

**BOARD OF SELECTMEN  
MEETING MINUTES – October 19, 2015**

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7:00 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 – SEPTEMBER 28, 2015 REGULAR MEETING**

Selectman Rand moved the Board vote to approve the meeting minutes of the September 28, 2015 regular meeting as submitted; Selectman Rutan seconded the motion; all members voted in favor.

**7:00 p.m. - MARK LEAHY – POLICE CHIEF**

Acceptance of Contribution to Public Safety Departments.

Police Chief Mark Leahy introduced Kevin and Erla Mallett of Whitney Street as long-time residents of Northborough who recently donated \$5,000 each to the police and fire departments.

Chief Leahy informed the Board that with the \$5,000 donation, the Police Department purchased three (3) new defibrillators. The three new units will be placed in primary response cars and will replace three of the original eight purchased with the 2008 donation from Nicholas-Michaels Spa.

Chief Harris informed the Board that with the \$5,000 donation, the Fire Department purchased two (2) carbon monoxide detectors that mount on the "first-in" ambulance bags; three (3) cordless SAWZALL reciprocating saws for the fire engines; and one (1) cordless portable blower for smoke extraction.

On behalf of the community, members of the Board thanked Kevin and Erla Mallett for their very generous gifts.

Selectman Rutan moved the Board vote to approve the acceptance of funds pursuant to Massachusetts General Laws, Chapter 44, Section 53A by the Police and Fire Departments for the purpose of expending said monies to purchase equipment and to authorize Police Chief Mark Leahy and Interim Fire Chief Richard Harris to execute same; Selectman Pantazis seconded the motion; all members voted in favor.

**7:10 p.m. - KAIR TUCKER – COMMUNITY AFFAIRS COMMITTEE  
KIMBERLY REED – PURPLE ROSE**  
Presentation on 2015 Holiday Trolley Program.  
Request to Close Blake Street.

Community Affairs Committee member Kair Tucker and Kimberly Reed of the Purple Rose were present to announce that the 10<sup>th</sup> Annual Holiday Trolley program will be held on December 5<sup>th</sup> from 12pm – 5pm. The tree lighting ceremony at the Neil Ellsworth Evergreen tree on Blake Street is scheduled for 5pm that same evening. Two trolleys will be operating this year with planned stops to those businesses who are participating in this year's event. Additional information can be found at [northboroholidaytrolley.com](http://northboroholidaytrolley.com).

Ms. Tucker added that a letter was mailed to Blake Street business owners inviting them to participate in the tree lighting ceremony. No concerns from the business owners have been expressed with the street being closed during the tree lighting ceremony.

Selectman Rand moved the Board vote to authorize the operation of the Holiday Trolley on December 5, 2015 from 11:30am to 5:30pm and to authorize the proposed trolley stop locations; Selectman Rutan seconded the motion; all members voted in favor.

Selectman Rand moved the Board vote to close Blake Street on December 5, 2015 from 4:30pm to 6:15pm for the tree lighting ceremony; Selectman Pantazis seconded the motion; all members voted in favor.

**7:15 p.m. - PUBLIC HEARING**  
To consider an application to amend the Fuel Storage License at 7 Belmont Street as submitted by Creative Realty, LLC.

Aaron Cutler of Petro Realty was present to request the Board's approval to amend the existing fuel storage license for premises located at 7 Belmont Street by adding one additional underground tank for the storage of 4,000 gallons of diesel fuel to the current licensed storage of 20,000 gallons of gasoline in two existing underground tanks.

Mr. Cutler informed the Board that the reason for the amendment is to update their fuel offering to include diesel gasoline in response to current consumption trends. He added that the new tank will be made of double wall fiberglass and will be a state-of-the-art storage system with all the available safety features.

Interim Fire Chief Harris indicated that he has met with the applicant and has no concerns to report. He recommended that the application to amend the existing fuel storage license be approved with the following conditions: 1) must maintain valid license, maintain service and test existing fire alarm system and fuel island suppression system and 2) installation of new UST alteration/addition of piping and fuel dispensers per 527 CMR 1.00 and 310 CMR 80.00.

**PUBLIC HEARING CONT. . .**

Selectman Pantazis moved the Board vote to approve the application of Creative Realty, LLC to amend the existing fuel storage license for premises located at 7 Belmont Street by adding one additional underground tank for the storage of 4,000 gallons of diesel fuel to the current licensed storage of 20,000 gallons of gasoline in two existing underground tanks with the following conditions:

1. Must maintain valid license, maintain service and test existing fire alarm system and fuel island suppression system.
2. Installation of new UST alteration/addition of piping and fuel dispensers per 527 CMR 1.00 and 310 CMR 80.00.

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

**7:25 p.m. - ANDREW DOWD, TOWN CLERK**  
Approval for use of New Voting Equipment.

Town Clerk Andrew Dowd was present to request the Board's approval for the use of new voting equipment. Funding for the purchase of the new voting equipment was previously approved by Town Meeting.

Mr. Dowd informed the Board that the existing voting equipment is approximately 20 years old and well beyond its projected life expectancy. The new voting equipment utilizes the most current optical scan technology and has gone through a rigorous certification process by both State and Federal Agencies. Pursuant to MGL 30B, quotes from the two authorized voting equipment vendors were obtained. The equipment will be purchased from the lowest bidder, Elections Systems & Software.

Selectman Perreault moved the Board vote to approve the use of new voting equipment, DS200 Precinct Scanner, beginning at the Presidential Primary Election on March 1, 2016 and discontinue the use of the current voting equipment, Optech III-P Eagle Precinct Scanner; Selectman Pantazis seconded the motion; all members voted in favor.

