

**BOARD OF SELECTMEN  
MEETING MINUTES – October 17, 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

**MEMBERS ABSENT:** Jason Perreault

\*Pledge of Allegiance

**APPROVAL OF MINUTES – SEPTEMBER 26, 2016 REGULAR MEETING**

Selectman Rand moved the Board vote to approve the meeting minutes of the September 26, 2016 regular meeting as amended; Selectman Rutan seconded the motion, all members voted in favor.

**7:00 p.m. - LIEUTENANT JOSEPH GALVIN**  
Appointment of Police Officer.

Lieutenant Galvin reviewed the hiring process to fill vacant patrol officer positions. The process began in July with a written exam and physical abilities assessment. Twenty-eight candidates were interviewed by Lieutenant Galvin, a Sergeant and two Patrol Officers. Fifteen moved on to be interviewed by himself, Chief Lyver, Chairman Pantazis and Town Administrator John Coderre.

Following the interviews, pre-employment physicals, state-administered physical abilities tests, psychological tests and background investigations were conducted. On behalf of Chief Lyver, Lieutenant Galvin requested that the Board appoint Brendan Woeller as a full-time Patrol Officer. This appointment represents the new position per the recommendation of the staffing study conducted by the Center for Public Safety Management and presented in October 2015.

Mr. Woeller is a resident of Auburn Massachusetts. He graduated from Westfield State University with a Bachelor of Science Degree in Criminal Justice. He is currently employed at Park N' Shop Supermarket in Auburn.

Members of the Board welcomed candidate Woeller to Northborough.

Selectman Rand moved the Board vote to appoint Brendan Woeller as a full-time police officer effective January 2, 2017; Selectman Amberson seconded the motion; all members voted in favor.

**7:05 p.m. - ANDREW DOWD, TOWN CLERK**  
Early Voting for the Presidential Election.

Town Clerk Andrew Dowd informed the Board that recent changes to the Election Laws will allow for all registered voters to cast their ballot prior to Election Day via early voting beginning October 24<sup>th</sup> through November 4<sup>th</sup>. Mr. Dowd explained that prior to the enactment of this new law, a registered voter was only allowed to vote prior to Election Day through absentee voting. In order to do so, the registered voter needed to provide a qualified reason or excuse for not being able to vote on Election Day. The advantage of early voting is that registered voters can cast a ballot anytime between October 24<sup>th</sup> through November 4<sup>th</sup> without having to provide any reason as to why they wish to do so.

Mr. Dowd reviewed the special hours for early voting in Northborough, which can also be found on the Town website.

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

To consider a request from Applebee's Neighborhood Grill & Bar to change the Manager of Record for their All Alcoholic Beverages Restaurant License for premises located at 10004 Shops Way.

Richard Palumbo was present and introduced himself as the new manager of record for Applebee's Neighborhood Grill & Bar at 10004 Shops Way. Mr. Palumbo has been a restaurant manager with Applebee's in various locations since 2006 and is TIPS Certified.

Detective Sergeant Brian Griffin was present and indicated that he found Mr. Palumbo to be of suitable character with no concerns to report.

Selectman Amberson moved the Board vote to approve the request from Applebee's Neighborhood Grill & Bar to change the manager of record for their All Alcoholic Beverages Restaurant License for premises located at 10004 Shops Way from Robert McManus to Richard Palumbo; Selectman Rand seconded the motion; all members voted in favor.

**7:15 p.m. - HEARING**

To consider a request from Honey Farms, Inc. to change the Manager of Record for their Wine & Malt Package Store License for premises located at 369 West Main Street.

Deborah Armstrong was present and introduced herself as the new manager of record for Honey Farms at 369 West Main Street. Ms. Armstrong has been employed with Honey Farms since 2005. She is scheduled to attend a TIPS training class on October 22<sup>nd</sup>.

Detective Sergeant Brian Griffin was present and indicated that he found Ms. Armstrong to be of suitable character with no concerns to report.

**HEARING CONT. . .**

Selectman Rutan moved the Board vote to approve the request from Honey Farms, Inc. to change the manager of record for their Wine & Malt Package Store License for premises located at 369 West Main Street from Richard Padula to Deborah Armstrong; Selectman Rand seconded the motion; all members voted in favor.

**REPORTS**Leslie Rutan

- Congratulated Dan Nason and wished him well in his new position as DPW Director for the Town of Sudbury.
- Noted that Northborough Helping Hands is collecting gently used coats, boots and snow pants through November 14<sup>th</sup>. Drop off locations are listed on their website.
- As a follow up to her request last week, noted that the Zem Han sign will be removed from 4 West Main Street.
- Thanked the Town Engineer for a status update on traffic signal lights at both entrances to Northborough Crossing.

Jeff Amberson, Clerk

- Noted that the Naming Committee recently held their first meeting. The Committee is tasked with reviewing nominations received for the naming of non-school municipal public facilities and places and to make a recommendation based on this review to the Board of Selectmen. A press release seeking nominations will be posted soon.

