

**BOARD OF SELECTMEN  
MEETING MINUTES – December 16, 2013**

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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 – DECEMBER 2, 2013 REGULAR MEETING**

Selectman Rand moved the Board vote to approve the meeting minutes of the December 2, 2013 regular meeting as submitted; Selectman Hutchins seconded the motion. Vote 4-0-1 (Selectman Amberson was absent and therefore abstained).

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

To consider the creation of a Local Historic District Study Committee.

Mr. Coderre informed the Board that tonight's public hearing was scheduled as a follow up to an earlier request by the Historical Commission that the Board create a Local Historic District Study Committee (LHDSC).

Town Planner Kathy Joubert and Historical Commission Chairman Brian Smith were present. Ms. Joubert indicated that the Historical Commission is requesting the creation of the Local Historic District Study Committee for the sole purpose of bringing forth one property to the 2014 Annual Town Meeting for the creation of a single-building Local Historic District. The particular property is at 62 Whitney Street and is owned by Richard and Marie Nieber. Ms. Joubert stated that the LHDSC would be disbanded after it has done its job of bringing forth a proposal to the 2014 Annual Town Meeting.

In summary, Ms. Joubert stated that the Historical Commission is requesting two things: 1) that the Board of Selectmen create a LHDSC in order to create a Historic District for the single building property at 62 Whitney Street; and 2) that a warrant article be placed on the 2014 Annual Town Meeting Warrant to allow the Historical Commission to serve as the permanent Local Historic District Commission

Following the presentation, several questions and comments were heard from members of the Board, as well as members of the audience.

**PUBLIC HEARING CONT. . .**

Selectman Hutchins moved the Board vote to establish a Local Historic District Study Committee under the provisions of Massachusetts General Laws, Chapter 40C to consist of a maximum of seven members represented as follows: two representatives from the Historical Commission, one representative each from the Planning Board, Design Review Committee, Historical Society, Board of Realtors and American Institute of Architects, or any other combination of citizens as determined by the Board of Selectmen; for the purpose of making an investigation and report on the historic significance of the buildings, structures, features, sites or surroundings included in the proposed local historic district as the committee may recommend. The Local Historic District Study Committee shall submit a final report with its recommendations after a public hearing, together with a map of the proposed district and a draft of the proposed bylaw for consideration by town meeting; Selectman Pantazis seconded the motion; all members voted in favor.

**7:40 p.m. - ANDREW DOWD, TOWN CLERK  
JAMIE TERRY, HEALTH AGENT**  
Presentation regarding Emergency Shelter Volunteers.

Mr. Coderre introduced Town Clerk Andy Dowd and Health Agent Jamie Terry as the recently appointed Emergency Shelter Coordinators for the Town.

Mr. Dowd and Ms. Terry reviewed their efforts to date to better prepare the Town in the event that an emergency shelter is needed. Mr. Dowd outlined the efforts in obtaining a trailer, cots, food agreements, transportation agreements, as well as working with town and school staff to ensure that occupancy and permitting regulations are adhered to. Ms. Terry outlined the plan for volunteer recruitment and training.

**8:00 p.m. - MARK LEAHY, POLICE CHIEF**  
Appointment of Police Officers.

Chief Leahy introduced Michael Prizio and Thomas McDonald as the two candidates that he is recommending for appointment as Police Officers.

Michael B. Prizio holds a Bachelor of Arts Degree in Accounting from Assumption College in 2010 and a Master's Degree in Criminal Justice from Boston University in 2012. He graduated from the Worcester Police Academy's Basic Police Training Course on April 4, 2013. He has served as a Reserve Police Officer in the Town of Westborough since May of 2013. He is fully trained and can begin field training immediately.

Thomas R. McDonald has served as a full-time dispatcher here in Northborough since February, 2007. He holds a Bachelor of Arts Degree in Psychology from Framingham State University in 2012. He was raised in Northborough, attended local schools and graduated from Algonquin Regional High School in 1999. He graduated from the Reserve/Intermittent Police Academy in Boylston in 2006. He also served as a Reserve Police Officer in Millville from 2006 to 2008. A seat has been secured in the Boylston Regional Police Academy class that begins on January 13, 2014.

**APPOINTMENT OF POLICE OFFICERS CONT. . .**

Selectman Amberson moved the Board vote to appoint Michael B. Prizio as a full-time police officer effective January 1, 2014, contingent upon satisfactory completion of all entrance requirements; Selectman Rand seconded the motion; all members voted in favor.

Selectman Amberson moved the Board vote to appoint Thomas R. McDonald as a full-time police officer effective January 10, 2014, contingent upon satisfactory completion of all entrance requirements; and to extend a three-year employment agreement in lieu of his paying the police academy tuition fee, Selectman Pantazis seconded the motion; all members voted in favor.

**REPORTS**Aaron Hutchins

- Acknowledged Boy Scout Carter Brannon from Troop 1 who was in the audience in order to earn his Citizenship in the Community Merit Badge.
- Noted that he would like to submit comments for review prior to the next update on the downtown traffic light signalization. Mr. Coderre suggested that he submit his comments in an email for forwarding to the Town Engineer.
- Noted that a recent article indicated that the State Legislators are being asked to ease the burden of OPEB liability. Mr. Coderre stated that there is potential legislation that will treat OPEB liability more like a pension in that it would be a graduated benefit. He added that the proposed legislation is not expected to pass during this legislation cycle.

