

**BOARD OF SELECTMEN
MEETING MINUTES – December 14, 2015**

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 – NOVEMBER 23, 2015 REGULAR MEETING

Selectman Rand moved the Board vote to approve the meeting minutes of the November 23, 2015 regular meeting as submitted; Selectman Rutan seconded the motion; all members voted in favor.

7:00 p.m. - BILL FRAHER, INDEPENDENT TOWN AUDITOR
Presentation on FY2015 Audit Report.

Bill Fraher, CPA made a presentation to the Board on the completed Final Audit Report for FY2015. In summary, the Town continues to be in a strong overall financial position. Mr. Fraher credited the Town's adoption and adherence to comprehensive financial policies, especially the Free Cash and Debt Policies.

Mr. Fraher reviewed his Management Letter comments, which detailed a clean audit with no material weaknesses or significant deficiencies being found. A brief discussion followed the presentation on the total OPEB Liability, where the Town was praised for its efforts in making its first annual contribution of \$500,000 to the OPEB Trust Fund in FY2015.

Mr. Coderre stressed how pleased he is with receiving another positive Audit Report. He publicly acknowledged the efforts of the Finance Team, especially Town Accountant Jason Little. He also thanked the Appropriations Committee and Financial Planning Committee for their continued support of the Town's comprehensive fiscal policies.

7:15 p.m. - JOHN CODERRE, TOWN ADMINISTRATOR
Presentation of the Town's Sixth Consecutive Government Finance Officers Association Distinguished Budget Award for FY2016.

Mr. Coderre announced that the Town recently received its sixth consecutive Distinguished Budget Presentation Award for its Fiscal Year 2016 Budget from the Government Finance Officers Association of the United States and Canada (GFOA). The award represents a significant achievement by the Town. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting.

GFOA AWARD PRESENTATION CONT. . .

Mr. Coderre noted that only 17 other municipalities in MA achieved this award for FY2015 (the complete list for FY2016 was not yet available), adding that many of the newest award winners in MA are communities that were either assisted by Northborough or introduced to GFOA best practices at one of the state-wide training sessions taught by Northborough.

Following a brief presentation, Mr. Coderre thanked the Department Heads and staff, especially the efforts of the Financial Team, which consists of Finance Director June Hubbard-Ward, Town Accountant Jason Little and Assistant Town Administrator Kim Foster. Members of the Board congratulated Mr. Coderre and his staff on this significant achievement.

7:35 p.m. - KELLY BURKE, SENIOR CENTER DIRECTOR
Informational Presentation on local initiative to create a
“Dementia Friendly Community”.

Senior Center Director Kelly Burke was present along with Christine Alessandro, Executive Director of BayPath Elder Services. Council on Aging Chair Adrienne Cost was also present in the audience. Ms. Burke and Ms. Alessandro presented the goals of an important initiative to make Northborough a “Dementia Friendly Community”. Ms. Burke informed the Board that she will be working collaboratively with BayPath Elder Services and the communities of Marlborough and Hudson to create Action Teams to be comprised of individuals with various roles in each of the communities. The Action Teams will conduct surveys to determine what the needs of each of the communities are.

Following some questions and comments from members of the Board, Ms. Burke announced that a Community Education Meeting will be held on Tuesday, January 12, 2016 at the Senior Center.

7:45 p.m. - DAN NASON, DPW DIRECTOR
Execution of Deed/Conveyance of Property
306 Southwest Cutoff – Sanitary Sewer Pump Station.

DPW Director Dan Nason reminded the Board that the April 2015 Annual Town Meeting voted to accept the parcel of land and associated structures located at 306 Southwest Cutoff. This property contains the Southwest Cutoff sanitary sewer pump station and appurtenances and is being granted to the Town by Equity One JV Sub Northborough, LLC. Mr. Coderre added that the Deed has been reviewed and approved by Town Counsel as to form.

Selectman Rutan moved the Board vote to approve and execute the Quitclaim Deed as presented by DPW Director Daniel Nason for the conveyance of property and associated structures located at 306 Southwest Cutoff pursuant to Article 38 of the April 27, 2015 Annual Town Meeting; Selectman Pantazis seconded the motion; all members voted in favor.

REPORTS

Jason Perreault

- Attended the Tree Lighting ceremony on December 5th. Thanked everyone who participated and planned the event. Recognized Mary Kate Ellsworth for her rendition of the Star Spangled Banner.
- Recommended that the Board consider closing Town Offices at 12 noon on Christmas Eve, Thursday, December 24 to allow non-essential employees time to spend the Holidays with their families. See motion below.

