

**BOARD OF SELECTMEN
MEETING MINUTES – April 8, 2013**

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

MEMBERS PRESENT: William Pantazis, Chairman
Leslie Rutan, Vice Chairman
Dawn Rand
Aaron Hutchins

MEMBERS ABSENT: Jeff Amberson, Clerk

*Pledge of Allegiance

APPROVAL OF MINUTES – MARCH 25, 2013 REGULAR MEETING

Selectman Rutan moved the Board vote to approve the meeting minutes of the March 25, 2013 regular meeting as submitted, Selectman Hutchins seconded the motion; all members voted in favor.

7:00 p.m. - JUNE HUBBARD-WARD, FINANCE DIRECTOR
Approval/Execution of \$1,819,000 General Obligation Bonds.

Finance Director June Hubbard-Ward informed the Board that the permanent bonds contain \$1,283,630 for General Fund purposes including \$458,935 for the Fire Tender Truck, \$267,750 for the Middle School Roof, \$267,000 for the Lincoln Street School Feasibility Study and various DPW and School Equipment. Also included in the bond is \$233,000 for the CPA Green Street Land Acquisition, \$223,370 for the Water Enterprise projects and \$79,000 for the EMS Ambulance.

Ms. Hubbard-Ward noted that this issuance of permanent bonds for authorizations approved from 2006 through 2011 brings to a close the previous long-standing practice of borrowing for minor capital equipment and small projects. She added that Moody's Investors Service affirmed our favorable Aa2 bond rating, noting Northborough's strength as "stable financial operations with ample general fund reserves".

Selectman Rutan moved the Board vote to approve and execute general obligation bonds in the amount of \$1,819,000 as presented by Finance Director June Hubbard-Ward; Selectman Rand seconded the motion; all members voted in favor.

REPORTS

Dawn Rand

- Noted that the Interview Committee met with applicants for the ZBA Alternate Position and the Historical Commission. See below for appointments.
- Requested an update on the downtown construction project.

Leslie Rutan, Vice Chairman

- Thanked DPW Director Dan Nason for the recent tour of the DPW Garage.
- Announced that the Friends of the Library will hold their annual basket raffle April 27 – May 11. Donations of completed baskets and/or items for baskets are being accepted through April 20th.
- Noted that the Community Affairs Committee is presenting a Women’s Author Series. Northborough resident Sheryl Nixon will be speaking about her book “In the Blink of an Eye” at the Library on Saturday, April 13th from 10am-12pm.
- Attended the Northborough School Committee meeting where the Committee voted on a budget increase of 4.45%.
- Thanked Executive Assistant Diane Wackell for helping out in the Town Clerk’s Office following the recent resignation of the Assistant Town Clerk.

William Pantazis, Chairman

- Encouraged residents to attend the Annual Town Meeting on April 22nd.

John Coderre, Town Administrator

- Noted that the Town Meeting Warrant and the Budget Book are available on the Town’s website.

Aaron Hutchins

- No report.

APPOINTMENT OF AN ALTERNATE MEMBER TO THE ZBA

Selectman Rand moved the Board vote to appoint Brad Blanchette as an Alternate Member to the Zoning Board of Appeals for a three-year term effective immediately; Selectman Rand seconded the motion; all members voted in favor.

APPOINTMENT TO THE HISTORICAL COMMISSION

Selectman Rand moved the Board vote to appoint Bruce Chute to the Historical Commission for a three-year term effective May 1, 2013; Selectman Rutan seconded the motion; all members voted in favor.

**7:20 p.m. - KATHY JOUBERT, TOWN PLANNER
JOHN CAMPBELL, COMMUNITY PRESERVATION
COMMITTEE CHAIR**

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

Community Preservation Chairman John Campbell and Town Planner Kathy Joubert were present. Mr. Campbell made a presentation highlighting the actions taken by the Community Preservation Committee and their funding recommendations for the 2013 Annual Town Meeting. Funding for the following projects will be recommended:

- \$ 15,000 Viewing Deck Renovation at Memorial Field – Phase 1
- \$ 15,000 Assabet Park Shading Project
- \$150,000 Conservation Fund
- \$ 16,000 Bartlett Pond Weed Management

COMMUNITY PRESERVATION COMMITTEE PRESENTATION CONT...

