

**BOARD OF SELECTMEN
MEETING MINUTES – October 15, 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 – SEPTEMBER 24, 2018 REGULAR MEETING

Selectman Rutan moved the Board vote to approve the meeting minutes of the September 24, 2018 regular meeting as submitted; Selectman Perreault seconded the motion. Vote 4-0-1 (Selectman Kaelin was not present at the meeting and therefore abstained).

7:00 p.m. - PUBLIC HEARING

Cable Television License Renewal with Verizon New England,
Inc. and Charter Communications Entertainment I, LLC.

Attorney William Hewig explained that the purpose of tonight's public hearing is to obtain input from the public regarding the cable television license renewals with Verizon New England, Inc. and Charter Communications Entertainment I, LLC.

Following Attorney Hewig's review of what can and cannot be negotiated, Cable Access Director Kathy Dalgliesh encouraged the public to direct any comments regarding the Town's future community cable-related needs to the Cable Access Department. She added that customer service expectations can be addressed and asked the public to share what they are watching and what they want to see more of on the PEG Access Channels.

Mr. Coderre added that the Town is fortunate to have competition between Verizon New England and Charter Communications. The lack of representation by both cable companies this evening proves that the existing contracts are working well without any significant issues. With that being said, he anticipates a smooth renewal process. Once the negotiations are completed, the final contracts will be presented at a future Board meeting for approval and execution.

Chairman Rand invited comments from the public. There were none. Chairman Rand closed the public hearing.

**7:15 p.m. - TRISH SETTLES –
CENTRAL MASS REGIONAL PLANNING COMMISSION
Adoption of the Northborough Hazard Mitigation Plan.**

Trish Settles from the Central Mass Regional Planning Commission (CMRPC) introduced herself. She informed the Board that the Federal Disaster Mitigation Act requires that cities and towns adopt and update a Hazard Mitigation Plan to be eligible for FEMA mitigation grants. The purpose of the plan is to identify natural hazards and seeks to prioritize projects, policies and educational efforts in order to reduce these risks. The draft Hazard Mitigation Plan was presented at the Board's January 22, 2018 meeting.

Ms. Settles noted that the Hazard Mitigation Plan has been reviewed and approved by MEMA and FEMA. She is here this evening to ask the Board to formally adopt the plan, which will then be updated every five years.

Members of the Board and Chief Parenti thanked members of the planning team for their efforts in drafting this comprehensive plan. Mr. Coderre thanked everyone as well, especially Chief Parenti for taking the leadership role on this project.

Selectman Rutan moved the Board vote to adopt the Natural Hazard Mitigation Plan as presented; Selectman Kaelin seconded the motion; all members voted in favor.

REPORTS

Julianne Hirsch

- Thanked Chief Lyver and his department for their recent community outreach events including an open house at the Police Station and Coffee with a Cop.
- Thanked Chief Parenti for his response to a recent gas leak issue on Davis Street.
- Thanked the Fire Chief and Police Chief for their monthly reports.
- Attended a recent meeting of the Master Plan Steering Committee.
- Attended a recent meeting of the White Cliffs Committee.
- Attended a recent meeting of the Housing Authority. Noted that there is an opening for an additional member. Interested residents can apply via the Boards and Committees page on the Town website.
- Attended the Northborough Garden Club's Memorial Garden Dedication at the Old Town Hall.

Timothy Kaelin

- Attended a recent meeting of the Groundwater Advisory Committee.
- Attended a recent meeting of the Council on Aging.
- Attended a recent meeting of the Master Plan Steering Committee.
- Attended a Pasta Dinner at Whitney Place sponsored by the Friends of the Senior Center.
- Congratulated the Fire Department on the heroic near delivery of a newborn in route to the Hospital. The baby was born two minutes after arriving at the hospital.
- Questioned if there is additional outreach that can be done for those residents who wish to serve on a Board, Committee or Commission. Current openings can be found on the Boards & Committees page on the Town website.

Leslie Rutan, Clerk

- Attended a recent meeting of the Northborough K-8 School Committee.
- Announced that additional Police Officers will be stationed as needed at all of the precincts during the November 6th State Primary Election.
- Attended the Open House at the Police Station.
- Pleased to see that the traffic lights at the north entrance to Northborough Crossing and Hitching Post Lane are fully functional.
- Noted that a Flu Clinic will be held at the Senior Center on October 23rd from 9:30am – 11:00am.
- Attended a recent meeting of the Master Plan Steering Committee.
- Announced that the annual tour of the schools is scheduled for October 30th.
- Joined in the 4th Annual Corn Hole Tournament on October 7th.
- Announced that the 10th Annual Winter Gear Drive sponsored by Northborough Helping Hands are collecting donations through November 15th.
- Thanked the Fire Chief and Police Chief for their monthly reports.

