

**BOARD OF SELECTMEN  
MEETING MINUTES – September 10, 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 – AUGUST 20, 2018 REGULAR MEETING**

Selectman Rutan moved the Board vote to approve the meeting minutes of the August 20, 2018 regular meeting as submitted; Selectman Kaelin seconded the motion. Vote: 4-0-1 (Selectman Hirsch was not present at the meeting and therefore abstained).

**7:00 p.m. - PUBLIC HEARING**

To consider an application to transfer the All Alcoholic Beverages Restaurant, Common Victualler and Entertainment Licenses as submitted by RJ & JJ Holdings, Inc. d/b/a The Steakloft Restaurant for premises located at 369 West Main Street.

Attorney William Bloom was present along with Raymond Russo, Jr. to speak to the application to transfer the All Alcoholic Beverages Restaurant License from FRE-MAR, INC. d/b/a The Steakloft Restaurant to RJ & JJ Holdings, Inc. d/b/a The Steakloft Restaurant for premises located at 369 West Main Street.

Raymond Russo, Jr. is a retired software engineer and is the sole owner of RJ & JJ Holdings, Inc. He is scheduled to attend an alcohol training program on September 16<sup>th</sup>. Due to Mr. Russo's lack of experience in the restaurant industry, the current long-time owner, Carolyn Johnson will be staying on for a couple of months to assist during the transition period. The head cook who has served at the restaurant for many years will also remain on staff.

Detective Sergeant Brian Griffin has conducted a background check and has no concerns to report as to the suitability of Mr. Russo owning the restaurant and serving as manager.

Selectman Perreault moved the Board vote to approve the application to transfer the All Alcoholic Beverages Restaurant, Common Victualler and Entertainment Licenses from FRE-MAR, Inc. d/b/a The Steakloft Restaurant to RJ & JJ Holdings, Inc. d/b/a The Steakloft Restaurant for premises located at 369 West Main Street; Selectman Rutan seconded the motion; all members voted in favor.

**7:05 p.m. - SKIP AND PAT DOYLE - ROTARY CLUB**

Update on Applefest Street Fair and request to close Blake Street on Saturday, September 15, 2018 from 7 a.m. to 5 p.m.

Skip and Pat Doyle were present to provide an update on the Street Fair that will be held from 9am – 4pm on Saturday, September 15<sup>th</sup>. Everyone on Blake Street has been informed of the event and are in full support.

Ms. Doyle announced that the Rotary Club will be unveiling their school weekend backpack food program that will provide elementary aged children with backpacks of nutritional food that will get them from free lunch on Friday to free lunch on Monday. The program will begin with the Proctor School and hopefully expand to include the other schools in the future.

Lastly, Mr. Doyle requested the Board's consideration to move the parade back to Saturday so that the Street Fair and the parade can be held together. Chairman Rand and Selectman Rutan agreed. Selectman Rutan added that a discussion should take place regarding the schedule of next year's events.

Selectman Hirsh moved the Board vote to close Blake Street on Saturday, September 15, 2018 between the hours of 7 a.m. to 5 p.m. for the annual Applefest Street Fair; Selectman Kaelin seconded the motion; all members voted in favor.

**7:10 p.m. - SCOTT CHARPENTIER, DPW DIRECTOR**

Informational Presentation regarding completed Water/Sewer Rate Study.

DPW Director Scott Charpentier and David Fox from Raftelis Financial Consultants, Inc. were present. Mr. Charpentier indicated that Raftelis Financial Consultants were hired to conduct a Water and Sewer Rate Study for FY2019. This rate study is a follow-up to the studies performed for FY2014, FY2016, FY2017 & FY2018 to ensure adequate revenue to support the obligations of both the Water and Sewer Enterprise Funds in the coming years.

Mr. Charpentier indicated that the rate study recommends a water rate increase of 5% for FY2019. This will be the second 5% increase to water user rates since the introduction of a base charge in FY2014 and prior to that the FY2011 increase. The need for additional revenue can be attributed to rising operational costs, reduced consumption due to water conservation, implementation of our Capital Improvement Plan, and increasing assessments from the MWRA. Future water rate adjustments will be evaluated annually through performance of subsequent rate studies.

