

**BOARD OF SELECTMEN  
MEETING MINUTES – March 28, 2016**

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

**APPROVAL OF MINUTES – MARCH 14, 2016 REGULAR MEETING**

Selectman Rand moved the Board vote to approve the meeting minutes of the March 14, 2016 regular meeting as submitted; Selectman Pantazis seconded the motion; all members voted in favor.

**7:00 p.m. - JOINT PUBLIC HEARING WITH APPROPRIATIONS COMMITTEE**

FY2017 Proposed Budget.

Present for the Appropriations Committee were Chair Elaine Kelly and members Janice Hight, Richard Nieber and Anthony Poteete.

Also present in the audience were Finance Director June Hubbard-Ward and Town Accountant Jason Little.

Chairman Kelly called the meeting of the Appropriations Committee to order.

Mr. Coderre presented the FY2017 proposed Budget, which included the latest information available regarding revenue projections and departmental expenditure requests. The FY2017 Operating Budget for all funds, including General Government, Northborough K-8, Regional High School, Assabet Valley Regional High School and Special Warrant Articles is \$65,396,901 or a 4.43% increase over FY2016. This includes one-time pay-as-you-go capital expenditures, a one-time contribution to the Stabilization Fund and the new debt service for the voter approved Lincoln Street School project.

The General Government Highlights of the FY2017 Budget include the following:

- All non-school collective bargaining agreements are currently in negotiations.
- Total personnel is up 3.1 full-time employees, including a new Police Officer and a new Firefighter/Paramedic, both mid fiscal year, in accordance with the recently completed public safety staffing studies.
- Health Insurance Budget increases only 3% with negotiated plan design changes.
- Includes a \$500,000 appropriation into the State Pension Reserves Investment Trust Fund in accordance with the OPEB funding plan.
- Pavement Management Plan combined FY2017 funding target of \$1.1M is reached.
- FY2017 estimated tax impact of \$272 on the average single family home valued at \$398,960. Estimate is based on current values – some residential values may increase.

The proposed budgets for the key departments are estimated to increase as follows:

- Northborough K-8 Schools increase \$768,304 or 3.5% to \$22,719,843
- General Government (Town) increases \$680,971 or 3.5% to \$20,137,277
- Assabet Valley Vocational HS Operating Assessment decreases by \$180,118, or 20.74% to \$688,313 as enrollment declines by 13 students
  - Debt service associated with the recently completed renovation project increases from \$15,006 to \$192,135
  - Net effect of the combined Operating Assessment and new debt service is an overall decrease of \$2,989
- Algonquin Operating Assessment increases \$656,800 or 6.97% to \$10,078,475 due to increased enrollment
  - The debt for ARHS increases by \$4,713, or 0.72% to \$661,206

In summary, the FY2017 Budget was developed in conformance with the goals and objectives of the Town's comprehensive financial policies and is balanced within the confines of Proposition 2½. It supports core departmental services and missions, protects long-run solvency by addressing unfunded liabilities, invests in equipment, facilities and infrastructure.

Following several questions and comments from members of the Board of Selectmen and the Appropriations Committee, Mr. Coderre thanked the members of the Financial Team – Assistant Town Administrator Kimberly Foster, Finance Director June Hubbard-Ward and Town Accountant Jason Little. Members of the Board expressed their appreciation to Mr. Coderre and the Financial Team as well.

At 7:55 p.m., the Appropriations Committee adjourned from the Joint Public Hearing.

**7:55 p.m. - MARK LEAHY, POLICE CHIEF**  
Appointment of Police Officer.

Chief Leahy asked the Board to pass over the Police Officer appointment as the recommended candidate withdrew his application from further consideration.

**7:55 p.m. - RICK LEIF - NORTHBOROUGH AFFORDABLE HOUSING CORP**  
Consideration of NAHC Proposal to spend CPA Funds for the acquisition of properties located 33-35 and 37-39 Main Street for the creation of affordable housing.

Rick Leif from the Northborough Affordable Housing Corporation (NAHC) was present along with Tim Firment from Habitat for Humanity MetroWest/Greater Worcester. The president of NAHC and the property owners (TriCo, Inc., a subsidiary of Trinity Church) were also present.

Mr. Leif provided a brief overview of the NAHC proposal for 33-35 and 37-39 Main Street to date. In summary, the NAHC is working with Habitat for Humanity to renovate and restore these historic homes and in turn provide four units of affordable housing.

**NAHC PRESENTATION CONT. . .**

Mr. Leif informed the Board that the Community Preservation Committee voted to support the release of \$400,000 for the acquisition and renovations of 33-35 and 37-39 Main Street, as part of the \$500,000 appropriated to the NAHC at the 2015 Annual Town Meeting and the Board is being asked to do the same.

