

**BOARD OF SELECTMEN  
MEETING MINUTES – October 7, 2013**

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

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

\*Pledge of Allegiance

**APPROVAL OF MINUTES – SEPTEMBER 16, 2013 REGULAR MEETING**

Selectman Amberson moved the Board vote to approve the meeting minutes of the September 16, 2013 regular meeting as amended; Selectman Rand seconded the motion, all members voted in favor.

**7:00 p.m. - HEARING – DPW DIRECTOR DANIEL NASON**

Set Fees for Plowing/Sanding Private Ways for the upcoming 2013-2014 winter season.

DPW Director Dan Nason proposed to the Board that the base charge for plowing and sanding/salting of private ways and unaccepted streets which are 100% complete be increased approximately 3% from last year to cover the increased costs of labor, equipment maintenance, sand, salt and other materials, and fuel.

Residents of the private ways that received plowing and sanding/salting services during the last Winter Season were notified of tonight's hearing to increase the fees. None were present.

Selectman Hutchins moved the Board vote to set the fees for plowing, sanding and salting of private ways less than 3,000 feet for the 2013/2014 winter season as follows:

\$175.00 per storm for plowing  
\$175.00 per storm for sanding/salting

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

**REPORTS**

Aaron Hutchins

- Asked what was received for State Aid versus what was estimated? Mr. Coderre responded that State Aid was very close to what was projected at the start of the fiscal year.

William Pantazis

- No report.

Jeff Amberson, Clerk

- No report.

Dawn Rand, Vice Chairman

- Noted that the Northborough Interfaith Clergy Association is again sponsoring its annual Gala Fundraiser and Dinner Dance on November 9<sup>th</sup> at the White Cliffs Restaurant. Ken and Priscilla Hutchins will be honored.
- Attended the Northborough Alumni Association's Annual Homecoming Reunion at the White Cliffs. Heard concerns that the handicap access is through the kitchen with no apparent signage. Asked that Town staff speak with the representatives at White Cliffs to request that handicap signs be placed in a more visible location.
- Announced that the Northborough Alumni Association is looking for volunteers from the Class of 1964 to help coordinate next year's reunion.
- Noted that the Town will be celebrating its 250<sup>th</sup> anniversary in 2016. At the request of Selectman Rand, Mr. Coderre suggested that the Board give some thought to creating an Ad Hoc Committee to plan and develop celebratory events to mark the occasion.

Leslie Rutan, Chair.

- Announced those Boards, Committees and Commissions that are currently looking for volunteers. Noted that this information can be found on the Town website as well as the local cable channel.
- Attended a recent School Safety presentation at the High School.
- Thanked the Rotary Club and Applefest Committee for their hard work in coordinating this year's Applefest Celebration. Noted that several residents and business owners have suggested that the Street Fair be relocated back to the downtown area. Following a brief discussion, the Board agreed to send a letter or a memo thanking the Applefest Committee and asking them to discuss moving the Street Fair back to Blake Street.
- Announced that the Northborough Food Pantry will be holding their Annual Scouting and Food Drive on Saturday, November 2<sup>nd</sup>.

John Coderre, Town Administrator

- Announced that the Planning Board will be holding public hearings on the two articles that are included on the Special Town Meeting warrant. The public hearings will be held on October 23<sup>rd</sup> at 7pm.

**PUBLIC COMMENTS**

None.

**DISCUSSION OF PRELIMINARY FREE CASH PLAN**

Mr. Coderre presented his preliminary FY2015 Free Cash Plan for consideration and use during the upcoming budget process. The FY2013 year-end Free Cash was certified at approximately \$2 million. At this level, the Town will be able to maintain an appropriation to the Reserve Account, continue to contribute to the FY2015 Operating Budget and pay cash for a significant portion of our upcoming capital needs.

**DISCUSSION OF PRELIMINARY FREE CASH PLAN CONT. . .**

Mr. Coderre reiterated that the Free Cash Policy represents a conservative spending approach that serves as a planning guide by identifying appropriate uses of Free Cash. The final use of Free Cash is reviewed by the Appropriations and Financial Planning Committees and is subject to Town Meeting approval and appropriation.

**UPDATE ON TRUCK EXCLUSION REQUEST FOR BRIGHAM STREET, MAPLE LANE AND RIDGE ROAD**

Town Engineer Fred Litchfield provided a status update on the effectiveness of the truck exclusion on Collins Road. He indicated that Central Massachusetts Regional Planning Commission (CMRPC) placed traffic counters on the streets around Collins Road to determine whether or not trucks are seeking alternate routes within the residential neighborhood around Collins Road.

In reviewing the traffic data results from CMRPC, it was found that one segment of Maple Lane exceeds the 5% criteria set by the State for a truck exclusion. Although this does not guarantee that a truck exclusion request would be approved, Mr. Litchfield stated that he will proceed with making a case to the Massachusetts Department of Transportation for Maple Lane as the percentage of heavy commercial vehicles has shown an increase of 2.47% westbound and 1.46% eastbound. He will provide an update to the Board as soon as he hears back.

**UPDATE ON DOWNTOWN TRAFFIC IMPROVEMENT PROJECT**

Town Engineer Fred Litchfield provided a status update on the final stages of the downtown traffic improvement project. In response to a question by Chairman Rutan, Mr. Litchfield assured the Board that the timing of the traffic signals can continuously be addressed as needed.

Following several questions from members of the Board, it was agreed that Mr. Litchfield will provide a final update to the Board once the project is considered complete.

**CLOSE, APPROVE/EXECUTE SPECIAL TOWN MEETING WARRANT**

Mr. Coderre indicated that the Special Town Meeting warrant includes two warrant articles. Both articles were submitted as citizen's petitions and as such, the Board has no authority to do anything except to close and execute the warrant as submitted.

Selectman Amberson moved the Board vote to close the October 28, 2013 Special Town Meeting Warrant; Selectman Pantazis seconded the motion; all members voted in favor.

Selectman Rand moved the Board vote to approve and execute the October 28, 2013 Special Town Meeting Warrant; Selectman Pantazis seconded the motion; all members voted in favor.

**REAPPOINTMENTS TO THE CULTURAL COUNCIL**

Selectman Rand moved the Board vote to reappoint Ande Lockwood and Catherine Arcona to the Cultural Council each for a three year term to expire on October 31, 2016; Selectman Pantazis seconded the motion; all members voted in favor.

**EXECUTION OF CEMETERY DEEDS A925, A926, A927 & 928**

Selectman Pantazis moved the Board vote to execute Cemetery Deeds A925, A926, A927 & A928; Selectman Rand seconded the motion; all members voted in favor.

**OTHER BUSINESS**

Town Engineer Fred Litchfield announced that this year's Household Hazardous Waste Day will be held on October 16<sup>th</sup> at the DPW Garage.

**ADJOURNMENT**

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

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

**Documents used during meeting:**

1. October 7, 2013 Meeting Agenda.
2. September 16, 2013 Meeting Minutes.
3. Information packet – Hearing to set fees for plowing/sanding private ways.
4. Information packet – Preliminary Free Cash Plan.
5. Information packet – Truck Exclusion Request.
6. Memo Re – Downtown Traffic Improvement Project.
7. Special Town Meeting Warrant.
8. Memo Re – Cultural Council Reappointments.
9. Cemetery Deeds.