- \$ 7,000 Hiking Trail Preservation
- \$59,230 Debt Service on Green Street land purchase
- \$ 4,000 Historical Markers
- \$50,000 Historical Resources Preservation Fund
- \$30,000 Preservation and Storage of Town Records
- \$52,000 Redevelopment of Old Northborough Senior Center

Following the presentation, several comments and questions were heard by members of the Board.

7:15 p.m. - LYNNE MORENO, HOUSING DIRECTOR
Proposed Regionalism of Housing Authorities.

Lynne Moreno spoke about the Governor's plan to regionalize housing authorities by consolidating 240 local housing authorities into six regional authorities. Local control would shift from current local executive directors and boards of commissioners to regional boards appointed by the Governor. The Governor would select a single executive director to manage the regional portfolio. Ms. Moreno stressed that this proposal would have a major negative impact on the ability to locally respond to the needs of Northborough's public housing residents.

Ms. Moreno informed the Board that the Northborough Housing Authority is requesting the Board's support of a reform proposal being made by the Massachusetts Chapter of the National Association of Housing and Redevelopment Officials (MassNAHRO) that would result in greater cost efficiency and improved services for public housing residents. It would also preserve the longstanding tradition of local decision-making. Senator Chandler and Representative Naughton are in support of the reform proposal.

A discussion followed amongst members of the Board.

Selectman Rand moved the Board vote to execute the letter as presented by Housing Director Lynne Moreno supporting the reform proposal by Mass NAHRO and to send a copy of same to the State Legislators; Selectman Rutan seconded the motion; all members voted in favor.

PUBLIC COMMENTS

Community Affairs Committee Chair Virginia Simms George and Member Patricia Griffin were present along with Judy Wilson of the Northborough Woman's Club to announce that the Louise Houle Annual Town Clean-Up Day will be held on Saturday, April 27th from 7:45 am to 12 pm at the Melican Middle School. Volunteers are invited to attend a free cookout at Ellsworth-McAfee Park after the clean-up. The rain date will be on Sunday, April 28th.

Following the presentation, Selectman Hutchins noted Ms. George's decision to not renew her term on the Community Affairs Committee and thanked her for her fifteen years of service to the Town.

APPROVAL OF REACH THE BEACH RELAY RACE EVENT – MAY 17, 2013

Chief Leahy provided information on the Annual Reach the Beach Relay Race that is scheduled to run through the Town of Northborough on Friday, May 17, 2013. It is expected that approximately 250 runners will travel through Northborough between 2:45 pm and 9:30 pm. As the runners will be spread out, it is not expected that large groups of runners will come through at the same time. A traffic plan has been agreed upon between the applicant and the Police and Fire Departments.

Selectman Hutchins moved the Board vote to approve a request by Paul Dionne that the New Balance Reach the Beach Relay Race run through the Town of Northborough on Friday, May 17, 2013 with the condition that the applicant shall be responsible for the strict adherence to the agreed-upon plan with the Northborough Police and Fire Departments, as well as any and all related expenses; Selectman Rutan seconded the motion; all members voted in favor.

DISCUSSION REGARDING WORKFORCE PLANNING

Chairman Pantazis noted that overall, personnel wages and benefits represent approximately 60% of the Town's operating budget. One area that has been discussed during the annual budget cycle is the need to comprehensively review current staffing levels and to analyze the need for potential changes to those levels.

Following a presentation by Town Administrator John Coderre, the Board of Selectmen discussed creating an ad hoc committee with its charge to include the collection and review of existing information, the formulation of a scope of services for the information it feels is still needed, and the hiring and oversight of a consultant to obtain and analyze the requisite data.

