

**BOARD OF SELECTMEN
MEETING MINUTES – September 24, 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
Julianne Hirsh

MEMBER ABSENT: Timothy Kaelin

*Pledge of Allegiance

APPROVAL OF MINUTES – SEPTEMBER 10, 2018 REGULAR MEETING

Selectman Rutan moved the Board vote to approve the meeting minutes of the September 10, 2018 regular meeting as submitted; Selectman Hirsh seconded the motion; all members voted in favor.

7:00 p.m. - HEARING

Set Fees for Plowing/Sanding Private Ways for the upcoming 2018/2019 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 Perreault moved the Board vote to set the fees for plowing and treatment of private ways less than 3,000 feet for the 2018/2019 winter season as follows:

\$200.00 per storm per private way for plowing
\$200.00 per storm per private way for treatment

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

7:05 p.m. - HEARING

To consider an application for a Special One-Day License as submitted by David Brannon for premises located at 309 Main Street.

Sean Durkin and James Furlong were present on behalf of applicant David Brannon to request a Special One-Day License. The license is being requested for the Texas BBQ parking lot at 309 Main Street for the purpose of holding the 4th Annual Corn Hole Tournament on Sunday, October 7th between the hours of 12pm to 6pm to benefit the Challenger Program, a sports based program for kids 5-22 with disabilities.

HEARING CONT. . .

Mr. Durkin explained that the restaurant will be closed during the event. An outside station for alcohol purchases will be set up in the parking lot. The parking lot area will be designated and measures will be in place to ensure that alcoholic beverages are contained within the designated area.

The application has been reviewed by the Police, Fire, Building and Health Departments and there no concerns to report.

Selectman Perreault moved the Board vote to approve the application for a Special One-Day License as submitted by David Brannon for an event to be held in the parking lot adjacent to the Texas BBQ Company at 309 Main Street on Sunday, October 7, 2018 between 12pm – 6pm. 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 to further waive the license fee. The following conditions shall apply:

1. The parking lot area for the sale and consumption of alcoholic beverages shall be clearly marked.
2. Proper signage notifying guests that alcohol must be consumed within the marked areas of the parking lot.
3. A permit from the Building Department is required in the event that a tent larger than a standard easy up will be used.

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

7:10 p.m. - HEARING

To consider an application for a Special One-Day License as submitted by Megan Kelleher on behalf of St. Bernadette School for premises located at 266 Main Street.

Megan Kelleher of St. Bernadette's School was present to request a Special One-Day License for the purpose of holding their annual fundraising family event for the School on Sunday, October 21st between the hours of 1pm to 4pm.

The event will take place in the School's parking lot at 266 Main Street. The designated event area of the parking lot will be fully enclosed on all sides with temporary fencing where natural borders are not present. A person will be stationed at the entrance at which guests will check in at a table. Bracelets will be provided for those 21 and over. Ms. Kelleher understands that guests consuming alcohol must be contained within the designated area and signs will be present to ensure compliance. Approximately 400 guests are expected to attend. There is adequate parking.

The application has been reviewed by the Police, Fire, Building and Health Departments, and there are no concerns to report.

HEARING CONT. . .

Selectman Rutan moved the Board vote to approve the application for a Special One-Day License as submitted by Megan Kelleher on behalf of Saint Bernadette School for an event to be held in the parking lot at 266 Main Street on Sunday, October 21, 2018 between 1pm – 4pm. 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 to further waive the license fee. The following conditions shall apply:

4. One member of the staff who will be present at the event must be certified as a Crowd Control Manager.
5. The parking lot area for the sale and consumption of alcoholic beverages shall be clearly marked.
6. Proper signage notifying guests that alcohol must be consumed within the marked areas of the parking lot.
7. A permit from the Building Department is required in the event that a tent larger than a standard easy up will be used.

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

7:15 p.m. - WILLIAM LYVER, POLICE CHIEF
Appointment of Special Police Officers.

Chief Lyver introduced Daniel Hanley and Jacob Mick and requested that the Board appoint them as special police officers.

Mr. Hanley participated in the most recent hiring process and was in the top ten. He is a graduate of Saint Anselm College and hold a Bachelor's Degree in Criminal Justice. He graduated from the MPTC basic recruit academy at Northern Essex Community College as a self-sponsored student in September 2018. He satisfactorily completed the pre-employment physical exams, abilities test and drug screening as required for admission to the academy.

Mr. Mick is a graduate of Algonquin High School and Worcester State University and holds a Bachelor's Degree in Business Administration. He graduated from the MPTC basic recruit academy at the State Police Municipal Academy as a self-sponsored student in September 2018. He satisfactorily completed the pre-employment physical exams, abilities test and drug screening as required for admission to the academy.

Selectman Hirsh moved the Board vote to appoint Daniel Hanley and Jacob Mick as special police officers effective September 25, 2018 through June 30, 2019; Selectman Rutan seconded the motion; all members voted in favor.

REPORTS

Julianne Hirsch

- Thanked all of the volunteers and Town staff who helped organize and who worked at the Applefest events. It was a great time celebrating the Town.
- Congratulated Mr. Hanley and Mr. Mick on their appointment as special police officers.
- Attended the Central Mass Regional Planning Commission (CMRPC) quarterly meeting on Sept 13th. Noted that they are working on the 2020 Federal Census and stressed the need for as much participation from the community as possible. Also noted that if anyone is interested in working on the 2020 Census, jobs are available.
- Attended a recent meeting of the White Cliffs Committee. In the coming weeks, four architects will be interviewed.

