

**BOARD OF SELECTMEN  
MEETING MINUTES – August 15, 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 – JULY 18, 2016 REGULAR MEETING**

Selectman Rutan moved the Board vote to approve the meeting minutes of the July 18, 2016 regular meeting as submitted; Selectman Rand seconded the motion, all members voted in favor.

**7:00 p.m. - WILLIAM LYVER, POLICE CHIEF**  
Appointment and Swearing-In of Police Sergeant.

Chief Lyver reviewed the promotional process for the open position of Sergeant. Five internal candidates participated in the process with the written test of which three passed and moved on to the assessment center. The order in which the three candidates were ranked is as follows: James Scesny; Justin Faucher and Jeremy Trefry.

Following the previous appointments of James Scesny and Justin Faucher as Sergeants, Chief Lyver requested that the Board appoint Officer Jeremy Trefry to the position of Police Sergeant effective August 16, 2016. Officer Trefry has served with the Northborough Police Department since October 2006.

Members of the Board thanked Officer Trefry for his service to date and offered their congratulations.

Selectman Rand moved the Board vote to appoint Jeremy Trefry to the position of Police Sergeant effective August 16, 2016; Selectman Amberson seconded the motion; all members voted in favor.

Surrounded by his family and members of the Northborough Police Department, Trefry was officially sworn in as Police Sergeant by Town Clerk Andrew Dowd.

**7:05 p.m. PROCLAMATION – 144<sup>th</sup> HOMECOMING DAY**  
**NORTHBOROUGH HIGH SCHOOL ALUMNI ASSOCIATION**  
Presentation by Richard Sargent.

Richard Sargent was present to inform the Board that the 144<sup>th</sup> Annual Homecoming Day for the Northborough High School Alumni Association will be held on Saturday, September 17, 2016. Members of the Board were invited to attend the homecoming celebration at the Juniper Hill Golf Course at the pavilion beginning at 1pm.

**NORTHBOROUGH HIGH SCHOOL ALUMNI ASSOCIATION CONT. ..**

Selectman Rand moved the Board vote to proclaim September 17, 2016 as Homecoming Day for the Northborough High School Alumni Association in recognition of its 144<sup>th</sup> Reunion Homecoming; Selectman Rutan seconded the motion; all members voted in favor.

**7:10 p.m. - HEARING**

To consider an application for a Special One-Day License as submitted by David Brannon for premises located at 309 Main Street.

On behalf of applicant David Brannon, Sean Durkin was present to speak about the application for a Special One-Day License. The license is being requested for the Texas BBQ parking lot at 309 Main Street for the purpose of holding the 2<sup>nd</sup> Annual Corn Hole Tournament on Sunday, September 25<sup>th</sup> between the hours of 1pm to 7pm to benefit the Challenger Program, a sports based program for kids 5-22 with disabilities. In the case of rain, the event will be rescheduled to October 2, 2016.

Mr. Durkin explained that the restaurant will be closed during the event. An outside station for alcohol purchases will be set up in the parking lot. The parking lot area will be designated and measures will be in place to ensure that alcoholic beverages are contained within the designated area.

The application has been reviewed by the Police, Fire, Building and Health Departments. All recommend approval.

Selectman Amberson moved the Board vote to approve the application for a Special One-Day License as submitted by David Brannon for an event to be held in the parking lot adjacent to the Texas BBQ Company at 309 Main Street on Sunday, September 25, 2016 between 1pm – 7pm with a rain date of Sunday, October 2, 2016. Per the recommendation of the Alcoholic Beverages Control Commission, the license shall include the 24-hour period immediately before and after the event in order to allow for the proper delivery and disposal of all alcoholic beverages prior to and immediately following the event, and to further waive the license fee. The following conditions shall apply:

1. The parking lot area for the sale and consumption of alcoholic beverages shall be clearly marked.
2. Proper signage notifying guests that alcohol must be consumed within the marked areas of the parking lot.
3. A permit from the Building Department is required in the event that a tent larger than a standard easy up will be used.

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

**7:15 p.m. - DAN NASON, DPW DIRECTOR**

- Informational Presentation regarding Completed Water/Sewer Rate Study.
- Update on On-going DPW Projects.

Informational Presentation regarding Completed Water/Sewer Rate Study

DPW Director Dan Nason introduced Christopher Woodcock from Woodcock and Associates. The Town contracted Woodcock and Associates to conduct the Water & Sewer Rate Study. Mr. Nason also recognized members of the Water & Sewer Commission who were in the audience.

