

**BOARD OF SELECTMEN
MEETING MINUTES – June 22, 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 – JUNE 8, 2015 REGULAR MEETING

Selectman Pantazis moved the Board vote to approve the meeting minutes of the June 8, 2015 regular meeting as submitted; Selectman Perreault seconded the motion. Vote 4-0-1 (Selectman Rutan abstained as she was not present at the meeting).

7:00 p.m. - HEARING

To consider an application for a Special One-Day License as submitted by Sherri Sadowski of Hopduvel Enterprises, Inc. d/b/a Armsby Abbey for premises located at 234 Ball Street.

Sherri Sadowski was present to request a One-Day Special Liquor License for a Armsby Abbey's 7th Anniversary Dinner to be held at Tougas Farm at 234 Ball Street on Sunday, August 9th between 3pm – 8pm.

The Fire Chief, Police Chief and Building Inspector have reviewed the application and recommend that it be approved with conditions.

Selectman Rutan moved the Board vote to approve the application for a Special One-Day License as submitted by Sherri Sadowski of Hopduvel Enterprises, Inc. for an event to be held at 234 Ball Street on Sunday, August 9, 2015 between 3pm – 8pm. Per the recommendation of the Alcoholic Beverages Control Commission, the license shall include a 24 hour period immediately before and a 24 hour period after the event in order to allow for the proper delivery and disposal of all alcoholic beverages prior to and immediately following the event. The License shall be subject to the following conditions:

1. Guests shall have identification on their person so that the servers know that they have been through the registration process and are 21 years or older.
2. Proper signage notifying guests that alcohol must be contained in the immediate serving area and cannot be brought across the public way.
3. A permit from the Fire Department is required for any use of liquid propane gas appliances.
4. A permit from the Building Department is required in the event that a tent will be needed.

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

SPECIAL ONE-DAY LICENSE HEARING CONT. . .

Following a request by the applicant, Selectman Rutan moved the Board vote to make an amendment to the original motion to include a 48 hour period rather than a 24 hour period immediately before the event in order to allow ample time for the delivery of the alcohol; Selectman Rand seconded the amended motion; all members voted in favor.

The applicant questioned whether or not he would be allowed to transport the alcohol following the event back to his restaurant – Armsby Abbey in Worcester. Ms. Wackell will pose this question to the Alcoholic Beverages Control Commission (ABCC).

Selectman Rutan moved the Board vote to make a second amendment to the original motion to include the condition that the license be granted providing that the question about transporting the alcohol back to Armsby Abbey be answered by the ABCC prior to the date of the event; Selectman Rand seconded the amended motion; all members voted in favor.

REPORTSJason Perreault

- Attended the Lincoln Street School Project Groundbreaking ceremony. Thanked everyone involved.

Dawn Rand

- No report.

William Pantazis, Clerk

- Noted that the Interview Committee met with an applicant for the Zoning Board of Appeals prior to tonight's meeting. See below for appointment.

Leslie Rutan, Vice Chairman

- Attended the Lincoln Street School Project Groundbreaking ceremony. Thanked everyone involved.
- Encouraged residents to sign up for Town News via the Town Website.
- Encouraged residents to volunteer on the various Boards, Committees and Commissions that have vacancies.
- Encouraged residents to consider donating to the Northborough Food Pantry, especially during the summer months when donations are few.

Jeff Amberson, Chairman

- No report.

John Coderre, Town Administrator

- No report.

APPOINTMENT TO THE ZONING BOARD OF APPEALS

Selectman Pantazis moved the Board vote to appoint Jeffrey Leland to the Zoning Board of Appeals for a two-year term; Selectman Rand seconded the motion; all members voted in favor.

PUBLIC COMMENTS

None.

NEDP MEMORANDUM OF UNDERSTANDING

Mr. Coderre informed the Board that the annual Memorandum of Understanding between the Town and Northborough Extended Day Program, Inc. is for the continued use of office space and facilities at the Town Hall. The updated MOU provides for a 3.7% increase in payment to the Town from \$19,669 in FY15 to \$20,400 in FY16 to reflect increased costs associated with use of the space, as well as the shared Administrative Assistant position.

Selectman Pantazis moved the Board vote to approve the FY16 annual Memorandum of Understanding between the Town and Northborough Extended Day Program, Inc. for the use of office space and facilities at the Town Hall and to authorize the Town Administrator to execute same; Selectman Rutan seconded the motion; all members voted in favor.