William Pantazis

- Attended the recent meeting on the Financial Trend Monitoring System. Thanked Mr. Coderre and the financial team for their efforts.
- Wished everyone a safe and happy holiday.

Jeff Amberson, Clerk

- Attended the recent meeting on the Financial Trend Monitoring System. Thanked Mr. Coderre and the financial team for their efforts.
- Attended the Annual Tree Lighting event. Thanked the Community Affairs Committee for their efforts in coordinating the event. Also extended thanks to the American Legion Honor Guard and the Ellsworth family.
- Thanked the Public Works, Police and Fire Departments for their efforts during this past weekend's storm.

Dawn Rand, Vice Chairman

- Attended the recent meeting on the Financial Trend Monitoring System. Thanked Mr. Coderre and the financial team for their efforts.
- Thanked the Public Works, Police and Fire Departments for their efforts during this past weekend's storm.
- Announced that the Board of Selectmen is seeking residents to serve on the 250<sup>th</sup> Anniversary Committee.

Leslie Rutan, Chair.

- Attended the recent meeting on the Financial Trend Monitoring System. Thanked Mr. Coderre and the financial team for their efforts.
- Thanked the Public Works, Police and Fire Departments for their efforts during this past weekend's storm.
- Attended the High School Musical performance Damn Yankees.
- Noted that Toys for Tots donations are being accepted at the Town Hall, Fire Station and Library.
- Wished everyone a happy holiday.

John Coderre, Town Administrator

- Announced that the Town Hall and other non-essential offices will close at 12 Noon on Christmas Eve to allow non-essential employees to spend Christmas Eve with their families.

**PUBLIC COMMENTS**

None.

**APPROVAL TO PROCEED WITH AMENDMENT PROCESS FOR CABLE TELEVISION RENEWAL LICENSE WITH CHARTER COMMUNICATIONS**

Cable Access Director Kathy Dalglish informed the Board that the purpose of the amendment is to extend the original renewal license from five years to ten years in order to have more equivalent terms with Verizon and to facilitate future license renewals by having the contracts come up for renewal during the same year.

Ms. Dalglish indicated that the key changes to the amendment include an additional capital grant of \$85,000 and an increase to the operational funding from 3% to 4% of Charter's gross annual revenues. Also, the ability to broadcast live from the Library, Senior Center and the Algonquin High School field press box will be added.

Following the Board's review of the proposed amendment this evening, public comment will be accepted beginning January 1<sup>st</sup> through January 22<sup>nd</sup>. A copy of the amendment will be available in the Town Clerk's Office for public viewing. The Board of Selectmen will be asked to finalize the amended contract at their meeting on January 27, 2014.

Selectman Rand moved the Board vote to approve the amendment to the current Northborough Charter Renewal License by extending the current Charter Renewal License to expire upon midnight October 16, 2018; incorporate terms and conditions of the July 21, 2008 Northborough Verizon Cable Television Final License into a restated Northborough Charter Renewal License affording Charter more equivalency to Verizon; provide capital funds to the Town for PEG Access and cable-related purposes corresponding to extensions of the license term in the amount of eighty-five thousand dollars (\$85,000.00); adjust PEG Access operating funds to be four percent (4%) of Charter's Gross Annual Revenues; and update and add to the list of origination sites for PEG Access and cable-related use with actual text available at Clerk's Office; Selectman Amberson seconded the motion; all members voted in favor.

## **RENEWAL OF SELECTMEN'S LICENSES FOR THE CALENDAR YEAR 2014**

Mr. Coderre indicated that all licensees who hold a liquor license and/or a common victualler license have been inspected by the Fire and Building Departments. All licensees who hold a Class I, II or III license have been inspected by the Police Department. Most are in compliance or are expected to be in compliance with both Municipal and State codes and regulations by December 31, 2013, with a few noted exceptions.

Selectman Pantazis moved the Board vote to approve the renewal of the annual licenses by the Board of Selectmen for the calendar year 2014 as indicated on the "2014 License Renewals List", provided that all licensees are in compliance with both Municipal and State codes and regulations by December 31, 2013, with the following conditions:

1. that the following licensees who are not currently open receive satisfactory inspections by the Building, Fire and Health Departments prior to their opening:

Tougas Family Farm Kitchen  
Tavern in the Square  
Reliance Beer & Wine – by new licensee  
Celtic Tavern – by new licensee

2. that the following licensees receive a satisfactory re-inspection by the Fire Chief prior to December 31, 2013:

Zem Han

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

## **OTHER BUSINESS**

None.

## **8:40 p.m. - EXECUTIVE SESSION**

Selectman Hutchins 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 Pantazis seconded the motion; the roll call vote was taken as follows:

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

Chairman Rutan 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 8:55 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

Documents used during meeting:

1. December 16, 2013 Meeting Agenda.
2. December 2, 2013 Meeting Minutes.
3. Information packet – Local Historic District Study Committee.
4. Information packet – Emergency Shelter Volunteers.
5. Information packet – Appointment of Police Officers.
6. Information packet – Cable TV Renewal License Amendment.
7. Information packet – Selectmen License Renewals for 2014.