Mr. Nason informed the Board that the rate study is a follow-up to the studies performed in FY2014 and FY2016 to ensure adequate revenue to support the obligations of the Water and Sewer Enterprise Funds in the coming years. The recent rate study recommends no water rate increase for FY2017. Considering the increases in the MWRA assessment resulting from Northborough's increasing water demand, along with important future capital projects identified in the CIP, the rates will most likely need to increase modestly in subsequent years in order to keep pace with expenses.

As in prior rate studies, and given the potential for a significant assessment from the City of Marlborough, this rate study recommends a 20% rate increase in FY2017 for the Sewer Division. Similar rate increases will follow in subsequent years.

Following the presentation and some additional comments from Town Administrator John Coderre, questions and comments were heard from members of the Board.

The Water & Sewer Commission will hold a public hearing to take comments and consider the rate study's recommendation on August 16, 2016. Subsequently, at their regular meeting on September 20, 2016, the Water & Sewer Commission will vote on the recommendations of the rate study. If adopted, the ratepayers will be notified by mail. The rate changes will take effect with the 2<sup>nd</sup> Quarter bills to be mailed in November, 2016.

Update on On-going DPW Projects

In addition to daily tasks and smaller special projects, such as the painting of nearly 300 of approximately 500 municipal-owned fire hydrants, DPW Director Dan Nason provided a status update on the larger ongoing projects, including the continuation of the pavement management plan, the guardrail replacement program, Church Street culvert replacement, water meter upgrade, Hudson Street sewer pump station and the Crawford Street wall reconstruction. Members of the Board thanked Mr. Nason for the update.

**REPORTS**Jason Perreault

- No report.

Leslie Rutan, Vice Chairman

- Thanked DPW Director Dan Nason for his attention to the guardrail and overgrown brush located at the bottom edge of the Assabet playground parking lot.
- Announced that Algonquin Regional High School ranked 8<sup>th</sup> in MA and 129<sup>th</sup> in the nation in Newsweek's Annual list of top 500 high schools.

Jeff Amberson, Chairman

- Thanked the Community Affairs for coordinating their annual summer concert series at the Ellsworth MacAfee park.
- With school starting in just a couple of weeks, asked drivers to take notice of students walking to and from school.
- Thanked Chief Lyver for his department report to the Board.

Dawn Rand

- In response to Algonquin Regional High School's latest ranking, noted her appreciation to the Selectmen, School Committees and Town Administrators in both Northborough and Southborough for fostering positive working relationships between the two communities.
- Noted that the Family Fun Day sponsored by the 250<sup>th</sup> Town Anniversary Committee was held on August 14<sup>th</sup>. Thanked 250<sup>th</sup> Committee Members Amy Graham and Tom Lowe for their efforts, as well as the student volunteers.
- Thanked Chief Lyver for his department report.

William Pantazis, Clerk

- Announced that the annual Applefest parade will be held on Sunday, September 18<sup>th</sup> from 1-3pm. Noted that neighborhood floats are welcome. Please email [northboroughapplefest@gmail.com](mailto:northboroughapplefest@gmail.com) for more information.

John Coderre, Town Administrator

- Announced that the Lincoln Street School Re-dedication ceremony will held on September 15<sup>th</sup> at 10am.

**PUBLIC COMMENTS**

None.

**ANNUAL REAPPOINTMENT OF ELECTION OFFICERS**

Selectman Rutan moved the Board vote to appoint those individuals who appear on the 2016/2017 Election Officer List for a term beginning on September 1, 2016 and ending on August 31, 2017 as submitted by Town Clerk Andrew Dowd; Selectman Perreault seconded the motion; all members voted in favor.

**EXECUTION OF STATE PRIMARY ELECTION WARRANT**

Selectman Amberson moved the Board vote to execute the September 8, 2016 State Primary Election Warrant; Selectman Rutan seconded the motion; all members voted in favor.

**EXECUTION OF CEMETERY DEEDS A998, A999 & A1000**

Selectman Perreault moved the Board vote to execute Cemetery Deeds A998, A999 & A1000; Selectman Rutan seconded the motion; all members voted in favor.

**OTHER BUSINESS**

None.

**8:05 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 these matters 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 Amberson seconded the motion; all members voted in favor.

Meeting adjourned at 8:25 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

Documents used during meeting:

1. August 15, 2016 Meeting Agenda.
2. July 18, 2016 Meeting Minutes.
3. Memorandum – Police Lieutenant.
4. Information packet – Northborough High School Alumni Proclamation.
5. Information packet – Special One-Day License.
6. Information packet – Water & Sewer Rate Study
7. Memorandum – DPW Project Update.
8. Information packet – Annual Reappointment of Election Officers.
9. State Primary Election Warrant.
10. Cemetery Deeds.