

**BOARD OF SELECTMEN  
MEETING MINUTES – March 25, 2019**

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 – MARCH 11, 2019 REGULAR MEETING**

Selectman Perreault moved the Board vote to approve the meeting minutes of the March 11, 2019 regular meeting as submitted; Selectman Rutan seconded the motion; all members voted in favor.

**7:00 p.m. - JOINT PUBLIC HEARING WITH APPROPRIATIONS  
COMMITTEE**  
FY2020 Proposed Budget.

Present for the Appropriations Committee were Elaine Kelly, Janice Hight, George Brenckle, Bob D'Amico, Richard Nieber and Anthony Poteete.

Also present in the audience were members of the Financial Team - Finance Director Jason Little and Assistant Town Administrator Kimberly Foster and members of the Financial Planning Committee – David DeVries and Tom Spataro.

Chairman Kelly called the meeting of the Appropriations Committee to order.

Mr. Coderre presented the FY2020 proposed Budget, which included the latest information available regarding revenue projections and departmental expenditure requests. The FY2020 General Fund Operating Budget, including General Government, Northborough K-8 Schools, Regional High School, Assabet Valley Regional High School and Special Warrant Articles is \$66,016,688, or a 3.41% increase over FY2019. This includes \$861,167 in one-time pay-as-you-go capital expenditures and a \$200,000 contribution to the Stabilization Fund. All budgets were developed in conformance with the goals and objectives discussed at the December 13, 2018 Financial Trend Monitoring System joint meeting.

On December 13, 2018 the Board of Selectmen, Appropriations Committee, Financial Planning Committee and the K-8 School Committee all met together to hear the latest update of the Financial Trend Monitoring System (FTMS) as well as the five-year financial forecasts. The group discussed revenue projections, the various financial indicators and the implications of the information for the upcoming FY2020 budget.

**JOINT PUBLIC HEARING CONT. . .**

Mr. Coderre reviewed the following FY2020 Budget goals from the December 13, 2018 Financial Trend Monitoring Joint Meeting:

- To protect and improve the Town's Overall Financial Condition
- To develop a budget that is in conformance with the Town's comprehensive financial policies
- To maintain Northborough as an affordable place to live and operate a business
- To protect the Town's long-run solvency beyond the immediate budget cycle

Mr. Coderre reviewed the significant budgetary items, including Health Insurance, Debt Service, State Aid estimates and New Growth figures. Mr. Coderre also reported that the recycling industry is currently going through a tumultuous period of adjusting to China's 2018 decision to get out of the international recycling business. The pending solid waste & recycling contract bid is set to expire on June 30, 2019. In years past, the value of recyclable materials would offset the cost of collecting and sorting them, which is no longer the case. It is anticipated that in FY2020 it will cost as much, if not more, to dispose of recycling as it does trash. As a result, he is anticipating that the next solid waste and recycling contract will increase by approximately 15% and require another \$200,000 in General Fund subsidy.

Mr. Coderre reported that the overall General Fund budget increase is 3.41% with the proposed budgets for the key departments estimated to increase as follows:

- Northborough K-8 Schools increase \$662,965 or 2.73% to \$24,928,558
- General Government (Town) increases \$757,193, or 3.50% to \$22,391,273
- Assabet Valley Vocational High School combined operating and debt assessments increase by \$78,588, or 10.37% to \$836,310
- Algonquin Regional High School (ARHS) combined operating and debt assessments increase by \$958,467, or 8.04% to \$12,873,956

Overall, the Fiscal Year 2020 total operating budget for all funds (including Enterprise Funds) is \$71,743,441, or a 3.56% increase over FY2019; however, the increase includes one-time pay-as-you-go capital expenditures, a contribution to the Stabilization Fund and increases to the Water & Sewer and Solid Waste Enterprise Funds.

The General Government Highlights of the FY2020 Budget include the following:

- All FY2020 Collective Bargaining Agreements are unsettled & Classification/Compensation Plan update is ongoing
- A new Facilities Manager was added mid-year, effective 1/1/2020
- Solid Waste & Recycling Budget up 15% requiring a subsidy increase of \$200,000
- The Worcester Regional Retirement Assessment is up 14%, or \$256,801
- The Health Insurance Budget increases just 2% thanks to FY2019 carrier consolidation.
- FY2020 includes a \$550,000 appropriation into the Other Post-Employment Benefits (OPEB) Trust Fund.

**JOINT PUBLIC HEARING CONT. . .**

The FY2020 Pavement Management Plan is funded at the minimum \$1.1million, which is required in order to maintain the Town's pavement rating of 73.

Mr. Coderre noted the following FY2020 planning initiatives contained in the Budget Message handout:

- GFOA Distinguished Budget Award Program
- Fire Station Feasibility Study
- Inter-municipal Agreement (IMA) litigation with the City of Marlborough
- Collective Bargaining Agreement negotiations
- Cable TV License renewals with Charter Communications and Verizon
- Various infrastructure improvements, including the Rice Avenue culvert replacement.
- Development of Information Technology/GIS Strategic Plan and Website Update
- Historic White Cliffs Facility ongoing assessment and reuse.

