

**BOARD OF SELECTMEN
MEETING MINUTES – May 16, 2016**

7:00 p.m. - Selectmen's Meeting Room, 63 Main Street, Northborough, MA

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

*Pledge of Allegiance

APPROVAL OF MINUTES – APRIL 11, 2016 REGULAR MEETING

Selectman Rand moved the Board vote to approve the meeting minutes of the April 11, 2016 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 25, 2016 SPECIAL MEETING

Selectman Rand moved the Board vote to approve the meeting minutes of the April 25, 2016 special meeting as submitted; Selectman Rutan seconded the motion; all members voted in favor.

APPROVAL OF MINUTES – MAY 2, 2016 SPECIAL MEETING

Selectman Rand moved the Board vote to approve the meeting minutes of the May 2, 2016 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 Rutan moved the Board vote to nominate Selectman Pantazis to the position of Chairman; Selectman Amberson seconded the motion. No other nominations were presented. Mr. Dowd closed the nominations for Chairman. The motion to nominate Selectman Pantazis to the position of Chairman passed unanimously.

Vice Chairman

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

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

Clerk

Nominations for Clerk were called by Town Clerk Andrew Dowd.

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

7:05 p.m. - RICK LEIF – NORTHBOROUGH AFFORDABLE HOUSING CORPORATION (NAHC)

Request for letter of support for the comprehensive permit application and request for waiver of fees related to the construction of affordable housing by the NAHC and Habitat for Humanity for property located at 33-35 and 37-39 Main Street.

Letter of Support

Rick Leif was present on behalf of the Northborough Affordable Housing Corporation (NAHC) along with Tim Firment from the Habitat for Humanity MetroWest/Greater Worcester. Both are working together to create four affordable housing units at property located at 33-35 and 37-39 Main Street. Mr. Leif informed the Board that the comprehensive permit process with the Zoning Board of Appeals requires an application to the MA Department of Housing and Community Development's Local Initiative Program (LIP). A requirement of the LIP Program application is that a letter of support be included from the Board of Selectmen.

Selectman Amberson moved the Board vote to send a letter to the Department of Housing & Community Development (DHCD) in support of the creation of affordable housing units at 33-35 and 37-39 Main Street by the Habitat for Humanity MetroWest/Greater Worcester and to execute the required DHCD Application for a Comprehensive Permit Project as requested by Town Planner Kathy Joubert; Selectman Rutan seconded the motion; all members voted in favor.

Request to Waive Fees

Mr. Leif requested that the Board waive the fees associated with the construction of affordable housing by the NAHC and Habitat for Humanity for property located at 33-35 and 37-39 Main Street. Mr. Coderre informed the Board that the total fees to be waived are approximately \$2500 to \$3000. This estimate does not include any fees associated with the Water & Sewer Enterprise Funds.

Selectman Amberson moved the Board vote to approve the request from Northborough Affordable Housing Corporation to waive the fees associated with the construction of affordable housing units at 33-35 and 37-39 Main Street with the exception of the fees associated with the Water & Sewer Enterprise Funds; Selectman Rutan seconded the motion; all members voted in favor.

REPORTS

Jason Perreault

- Congratulated Selectman Rutan on her recent re-election to the Board. Congratulated all other elected officials as well.

Leslie Rutan, Vice Chairman

- Thanked those who voted in the Annual Town Election. Reminded residents that the Annual Town Election will take place on the second Tuesday of May beginning in 2017.
- Thanked Selectman Amberson for his service to the Board as Chair.
- Spoke about a recent letter to the editor about the quality of the trash bags. The concern raised is with the quality of the bags being inconsistent. Mr. Coderre stated that he will bring this concern to the Town Engineer and will report back to the Board. In the meantime, if a resident purchases bags that are not functioning properly, they should contact the Engineering Department for a replacement.
- Acknowledged the incredible work by the Assabet Valley Technical High School to the pavilion and the gazebo at the Ellsworth MacAfee Park on Route 135. Mr. Coderre echoed her comments and indicated that the work will be completed in time for the summer concert series and the 250th Family Fun Day scheduled in August.
- Reminded drivers to stop for pedestrians at crosswalks throughout town.

Jeff Amberson, Chairman

- Congratulated Selectman Rutan on her recent re-election to the Board.
- Noted the resignation of Barbara Virgil from the Board of Library Trustees. Requested that an appreciation letter be sent on behalf of the Board.

Dawn Rand

- Thanked the 250th Historical Trolley Tour Committee and the Northborough Historical Society for their efforts in planning the Historical Trolley Tour on May 15th in an honor of Northborough 250th Anniversary. The event was a great success and hopefully another tour will be planned for the Fall.
- Received a letter from someone expressing concern with the number of dogs being off leash on the trails near Carney Park. Mr. Coderre indicated that signs are located on trails throughout town stating that dogs must be picked up after. In an effort to be consistent, he will look into updating the signage at all trails to include the language that dogs should be on a leash at all times.
- Congratulated Selectman Rutan on her recent re-election to the Board.