Dawn Rand, Vice Chairman

- Noted that the Interview Committee met with an applicant for the Cultural Council prior to tonight's meeting. See below for appointment.
- Noted that there are two more events scheduled to celebrate Northborough's 250<sup>th</sup> Anniversary. The Grand Finale will be held at the Double Tree in Westborough on October 29th. To conclude the year of celebrations, a Week of Gratitude sponsored by the Northborough Interfaith Clergy Association will be held November 20-26th.
- Requested that the timing of the downtown traffic lights be re-evaluated to see if improvements in traffic flow can be made.

William Pantazis, Chairman

- Noted that the Church Street Bridge looks great. Assistant DPW Director Scott Charpentier added that the project is on schedule and it is expected that all three lanes will be paved prior to Christmas.
- Thanked the Police Department for the "Coffee with a Cop" event which was held in a couple of local coffee shops on October 7<sup>th</sup>.
- Encouraged residents to attend the 250<sup>th</sup> Anniversary Grand Finale.
- Noted that a couple of college professors have contacted Mr. Coderre seeking permission to use our Budget documents in their classrooms. Most recently a professor from Suffolk University reached out requesting permission to use the Financial Trend Monitoring System Report as part of his classroom curriculum.

John Coderre, Town Administrator

- Spoke about the State Budget and its projected shortfall of \$294M in FY2017. He asked that everyone keep in mind that this will be a continuing trend into FY2018 preparations.
- Announced that the Tax Classification Hearing will be held at the Board's November 14<sup>th</sup> meeting.
- Announced that the amended Purchase & Sale Agreement with White Cliffs has been executed by both parties. He added that the remediation efforts are currently underway pursuant to the Board's approval.
- Announced that the Town Common project has been awarded a \$215,000 grant through the National Park Service's Land and Water Conservation Fund Grant Program. The Town will next proceed with the requisite demolition bid for 39 West Main Street during the coming weeks.

**APPOINTMENT TO THE CULTURAL COUNCIL**

Selectman Rand moved the Board vote to appoint Seira Shalton to the Cultural Council for a three-year term to expire on October 31, 2019; Selectman Rutan seconded the motion; all members voted in favor.

**PUBLIC COMMENTS**

None.

**RENEWAL OF CENTRAL MASS VETERANS' SERVICE DISTRICT AGREEMENT WITH THE TOWNS OF GRAFTON, SHREWSBURY AND WESTBOROUGH**

District Director Adam Costello was present and reviewed the services provided by the Central Massachusetts Veterans' Service District. He also provided some statistical information on the cases dating back to when the Veterans' Service District was established back in 2013.

Following his presentation, Mr. Costello requested the Board's support of Northborough's continued participation in the District, including the application to renew the Central Massachusetts Veterans' Service District with the State Department of Veterans' Services.

Selectman Amberson moved the Board vote to authorize the Chair to send a letter to the State Department of Veterans' Services in support of the application for renewal of the Central Massachusetts Veterans' Services District for the Towns of Northborough, Grafton, Shrewsbury and Westborough; Selectman Rutan seconded the motion; all members voted in favor.

**DISCUSSION OF PRELIMINARY FREE CASH PLAN**

Mr. Coderre presented his preliminary FY2018 Free Cash Plan for consideration and use during the upcoming budget process. The FY2016 year-end Free Cash was certified at approximately \$3.1 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.

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

Mr. Coderre noted that revenues exceeded the FY2016 budget by \$1,535,570 or 2.86% and expenditures returned were \$1,537,661 or 2.81%. Also contributing to the Free Cash Balance was the return of \$416,339 in Employee Benefits primarily based on the positive performance of the health insurance budget. In addition, several centralized accounts closed out positively. The most significant contributing factor in FY2016 was that the snow and ice account came in under budget. As a result, the \$175,000 Reserve Account was not used and no year-end transfers were needed to deal with unanticipated storm expenses. 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 FY2018 Operating Budget, and once again pay cash for a significant portion of our upcoming capital needs.

Following a review of the preliminary Free Cash plan, Mr. Coderre noted that the Town's bond rating was upgraded to Aa1 during FY2016, in part, due to the Town's healthy financial reserves and disciplined implementation of its Free Cash Policy.

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

**EXECUTION OF THE NOVEMBER 8, 2016 STATE ELECTION WARRANT**

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

**EXECUTION OF CEMETERY DEED 1008**

Selectman Rutan moved the Board vote to execute Cemetery Deed 1008; Selectman Amberson seconded the motion; all members voted in favor.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

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

Meeting adjourned at 8:15p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

Documents used during meeting:

1. October 17, 2016 Meeting Agenda.
2. September 26, 2016 Meeting Minutes.
3. Information packet – Appointment of Police Officer.
4. Memorandum – Early Voting.
5. Information packet – Applebee’s Change of Manager.
6. Information packet – Honey Farms Change of Manager.
7. Information packet – Renewal of Central Mass Veterans’ Service District Agreement.
8. Information packet – Preliminary Free Cash.
9. State Election Warrant.
10. Cemetery Deed.