

**BOARD OF SELECTMEN  
MEETING MINUTES – October 20, 2014**

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

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

\*Pledge of Allegiance

**APPROVAL OF MINUTES – OCTOBER 6, 2014 REGULAR MEETING**

Selectman Amberson moved the Board vote to approve the meeting minutes of the October 6, 2014 regular meeting as submitted; Selectman Rutan seconded the motion; all members voted in favor.

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

To consider Petition No. 16444856 from National Grid for one new Pole and one new Conduit Location on Davis Street.

A representative from National Grid was present to request the Board's approval to place one new pole and two new underground conduit crossings on and under Davis Street as part of a larger maintenance project that will resolve reliability issues in this area. The proposed work is expected to be performed next Spring.

John Freeburn of 219 Davis Street noted that he lives directly across from where the new pole will be located and expressed his concern about a tree located immediately across from the pole. It was confirmed that National Grid is responsible for any tree removal or trimming, if necessary.

Selectman Perreault moved the Board vote to approve the placement of one new pole and two new underground conduit crossings on and under Davis Street per National Grid Petition Number 16444856; Selectman Pantazis seconded the motion; all members voted in favor.

**7:05 p.m. - KATHY JOUBERT, TOWN PLANNER**

- Approval/Execution of Property Deed for Smith Road.
- Approval/Execution of Property Deed for 445 Howard Street.

Approval/Execution of Property Deed for Smith Road

Ms. Joubert requested that the Board pass over this item as Town Counsel was not able to prepare the Smith Road property deed in time for tonight's meeting.

Approval/Execution of Property Deed for 445 Howard Street

Ms. Joubert requested the Board's approval of a property deed for 445 Howard Street for open space purposes. This particular parcel abuts Mount Pisgah property and will provide options for a new trail head at this location.

Selectman Pantazis moved the Board vote to approve and execute the Quitclaim Deed for 445 Howard Street as presented by Town Planner Kathy Joubert; Selectman Amberson seconded the motion; all members voted in favor.

**7:10 p.m. - MARK LEAHY, POLICE CHIEF**

Approval/Execution of Middlesex County Police Interagency Mutual Aid Agreement.

Police Chief Mark Leahy was present to request the Board's approval of a Massachusetts Interagency Mutual Aid Agreement. This agreement is constructed in the same manner as the Central Massachusetts Law Enforcement Council Police Mutual Aid Agreement that the department currently participates. The agreement has been reviewed by Town Counsel.

Chief Leahy noted that this agreement would grant the department with full police powers in every Middlesex County community who also signs onto the agreement. Fifty-one of the fifty-four communities in Middlesex County have adopted the agreement. The remaining three are in the process of doing so.

Selectman Pantazis moved the Board vote to approve the Middlesex County Police Interagency Mutual Aid Agreement as presented by Police Chief Mark Leahy and to authorize Chairman Rand to execute same on behalf of the Board; Selectman Rutan seconded the motion; all members voted in favor.

**REPORTS**Dawn Rand, Chairman

- Publicly announced the upcoming retirement of Fire Chief David Durgin on June 30, 2015. Thanked him for his outstanding service to the Town during his tenure as Fire Chief.

Jeff Amberson, Vice Chairman

- Thanked Chief Durgin for his service.

Leslie Rutan, Clerk

- Thanked Chief Durgin for his service.
- Noted her appreciation to the contractor in charge of the Route 20 paving project with how quickly the job is getting done.
- Requested an update on R&T Furniture. Mr. Coderre indicated that the owner of record has redeemed the property and has entered into a payment plan for property taxes. He added that the Building Inspector will continue to inspect the property to ensure that the structure is in compliance with all Building codes.

William Pantazis

- Thanked Chief Durgin for his service.

Jason Perreault

- Congratulated Chief Durgin and thanked him for his service.

John Coderre, Town Administrator

- Thanked Chief Durgin for his service.

**PUBLIC COMMENTS**

None.

**APPROVAL OF APPLICATIONS FROM PACKAGE STORE LICENSEES TO SELL ALCHOLIC BEVERAGES BEGINNING AT 10AM ON SUNDAYS**

Mr. Coderre informed the Board that effective October 23, 2014, package stores will be permitted to sell alcoholic beverages beginning at 10:00 a.m. on Sundays in accordance to recent changes to MGL, Chapter 136, Section 6(52). Currently package stores are allowed to sell alcoholic beverages beginning at 12Noon on Sundays.

