

**BOARD OF SELECTMEN
MEETING MINUTES – July 17, 2017**

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

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

ABSENT: Jeff Amberson, Vice Chairman

*Pledge of Allegiance

APPROVAL OF MINUTES – JUNE 26, 2017 REGULAR MEETING

Selectman Rand moved the Board vote to approve the meeting minutes of the June 26, 2017 regular meeting as submitted; Selectman Rutan seconded the motion; all members voted in favor.

7:00 p.m. - DAVID PARENTI, FIRE CHIEF
Introduction of Firefighter/Paramedic.

Chief Parenti introduced Joel Rosenkrantz as the Fire Department's newest full-time Firefighter/Paramedic. Chief Parenti reviewed the selection and hiring process for this position. Mr. Rosenkrantz has satisfactorily completed all phases of the selection process, including the physical fitness test; two interview panels; the background investigation conducted by our police department, a medical exam and drug screening.

Prior to coming to Northborough, Mr. Rosenkrantz worked with the Oxford Fire Department as a full-time Firefighter/Paramedic and with the District 7 Technical Rescue Team. He attained his Bachelor of Science Degree from UMass Amherst, received his Paramedic Certification in 2011 from Safety Consultants, Inc. and graduated from the Massachusetts Fire Academy as a Firefighter in 2013.

Members of the Board welcomed Mr. Rosenkrantz to the community.

7:05 p.m. - KELLY BURKE, SENIOR CENTER DIRECTOR

Innovator of the Year Award

Senior Center Director Kelly Burke was present. She briefly reviewed the COME 2 B Dementia Friendly program that was rolled out in Northborough, Hudson and Marlborough in September 2015. Each community developed Action Teams to create projects that would provide education and awareness about Alzheimer's and Dementia. The communities of Northborough, Hudson and Marlborough recently received the Innovator of the Year Award for their efforts on behalf of COME 2 B Dementia Friendly from the Massachusetts Association of Councils on Aging.

Members of the Board extended their appreciation to Ms. Burke for her efforts.

Presentation on Tax Work Off Program

Ms. Burke reviewed the Senior Tax Work-Off Program. She noted that adjustments have not been made to the eligibility requirements since 2003. Ms. Kelly summarized the results of a recent survey of surrounding communities and recommended an increase in the eligibility requirements from \$25,000 to \$40,000 for a single person household and from \$40,000 to \$55,000 for a household with 2 or more members. She also recommended that the abatement amount be increased from \$750 to \$1000 and that the wage amount be increased from \$9.00 to the new minimum wage amount of \$11.00 per hour.

Members of the Board expressed their support of this program and the adjustments being recommended this evening.

Selectman Pantazis moved the Board vote to increase the eligibility requirements for the Senior Tax Work-Off Program from \$25,000 to \$40,000 for a single person household and from \$40,000 to \$55,000 for a household with 2 or more members; to increase the abatement amount from \$750 to \$1000; and to increase the wage amount from \$9.00 to \$11.00 per hour; Selectman Rutan seconded the motion; all members voted in favor.

7:20 p.m. - SCOTT CHARPENTIER, DPW DIRECTOR

Informational Presentation regarding completed Water/Sewer Rate Study.

DPW Director Scott Charpentier introduced Christopher Woodcock from Woodcock and Associates. The Town contracted Woodcock and Associates to conduct the Water & Sewer Rate Study.

Mr. Woodcock informed the Board that the rate study is a follow-up to the studies performed in FY2014, FY2016 and FY2017 to ensure adequate revenue to support the obligations of the Water and Sewer Enterprise Funds in the coming years. The recent rate study recommends a water rate increase of 5% for FY2018. This will be the first increase to water user rates since the introduction of a base charge in FY2014 and prior to that the FY2011 increase.

Mr. Woodcock added that the need for additional revenue can be attributed to increased assessments from the MWRA, rising operational costs and implementation of the Capital Improvement Plan, which includes the debt for the system wide meter replacement program, introduction of a hydrant replacement program, and contribution to the enterprise fund retained earnings. It is projected that 5% water rate increases will be needed for the next few years. Mr. Woodcock indicated that these costs match national trends for water services as the combined impact of water conservation and infrastructure adjustments continue.

As in prior rate studies, given the potential for a significant assessment from the City of Marlborough, this rate study recommends a 20% rate increase in FY2018 for the Sewer Division. A slow decline in sewer rate increases is projected for subsequent years.

WATER/SEWER RATE STUDY CONT. . .

Following the presentation and some additional comments from Town Administrator John Coderre regarding the ongoing litigation with the City of Marlborough, 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 15, 2017. Subsequently, at their regular meeting on September 19, 2017, 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 2nd Quarter bills to be mailed in November, 2017.

REPORTSWilliam Pantazis

- No report.