UPDATE REGARDING FIRE CHIEF RECRUITMENT PROCESS

Mr. Coderre updated the Board on the Fire Chief Recruitment Process. He reported that the RFP Selection Committee voted to award the consulting contract to Resource Management Associates (RMA) of Tinley Park, Illinois.

Mr. Coderre informed the Board that the consultants are currently vetting potential candidates for the Interim Fire Chief position. He proposed that the Board designate two members to work with the Assistant Town Administrator and himself to interview and reference check potential candidates with the goal of making an interim appointment at the Board's July 20th meeting. To date, six applications for the interim position have been received.

By consensus of the Board, Chairman Amberson and Selectman Rand will serve on the Interim Selection Committee.

Mr. Coderre recommended that the Board appoint Senior Fire Captain James Houston to serve as the Administrative Officer-In-Charge during any gap between the departure of Chief Durgin and the start of the interim Fire Chief.

Selectman Rand moved the Board vote to appoint Fire Captain James Houston as the Fire Department's Officer-in-Charge effective July 1, 2015 until such time as an Interim Chief is appointed; Selectman Rutan seconded the motion; all members voted in favor.

APPROVAL OF YEAR-END TRANSFERS

Mr. Coderre informed the Board that he anticipates closing the FY2015 Budget in a positive manner with the exception of a deficit in the FY2015 Snow & Ice Account. Due to the record-breaking snowfall this year, the total FY2015 deficit in the Snow & Ice Account amounted to \$283,653. The Snow & Ice Budget is based on a rolling six-year average of actual expenditures. The Appropriations Committee voted to transfer \$94,000 from the Appropriations Reserve Fund and \$119,653 from the Health Insurance Account.

APPROVAL OF YEAR-END TRANSFERS

Mr. Coderre informed the Board that by covering the Snow & Ice deficit within the current year appropriations, the need to roll the deficit into next fiscal year's tax rate is eliminated. He added that the overage this year is partially reduced by approximately \$70,000 due to anticipated reimbursements from FEMA that will be allowed to be accounted for in the FY2015 Budget.

In addition to the approval by the Appropriations Committee, Mr. Coderre indicated that the \$119,653 transfer from the Health Insurance Account requires a vote from the Board of Selectmen as well.

Selectman Perreault moved the Board vote to approve a FY2015 Year-End Transfer of \$119,653 from the Health Insurance Account to the Snow & Ice Account as requested by Town Administrator John Coderre; Selectman Rand seconded the motion; all members voted in favor.

APPROVAL OF WESTBOROUGH SPRINT TRIATHLON EVENT

Chief Leahy confirmed to the Board that Mark Walter of Sun Multisport Events, LLC has again requested permission to allow cyclists to ride through the Town of Northborough as part of the annual Westborough Sprint Triathlon. The event will begin and end in Westborough on the grounds of the State Hospital. The race starts at 8am and cyclists should be finished passing through Northborough by 9:30am on Sunday, August 16th.

The application has been reviewed and approved by Chief Leahy. The Fire Chief is also aware of the event and recommends approval with the condition that the applicant be required to schedule the presence of an ambulance and two fire department personnel during the timeframe that the cyclists are scheduled to run through town.

Selectman Pantazis moved the Board vote to approve a request from Mark Walter to allow the Westborough Sprint Triathlon to run through the Town of Northborough on August 16, 2015 with the condition that the applicant shall be responsible for the strict adherence to the agreed-upon plan with the Northborough Police Department, as well as any and all related expenses with regard to an EMS detail as required by the Fire Chief; Selectman Rutan seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

7:35 p.m. - EXECUTIVE SESSION

Selectman Perreault moved the Board vote to enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21, Subsection 3 (litigation) 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 Rand seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Rutan	“aye”
Rand	“aye”	Amberson	“aye”
Pantazis	“aye”		

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

ADJOURNMENT

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

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. June 22, 2015 Meeting Agenda.
2. June 8, 2015 Meeting Minutes.
3. Information packet – Hearing on Special One Day License.
4. Information packet – NEDP Memorandum of Understanding.
5. Information packet – Fire Chief Recruitment Process.
6. Information packet – Year-End Transfers.
7. Information packet – Westborough Sprint Triathlon.