Mr. Charpentier reported that Northborough is still without a new Inter-Municipal Agreement (IMA) with the City of Marlborough. Negotiation of the terms, rates, and conditions has now entered litigation as the Town continues to work towards reaching an equitable resolution in the coming year. The City of Marlborough has issued permanent bonds for their recently completed \$30 Million Dollar plant upgrade project and will eventually assess Northborough for its share of the project costs.

**WATER & SEWER RATE STUDY CONT. . .**

Mr. Charpentier added that sewer rates have increased significantly in recent years with three consecutive years of 20% increases. The uncertainty of the IMA requires conservative assumptions to be made for this and upcoming years. The rate study recommends a sewer rate increase of 5% for FY2019.

While the purpose of tonight's presentation is informational, in accordance with the Town's Water and Sewer Rules and Regulations, a Public Hearing is scheduled with the Water and Sewer Commissioners on September 18, 2018 at 6:00pm at the Town Hall in Conference Room B, to take comments and consider the rate study's recommendations. Following the Public Hearing, the Water and Sewer Commissioners will vote on the recommendations of the rate study. If adopted, the ratepayers will be notified by mail the following day with rate changes to take effect in the 2<sup>nd</sup> Quarter bills (to be mailed November 2018) due December 1, 2018.

Following the presentation, Mr. Coderre provided an overview on the Enterprise Fund and the ongoing litigation with the City of Marlborough. Questions and comments were then heard from members of the Board.

**REPORTS**Julianne Hirsch

- Wished everyone a successful school year.
- Provided an update on the efforts of the Historic District Commission.
- Provided an update on the efforts of the Cultural Council and their plans for an event to be held during Applefest.
- Provided an update on the efforts of the White Cliff's Committee.
- Thanked the Applefest Committee for their efforts in planning this year's events.

Timothy Kaelin

- Attended a recent meeting of the Regional School Committee.
- Welcomed students back to school.
- Welcomed the new principals at Lincoln Street School and Zeh School.
- Attended a recent meeting of the Planning Board and provided an update on the projects that are before them.
- Asked if a decision regarding a new fire station is imminent? Chairman Rand answered that the Fire Station Building Committee is working towards making a decision on how best to move forward by the end of December in order to have plenty of time for presentations and public input prior to it being presented at the 2019 Annual Town Meeting.
- Thanked everyone for their efforts in planning the Applefest events, especially for the resources provided by the Police, Fire and DPW Departments.

Leslie Rutan, Clerk

- Noted that the Interview Committee met with candidates for the Conservation Commission and the Alternate Member to the Zoning Board of Appeals. See below for appointments.
- Thanked the Police and Fire Chiefs for their monthly reports.
- Thanked the owners of the former Pierce Gas Station property on Main Street for their clean-up efforts.
- Questioned the timeframe for the traffic lights to be functional at Northborough Crossing? DPW Director Scott Charpentier will look into this.
- Inquired if the Police Department can do anything about the dogs not being leashed at Carney Park. Mr. Coderre responded that the Animal Control Officer can be advised of this for appropriate action.
- Attended a recent meeting of the Northborough School Committee. Noted that she requested that an invitation be extended to the Selectmen, the Appropriations and Financial Planning Committees to participate in the annual tour of the school facilities if anyone wishes to do so.

Jason Perreault, Vice Chair

- Encouraged everyone to attend the Applefest events this weekend.
- Noted that the Master Plan Steering Committee will have an information booth at Applefest.
- Noted that September 4, 2018 marked the 4<sup>th</sup> anniversary of the loss of Army Specialist Brian Arsenault. Remembered his sacrifice and service to his Country.

Dawn Rand, Chair

- No report.

John Coderre

- Announced that a public hearing will be held on September 17, 2018 at 7pm at Town Hall where architects will present designs for the proposed Town Common.

