

**BOARD OF SELECTMEN
MEETING MINUTES – September 25, 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 – SEPTEMBER 11, 2017 REGULAR MEETING

Selectman Rand moved the Board vote to approve the meeting minutes of the September 11, 2017 regular meeting as submitted; Selectman Pantazis seconded the motion; all members voted in favor.

7:00 p.m. - HEARING

Set Fees for Plowing/Sanding Private Ways for the upcoming 2017-2018 winter season.

DPW Director Scott Charpentier proposed to the Board that the base charge for plowing and treatment services of private ways and unaccepted streets which are 100% complete be increased by \$5 or 2.6% from last year to cover the increased costs of labor, fuel and materials.

Residents of the private ways that received plowing and treatment services during the last Winter Season were notified of tonight's hearing to increase the fees. None were present.

Selectman Pantazis moved the Board vote to set the fees for plowing and treatment of private ways less than 3,000 feet for the 2017/2018 winter season as follows:

\$195.00 per storm per private way for plowing
\$195.00 per storm per private way for treatment

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

7:05 p.m. - WHITE CLIFFS PURCHASE AND SALE

Update regarding remediation of underground storage tank.

Mr. Coderre provided a brief update on the completed remediation of the underground storage tank at the White Cliffs property. He indicated that all necessary reports have been filed with the Department of Environmental Protection (DEP).

Chairman Perreault thanked Mr. Coderre for his due diligence in seeing this project through.

WHITE CLIFFS PURCHASE AND SALE CONT. . .

Approval/Execution of an Advance in Lieu of Borrowing

Finance Director June Hubbard-Ward was present to request that the Board approve and execute an Advance in Lieu of Borrowing in anticipation of the tentative closing date for the White Cliffs, which is expected to take place on September 26, 2017. This debt authorization was approved at the April 2016 Annual Town Meeting.

Selectman Rand moved the Board vote to approve and execute an Advance in Lieu of Borrowing in the amount of \$1,700,000 for the White Cliffs acquisition as presented by Finance Director June Hubbard-Ward; Selectman Rutan seconded the motion; all members voted in favor.

Acceptance and Execution of Deed

Mr. Coderre reviewed the details of the Deed for the White Cliffs acquisition.

Selectman Pantazis moved the Board vote to approve and execute the Quitclaim Deed for the White Cliffs acquisition as approved by Town Counsel; Selectman Rand seconded the motion; all members voted in favor.

Discussion regarding formation of White Cliffs Reuse Committee.

Mr. Coderre suggested that the Board begin discussing the formation of a White Cliffs Committee to begin exploring potential reuse options for recommendation to the Board.

Mr. Coderre indicated that the Committee will be charged with exploring the long-term viability of the property and be involved in all phases of the process including:

- hiring of consultants to establish base line conditions and recommend work to document and secure the property and provide ongoing management in the near term;
- working with town staff and consultants to assess the viability of use by the town or a third party and recommend the necessary steps needed for a project to move forward, such as a zoning change or remedial work that will prepare the building for redevelopment by the town or make it a more viable asset for a new owner or leasee;
- exploring viable reuses related to the town owning and operating the building, the town owning the building and leasing the building to a third-party on a short or long term basis, or the sale of the asset to a proven end user.

The committee will then present recommendations to the Board of Selectmen for consideration at the 2019 Annual Town Meeting.

Mr. Coderre reviewed the recommended composition of the committee. He also recommended that the Committee be convened for a period of up to two years with members serving until such time as they are replaced or the Committee is disbanded by vote of the Board of Selectmen.

Discussion regarding formation of White Cliffs Reuse Committee Cont. . .

Selectman Rutan moved the Board vote to establish a White Cliffs Committee with the charge as outlined in the September 22, 2017 memorandum from the Town Administrator and to present recommendations to the Board of Selectmen for consideration at the 2019 Annual Town Meeting. The Committee is convened for a period of up to two years and members shall serve until such time as they are replaced or the Committee is disbanded by vote of the Board of Selectmen. The Committee will be comprised of the following representatives:

- A representative from the Board of Selectmen
- A representative from the Community Preservation Committee
- A representative from the Historic District Commission
- Up to four at-large members – selected by the Board of Selectmen
- The Town Administrator and Town Planner (non-voting members)

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

REPORTSWilliam Pantazis

- Enjoyed attending the Applefest events. Suggested that the Applefest Committee consider holding future events over two days rather than four.
- Attended the 2nd Annual Memorial Ride in memory of Army Specialist Brian Arsenault. Noted that over 200 motorcycle riders attended the event.

