

**BOARD OF SELECTMEN
MEETING MINUTES – November 14, 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 – OCTOBER 17, 2016 REGULAR MEETING

Selectman Rand moved the Board vote to approve the meeting minutes of the October 17, 2016 regular meeting as submitted; Selectman Amberson seconded the motion. Vote 4-0-1 (Selectman Perreault was absent from the meeting and therefore abstained).

7:00 p.m. - JOHN CODERRE, TOWN ADMINISTRATOR

Presentation of the Town's Seventh Consecutive Government Finance Officers Association (GFOA) Distinguished Budget Award for FY2017.

Mr. Coderre announced that the Town recently received its seventh consecutive Distinguished Budget Presentation Award for its Fiscal Year 2017 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.

Mr. Coderre noted that only 18 other municipalities in MA achieved this award for FY2016. The complete list for FY2017 is not yet available. He added that many of the newest award winners in Massachusetts 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.

During 2016 Northborough provided training sessions on budgeting best practices and long-range financial planning at the Massachusetts Municipal Association's (MMA) Annual Conference in Boston, the Association of Town Finance Committees Annual Conference, the MMA's Managers Boot Camp, the Massachusetts Municipal Auditors and Accountants Association and the Massachusetts Municipal Management Association (MMMA) Fall Conference. Following one of these events, a Suffolk University professor requested permission to use the Town's Financial Trend Monitoring Report as a best practices model for his MPA students.

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.

7:05 p.m. - PUBLIC HEARING WITH BOARD OF ASSESSORS

For the purpose of discussing the valuation of each class of property; the minimum residential factor and the allocation of the tax burden among the four classes of real property: residential, open space, commercial and industrial, and of personal property.

Principal Assessor Daniel Brogie, Finance Director June Hubbard-Ward, Town Accountant Jason Little and Assistant Town Administrator Kimberly Foster were present. Mr. Coderre made the presentation, which included information and options for the Board of Selectmen to determine whether there shall be a single or split tax rate for the various classes of property for FY2016.

Following an extensive review of the market activity during the FY2017 Interim Certification, the total taxable value for the Town of Northborough has increased from \$2.62 billion to approximately \$2.69 billion, or 2.67%. This analysis was based on valid sales activity during calendar year 2015 for single family homes and condominiums. Market adjustments resulted in an overall increase in single-family home values of approximately 2.3%, while condominiums increased by approximately 1.9%. In addition, industrial properties increased by 1.0% and commercial properties increased by 5.2%.

Mr. Brogie presented the various tax rate scenarios. Should the Board of Selectmen decide to continue with a single tax rate, the FY2017 rate would increase from \$17.17 to \$17.39. The levy amount to be raised by taxation would be \$46,873,992. This year \$40.4 million was certified in "new growth" value which would result in approximately \$694,155 in new tax dollars. The average single family tax bill would increase by \$248 from \$6,850 in FY2016 to \$7,098 for FY2017.

It was noted that the Board of Assessors unanimously recommended that the Board of Selectmen continue with the single tax rate, which promotes a fair and equitable system of taxation and would continue to help Northborough attract new business into the community while retaining those already located in Town.

Members of the Board expressed their support of the continuation of a single tax classification.

Karen Chapman, President of the Corridor Nine Area Chamber of Commerce was present to inform the Board that they strongly support the continuation of a single tax classification. A letter was also submitted to the Board from the Northborough Industrial Development Commission supporting the continuation of a single tax classification.

Selectman Amberson moved the Board vote to close the Public Hearing with the Board of Assessors for the purpose of discussing the valuation of each class of property; the minimum residential factor and the allocation of the tax burden among the four classes of real property: residential, open space, commercial and industrial, and of personal property; Selectman Rutan seconded the motion; all members voted in favor.

PUBLIC HEARING CONT. . .

Selectman Amberson moved the Board vote to maintain a uniform tax rate for all classes of property at a factor of one; to oppose the implementation of a residential exemption; and to oppose the implementation of a small commercial exemption; Selectman Rutan seconded the motion; all members voted in favor.

7:30 p.m. - PUBLIC HEARING

To consider Petition No. 20218905 from National Grid for one new Pole at 24 Lincoln Street.

Crystal Tognazzi was present on behalf of National Grid. She informed the Board that the new pole location is needed due to the removal of the overhead secondary service from the center of a tree located at 24 Lincoln Street.

Selectman Rand moved the Board vote to approve the placement of one new pole at 24 Lincoln Street per Massachusetts Electric Company (National Grid) Petition Number 20218905; Selectman Amberson seconded the motion; all members voted in favor.

7:45 p.m. - RITA MATRAIA

Presentation on Turkey Trot 5K Walk/Run to benefit the Northborough Food Pantry.

Event Organizer Rita Matraia made a brief presentation on the 9th Annual Turkey Trot 5K to be held on Thanksgiving morning. The first Turkey Trot was in 2008 with 30 participants. Last year there were 500 participants and the event raised \$11,000 to benefit the Northborough Food Pantry. Members of the Food Pantry were also present in the audience and thanked everyone for their support.