William Pantazis, Clerk

- Congratulated Selectman Rutan on her recent re-election to the Board.
- Thanked everyone, including the poll workers for their efforts during the Annual Town Election. Spoke about the low voter turnout and encouraged residents to vote.
- Noted that the Annual Memorial Day parade will take place on May 30th. Following the parade, the Unitarian Church will host a 250th concert on the Church lawn.

John Coderre, Town Administrator

- No report.

PUBLIC COMMENTS

None.

DETERMINATION OF DISCLOSURE OF FINANCIAL INTEREST BY NON-ELECTED MEMBER OF THE COMMUNITY PRESERVATION COMMITTEE

Mr. Coderre informed the Board that Andrew Clark, a member of the Community Preservation Committee has submitted a Determination of Disclosure Form for the Board's consideration. Mr. Clark is the owner of Expose Signs and Graphics, a company who has been chosen from three quotes received by the Historic District Commission to fabricate signs for the Howard Street and Brigham Street burial grounds.

Mr. Coderre indicated that the Board must make a determination as to whether or not the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the Town may expect from the employee – in this case Andrew Clark as a member of the Community Preservation Committee.

Following a review of the quotes received, members of the Board stated that they appreciate the transparency that the quote process under Chapter 30B provides. It was noted that Mr. Clark did not have any knowledge of the other quotes and was the apparent low bidder.

Selectman Perreault moved the Board vote to acknowledge that Expose Signs and Graphics is a company owned and operated by Andrew Clark, an appointed member of the Community Preservation Committee. As the appointing authority to the Community Preservation Committee, the Board has determined that in the matter of the Historic District Commission contracting the services of Expose Signs and Graphics to fabricate signs for the Howard Street and Brigham Street burial grounds that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the Town may expect from Andrew Clark as a member of the Community Preservation Committee; Selectman Rutan seconded the motion; all members voted in favor.

DBA NAME CHANGE FOR ALL ALCOHOLIC BEVERAGES RESTAURANT LICENSE LOCATED AT 290 WEST MAIN STREET

Mr. Coderre informed the Board that Stephanie Allen of NGU Restaurant Group LLC has submitted an application for a DBA Name Change for an All Alcoholic Beverages Restaurant License for premises located at 290 West Main Street. Ms. Allen is requesting that the name of the restaurant be changed from Bistro Limoncello to Blue Prime. She is planning to change the name and make some cosmetic changes to the restaurant in an effort to rebrand the business.

Mr. Coderre added that because this is simply a DBA Name Change, there are no concerns with the application.

Selectman Rand moved the Board vote to approve the application for a DBA Name Change from Bistro Limoncello to Blue Prime for an All Alcoholic Beverages Restaurant License for premises located at 290 West Main Street; Selectman Amberson seconded the motion; all members voted in favor.

EXECUTION OF RESOLUTION IN SUPPORT OF CHAPTER 70 FUNDING

Mr. Coderre indicated that the Resolution that the Board is being asked to support calls on the Legislature and the Governor to fully fund and adopt the recommendations of the Foundation Budget Review Commission in the immediate future, which if enacted would result in additional funding for the Town.

This same resolution was adopted by the K-8 School Committee and the Regional School Committee and has the full support of School Superintendent Christine Johnson.

Selectman Rutan moved the Board vote to adopt the resolution as presented regarding Chapter 70 funding calling on the Legislature and the Governor to fully fund and adopt the recommendations of the Foundation Budget Review Commission; Selectman Amberson seconded the motion; all members voted in favor.

EXECUTION OF CEMETERY DEED A991

Selectman Perreault moved the Board vote to execute Cemetery Deed A991; Selectman Rand seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

7:45 p.m. - EXECUTIVE SESSION

Selectman Rand moved the Board vote to enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21, Subsection 6 (purchase of real property) and Subsection 2 (contract negotiations with nonunion personnel) 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 Amberson seconded the motion, the roll call vote was taken as follows.

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

Chairman Pantazis 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 8:15 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. May 16, 2016 Meeting Agenda.
2. April 11, 2016 Meeting Minutes.
3. April 25, 2016 Meeting Minutes.
4. May 2, 2016 Meeting Minutes.
5. Information packet – NAHC Request for Letter of Support.
6. Information packet – NAHC Request to Waive Fees.
7. Information packet – Determination of Disclosure of Financial Interest.
8. Information packet – DBA Name Change - Alcoholic Beverages Restaurant License.
9. Information packet – Resolution in support of Chapter 70 Funding.
10. Cemetery Deed.