

**BOARD OF SELECTMEN  
MEETING MINUTES – May 18, 2015**

7:10 p.m. - Selectmen's Meeting Room, 63 Main Street, Northborough, MA

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

\*Pledge of Allegiance

**APPROVAL OF MINUTES – APRIL 13, 2015 REGULAR MEETING**

Selectman Pantazis moved the Board vote to approve the meeting minutes of the April 13, 2015 regular meeting as submitted; Selectman Rutan seconded the motion. Vote 4-0-1 (Selectman Amberson abstained as he was not present at the meeting).

**APPROVAL OF MINUTES – APRIL 27, 2015 SPECIAL MEETING**

Selectman Amberson moved the Board vote to approve the meeting minutes of the April 27, 2015 special meeting as submitted; Selectman Rutan seconded the motion; all members voted in favor.

**7:00 p.m. - ELECTION OF OFFICERS**

Chairman

Nominations for Chairman were called by Town Clerk Andrew Dowd.

Selectman Pantazis moved the Board vote to nominate Selectman Amberson to the position of Chairman; Selectman Rutan seconded the motion. No other nominations were presented. Mr. Dowd closed the nominations for Chairman. The motion to nominate Selectman Amberson to the position of Chairman passed unanimously.

Vice Chairman

Nominations for Vice Chairman were called by Town Clerk Andrew Dowd.

Selectman Perreault moved the Board vote to nominate Selectman Rutan to the position of Vice Chairman; Selectman Pantazis seconded the motion. No other nominations were presented. Mr. Dowd closed the nominations for Vice Chairman. The motion to nominate Selectman Rutan to the position of Vice Chairman passed unanimously.

Clerk

Nominations for Clerk were called by Town Clerk Andrew Dowd.

Selectman Rutan moved the Board vote to nominate Selectman Pantazis to the position of Clerk; Selectman Amberson seconded the motion. No other nominations were presented. Mr. Dowd closed the nominations for Clerk. The motion to nominate Selectman Pantazis to the position of Clerk passed unanimously.

**7:05 p.m. - PUBLIC HEARING**

To consider Petition No. 1A0YJ1R from Verizon and Massachusetts Electric (NGrid) Companies to place one new jointly owned pole and relocate one existing jointly owned pole on Otis Street.

DPW Director Dan Nason informed the Board that Verizon and National Grid are requesting permission to install one (1) jointly-owned pole and to relocate one existing jointly-owned pole on the Northeasterly side of Otis Street at a point approximately two hundred forty-one (241) feet Northwesterly from the center line of Lawrence Street.

Mr. Nason indicated that these pole locations have been requested by the Town in order to provide adequate service for a contractor to install a new culvert on Otis Street.

No members of the public were present to speak. Chairman Amberson closed the public hearing.

Selectman Rutan moved the Board vote to approve and execute Petition #1A0YJ1R as presented by Verizon New England and Massachusetts Electric (National Grid) to place one new pole and relocate one existing pole on Otis Street; Selectman Pantazis seconded the motion; all members voted in favor.

**7:10 p.m. - KATHY JOUBERT, TOWN PLANNER**

Approval and Execution of Rawstron Conservation Restriction and Trail Easement as part of the Tri-Town Landscape Project.

Town Planner Kathy Joubert requested the Board's approval and execution of a Conservation Restriction and a Trail Easement pertaining to the Town's purchase of a 21.75 acre parcel of land located off Fawcett Orchard Road owned by William and Ann Rawstron. The Conservation Restriction will be held by both the Conservation Commission and Sudbury Valley Trustees and the Trail Easement will be conveyed to the Conservation Commission.

The acquisition of this property will allow the Trails Committee to build trails that will connect to the trails on the Town owned parcel located on Green Street and to the trails located on the Rawstron parcel off Green Street and Mentzer Avenue. This will provide several miles of trails in one central location.

Selectman Pantazis moved the Board vote to approve and execute the Conservation Restriction from William and Ann Rawstron to the Northborough Conservation Commission and Sudbury Valley Trustees, Inc. pursuant to Massachusetts General Laws, Chapter 184, Section 31-33 and Massachusetts General Laws, Chapter 40, Section 8C; Selectman Rand seconded the motion; all members voted in favor.

Selectman Perreault moved the Board vote to approve and execute the Trail Easement to the Northborough Conservation Commission pursuant to Massachusetts General Laws, Chapter 184, Sections 31-33; Selectman Rand seconded the motion; all members voted in favor.

**7:15 p.m. - MARK LEAHY, POLICE CHIEF**  
Recruitment and hiring process for Patrolmen and Sergeant's promotional process

Chief Leahy informed the Board that Officer Haglund's disability retirement has been approved and Officer Donahue is in the final stages of the selection process to become an FBI agent. He proposed that the hiring process for their replacements be the same process as two years ago, which will include a written exam conducted by an independent outside source, a physical agility test, an oral interview before a panel of department employees, including patrolmen, sergeants and civilian employees and a final interview with himself, Lieutenant Lyver and a member of the Board of Selectmen.

