

**BOARD OF SELECTMEN
MEETING MINUTES – June 11, 2018**

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

MEMBERS PRESENT: Dawn Rand, Chairman
Jason Perreault, Vice Chairman
Leslie Rutan, Clerk
Timothy Kaelin
Julianne Hirsh

*Pledge of Allegiance

APPROVAL OF MINUTES – MAY 14, 2018 REGULAR MEETING

Selectman Rutan moved the Board vote to approve the meeting minutes of the May 14, 2018 regular meeting as submitted; Selectman Perreault seconded the motion; all members voted in favor.

7:00 p.m. - SOFIA GAGUA - CLAM BOX CAFE

To consider a request for a Common Victualler and Entertainment License for the Clam Box Café for premises located at 14 East Main Street.

Sofia Gagua was present to request a Common Victualler License and an Entertainment License for a radio for a new restaurant located at 14 East Main Street. The Clam Box Café will offer mainly seafood dishes. Seating will be available at outside picnic tables.

Selectman Perreault moved the Board vote to approve the application for a Common Victualler and Entertainment License as submitted by Sofia Gagua d/b/a The Clam Box Café for premises located at 14 East Main Street, providing that the licensee receive satisfactory inspections by the Building, Fire and Health Departments; Selectman Rutan seconded the motion; all members voted in favor.

7:05 p.m. - JEAN KILLEEN – PAIRED, POURED & PLATED

To consider a request for a Common Victualler License for Kilti Inc. d/b/a Paired, Poured & Plated for premises located at 290 West Main Street.

Jean Killeen was present to request a Common Victualler License. Paired, Poured & Plated is located at 290 West Main Street and is an eclectic wine, cheese and gourmet goods package store. Ms. Killeen informed the Board that the store will now offer blackboard lunch specials on a mostly take-out basis, with two tables and four chairs just outside the store for patrons who wish to eat their lunch there.

Ms. Killeen confirmed her understanding that the Common Victualler License does not allow for the serving of any alcohol on the premises, such as BYOB. Alcohol sales are strictly sold on a retail basis only and cannot be consumed on the premises.

Jean Killeen – Paired, Poured & Plated Cont. . .

Selectman Rutan moved the Board vote to approve the application for a Common Victualler License as submitted by Kilti, Inc. d/b/a Paired, Poured & Plated for premises located at 290 West Main Street, providing that the licensee receive satisfactory inspections by the Building, Fire and Health Departments; Selectman Perreault seconded the motion; all members voted in favor.

7:10 p.m. - CHIRAG PATEL – ECONO LODGE INN

To consider a request for a Common Victualler and Entertainment License for KSP, Inc. d/b/a Econo Lodge Inn for premises located at 380 Southwest Cutoff.

Mr. Patel was present to request a Common Victualler and Entertainment License for the newly renovated Econo Lodge Inn located at 380 Southwest Cutoff. The Common Victualler License is required for a small seating area where a continental breakfast is served. The Entertainment License is for a television only.

Selectman Hirsh moved the Board vote to approve the application for a Common Victualler and Entertainment License as submitted by KSP, Inc. d/b/a The Econo Lodge Inn for premises located at 380 Southwest Cutoff, providing that the licensee receive satisfactory inspections by the Building, Fire and Health Departments; Selectman Kaelin seconded the motion; all members voted in favor.

7:15 p.m. - JUNE HUBBARD-WARD – FINANCE DIRECTOR

Approval/Execution of Bonds and Bond Anticipation Notes.

Finance Director June Hubbard-Ward was present to request the approval and execution of \$2,527,000 in permanent, tax exempt, Municipal Bonds for the following:

- \$ 927,000 Church Street Bridge (2016 Annual Town Meeting)
- \$1,500,000 Hudson Street Pump Station (2015 Annual Town Meeting)
- \$ 100,000 Hudson Street Sewer Pump Design (2014 Annual Town Meeting)

Ms. Hubbard-Ward also requested the approval and execution of \$2,719,000 in Bond Anticipation Notes for the following:

- \$ 119,000 Fire Department Ambulance (2015 Annual Town Meeting)
- \$ 400,000 West Main Street Pump Station (2017 Annual Town Meeting)
- \$ 380,000 Sewer Inflow & Infiltration (2016 Annual Town Meeting)
- \$ 120,000 Sewer Inflow & Infiltration (2016 Annual Town Meeting)
- \$1,700,000 CPA – White Cliffs (2016 Annual Town Meeting)

Mr. Coderre noted that Moody's Investors Service recently reaffirmed the Town's positive bond rating of Aa1. Moody's noted that the Town's modestly sized tax base is stable and benefits from adequate financial reserves, strong adherence to formally adopted financial policies, a manageable debt burden and below average pension liabilities.

