Committee. Asked that a letter of appreciation be sent on the Board's behalf.

### John Coderre, Town Administrator

- No report.

## PUBLIC COMMENTS

None.

## ACCEPTANCE OF DEED FOR SCHUNDER PROPERTY

Mr. Coderre informed the Board that the last step in the acquisition process of the Schunder property located on Green Street is the acceptance of the deed. Once the deed is accepted by the Board, it will then be filed at the Worcester Registry of Deeds by Town Counsel.

**ACCEPTANCE OF DEED FOR SCHUNDER PROPERTY CONT. . .**

Chairman Amberson publicly thanked everyone involved in this process, especially the Town Planner, members of the Open Space Committee and the Schunder Family.

Selectman Rutan moved the Board vote to approve the grant of a Deed from John F. Schunder and Harry J. Schunder for property on Green Street, Northborough MA to the Town of Northborough, acting by and through its Conservation Commission; Selectman Rand seconded the motion; all members voted in favor.

**APPROVAL OF CONSENT FORM FOR TRANSFER OF SOLID WASTE CONTRACT**

Michael Szczepan, Division Manager and Dan Higgins, General Manager of Allied Waste Services were present. Mr. Coderre informed the Board that the Town's current solid waste contract holder, Central Mass Disposal, is being purchased by Republic/Allied Waste. Under the Town's solid waste contract, the Board of Selectmen must "consent" to the contract transfer.

Given the favorable contract the Town currently holds with Central Mass Disposal, along with Republic/Allied Waste's requirement to honor all provisions of the contract in full, Mr. Coderre and Town staff recommend that the Board proceed with the execution of the consent form to allow Republic/Allied Waste to become Northborough's solid waste provider.

Mr. Szczepan and Mr. Higgins assured the Board that the drivers that are currently serving the Town have already attended 10 hours of mandatory safety training. They will have the option to stay on, if they choose to do so.

Mr. Coderre stated that Town staff has spent the past few weeks performing a due diligence reference check on Republic/Allied Waste. He, the Town Engineer and the Assistant Town Administrator recently toured their facility and met with their operations and customer service staff. All reference checks conducted to date have been very positive.

Lastly, Mr. Coderre publicly conveyed to Mr. Szczepan and Mr. Higgins the Town's expectations. Members of the Board conveyed their expectations as well.

Selectman Rand moved the Board vote to approve the Consent to Assignment and Assumption of Contract between the Town and Central Mass Disposal, Inc. to Allied Waste Services of Massachusetts, LLC and to authorize the Town Administrator to execute same; Selectman Rutan seconded the motion; all members voted in favor.

**UPDATE ON PRELIMINARY FY13 BUDGET**

Mr. Coderre stated that the Northborough K-8 School Budget, ARHS Budget and General Government Budget have all been developed in conformance with the goals and objectives established at the December 19, 2011 Board Meeting. Mr. Coderre briefly reviewed those goals and objectives.

**UPDATE ON PRELIMINARY FY13 BUDGET CONT. . .**

Following a brief review of the FY2013 Budget Assumptions, Mr. Coderre informed the Board that the current budget model attempts to hold the tax increase for the average single family home to approximately \$200. The proposed budgets for the key departments are estimated to increase as follows:

- Assabet Vocational HS Assessment increases \$139,157 to \$656,645 (26.9%) due to increased enrollment
- Algonquin Operating Assessment increases \$282,605 to \$8,100,321 (3.6%)
- Northborough K-8 Schools increases \$774,057 to \$19,476,924 (4.2%)
- General Government (Town) increases \$696,230 to \$17,273,141 (4.2%)

Lastly, Mr. Coderre stated that the General Government Budget is expected to be finalized once the Health Insurance renewal figures are known. The expected increase for Health Insurance is between 5-10%.

In response to a question from Selectman Rutan, Mr. Coderre provided a brief update on the mitigation funds received from Northborough Crossing. A status update and a recommendation for future use of the funds will be provided at a future Board meeting.

**REVIEW OF DRAFT MEETING WARRANT**

Mr. Coderre presented to the Board the draft warrant for the Annual Town Meeting and briefly reviewed each article. He indicated that although this initial review provides a good indication of the matters likely to come before Town Meeting, he stressed that the draft warrant presented this evening contains some incomplete information and several placeholders for articles still being developed.

Following his review of the draft warrant, Mr. Coderre added that the Community Preservation Committee will be invited to attend a future Board meeting to discuss each of their warrant articles in more detail.

**LINCOLN STREET SCHOOL BUILDING COMMITTEE APPOINTMENTS**

Mr. Coderre stated that the Massachusetts School Building Authority (MSBA) has approved the Lincoln Street School Feasibility Study. To satisfy MSBA rules and regulations, the Town must appoint a Building Committee by April 9, 2012.

Mr. Coderre reviewed the required positions that must serve on the Building Committee. Members of the Board agreed that Selectman Rutan would serve as the Board's representative to the Building Committee. Mr. Coderre will work with the School Superintendent to identify appropriate Town officials for the remaining open positions.

**EXECUTION OF CEMETERY DEEDS A887, A888 & A889**

Selectman Hutchins moved the Board vote to execute Cemetery Deeds A887; A888 & A889; Selectman Rutan seconded the motion; all members voted in favor.

**OTHER BUSINESS**

Selectman Rand questioned if the Town has any restrictions on the purchasing of cemetery plots by out-of-town persons. Mr. Coderre responded that he will look into it.

**8:20 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 (litigation matter) due to the Chair's determination that a discussion regarding this matter 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 Rand moved the Board vote to adjourn; Selectman Rutan seconded the motion; all members voted in favor.

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

**Documents used during meeting:**

1. February 27, 2012 Meeting Agenda.
2. February 13, 2012 Meeting Minutes.
3. Information packet – Peterson Oil Service.
4. Information packet – Schunder Property Deed.
5. Information packet – Consent Form for Transfer of Solid Waste Contract.
6. Memo - Preliminary FY13 Budget.
7. Draft Town Meeting Warrant.
8. Memo – Lincoln Street School Building Committee Appointments.
9. Cemetery Deeds.