Dawn Rand

- Attended the recent public hearing regarding agricultural composting. Noted that she is anxious to see what the outcome will be. Mr. Coderre assured her that he and Senator Chandler will continue to follow up on this important issue.
- Requested an anticipated date for the first meeting of the Fire Station Building Committee. Mr. Coderre indicated that Town staff is looking into the option of alternate sites before completing the RFP. He is hoping to hold the initial meeting of Fire Station Building committee within the next few weeks.
- Attended the Applefest events. Is happy to see that it continues to be a success.

Leslie Rutan, Clerk

- Thanked Senator Chandler and the residents for their attendance and testimony at the public hearing regarding agricultural composting.
- Offered congratulations to the following members of the Police Department: Officer Brendan Woeller for completing his ten-week field training; newly hired Dispatcher Vance Huntoon and Officer Kyle Crewe for successfully passing the entrance requirements to secure a position on the Central Massachusetts Law Enforcement Council.
- Encouraged residents to make donations to the Northborough Food Pantry.
- Requested confirmation that the recently approved stop sign has been installed at Collins and Ridge Roads. Mr. Coderre responded that the stop sign is in place.

Jason Perreault, Chairman

- Thanked the members of the Board, Mr. Coderre and the residents who attended and provided testimony at the public hearing on agricultural composting.
- Congratulated Michelle Gillespie and the Applefest Committee for planning and coordinating another successful Applefest weekend. Also thanked the Police, Fire and DPW Departments for their efforts.
- Congratulated Gerald Bourque for being honored as the Applefest Parade Grand Marshall.
- Participated in the recent Corn Hole Tournament held at the Texas BBQ to benefit the Challenger Program. Thanked Texas BBQ, James Furlong, Sean Durkin, as well as the many volunteers who made this event such a success.

John Coderre

- No report.

PUBLIC COMMENTS

In response to a question by Julianne Hirsh of 19 Smith Road, Mr. Coderre indicated that all meetings held by the newly created White Cliffs Committee will be open to the public. Residents are welcome to attend and will be given the opportunity to provide public input at select meetings.

DISCUSSION OF PRELIMINARY FREE CASH PLAN

Mr. Coderre presented his preliminary FY2019 Free Cash Plan for consideration and use during the upcoming budget process. The FY2017 year-end Free Cash was certified at approximately \$2.8 million, slightly less than the \$3.1 million from FY2016. The Free Cash is a result of unspent free cash from the prior year, in addition to positive actual performance in both appropriations not spent as well as revenues realized in excess of the budget.

Mr. Coderre noted that revenues exceeded the FY2017 budget by \$1,239,397 or 2.17% and expenditures returned were \$1,075,983 or 1.81%. Also contributing to the Free Cash balance was the return of \$200,989 in Employee Benefits, primarily based on the positive performance of the Health Insurance budget. In addition, several centralized accounts closed out positively. 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 indicated that the preliminary Free Cash plan contains:

- \$175,000 to the Appropriations Committee's Emergency Reserve Account, the same as in FY2018.
- \$500,000 to the FY2019 Operating Budget, the goal specified in the Free Cash policy.
- \$200,000 to the Stabilization Fund in an effort to maintain current reserve levels.
- Use of up to \$1.5 million to pay for various capital projects, which will be developed during the annual capital planning process with the Financial Planning Committee.
- Leaves \$500,000 in unappropriated Free Cash, which would be available for use in FY2020.

DISCUSSION OF PRELIMINARY FREE CASH PLAN CONT. . .

Mr. Coderre stated that the preliminary Free Cash plan is a financially conservative approach ensuring that the Town will have at least the same level of Free Cash for use in the subsequent operating budget.

Following his presentation, 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.

OTHER BUSINESS

None.

ADJOURNMENT

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

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. September 25, 2017 Meeting Agenda.
2. September 11, 2017 Meeting Minutes.
3. Information Packet – Fees for Plowing/Sanding Private Ways.
4. Information Packet – White Cliffs Purchase and Sale.
5. Memorandum – Preliminary Free Cash Plan.