With Sergeant Bruce's upcoming retirement, Chief Leahy requested the Board's consideration to add an assessment center to the Sergeant promotional process. He stated that an assessment center, through its practical exercises, better captures the real-life abilities of the candidates. He recommended that he and a member of the Board of Selectmen continue to observe the interview testing phase in a non-participating role.

Following some discussion, the Board asked Chief Leahy to prepare a formal proposal, including a cost analysis for the Board's consideration at their next meeting.

## **REPORTS**

### Jason Perreault

- Volunteered as an overnight chaperone at the post prom party at New England Sports Center. Thanked the other volunteers who helped make this event such a success, especially Sue Distler who was the primary organizer.

### Dawn Rand

- Noted that the Memorial Day parade will be held on Monday, May 25<sup>th</sup> at 12:15pm.

### William Pantazis, Clerk

- Urged residents to come out and show their support at this year's Memorial Day parade.
- Congratulated Chairman Amberson on his re-election.
- Thanked Selectman Rand for her leadership as past Chair.
- Thanked those residents who voted in the Town's Annual Election.
- Noted that the Interview Committee met with applicants for the Cultural Council and Community Affairs Committee. See next page for appointments.

### Leslie Rutan, Vice Chairman

- Congratulated Chairman Amberson and Selectman Pantazis on their recent re-election.
- Thanked Selectman Rand for her leadership as past Chair.
- Thanked Diane Wackell for her efforts in producing the Town's Annual Report.

Leslie Rutan Report Cont. . .

- Thanked department heads and residents who attended the Annual Town Meeting. It was a very successful Town Meeting and it was interesting to see residents looking pleased at what was presented.
- Thanked Mr. Coderre for his efforts in working with the owner of the Old Town Hall to ensure that the scaffolding around the building was removed in a timely manner.
- Thanked everyone who participated in the Annual Town Clean-Up.
- Thanked Mr. Coderre and Kathy Joubert for their efforts in the removal of the Zem Han parking signs. She noted that any future signage in that location will require approval by the Board of Selectmen.
- On behalf of a resident who expressed concern about the condition of the Flag at Pierce and Hudson Streets, thanked Mr. Coderre and the DPW Department for replacing the flag immediately upon being notified.

Jeff Amberson, Chairman

- Urged residents to attend and show their support at the Memorial Day Parade.
- Thanked the election workers for their efforts during the Annual Town Election.
- Thanked Mr. Coderre, the department heads and the Police Department for their hard work behind the scenes, which made for a very successful Town Meeting.
- Thanked the Community Affairs Committee for their efforts in organizing this year's Annual Town Clean-up.
- Respectfully requested that residents not place yard sale or other signs near or around any of the war memorials.
- Noted that the light for the Flagpole at Ellsworth Square is out. Requested that it be replaced.

John Coderre, Town Administrator

- Announced the details of the Memorial Day Parade scheduled for May 25<sup>th</sup>.
- Thanked the Board of Selectmen and everyone else for the kind comments extended to himself and the department heads. Noted that this year's Annual Town Meeting marked the seventh consecutive year that the Budget received unanimous support from all involved committees.
- Announced that a groundbreaking ceremony for the Lincoln Street Building Project is scheduled for June 18<sup>th</sup> at 10am.

**APPOINTMENT TO THE CULTURAL COUNCIL**

Selectman Pantazis moved the Board vote to appoint Selvi Oyola to the Cultural Council for a three-year term; Selectman Rand seconded the motion; all members voted in favor.

**APPOINTMENT TO THE COMMUNITY AFFAIRS COMMITTEE**

Selectman Pantazis moved the Board vote to appoint Erin Rymer to the Community Affairs Committee for a three-year term; Selectman Rand seconded the motion; all members voted in favor. Note: Ms. Rymer withdrew her application following her appointment due to a family emergency.

**PUBLIC COMMENTS**

None.

**EXECUTION OF CEMETERY DEEDS A968, A969 & A970**

Selectman Rutan moved the Board vote to execute Cemetery Deeds A968, A969 & A970; Selectman Rand seconded the motion; all members voted in favor.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

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

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

Documents used during meeting:

1. May 18, 2015 Meeting Agenda.
2. April 13, 2015 Meeting Minutes.
3. April 27, 2015 Meeting Minutes.
4. Information packet – Pole Petition.
5. Information packet – Conservation Restriction and Trail Easement.
6. Information packet – Presentation on Hiring and Promotional Process.
7. Cemetery Deeds.