**APPOINTMENT TO THE CONSERVATION COMMISSION**

Selectman Rutan moved the Board vote to appoint Kelly Marston to the Conservation Commission for a partial three-year term; Selectman Perreault seconded the motion; all members voted in favor.

**APPOINTMENT OF ALTERNATE MEMBER TO THE ZBA**

Selectman Rutan moved the Board vote to appoint Leslie Harrison to serve as an Alternate Member to the Zoning Board of Appeals; Selectman Perreault seconded the motion; all members voted in favor.

**PUBLIC COMMENTS**

None.

**FINAL APPROVAL OF THE GREEN COMMUNITY PROGRAM PLAN**

Mr. Coderre requested the Board's adoption of the final two criteria in order to be designated a Green Community. At the August 20<sup>th</sup> Board Meeting, a presentation was made on the Green Community Program Plan. Three of the five criteria are already in place – 1) Reduce the life-cycle costs of buildings; 2) Provide as-of-right siting for renewable energy/alternate energy facilities; and 3) Provide for expedited permitting.

The Board of Selectmen and Town staff has had the opportunity to review the draft policies for the two remaining criteria that require adoption by the Board this evening – 1) Establish an energy use baseline inventory and develop a plan to reduce this baseline by 20% within 5 years; and 2) Adhere to a policy of purchasing fuel efficient vehicles.

Ms. Foster reported that no changes were made to the Fuel Efficient Vehicle Policy and minor changes relating to a streetlight discrepancy and formatting of a few tables and charts were made to the Energy Reduction Plan.

The Green Community Program Plan is subject to ongoing review and will be updated as needed.

Selectman Perreault moved the Board vote to adopt the Town of Northborough Energy Reduction Plan, prepared by the Central Massachusetts Regional Planning Commission with support from Guardian Energy Management Solutions and the Town of Northborough, in fulfillment of the Massachusetts Green Communities Grant Program Criterion 3, and authorize the Town Administrator to submit the plan as part of Northborough's Green Communities Application for Designation; Selectman Rutan seconded the motion; all members voted in favor.

**HOMEcoming DAY NORTHBOROUGH HIGH SCHOOL ALUMNI ASSOC.**

Chairman Rand informed the Board that the 146<sup>th</sup> Annual Homecoming Day for the Northborough High School Alumni Association will be held on Saturday, October 13, 2018. Members of the Board were invited to attend the homecoming celebration at the Haven Country Club in Boylston from 12pm to 5pm.

Selectman Kaelin moved the Board vote to proclaim October 13, 2018 as Homecoming Day for the Northborough High School Alumni Association in recognition of its 146<sup>th</sup> Reunion Homecoming; Selectman Rutan seconded the motion; all members voted in favor.

**REAPPOINTMENT OF LESLEY SHORE TO THE CULTURAL COUNCIL**

Selectman Rutan moved the Board vote to reappoint Lesley Shore to the Cultural Council for a three-year term to expire on September 30, 2021; Selectman Perreault seconded the motion; all members voted in favor.

**EXECUTION OF CEMETERY DEEDS 1059 & 1060**

Selectman Hirsh moved the Board vote to execute Cemetery Deeds 1059 & 1060 as presented; Selectman Kaelin seconded the motion; all members voted in favor.

**OTHER BUSINESS**

None.

**EXECUTIVE SESSION**

Chairman Rand indicated that there is no news to report on the Anza litigation. The Board agreed to pass over Executive Session and adjourn.

**ADJOURNMENT**

Selectman Perreault 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 10, 2018 Meeting Agenda
2. August 20, 2018 Meeting Minutes
3. Information packet – Liquor License Transfer
4. Memorandum – Street Fair Update
5. Information packet – Water/Sewer Rate Study
6. Information packet – Green Community Program Plan
7. Information packet – Northborough High School Alumni Association
8. Memorandum – Reappointment to the Cultural Council
9. Cemetery Deeds