

**BOARD OF SELECTMEN
MEETING MINUTES – January 8, 2018**

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

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

*Pledge of Allegiance

APPROVAL OF MINUTES – DECEMBER 14, 2017 JOINT MEETING

Selectman Rand moved the Board vote to approve the meeting minutes of the December 14, 2017 special joint meeting as submitted; Selectman Pantazis seconded the motion; all members voted in favor.

APPROVAL OF MINUTES – DECEMBER 18, 2017 REGULAR MEETING

Selectman Rand moved the Board vote to approve the meeting minutes of the December 18, 2017 regular meeting as amended; Selectman Rutan seconded the motion. Vote 4-0-1 (Selectman Pantazis abstained as he was not present at the meeting).

7:00 p.m. - BILL FRAHER, TOWN AUDITOR

Presentation on FY2017 Audit Report.

Bill Fraher, CPA made a presentation to the Board on the completed Final Audit Report for FY2017. 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 third annual contribution of \$500,000 in FY2017 and its fourth annual contribution of \$500,000 to the OPEB Trust Fund in FY2018. The continuance of this funding will reduce the growth of the unfunded liability in the next actuarial study, will have a positive impact on future bond ratings and is beginning to already show positive returns on the investment.

Members of the Board expressed their appreciation to Mr. Coderre and the Finance Team.

Mr. Coderre stressed how pleased he is with receiving another positive Audit Report. He publicly acknowledged the efforts of the Finance Team, especially Town Accountant Jason Little for his preparation of statements and controls that resulted in an unqualified management letter. 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. - MUNICIPAL NAMING COMMITTEE
Proposal to name Conservation Land at 0 Green Street
(Parcel ID: 026.0-0002-0000.0) Schunder's Field.

Selectman Amberson reviewed the Committee membership of which he and Selectman Rutan are members, along with Dana Labb, James Bruce and Andrew Dowd. He also reviewed the purpose of the Municipal Naming Committee (MNC), as well as the process leading up to tonight's proposal to formally name conservation land at 0 Green Street.

Selectman Amberson noted that a number of inquiries were received about the naming of specific sections of the Library and Senior Center. The MNC will work with the Library and Senior Center Directors to proceed with developing guidelines for the future. The MNC also received suggestions for specific naming opportunities for the new Town Common. The consensus was to wait until the Town Common project is further defined before moving forward with a formal naming process.

Selectman Amberson proudly announced that the MNC is proposing to formally name the conservation land at 0 Green Street – "*Schunder's Field*" in honor of the late John Schunder.

MNC Member Andrew Dowd indicated that the late John Schunder was a lifelong resident and retired as the DPW Director in 2006 after 34 years of service. Many of the parks and memorials in Town are a direct result of Mr. Schunder's efforts and leadership, including improvements to the Assabet Park and construction of the Ellsworth McAfee Park and fields. Mr. Schunder, a veteran himself, helped design many of the War memorials in Town, contributing his own personal funds when needed. Mr. Schunder was also instrumental in starting the Lacrosse program at ARHS and volunteered several seasons as the Varsity Lacrosse Coach.

This particular parcel on Green Street was in the Schunder family for several generations. During that time, the family turned down many lucrative offers from developers, as they were committed to having the land protected for the Town of Northborough and future generations to enjoy.

Following the presentations, members of the Board wholeheartedly expressed their support and appreciation of the MNC's proposal.

Tonight's public hearing to consider the recommendation of the Municipal Naming Committee was publicly advertised in the Worcester Telegram & Gazette advising any persons wishing to be heard on this proposal to be present or to submit written views prior to or during the public hearing. No public comments were received.

Selectman Amberson moved the Board vote to formally name conservation land located at 0 Green Street – Parcel ID 026.0-0002-000.0 "*Schunder's Field*" as recommended by the Municipal Naming Committee pursuant to Northborough Code 2-37-030; Selectman Rand seconded the motion; all members voted in favor.

7:20 p.m. - LEISU SCHEPERLE D/B/A 291 COFFEE HOUSE

Request for a Common Victualler License for premises located at 291 Main Street.

Leisu Scheperle was present to request a common victualler license for premises located at 291 Main Street. Ms. Scheperle currently operates “The Paint Circle” at this location and now requires the common victualler license as she will be serving coffee and muffins.

Although Ms. Scheperle has in the past allowed BYOB on special paint nights, she confirmed her understanding that once the common victualler license is issued, she will no longer be able to operate as a BYOB establishment unless she complies with the Town’s Carry-In Wine & Malt Policy.