Dawn Rand

- Received a call from the Interfaith Clergy Association who voiced concern with the Applefest parade being scheduled on a Sunday and the interruption it causes to many of the Sunday services. Asked the Board members to consider supporting their request that the parade be moved back to Saturday or to be held on a Sunday afternoon.
- Received several phone calls from concerned residents on Ball Hill. Noted that she understands their frustration with the hearing on Senator Chandler's composting bill being postponed. She asked Mr. Coderre if there is anything that the Town can do to see that the hearing is rescheduled soon. She also asked if there is anything that the Town can do to see to it that the old equipment that has been sitting untouched for several years can be removed from the site. Mr. Coderre provided a brief history of this matter, adding that unfortunately, the Town is neither the permitting nor regulatory authority. Due to the agricultural exemption currently in place under Mass General Laws, relief can only come from the State Legislature. The hearing is the next step to further the Town's effort to modify the regulatory oversight for farm composting. He will continue to work with our legislative delegation seeking their assistance to move this matter forward.

Leslie Rutan, Clerk

- Noted that a Facebook page called the Northborough Guide contains some very useful information. Encouraged residents to check it out.
- Thanked the Police Chief and Fire Chief for their monthly reports.
- Congratulated Officers Stephen Sullivan and Kevin Fruwirth on their recent graduations from the Western Massachusetts Policy Academy and Officer Brendan Woeller from the State Police Municipal Academy.

Leslie Rutan Cont. . .

- Inquired about the status of the R&T Furniture building. Mr. Coderre indicated that the Building Inspector has deemed the building to be an unsafe structure. In response to this determination, the property owner hired an independent structural engineer who has determined that the building is redeemable. The Town is currently working with Town Counsel to bring this to Land Court in order to enforce compliance against the property owner since no plan has been received from the owner regarding the requisite repairs.
- Inquired about the status of the old Pierce Gas Station in terms of any plans for redevelopment. Mr. Coderre indicated that he would contact the property owner for an update. He will also ask the property owner to clean up the site in terms of overgrowth.

Jason Perreault, Chairman

- No report.

John Coderre

- No report.

PUBLIC COMMENTS

None.

CLOSE OUT OF AVALON BAY/NORTHBOROUGH CROSSING MITIGATION FUNDS

Mr. Coderre recommended that the remaining \$247,900 in mitigation funds from the Avalon Bay/Northborough Crossing account be closed out in FY2017, as there is no reason for them to remain on the books. The only exception is the \$50,000 gift remaining that was earmarked specifically for the Senior Center. He added that once closed out, the \$247,900 in mitigation funds would be subject to the Town's Free Cash Policy and any resulting appropriations would need approval by Town Meeting in accordance with the Policy.

Selectman Rutan moved the Board vote to close the Avalon Bay/Northborough Crossing Fund and to transfer the \$247,900 balance to the general fund effective with the fiscal year 2017 year-end closing; Selectman Rand seconded the motion; all members voted in favor.

UPDATE OF DESIGNER SELECTION PROCEDURES

Mr. Coderre informed the Board that the Designer Selection Law M.G.L. c. 7C requires the Town to adopt and maintain formal written designer selection procedures which must be used when contracting for design services for building projects estimated to exceed \$100,000. He presented to the Board for their consideration updated Designer Selection Procedures for the Town. The document reflects recent changes in law and appellate court opinions since the previous designer selection procedures were first written back in 2004. These procedures closely track the statutory language in the designer selection law and comply with the guidelines promulgated by the Inspector General's Office.

UPDATE OF DESIGNER SELECTION PROCEDURES CONT. . .

Selectman Pantazis moved the Board vote to approve and adopt the Designer Selection Procedures as presented; Selectman Rand seconded the motion; all members voted in favor.

SET MEETING SCHEDULE FOR SEPTMEBER - DECEMBER

Selectman Rand moved the Board vote to set the meeting schedule for September – December as follows:

September 11 & 25

October 16

November 6 & 20

December 18

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

EXECUTION OF CEMETERY DEED 1024

Selectman Rand moved the Board vote to execute Cemetery Deed 1024 as presented; Selectman Pantazis seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

8:15 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 (litigation & 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 Rand seconded the motion, the roll call vote was taken as follows.

Pantazis	“aye”	Rutan	‘aye”
Rand	“aye”	Perreault	“aye”

Chairman Perreault announced that the Board would return from Executive Session only to adjourn.

ADJOURNMENT

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

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. July 17, 2017 Meeting Agenda.
2. June 26, 2017 Meeting Minutes.
3. Memorandum – Firefighter/Paramedic.
4. Information Packet – Tax Work-Off Program.
5. Information Packet – Water/Sewer Rate Study.
6. Information Packet – Avalon Bay/Northborough Crossing Mitigation Funds.
7. Information Packet – Designer Selection Procedures.
8. Memorandum – Meeting Schedule.
9. Cemetery Deed.