Selectman Amberson moved the Board vote to approve the applications from the following package stores allowing the sale of alcoholic beverages on Sundays to begin at 10:00 a.m. effective October 23, 2014:

BJ's Wholesale Club  
Bacon's Wine & Spirits of Northborough  
Country Discount Liquors  
Helen's Variety  
Honey Farms  
Northborough Liquors  
Wegmans

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

**EXECUTION OF VERIZON EASEMENT AT 211 MAIN STREET**

Attorney Daniel Klasnick was present on behalf of Verizon Wireless to request the Board's approval of an easement for the installation and operation of an underground gas line from Main Street to Verizon Wireless' equipment shelter. He stressed the importance of this easement is to ensure backup power at the cell tower site in the event that wireless services become disrupted due to the loss of electrical power.

Mr. Coderre added that the easement has been reviewed by Town Counsel and approved as to form.

Selectman Rutan moved the Board vote approve and execute the Easement to NSTAR Gas Company for premises located at 211 Main Street for the installation and operation of an underground gas line from Main Street to Verizon Wireless's equipment shelter; Selectman Amberson seconded the motion; all members voted in favor.

**DISCUSSION OF PRELIMINARY FREE CASH PLAN**

Mr. Coderre presented his preliminary FY2016 Free Cash Plan for consideration and use during the upcoming budget process. The FY2014 year-end Free Cash was certified at approximately \$3.9 million. This substantial Free Cash is a result of positive actual performance in both appropriations not spent as well as revenues realized in excess of the budget.

Mr. Coderre noted that revenues exceeded the FY2014 budget by \$1.52 million or 2.92%. Three sources account for 70% of this positive performance. Motor Vehicle Excise contributed over \$550,000, positive Property Tax Collections accounted for \$337,000 and Federal Storm Reimbursements were received in the amount of \$181,000. Expenditures returned were \$1.29 million or 2.54% of the FY2014 budget. The return of \$478,000 in Health Insurance and \$262,000 in Personnel appropriations accounted for 57% of the expenditure close outs to Free Cash. He added that our goal to keep year-end revenues and appropriations to within 2-3% of the operating budget was once again achieved.

Mr. Coderre added that unique to this year is the close to Free Cash of several accounts that were no longer necessary for their original intended purposes. These closed accounts provide a one-time increase in certified Free Cash and amounted to a total of \$1.05 million. The amounts closed were \$772,000 from Avalon Bay/ Loop Building Permit Fund, \$159,000 from Sidewalk Funds and \$116,000 from the Police Revolving Funds.

Mr. Coderre reported that the Town will be able to maintain an appropriation to the Reserve Account, continue to contribute the policy-targeted amount into the FY2016 Operating Budget, and once again pay cash for a significant portion of our upcoming capital needs.

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.

Members of the Board commended Mr. Coderre for his efforts in bringing forth such positive results.

**DISCUSSION OF FIRE CHIEF RECRUITMENT PROCESS**

Mr. Coderre thanked the Fire Chief for his service. Given the importance of this position and the Town's interest in conducting a thorough recruitment process to select the next Chief, Mr. Coderre recommended that the Board issue a Request for Proposals to engage a qualified professional consultant to conduct the search.

By agreement, the Board authorized Mr. Coderre to move forward with preparing an RFP, along with a potential timeline for the recruitment process.

**EXECUTION OF CEMETERY DEED A953**

Selectman Perreault moved the Board vote to execute Cemetery Deed A953; Selectman Pantazis seconded the motion; all members voted in favor.

**OTHER BUSINESS - STATE ELECTION WARRANT**

Selectman Perreault moved the Board vote to execute the Warrant for the November 4, 2014 State Election; Selectman Pantazis seconded the motion; all members voted in favor.

**ADJOURNMENT**

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

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

Documents used during meeting:

1. October 20, 2014 Meeting Agenda.
2. October 6, 2014 Meeting Minutes.
3. Information packet – National Grid Petition.
4. Information packet – Property Deed for 445 Howard Street.
5. Information packet – MA Interagency Mutual Aid Agreement.
6. Information packet – Sunday Sales for Package Stores.
7. Information packet – Verizon Easement at 211 Main Street.
8. Information packet – Preliminary Free Cash Plan.
9. Information packet – Fire Chief Recruitment Process.
10. Information packet – State Election Warrant.
11. Cemetery Deed.