

**BOARD OF SELECTMEN
MEETING MINUTES – December 12, 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 – NOVEMBER 28, 2016 REGULAR MEETING

Selectman Rand moved the Board vote to approve the meeting minutes of the November 28, 2016 regular meeting as submitted; Selectman Amberson seconded the motion; all members voted in favor.

7:00 p.m. - BILL FRAHER, TOWN AUDITOR
Presentation on FY2016 Audit Report.

Bill Fraher, CPA made a presentation to the Board on the completed Final Audit Report for FY2016. In summary, the Town continues to be in a strong financial position. Mr. Fraher credited the Town's adoption and adherence to comprehensive financial policies, especially the Free Cash and Debt Policies.

Mr. Fraher reviewed his Management Letter comments, which detailed a clean audit with no material weaknesses or deficiencies being found. The Town was praised for its efforts in making its second annual contribution of \$500,000 to the OPEB Trust Fund in FY2016. The continuance of this funding will reduce the growth of the unfunded liability in the next actuarial study and will have a positive impact on future bond ratings.

Mr. Coderre stressed how pleased he is with receiving another positive Audit Report. He publicly acknowledged the efforts of Finance Director June Hubbard-Ward and Town Accountant Jason Little. He also thanked members of the Board, the Appropriations Committee and Financial Planning Committee for their continued support of the Town's comprehensive fiscal policies and long-run financial planning efforts.

7:15 p.m. - HEARING

To consider a request from Mormax Corporation d/b/a BJ's Wholesale Club for a change in Officers and the Manager of Record for their All Alcoholic Package Store License for premises located at 6102 Shops Way.

Attorney Kathleen Reilly was present on behalf of Mormax Corporation. She explained the change in officers and also spoke to the request to change the manager of record from Verona Porter to Diane Mareira. Ms. Mareira has been with BJ's since 1984 and has previously served as the manager of record for the Northborough store.

On behalf of Detective Sergeant Brian Griffin, Chief Lyver indicated that Ms. Mareira was found to be of suitable character with no concerns to report.

HEARING CONT. . .

Selectman Amberson moved the Board vote to approve the request from Mormax Corporation d/b/a BJ's Wholesale Club for a change in Officers and the Manager of Record from Verona Porter to Diane Mareira for their All Alcoholic Package Store License for premises located at 6102 Shops Way; Selectman Rand seconded the motion; all members voted in favor.

7:20 p.m. - HEARING

To consider a request from Wegmans Massachusetts, Inc. d/b/a Wegmans for a change in Officer for their All Alcoholic Package Store License for premises located at 9102-9104 Shops Way.

Attorney David Krumsiek was present on behalf of Wegmans to explain the change in officers.

On behalf of Detective Sergeant Brian Griffin, Chief Lyver indicated that there is no concerns to report with the change in officers.

Selectman Rutan moved the Board vote to approve the request from Wegmans Massachusetts, Inc. d/b/a Wegmans for a change in Officers for their All Alcoholic Package Store License for premises located at 9102-9104 Shops Way; Selectman Amberson seconded the motion; all members voted in favor.

7:25 p.m. - ATTORNEY GEORGE PEMBER

Approval/Execution of Preservation Restriction for the First Parish Unitarian Church located at 40 Church Street pursuant to Warrant Article 37 of the 2016 Annual Town Meeting Warrant.

Attorney George Pember was present. He indicated that at the 2016 Annual Town Meeting, CPA Funds were allocated to the First Parish Church for restoration and accessibility improvements at the Church and Meeting House located at 40 Church Street. This funding will be used for repairs to the belfry tower including new louvers in the bell area, preparation and painting of the bell tower and placement of siding down to the roof, cleaning, painting and gold leafing of the clock faces and weathervane, retrofitting one of the pews for handicap accessibility and the installation of a wheelchair ramp on the rear of the Meeting House.

The funding for these repairs specifically comes from the Historic Preservation Fund portion of the Community Preservation Funds and as such a preservation restriction is required to be placed on the property to ensure permanent protection of this historic resource.

The Northborough Historic District Commission is authorized to accept preservation restrictions in the name of the Town Northborough. The Massachusetts Historical Commission, the First Parish Church, as well as Town Counsel have all reviewed and agreed to the Preservation Restriction presented this evening.