Finance Director June Hubbard-Ward Cont. . .

Selectman Rutan moved the Board vote to approve and execute permanent, tax exempt, Municipal Bonds in the amount of \$2,527,000 and Bond Anticipation Notes in the amount of \$2,719,000 as presented by Finance Director June Hubbard-Ward; Selectman Perreault seconded the motion; all members voted in favor.

7:20 p.m. - NORTHBOROUGH ROTARY CLUB

To consider an application for a One-Day Special License for Wine & Malt Beverages for premises located at 244 West Main Street.

Mr. Coderre reviewed the application as a representative from the Rotary Club was unable to attend due to unforeseen circumstances. Mr. Coderre informed the Board that the license is being requested for a Pride in Workmanship Award Ceremony that will take place at the St. Rose of Lima Parish on June 19th between 6pm – 9pm. He was pleased to report that the recipient of this year's Pride in Workmanship Award is David "Robo" Robillard who is the Highway & Parks Superintendent and has been employed with the DPW Department for 28 years.

Selectman Perreault moved the Board vote to approve the application for a Special One-Day License as submitted by George Pember on behalf of the Rotary Club of Northborough, Inc. for an event to be held at the St. Rose of Lima Parish, 244 West Main Street on Tuesday, June 19, 2018 between 6pm – 9pm. Per the recommendation of the Alcoholic Beverages Control Commission, the license shall include the 24-hour period immediately before and after the event in order to allow for the proper delivery and disposal of all alcoholic beverages prior to and immediately following the event, and further waive the license fee; Selectman Rutan seconded the motion; all members voted in favor.

7:25 p.m. - RICK LEIF – NORTHBOROUGH AFFORDABLE HOUSING CORPORATION (NAHC)

Request to transfer available funds for completion of the affordable housing project by the NAHC and Habitat for Humanity for property located at 33-35 and 37-39 Main Street.

Rick Leif was present on behalf of the Northborough Affordable Housing Corporation (NAHC) along with Tim Firment from the Habitat for Humanity MetroWest/Greater Worcester (HFH). Mr. Leif provided a brief status update on the construction and renovations of the four affordable housing units at property located at 33-35 and 37-39 Main Street.

Mr. Leif stated that two families are scheduled to move into the two units at 33-35 Main Street at the end of June. The additional site work and extensive remodeling required to bring 37-39 Main Street up to code has cost an additional \$100,000, which will be split between NAHC and HFH. The Community Preservation Committee voted unanimously to grant the additional \$50,000 pending final approval by the Board of Selectmen. Mr. Leif noted that the anticipated completion date for 37-39 Main Street is the first quarter to early second quarter of 2019.

Northborough Affordable Housing Corporation Cont. . .

Members of the Board thanked Mr. Leif, Mr. Firment and the Assabet teachers and students for their efforts.

Selectman Kaelin moved the Board vote to approve \$50,000 to be released to the Northborough Affordable Housing Corporation to offset renovation expenses of properties located at 33-35 and 37-39 Main Street pursuant to Article 57 of the 2015 Annual Town Meeting; Selectman Rutan seconded the motion; all members voted in favor.

7:30 p.m. - DAVID PARENTI, FIRE CHIEF

Approval/Execution of a Statewide Public Safety Mutual Aid Agreement with the Massachusetts Emergency Management Agency.

Chief Parenti informed the Board that the purpose of the Statewide Public Safety Mutual Aid Agreement for Public Safety and Public Works is to expand mutual aid beyond bordering communities. This will allow the Town to request emergency response assistance from any participating community in the State. He added that a community may decline to send any of its resources to assist other communities without fear of penalty and may opt out of the agreement at any time.

Mr. Coderre assured the Board that there is no downside to opting-in to these agreements.