REPORTSJason Perreault

- No report.

Leslie Rutan

- Noted that the Boy Scout Food Drive collected over 12,000 items for the Food Pantry. Donations are always accepted at the Pantry located at 37 Pierce Street.
- Congratulated the High School Football team for making it to the Central Mass Division Two Final.
- Thanked Town Clerk Andy Dowd and his assistant for their efforts with early voting.
- Thanked the Police Chief and Fire Chief for their monthly reports.

Jeff Amberson, Clerk

- Attended the 250th Grand Finale event. Thanked the 250th Town Anniversary Committee and all others who made the year-long celebration such a success.
- Thanked Town Clerk Andy Dowd and his assistant for their efforts during early voting and on Election Day.

Jeff Amberson, Clerk Cont. . .

- Attended the recent dedication for Brian Arsenault at the North Star Arena at which at least 250 people were in attendance. Thanked the North Star Arena and the young men and women, especially Sean Durkin, who worked together to help build a memorial for him.

Dawn Rand, Vice Chairman

- Recommended that the Board appoint Kathleen Polanowicz to the Community Preservation Committee for a partial two-year term. See below for appointment.
- Thanked the 250th Town Anniversary Committee, especially Chair Virginia Simms George for their efforts in planning the year-long celebration. To conclude the year of celebrations, a Week of Gratitude sponsored by the Northborough Interfaith Clergy Association will be held November 20-26th.
- Attended the Veterans Luncheon hosted by the Senior Center. Thanked Senior Center Director Kelly Burke and her staff for planning this special event.

William Pantazis, Chairman

- Announced that approximately 3100 residents participated in early voting. Thanked Town Clerk Andy Dowd and his staff for their efforts.
- Attended the recent dedication for Brian Arsenault at the North Star Arena. Noted how moving the ceremony was and encouraged the public to visit the memorial.

John Coderre, Town Administrator

- Announced the appointment of Assistant DPW Director Scott Charpentier to the position of DPW Director. Mr. Charpentier was present and thanked the Town for this opportunity. Members of the Board congratulated him on his promotion.

APPOINTMENT TO THE COMMUNITY PRESERVATION COMMITTEE

Selectman Rand moved the Board vote to appoint Kathleen Polanowicz to the Community Preservation Committee for a partial two-year term to expire on April 30, 2018; Selectman Amberson seconded the motion; all members voted in favor.

PUBLIC COMMENTS

None.

APPROVAL/EXECUTION OF PURCHASE & SALE AGREEMENT FOR 45 WEST MAIN STREET – TOWN COMMON PROJECT

Mr. Coderre presented the Board with a Purchase & Sale Agreement and a Deed Acceptance for the property located at 45 West Main Street. He reminded the Board that the Town was awarded a \$215,000 grant for the Downtown Common project. DPW Director Scott Charpentier will be handling all the bidding and oversight for the project and anticipates seeking Request for Qualifications (RFQ) proposals to hire a landscape architect to begin the design work for the Town Common shortly. We will then bring this forward to Town Meeting in April 2017 seeking CPC funding for the construction costs for the project once it is fully designed and bid.

45 WEST MAIN STREET CONT. . .

Selectman Rand moved the Board vote to approve and execute the Purchase & Sale Agreement and the Deed Acceptance for 45 West Main Street as presented by Town Counsel; Selectman Rutan seconded the motion; all members voted in favor.

APPROVAL/EXECUTION OF PLOWING AND TREATMENT AGREEMENTS FOR PRIVATE WAYS FOR THE 2016/2017 WINTER SEASON

Selectman Amberson moved the Board vote to approve and execute the plowing and treatment agreements for the 2016/2017 Winter Season for Harris Avenue and Maple Lane; Selectman Rand seconded the motion; all members voted in favor.

REAPPOINTMENT OF CULTURAL COUNCIL MEMBER

Selectman Rutan moved the Board vote to reappoint Steven Smith to the Cultural Council for a three-year term to expire on November 30, 2019; Selectman Amberson seconded the motion; all members voted in favor.

EXECUTION OF CEMETERY DEED 1009

Selectman Perreault moved the Board vote to execute Cemetery Deed 1009; Selectman Rutan seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

8:15 p.m. - EXECUTIVE SESSION

Selectman Perreault moved the Board vote to enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21, Subsection 3 (collective bargaining and litigation) 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 Amberson moved the Board vote to adjourn; Selectman Rand seconded the motion; all members voted in favor.

Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. November 14, 2016 Meeting Agenda.
2. October 17, 2016 Meeting Minutes.
3. Memorandum – GFOA Distinguished Budget Award.
4. Information packet – Public Hearing with Board of Assessors.
5. Information packet – National Grid Petition #20218905.
6. Information packet – Turkey Trot 5K.
7. Information packet – P&S Agreement for 45 West Main Street.
8. Information packet – Plowing and Treatment Agreements for Private Ways.
9. Memorandum – Reappointment of Cultural Council Member.
10. Cemetery Deed.