PRESERVATION RESTRICTION CONT. . .

Selectman Rutan moved the Board vote to approve and execute the Preservation Restriction as approved by Town Counsel for the First Parish Unitarian Church located at 40 Church Street pursuant to Warrant Article 37 of the 2016 Annual Town Meeting; Selectman Amberson seconded the motion; all members voted in favor.

REPORTSJason Perreault

- Attended the Annual Tree Lighting ceremony. Thanked everyone who helped to organize this annual event.

Leslie Rutan

- Attended the Annual Tree Lighting ceremony. Thanked everyone who helped to organize this annual event.
- Noted how pleased she is with the new traffic light at Northborough Crossing at the BJ's intersection.
- Reminded folks to consider donating to the Food Pantry.
- Asked that motorists pay close attention to the crosswalks throughout Town.
- Thanked the Police Chief and Fire Chief for their monthly reports.

Jeff Amberson, Clerk

- Attended the Annual Tree Lighting ceremony. Thanked everyone for their efforts.

Dawn Rand, Vice Chairman

- No report.

William Pantazis, Chairman

- Attended the Annual Tree Lighting ceremony. Thanked everyone for their efforts.
- Congratulated Firefighter Paramedic Jamie Desautels for attaining a Master's Degree in Public Administration.
- Announced that Town Offices will be closed on Friday, December 23, 2016 in order to allow employees to spend time with their families.

John Coderre, Town Administrator

- No report.

PUBLIC COMMENTS

None.

TRADEBE ENVIRONMENTAL SERVICES RELINQUISH LICENSES

The Board was in receipt of a letter from Tradebe Environmental Services dated November 3, 2016 relinquishing the Tank Storage Permit and the Flammable Storage License for the underground and aboveground storage tanks at their Northborough facility located at 345 West Main Street. The required fuel storage license issued by the Board of Selectmen under MGL, Chapter 148, Section 13 is no longer needed since the underground storage tanks were removed in July, 2016 and the aboveground storage tanks are scheduled to be removed in the near future.

TRADEBE CONT. . .

Selectman Amberson moved the Board vote to formally acknowledge and accept the November 3, 2016 letter from Tradebe Environmental Services, LLC voluntarily relinquishing the Tank Storage Permit and the Flammable Storage License for the underground and aboveground storage tanks for premises located at 345 West Main Street; Selectman Rutan seconded the motion; all members voted in favor.

RENEWAL OF SELECTMEN'S LICENSES FOR THE 2017 CALENDAR YEAR

Mr. Coderre indicated that all licensees who hold a liquor license and/or a common victualler license have been inspected by the Fire and Building Departments. All licensees who hold a Class I, II or III license have been inspected by the Police Department. All are in compliance with both Municipal and State codes and regulations.

Selectman Rand moved the Board vote to approve the renewal of the annual licenses by the Board of Selectmen for the calendar year 2017 as indicated on the "2017 License Renewals List", as all are in compliance with both Municipal and State codes and regulations; Selectman Amberson seconded the motion; all members voted in favor.

MEETING SCHEDULE FOR JANUARY – APRIL

The Board agreed to set the following meeting schedule for January through April 2017 as follows:

January 9 & 23

February 13 & 27

March 13 & 27

April 10 and April 24 (Town Meeting).

EXECUTION OF CEMETERY DEEDS

Selectman Perreault moved the Board vote to execute Cemetery Deeds 1010 & 1011; Selectman Rand seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

EXECUTIVE SESSION – CANCELLED

Mr. Coderre informed the Board that there is no longer a need to enter into Executive Session.

ADJOURNMENT

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

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. December 12, 2016 Meeting Agenda.
2. November 28, 2016 Meeting Minutes.
3. Information packet – FY2016 Audit Report.
4. Information packet – BJ's Wholesale Club Change in Officers and Manager.
5. Information packet – Wegmans Change in Officers.
6. Information packet – Preservation Restriction for First Parish Unitarian Church.
7. Information packet – Tradebe Environmental Services License Relinquishment.
8. Information packet – License Renewals.
9. Memo – Meeting Schedule.
10. Cemetery Deeds.