The next step would be for NAHC to purchase the properties from TriCo and donate them to Habitat for Humanity who would then complete the renovations and market the units to eligible low-income families.

Following several questions and comments from members of the Board, Mr. Firment reviewed the scope of the proposed renovations for the two buildings. Town Planner Kathy Joubert assured the Board that as the project progresses, regular updates will be provided to the Board.

Selectman Rand moved the Board vote to approve \$400,000 to be released to the Northborough Affordable Housing Corporation for the acquisition and support of the renovations of properties located at 33-35 and 37-39 Main Street for the creation of affordable housing pursuant to Article 57 of the 2015 Annual Town Meeting; contingent upon the Town Administrator's successful execution of a contract with the Corporation; Selectman Pantazis seconded the motion; all members voted in favor.

**REPORTS**Jason Perreault

- No report.

Dawn Rand

- No report.

William Pantazis, Clerk

- No report.

Leslie Rutan, Vice Chairman

- Spoke about the success of the Northborough Food Pantry and encouraged residents to continue to donate.
- Noted that volunteers are needed for the various Town Boards, Committees and Commissions.

Jeff Amberson, Chairman

- No report.

John Coderre, Town Administrator

- Informed the Board that the Snow & Ice Account has a current balance of approximately \$44,000.

**PUBLIC COMMENTS**

None.

**APPROVE/EXECUTE WARRANT FOR ANNUAL TOWN MEETING**

Selectman Rand moved the Board vote to approve and execute the Warrant for the April 25, 2016 Annual Town Meeting as amended; Selectman Pantazis seconded the motion; all members voted in favor.

**APPROVE/EXECUTE WARRANT FOR ANNUAL TOWN ELECTION**

Selectman Rand moved the Board vote to approve and execute the Warrant for the May 9, 2016 Annual Town Election as amended; Selectman Rutan seconded the motion; all members voted in favor.

**OTHER BUSINESS – WHITE CLIFFS MANSION**

Mr. Coderre spoke in reference to an article included on the 2016 Annual Town Meeting Warrant to provide funds to purchase the White Cliffs Mansion and preserve it while the Community Preservation Committee investigates viable long-term preservation options. He informed the Board that the owner of the White Cliffs is requiring a \$5,000 payment to cover the period between now and Town Meeting in exchange for providing access to the property and for not removing any inventory or damaging anything to the building itself. As there is no legal mechanism for using the CPC administrative funds for this purpose, he is requesting that the Board establish a White Cliffs Preservation Donation Fund.

Selectman Rutan moved the Board vote to establish a White Cliffs Preservation Donation Fund pursuant to Section 53A of Chapter 44 of the General Laws and any other enabling authority for the purpose of accepting donations of funds to be used for the Town's efforts toward preserving the property known as White Cliffs and located at 167 Main Street including the building and structures thereon and the associated furnishings, equipment and any other personal property; Selectman Pantazis seconded the motion; all members voted in favor.

Selectman Rutan moved the Board vote to accept, on behalf of the Town and pursuant to Section 53A of Chapter 44 of the General Laws and any other enabling authority, an anonymous donation to the Town in the amount of \$5,000, to be deposited into the White Cliffs Preservation Donation Fund and to be used to pay the costs associated with reserving and maintaining the Town's rights to negotiate for purchase of the White Cliffs property at 167 Main Street until such time as the Town may vote, at the 2016 Annual Town Meeting, to appropriate funds for the purpose of acquiring and preserving the White Cliffs property; Selectman Pantazis seconded the motion; all members voted in favor.

Selectman Rutan moved the Board vote to authorize the Town Administrator to work with Town Counsel to negotiate an agreement or arrangement with the owner of the White Cliffs property at 167 Main Street for the suspension of demolition and property removal activities until such time as the Town may vote, at the 2016 Annual Town Meeting, to appropriate funds for the purpose of acquiring and preserving the property, such agreement or arrangement to include the Town's right of access to the property for assessment and evaluation in connection with such an acquisition and such other terms as the Town Administrator determines necessary or appropriate; Selectman Pantazis seconded the motion; all members voted in favor.

**ADJOURNMENT**

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

Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

Documents used during meeting:

1. March 28, 2016 Meeting Agenda.
2. March 14, 2016 Meeting Minutes.
3. Information packet – Joint Public Hearing with Appropriations Committee.
4. Memorandum – Appointment of Police Officer.
5. Information packet – NAHC Proposal to Spend CPA Funds.
6. Annual Town Meeting Warrant.
7. Annual Town Election Warrant.
8. Other Business – White Cliffs Preservation Donation Fund.