**7:30 p.m. - NORM CORBIN – HISTORIC DISTRICT COMMISSION**  
**KATHLEEN POLANOWICZ, DISTRICT DIRECTOR**  
**FOR CONGRESSMAN JIM McGOVERN**  
Status Update on White Cliffs Mansion at 167 Main Street.

Historic District Commission Member Norm Corbin was present along with Kathleen Polanowicz, District Director for Congress Jim McGovern. Mr. Corbin provided a brief overview of the history of the White Cliffs Mansion. Ms. Polanowicz recognized Michael Durkin, the real estate agent for the property. Together Mr. Corbin and Ms. Polanowicz made a presentation on the activities to date. Points discussed were the use of CPA funds to conduct a best use analysis study, which determined that the building would be ideal for commercial office space and high quality event space for meetings and special events. CPA funds also provided for re-application to the Massachusetts Historical Commission for reconsideration of placing the building on the National Registry of Historic Places.

**STATUS UPDATE ON WHITE CLIFFS MANSION CONT. . .**

This would potentially open the door for additional CPC funding to help refurbish the building to improve its historical attributes. Ms. Polanowicz also reviewed the efforts to date involving both state and federal agencies that could aid a potential buyer in preserving the building.

Ms. Polanowicz reiterated that the goal for all involved is to conduct an orderly and informed process to determine and focus on the best use of the property. Members of the Board thanked Mr. Corbin and Ms. Polanowicz, as well as everyone else that has been involved in the process.

From the audience, Michael Durkin added that the owner has been aggressively marketing the sale of this property for over a year now. He thanked everyone for their collaborative efforts.

**8:00 p.m. - KATHY JOUBERT, TOWN PLANNER**

Approval/Execution of Department of Housing and Community Development (DHCD) Regulatory Agreement for Local Action Units.

Town Planner Kathy Joubert indicated that she is in the process of applying to the Department of Housing and Community Development (DHCD) under the local initiative program to list the four units at 1 Centre Drive on the Subsidized Housing Inventory pursuant to Chapter 40B. This opportunity is available as these units were created by the Northborough Affordable Housing Corporation using CPA funds.

Ms. Joubert stated that the Board's action tonight is to agree to submit the application. She will come back before the Board at a future meeting with the Regulatory Agreement for the Board's final execution, which would permanently add these units to the Town's official listing of affordable housing.

Selectman Rand moved the Board vote to approve and execute the Department of Housing and Community Development's Local Action Units application under the Local Initiative Program to include four affordable senior units at 1 Centre Drive as presented by Town Planner Kathy Joubert; Selectman Perreault seconded the motion; all members voted in favor.

**REPORTS**Jason Perreault

- No report.

Dawn Rand

- No report.

William Pantazis, Clerk

- Noted that the Interview Committee met with candidates for the Community Affairs Committee. See next page for appointment.

Leslie Rutan, Vice Chairman

- Noted that the PTO still has recycling bins at each of the schools as a fundraising effort. It's become a friendly competition between the schools to see who can collect the most amount of recyclables.
- Welcomed new businesses to Northborough and thanked them for choosing our community.
- Announced that the Scout for Food Drive will be held on Saturday November 7<sup>th</sup> in support of the Northborough Food Pantry.
- Noted that the Lincoln Street School Renovation Addition project continues to move forward on budget and ahead of schedule. Noted how pleased she is with the contractor's work.

Jeff Amberson, Chairman

- Announced that the Grand Re-Opening of the Assabet Valley Regional High School will be held on Saturday, October 24<sup>th</sup> at 9am.

John Coderre, Town Administrator

- Announced that the new Library Director is hosting an Open House at the Library on Thursday, October 22<sup>nd</sup> between 5:30-7pm.

**APPOINTMENT TO THE COMMUNITY AFFAIRS COMMITTEE**

Selectman Pantazis moved the Board vote to appoint Sandra Coombs to the Community Affairs Committee for a partial three-year term; Selectman Rand seconded the motion; all members voted in favor.

**PUBLIC COMMENTS**

None.

**DISCUSSION OF PRELIMINARY FREE CASH PLAN**

Mr. Coderre presented his preliminary FY2017 Free Cash Plan for consideration and use during the upcoming budget process. The FY2015 year-end Free Cash was certified at approximately \$3.2 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 FY2015 budget by \$990,915 or 1.91% and expenditures returned were \$919,692 or 1.68% of the FY2015 budget. Also contributing to the Free Cash Balance were other items unique to this year, resulting in a net increase of \$456,640. The most significant component was the Board of Assessors vote to release excess overlay funds from prior years. The Town's goal of keeping year-end revenues and appropriations to within 2-3% of the operating budget was once again achieved.

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 FY2017 Operating Budget, and once again pay cash for a significant portion of our upcoming capital needs.

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

Following a review of the preliminary Free Cash plan, Mr. Coderre was pleased to note that the Town's bond rating was upgraded to Aa1 during FY2016 due to the Town's appropriate level of financial reserves and disciplined implementation of its financial policies.

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

**EXECUTION OF CEMETERY DEEDS A978 & A979**

Selectman Perreault moved the Board vote to execute Cemetery Deeds A978 & A979; Selectman Rand seconded the motion; all members voted in favor.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

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

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

Documents used during meeting:

1. October 19, 2015 Meeting Agenda.
2. September 28, 2015 Meeting Minutes.
3. Memorandum – Contribution to Public Safety Departments.
4. Information packet – Holiday Trolley Program.
5. Information packet – Public Hearing – Fuel Storage.
6. Information packet – Approval of New Voting Equipment.
7. Information packet – White Cliffs Update.
8. Information packet – DHCD Regulatory Agreement for Local Action Units.
9. Memorandum – Preliminary Free Cash Plan.
10. Cemetery Deeds.