Dawn Rand

- Attended the Holiday Trolley and Tree Lighting ceremony. Thanked everyone who coordinates this event each year.
- Thanked Mr. Coderre for his efforts to ensure that the public understands that when utilizing the hiking trails throughout town, dogs must be leashed and picked up after. Mr. Coderre added that the Animal Control Officer will patrol the problem areas to help educate hikers.

William Pantazis, Clerk

- No report.

Leslie Rutan, Vice Chairman

- Attended the Holiday Trolley and Tree Lighting ceremony. Thanked everyone who participated and planned the event.
- Thanked DPW Director Dan Nason and his staff for their efforts in the resurfacing projects throughout town during the 2015 calendar year.
- Reminded the public that donations for the Toys for Tots are due by December 16th.

Jeff Amberson, Chairman

- Thanked everyone who coordinated and attended the annual Tree Lighting Ceremony.

John Coderre, Town Administrator

- Announced that a joint meeting between the Board of Selectmen, the Appropriations Committee and the Financial Planning Committee will be held on December 17th at 7pm at the Library, at which time the annual presentation of the Financial Trend Monitoring System will be made.

CHRISTMAS HOLIDAY SCHEDULE

Selectman Perreault moved the Board vote to close Town Offices at 12 noon on Christmas Eve, Thursday, December 24 to allow non-essential employees time to spend the Holidays with their families; Selectman Rand seconded the motion; all members voted in favor.

PUBLIC COMMENTS

None.

RENEWAL OF SELECTMEN'S LICENSES FOR THE 2016 CALENDAR YEAR

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. All are in compliance with both Municipal and State codes and regulations with the exception of JJ's Sports Bar & Grill who has been given a compliance deadline of February 15, 2016.

Selectman Pantazis moved the Board vote to approve the renewal of the annual licenses by the Board of Selectmen for the calendar year 2016 as indicated on the "2016 License Renewals List", as all are in compliance with both Municipal and State codes and regulations with the exception of J.J.'s Sports Bar & Grill who has been given a compliance deadline of February 15, 2016; Selectman Rutan seconded the motion; all members voted in favor.

EXECUTION OF REGULATORY AGREEMENT FOR LOCAL ACTION UNITS AT 1 CENTRE DRIVE

At the October 19, 2015 Meeting, the Board agreed to submit an application 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 was available as these units were created by the Northborough Affordable Housing Corporation using CPA funds.

Mr. Coderre indicated that the Regulatory Agreement before the Board for their approval and execution this evening is the final step to permanently add these units to the Town's official listing of affordable housing.

Selectman Pantazis moved the Board vote to approve and execute the Regulatory Agreement for Local Action Units at 1A -1D Centre Drive as submitted by Town Planner Kathy Joubert; Selectman Rutan seconded the motion; all members voted in favor.

DISCUSSION OF FIRE CHIEF RECRUITMENT

Chairman Amberson reviewed the Fire Chief Recruitment process to date. Each member commented on their top candidate, which by consensus was candidate David Parenti.

Selectman Rand moved the Board vote to authorize the Town Administrator to enter into discussions with Fire Chief candidate David Parenti subject to completion of a full background check and final approval by the Board; Selectman Rutan seconded the motion; all members voted in favor.

MEETING SCHEDULE FOR JANUARY – APRIL

The Board agreed to set the following meeting schedule for January through April 2016 as follows: January 11 & 25; February 8 & 22; March 14 & 28; April 11 and April 25 (Town Meeting).

EXECUTION OF CEMETERY DEEDS A982 & A983

Selectman Perreault moved the Board vote to execute Cemetery Deeds A982 & A983; Selectman Pantazis seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

8:10 p.m. - EXECUTIVE SESSION

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

Meeting adjourned at 8:25p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. December 14, 2015 Meeting Agenda.
2. November 23, 2015 Meeting Minutes.
3. Information packet – FY2015 Audit Report.
4. Information packet – GFOA Budget Award.
5. Information packet – Dementia Friendly Community.
6. Information packet – Execution of Deed for 306 Southwest Cutoff.
7. Information packet – License Renewals for 2016 Calendar Year.
8. Information packet – Regulatory Agreement for Local Action Units.
9. Information packet – Fire Chief Recruitment.
10. Memorandum – Meeting Schedule for January through April.
11. Cemetery Deeds.