Leslie Rutan, Clerk

- Thanked everyone for organizing the Applefest events. Thanked the Police, Fire and DPW Departments for their help as well. Noted that the scheduling of future events will be discussed at an upcoming meeting.
- Noted that the traffic lights at the north entrance to Northborough Crossing and Hitching Post Lane have been installed and should be fully functional in about one week.
- Requested a status update on her recent request for increased enforcement of dogs not being leashed at Carney Park. Mr. Coderre responded that the Animal Control Officer will frequent the area to conduct extra enforcement and education efforts.
- Noted that Home Sense opened in Northborough Crossing on September 20th. Thanked them for their generous donation of \$10,000 to the Northborough Food Pantry.
- Requested that Chief Lyver speak to the upcoming changes to 911 and how it will operate? Chief Lyver indicated that the public will soon be able to text to 911 and that further down the road people will be able to livestream video to 911.
- Requested a status update on the vacant Dispatcher positions? Chief Lyver indicated that he expects to be at full staff in approximately two months.

Jason Perreault, Vice Chair

- Noted how much effort it takes to plan and run all of the Applefest events. Thanked the Applefest Committee, the Rotary Club, the many volunteers and other organizations, including the Education Foundation for their efforts. Thanked the Police, Fire and DPW Departments as well.
- Noted that the Master Plan Steering Committee booth was stationed at the Farmer's Market. Announced that a Public Information Meeting will be held on October 4th from 6-8pm at the high school to solicit additional input. Also, a new on-line survey can be found at www.northboromp.com. Encouraged the public to participate in the survey as it is different than the one that was offered in June.

Jason Perreault Report Cont. . .

- Attended the September 17th public presentation on the Town Common Designs. Both designs that were presented will be consolidated into a single design that will be presented at a future date. It is estimated that the bidding process will begin in early 2019 followed by construction to take place from Spring to Fall of 2019. Thanked Town Planner Kathy Joubert and DPW Director Scott Charpentier for moderating the meeting.
- Attended the Brian Arsenault Memorial Ride and BBQ. Thanked the Arsenault family, Sean Durkin, Jim Furlong, as well as everyone else who contributed to support this annual event in honor of Brian's sacrifice. All proceeds go to the Brian Arsenault Memorial Fund.
- Noted that the Police Department will hold an open house at the Police Station on September 29th from 9am-1pm.

Dawn Rand, Chair

- Thanked everyone involved in Applefest. Noted that the Board will discuss the scheduling of future events at an upcoming Board Meeting.
- Congratulated Roger Leland for being honored as the Applefest Parade Grand Marshall and thanked him for his many years of service to the town.
- Noted that the Fire Station Building Committee met earlier today. A meeting will be tentatively scheduled some time during November, at which time the Board of Selectmen, the Financial Planning Committee and the Appropriations Committee will receive a formal status update on the project. It is anticipated that the project will be presented at the 2019 Annual Town Meeting.

John Coderre

- No report.

PUBLIC COMMENTS

Howard Stone of 257 Rice Avenue was present to formally discuss his safety concerns and the history of his assessment of the Rice Avenue culvert crossing near his property.

DPW Director Scott Charpentier responded that he is aware of Mr. Stone's concerns and the need for the culvert to be replaced. He indicated that the Town's expectation is to place the project out to bid immediately after the 2019 Annual Town Meeting so that the construction can occur during the summer low flow season with no impacts to school bus operations. He also reviewed the steps that have been taken to postpone any further loss of material into the culvert.

Mr. Coderre added that under the Pavement Management Plan, all of the culverts in Town have been assessed and placed in priority order. The Town is aware of this particular culvert needing replacement. The Town will continue to monitor and maintain it. He stressed that the Town's number one priority when the Board meets annually with our State Legislators is the need for additional Chapter 90 funds to fund roadway improvements.

CERTIFICATION OF NOTICE OF INTENT TO THE EPA

Town Engineer Fred Litchfield reported that the DPW and Engineering Departments have completed the Notice of Intent (NOI) and updated the Stormwater Management Plan as required by the Environmental Protection Agency (EPA). The draft Stormwater Management Plan was posted on the Town website and a public meeting was held with the Conservation Commission on September 10th in order to obtain public comment. He requested that the Board certify the NOI so it can then be submitted to the EPA for authorization.

Selectman Rutan moved the Board vote to certify the Notice of Intent to the Environmental Protection Agency as required under the EPA's Small Municipal Separate Storm Sewer System MS4 General Permit and to authorize Chairman Rand to execute same; Selectman Perreault seconded the motion; all members voted in favor.

EXECUTION OF CEMETERY DEEDS 1061 & 1062

Selectman Hirsh moved the Board vote to execute Cemetery Deeds 1061 & 1062 as presented; Selectman Rutan seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

8:00 p.m. - EXECUTIVE SESSION

Selectman Hirsh moved the Board vote to enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21, Subsection 3 (litigation – re: Town vs. Anza) 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 Rutan seconded the motion, the roll call vote was taken as follows.

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

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

8:55 p.m. – RETURN TO OPEN MEETING**ADJOURNMENT**

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

Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. September 24, 2018 Meeting Agenda
2. September 10, 2018 Meeting Minutes
3. Information packet – Plowing/Sanding Private Ways
4. Information packet – Special One-Day License at 309 Main Street
5. Information packet – Special One-Day License at 266 Main Street
6. Memorandum – Appointment of Special Police Officers
7. Information packet – Certification of NOI to EPA.
8. Cemetery Deeds