Jason Perreault, Vice Chair

- Attended the Open House at the Police Station.
- Attended the recent meeting of the Master Plan Steering Committee.
- Joined in the 4th Annual Corn Hole Tournament on October 7th.

Dawn Rand, Chair

- Thanked Scott Nolan for his three years of service on the Cultural Council. Requested that a thank you letter be sent on behalf of the Board.
- Thanked Jack Sharp for his five years of service on the Board of Library Trustees. Requested that a thank you letter be sent on behalf of the Board.
- Announced that early voting will begin on October 22nd through November 2nd. Registered voters can vote during regular business hours in the Town Clerk's Office at Town Hall.
- Attended the 146th Homecoming Day for the Northborough High School Alumni Association.
- Requested an update on the Fisher Street culvert replacement. Town Engineer Fred Litchfield reported that the project is progressing on schedule with an anticipated completion by the end of October.

John Coderre

- No report.

PUBLIC COMMENTS

None.

DISCUSSION OF PRELIMINARY FREE CASH PLAN

Mr. Coderre presented his preliminary FY2020 Free Cash Plan for consideration and use during the upcoming budget process. The FY2018 year-end Free Cash was certified at approximately \$2.23 million, less than the \$2.87 million from FY2017. The Free Cash is a result of unspent Free Cash from the prior year, plus positive actual performance in both appropriations not spent, as well as revenues realized in excess of the budget.

DISCUSSION OF PRELIMINARY FREE CASH PLAN CONT. . .

Mr. Coderre noted that revenues exceeded the FY2018 budget by \$781,351 or 1.35%. Expenditures returned were \$969,609 or 1.63%. The return of \$212,447 in Employee Benefits is primarily based upon 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 1-3% of the operating budget was once again achieved.

Mr. Coderre indicated that the preliminary Free Cash plan contains the annual appropriation to the Reserve Account in the amount of \$175,000, the same as in FY2019; a contribution of \$500,000 to the FY2020 Operating Budget, the goal specified in the policy; a contribution of \$200,000 to the Stabilization Fund, to maintain current reserve levels; using up to \$861,167 to pay for various capital projects; and contemplates leaving approximately \$500,000 in unappropriated Free Cash. Prior to the close of FY2018, the Town's reserves were at 8.1%, or \$5.07 million. After the close of FY2018, the Town's July 1, 2018 reserves increase to approximately 10.6%. The preliminary Free Cash Plan as presented would expend the funds as presented, while providing for the maintenance of financial reserves at approximately 8%.

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 the Free Cash Policy.

RENEWAL OF CENTRAL MASS VETERANS' SERVICE DISTRICT AGREEMENT WITH THE TOWNS OF GRAFTON, SHREWSBURY AND WESTBOROUGH

Assistant Town Administrator Kimberly Foster was present and reviewed the services provided by the Central Massachusetts Veterans' Service District. She requested the Board's support of Northborough's continued participation in the District.

Ms. Foster praised the efforts of District Director Justin Sousa in linking residents to the available benefits through the District, as well as offering assistance in gaining access to additional VA benefits.

Mr. Coderre added that the Veterans' Service District is one of the best examples of a regional approach to shared services. He thanked Ms. Foster for all of her continued efforts relating to the District.

Selectman Perreault moved the Board vote to authorize the Chair to send a letter to the State Department of Veterans' Services in support of the application for renewal of the Central Massachusetts Veterans' Services District for the Towns of Northborough, Grafton, Shrewsbury and Westborough; Selectman Rutan seconded the motion; all members voted in favor.

EXECUTION OF NOVEMBER 6, 2018 STATE ELECTION WARRANT

Selectman Kaelin moved the Board vote to execute the November 6, 2018 State Election Warrant; Selectman Rutan seconded the motion; all members voted in favor.

EXECUTION OF CEMETERY DEEDS 1063, 1064 & 1065

Selectman Hirsh moved the Board vote to execute Cemetery Deeds 1063, 1064 & 1065 as presented; Selectman Rutan seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

8:15 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 – 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”	Perreault	“aye”
Kaelin	“aye	Rand	“aye”
Rutan	“aye”		

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

9:00 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 9:00 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. October 15, 2018 Meeting Agenda
2. September 24, 2018 Meeting Minutes
3. Information packet – Cable Television License Renewal Hearing
4. Information packet – Hazard Mitigation Plan
5. Memorandum – Preliminary Free Cash Plan
6. Information packet – Renewal of Veterans’ Service District
7. Election Warrant
8. Cemetery Deeds