Following several questions and comments by members of the Board, Mr. Coderre added that the ad hoc committee will gather and provide information to the Board. How to move forward with that information will be the sole decision of the Board of Selectmen.

Selectman Rutan moved the Board vote to form an ad hoc committee to study staffing levels in the non-school departments as presented; Selectman Rand seconded the motion; all members voted in favor.

REAPPOINTMENTS TO BOARDS, COMMITTEES AND COMMISSIONS

Selectman Hutchins moved the Board vote to reappoint those individuals who appear on the "2013 Reappointment List" to the corresponding Boards, Committees and Commissions; Selectman Rutan seconded the motion. Vote: 3-0-1 (Selectman Rand abstained and Selectman Amberson was absent).

ASSIGNMENT OF TOWN MEETING WARRANT ARTICLES

Members of the Board agreed on which Warrant Articles each of them would present at Town Meeting.

ASSIGNMENT OF TOWN MEETING WARRANT ARTICLES CONT. . .

The Board agreed to make the following recommendations on the Budget Warrant Articles at the Annual Town Meeting:

Selectman Rand moved the Board vote to recommend Article #4 at Town Meeting;
Selectman Rutan seconded the motion; all members voted in favor.

Selectman Rand moved the Board vote to recommend Article #5 at Town Meeting;
Selectman Rutan seconded the motion; all members voted in favor.

Selectman Rutan moved the Board vote to recommend Article #6 at Town Meeting;
Selectman Hutchins seconded the motion; all members voted in favor.

Selectman Hutchins moved the Board vote to recommend Article #27 at Town Meeting;
Selectman Rutan seconded the motion; all members voted in favor.

Selectman Hutchins moved the Board vote to recommend Article #28 at Town Meeting;
Selectman Rutan seconded the motion; all members voted in favor.

Selectman Rand moved the Board vote to recommend Article #29 at Town Meeting;
Selectman Rutan seconded the motion; all members voted in favor.

Selectman Rand moved the Board vote to recommend Article #30 at Town Meeting;
Selectman Rutan seconded the motion; all members voted in favor.

Selectman Rutan moved the Board vote to recommend Article #31 at Town Meeting;
Selectman Rand seconded the motion; all members voted in favor.

Selectman Hutchins moved the Board vote to recommend Article #35 at Town Meeting;
Selectman Rutan seconded the motion; all members voted in favor.

Selectman Rand moved the Board vote to recommend Article #37 at Town Meeting;
Selectman Rutan seconded the motion; all members voted in favor.

SET MEETING SCHEDULE FOR MAY – AUGUST

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

May 20th
June 10th & 24th
July 15th
August 12th

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

The Board agreed to schedule their annual election of officers at the June 10th Meeting so that all Board members may be present.

EXECUTION OF WARRANT FOR THE APRIL 30, 2013 SPECIAL STATE PRIMARY ELECTION

Selectman Hutchins moved the Board vote to execute the Warrant for the April 30, 2013 Special State Primary Election; Selectman Rand seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

8:35 p.m. - EXECUTIVE SESSION

Selectman Rand 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 this matter in an open meeting may have a detrimental effect on the position of the Board; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Hutchins	“aye”
Rand	“aye”
Rutan	“aye”
Pantazis	“aye”

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

ADJOURNMENT

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

Meeting adjourned at 10:00 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. April 8, 2013 Meeting Agenda.
2. March 25, 2013 Meeting Minutes.
3. Information packet – General Obligation Bonds.
4. Information packet – CPC Warrant Articles.
5. Information packet – Proposed Regionalism of Housing Authorities.
6. Information packet – Reach the Beach Relay Race.
7. Information packet – Workforce Planning.
8. Information packet – Reappointments to Boards, Committees and Commissions.
9. Information packet – Assignment of Town Meeting Warrant Articles.
10. Memo – Meeting Schedule.
11. Special State Primary Election Warrant.