Selectman Kaelin moved the Board vote to approve the Statewide Mutual Aid Agreements for Public Safety and Public Works, pursuant to Massachusetts General Laws, Chapter 40, Sections 4J & 4K and to authorize the Town Administrator to execute same; Selectman Rutan seconded the motion; all members voted in favor.

REPORTSJulianne Hirsh

- Thanked the community for their support and allowing her to serve on the Board.
- Attended the annual meeting and reception of the Friends of the Senior Center.
- Participated in the Memorial Day Parade.
- Attended a thank you lunch for the teachers and students of Assabet Valley Technical High School for their work at 33-35 and 37-39 Main Street.
- Noted that the response to the R&T Furniture fire was remarkable. Thanked the Fire Department and the surrounding fire departments for their efforts in being able to contain the fire and prevent damage to the surrounding buildings.
- Noted that the first meeting of the Master Plan Steering Committee will be held on June 12th. Encouraged interested residents to attend.

Timothy Kaelin

- Thanked the Fire and Police Departments for their efforts in containing the R&T Furniture fire. Noted how impressed he is with the positive feedback from the community and the confidence that everyone has in the responsiveness and ability of both departments.
- Thanked everyone who was involved with rescheduling the Tradebe Public Hearing before the Board of Health as it conflicted with the Master Plan Steering Committee meeting being held on June 12th.
- Participated in the Memorial Day Parade and thanked everyone who came out in support.
- Noted that before being elected to the Board, he served as a member of the Council on Aging. Thanked COA Chair Adrienne Cost and Senior Center Director Kelly Burke for their tireless efforts. Encouraged residents to check out the many programs offered by the Senior Center.

Leslie Rutan, Clerk

- Noted that Selectman Perreault and herself met with applicants for Boards and Committees. See below for appointments.
- Spoke highly of the efforts of everyone involved in the R&T Furniture fire, especially the Fire Department.
- Reminded the public to pay attention and stop when pedestrians are attempting to cross a street via the various crosswalks around Town, especially the one at Brigham Street and Route 20.

Jason Perreault, Chairman

- Congratulated the graduating seniors of Algonquin and Assabet Valley Schools.
- Spoke about the thank you lunch honoring the Assabet students for their work on the affordable housing project. Noted that Assabet students have also worked on other Town projects such as the pavilion and gazebo at the Ellsworth MacAfee Park. Appreciates the community partnership.
- Thanked the Fire Chief for his tremendous leadership and coordination with the Northborough Fire Department and mutual aid responders in quickly containing the R&T Furniture fire. Thanked the Police Chief and his department, as well as the DPW Department for securing the scene. Also appreciated the efforts of the Town Administrator.
- Participated in the Memorial Day Parade and thanked everyone who attended. Thanked the American Legion for their efforts in planning the activities.
- As the speaker on behalf of the Board of Selectmen at the concluding ceremony at the Howard Street Cemetery, he publicly apologized for his significant omission in acknowledging the three veterans who sacrificed their lives when defending our Country – Brian Arsenault (Afghanistan 2014) , David MacAfee (Vietnam 1968) and Neil Ellsworth (Vietnam 1967). He acknowledged that his omission of the appropriate recognition of these three servicemen was acutely felt by the Arsenault family as unlike David MacAfee and Neil Ellsworth who are honored at the Tri-War Memorial observance during the parade, there is no marker or stopping point along the route for Brian Arsenault that appropriately honors his sacrifice. He noted that his apology to the families and friends of the these three servicemen will appear in this week's Community Advocate.

Dawn Rand

- Thanked the Fire Chief and his department and everyone else involved in the R&T Furniture fire. Noted her sadness in seeing this long-time, family-based business end in such a tragic way.

John Coderre

- Publicly thanked the Fire Chief for his leadership and coordination efforts at the R&T Furniture fire. Also thanked the Police and DPW Departments. Noted that as he witnessed the efforts of the firefighters, he could not help but appreciate the fact that they were all dressed in new and appropriate protective gear, and were able to work with appropriate equipment and apparatus. Most importantly they had the appropriate number of staff in place to fight a fire of this magnitude. This is thanks to the Board of Selectmen, the Financial Committees and the residents in this community for their unwavering support of public safety.