Selectman Rand moved the Board vote to grant a common victualler license to Leisu Scheperle d/b/a 291 Coffee House for premises located at 291 Main Street with the following conditions:

1. That the licensee receive satisfactory inspections by the Building, Fire and Health Departments.
2. That the licensee shall not permit any patron to carry in and consume alcoholic beverages in or upon the licensed premises at any time.

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

REPORTSWilliam Pantazis

- Attended the December 19th ceremonial signing of the Community Compact Agreement with the Lt. Governor at the Senior Center. This agreement provides the Town with a \$40,000 grant to develop a comprehensive IT/GIS Strategic Plan.
- Thanked the DPW Department for their efforts during the recent winter storms.

Dawn Rand

- Noted that the Fire Station Feasibility Study Committee will meet on January 11th & 12th to interview architects for the Fire Station Feasibility Study.

Leslie Rutan, Clerk

- Publicly thanked Lowe’s Home Improvement in Westborough for their unsolicited donation of the complete list of supplies needed to upgrade the tool box and tool cache for the Rescue 1 Fire Truck.
- Thanked the DPW Department for their efforts during the recent storms.
- Asked if the DPW Director has had an opportunity to reach out to the Eagle Scout whose sign was taken down for the installation of the new Welcome to Northborough sign. Mr. Charpentier indicated that he has been working on trying to find his name with no success. Given the time that has passed, it has been difficult finding anyone that can provide this information.
- Thanked the Police and Fire Chief for their monthly reports.

Jeff Amberson, Vice Chairman

- Thanked the DPW, Police and Fire Departments for their efforts during the recent storms.
- Noted that the annual Holiday Food and Toy Drive sponsored by the Algonquin community donated 50 boxes of food and gift cards to families in need, collected \$3,790 that was converted into Stop & Shop gift cards; and donated toys and gift cards to over 300 children in foster care.
- Reminded residents to shovel the sidewalks in front of their property, as well as nearby fire hydrants.

Jason Perreault, Chairman

- Thanked the DPW, Police and Fire Departments for their efforts during the recent snow storms.
- Attended the December 19th ceremonial signing of the Community Compact Agreement. Thanked Mr. Coderre for his efforts in securing this funding.
- In response to recent inquiries, noted that the old Lowe's Market building on Main Street will house a bridal salon/dress shop in the front and a doctors/medical use in the rear addition. The anticipated completion date for the project is mid-summer.
- Provided a status update on R&T Furniture. Town staff continues to work with Town Counsel to fulfill all legal notification requirements to remove the structure, if necessary. Assuming no compliance action or appeal, the Town's ultimate recourse would be to demolish the structure at the owners expense and place a lien on the property. Such action will take place toward the end of the fiscal year since funding will need to be identified out of FY2018 appropriations.
- Noted that all commissioning activity and construction work is complete for the Lincoln Street School building project. The Project Manager successfully petitioned MSBA for inclusion of approximately \$49,000 worth of work that had previously been denied for reimbursement. The Town is waiting to receive the final project closeout from MSBA to determine its final reimbursement rate and remaining budget balance. Mr. Coderre added that the estimate is close to \$1M under budget for this project.
- Provided a status update on the Cannabis Control Commission (CCC). Noted that draft regulations are available on their website. Our Town Counsel has confirmed that per the CCC's regulations as written, Northborough's moratorium is considered the current local bylaw, which prohibits all recreational and medical marijuana related activities, including the sales of accessories through June 30, 2018. The CCC will next meet on January 9th where they will discuss offering guidance to municipalities.

John Coderre

- No report.

PUBLIC COMMENTS

Chief Parenti asked residents to check in on elderly and/or disabled neighbors during winter storms and frigid temperatures.

EXECUTION OF CEMETERY DEEDS 1039 & 1040

Selectman Rutan moved the Board vote to execute Cemetery Deeds 1039 & 1040 as presented; Selectman Amberson seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

7:55 p.m. - EXECUTIVE SESSION

Selectman Pantazis 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 Rand seconded the motion, the roll call vote was taken as follows.

Pantazis	“aye”	Amberson	“aye”
Rand	“aye”	Perreault	“aye”
Rutan	“aye”		

Chairman Perreault 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 8:25 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. January 8, 2018 Meeting Agenda.
2. December 14, 2017 Joint Meeting Minutes.
3. December 18, 2017 Regular Meeting Minutes.
4. Information packet – Audit Report.
5. Information packet – Municipal Naming Committee.
6. Information packet – Common Victualler License.
7. Cemetery Deeds.