APPOINTMENT TO THE PARKS & RECREATION COMMISSION

Selectman Rutan moved the Board vote to appoint Tracey Cammarano to the Parks & Recreation Commission for a partial a three-year term; Selectman Perreault seconded the motion; all members voted in favor.

APPOINTMENT OF HISTORIC DISTRICT COMMISSION ALTERNATE MEMBER

Selectman Rutan moved the Board vote to appoint Michael Duchesneau as an Alternate Member to the Historic District Commission for a partial two-year term; Selectman Perreault seconded the motion.

APPOINTMENT OF ZONING BOARD OF APPEALS VOTING MEMBER

Selectman Rutan moved the Board vote to appoint Zoning Board of Appeals Alternate Member Paul Tagliaferri to the Zoning Board of Appeals as a full voting Member for a partial two-year term; Selectman Perreault seconded the motion; all members voted in favor.

APPOINTMENT OF ZONING BOARD OF APPEALS ALTERNATE MEMBER

Selectman Rutan moved the Board vote to appoint Zoning Board of Appeals Member Jeffrey Leland as an Alternate Member to the Zoning Board of Appeals for a partial two-year term; Selectman Perreault seconded the motion; all members voted in favor.

PUBLIC COMMENTS

None.

REAPPOINTMENT OF SPECIAL POLICE OFFICERS

Chief Lyver requested that the Board reappointment James Bruce and Raymond Reynolds as Special Police Officers for a one-year period. Both officers have completed their mandatory in-service training and required qualifications.

REAPPOINTMENT OF SPECIAL POLICE OFFICERS CONT. . .

Selectman Perreault moved the Board vote to reappoint James Bruce and Raymond Reynolds as Special Police Officers for a one-year period through June 30, 2019; Selectman Rutan seconded the motion; all members voted in favor.

NEDP MEMORANDUM OF UNDERSTANDING

Mr. Coderre informed the Board that the annual Memorandum of Understanding (MOU) between the Town and Northborough Extended Day Program, Inc. is for the continued use of office space and facilities at the Town Hall. The updated MOU provides for a 4% increase in payment to the Town from \$22,100 in FY2018 to \$23,000 in FY2019 to reflect increased costs associated with use of the space, as well as the shared Administrative Assistant position.

Selectman Hirsh moved the Board vote to approve the FY2019 annual Memorandum of Understanding between the Town and Northborough Extended Day Program, Inc. for the use of office space and facilities at the Town Hall and to authorize the Town Administrator to execute same; Selectman Rutan seconded the motion; all members voted in favor.

APPOINTMENT OF BOARD'S REPRESENTATIVE TO THE MASTER PLAN STEERING COMMITTEE

Selectman Rutan moved the Board vote to appoint Selectman Perreault to act as the Board's representative on the Master Plan Steering Committee; Selectman Kaelin seconded the motion; all members voted in favor.

REAPPOINTMENT OF SELVI OYOLA TO THE CULTURAL COUNCIL

Selectman Hirsh moved the Board vote to reappoint Selvi Oyola to the Cultural Council for a three-year term to expire June 30, 2021; Selectman Kaelin seconded the motion; all members voted in favor.

EXECUTION OF CEMETERY DEED 1049

Selectman Kaelin moved the Board vote to execute Cemetery Deed 1049 as presented; Selectman Rutan seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

8:20 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 (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 Kaelin seconded the motion, the roll call vote was taken as follows.

Rand	“aye”	Kaelin	“aye”
Perreault	“aye”	Hirsh	“aye”
Rutan	“aye”		

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

ADJOURNMENT

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

Meeting adjourned at 9:35 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. June 11, 2018 Meeting Agenda
2. May 14, 2018 Meeting Minutes
3. Information packet – Common Victualler & Entertainment License Clam Box Café
4. Information packet – Common Victualler License Paired, Poured & Plated
5. Information packet – Common Victualler & Entertainment License Econo Lodge Inn
6. Information packet – One-Day Liquor License Rotary Club
7. Information packet – Bonds and Bond Anticipation Notes
8. Information packet – NAHC & HFH Request to transfer funds
9. Information packet – Statewide Mutual Aid Agreement
10. Memo – Reappointment of Special Police Officers
11. Information packet – NEDP Memorandum of Agreement
12. Memo – Cultural Council Reappointment
13. Cemetery Deed