In summary, the FY2020 Budget supports core departmental services and missions, protects long-run solvency by addressing unfunded liabilities and invests in equipment, facilities and infrastructure. It is within the budgetary increase allowable under limits of Proposition 2½, although it does make use of approximately \$900,000 in excess levy capacity in order to maintain current service levels. The budget attempts to minimize the tax impact while maintaining core services, especially at the Regional High School, where Northborough's rising enrollments have resulted in significant assessment increases.

Following several questions and comments from members of the Board of Selectmen, Mr. Coderre reviewed further the need for a facilities manager and the duties associated with this position. Members of the Board expressed their support for the long overdue position and acknowledged the significant workload associated with not having a dedicated Facilities Manager on staff.

Members of the Board expressed their appreciation to Mr. Coderre, the Financial Team, Department Heads, the Appropriations Committee and the School Committee. Mr. Coderre thanked the Appropriations and Financial Planning Committees and especially recognized members of the Financial Team – Assistant Town Administrator Kimberly Foster and Finance Director Jason Little for their dedicated efforts.

Audience member Millie Milton asked for clarification regarding why the Facilities Manager was only a six-month position. Mr. Coderre indicated the position is being added mid-year due to financial constraints in FY2020, adding that the intent is to fund the position for the full 12-months in FY2021.

At 8:30 p.m., Chairman Rand closed the Public Hearing.

Ms. Hight moved the Committee vote to adjourn from the Joint Public Hearing; Mr. Brenckle seconded the motion; all members voted in favor.

Joint Meeting adjourned at 8:30 p.m.

**8:30 p.m. - KATHY JOUBERT, TOWN PLANNER  
JOHN CAMPBELL, COMMUNITY PRESERVATION  
COMMITTEE CHAIR**

- Presentation on CPC Town Meeting Warrant Articles.
- Presentation on Zoning Town Meeting Warrant Articles.

**PRESENTATION ON CPC TOWN MEETING WARRANT ARTICLES**

Community Preservation Committee Chair John Campbell reviewed the six warrant articles, representing \$718,670 in CPA allocations for FY2020, which have been approved by the Community Preservation Committee for inclusion on this year's Town Meeting warrant. Three articles relate to the historic preservation category and include interpretive signs, historical markers and the second payment for the debt service relating to the purchase of White Cliffs. One article is for the open space/recreation category for Phase II of the field lighting at the Melican Middle School. The housing category is covered in one article for the Northborough Affordable Housing Corporation pertaining to the creation of affordable housing and one article is for the annual administration of the Community Preservation Act.

Historic Preservation

- \$8,000 for the purchase and installation of two interpretive signs to identify significant historical sites. One sign will replace the existing Howard Street Burial Ground sign and the second is a new sign to be installed at the Brigham Street Burial Ground.
- \$5,800 for the purchase and installation of two historic markers. One marker will be placed at 37-39 Main Street, site of the former Cyrus Gale's General Store, and one marker will be placed near the old bridge site on Church Street where Cold Harbor Brook crosses under Church Street.
- \$239,100 for second debt service payment associated with the purchase of the White Cliffs at 167 Main Street.

Open Space/Recreation

- \$290,770 for Phase II for the construction and installation of electrical improvements; lighting package; and regrading and restoration of the field associated with the replacement of the field lighting at the Melican Middle School.

Housing

- \$150,000 for the Northborough Affordable Housing Corporation (NAHC) for the creation of affordable housing, which is to be determined. The Town will retain control of the funds until they are needed and only release them following a project-specific contract with NAHC

Administration

- \$25,000 for CPC administrative expenses associated with implementation of the Community Preservation Act.

**PRESENTATION ON ZONING TOWN MEETING WARRANT ARTICLES**

Ms. Joubert reported that the Planning Board is proposing six zoning amendments at the 2019 Annual Town Meeting. The public hearing on zoning amendments began on March 5<sup>th</sup> and was continued to April 9<sup>th</sup>. It is anticipated that the Planning Board will close the hearing on April 9<sup>th</sup> and make their recommendations on the zoning articles for their report to Town Meeting. Ms. Joubert reviewed the following articles:

Article 28: 7-03-040, Special Permit C: Relates to Section 7-03-040 Special Permits and proposes to replace the word “shall” with “may” which is consistent with the language throughout the zoning bylaw and the Planning Board Rules and Regulations.

Article 29: 7-03-060, Design Review E: Updates the membership of the Design Review Committee and adds a three year term for each appointment.

Articles 30 and 31: 7-05-020; 7-05-030, Classification and Table of Uses: Relates to adding a definition and placement in the use table for the temporary outdoor sale of holiday trees, wreaths or similar horticultural products. This use will be allowed in the business and industrial districts.

Article 32: 7-08-020, Special Permit Required A: Relates to the granting of a Special Permit for a change to a nonconforming use. The onus is on the applicant to prove the proposed change will be similar or less detrimental than the existing use.

Article 33: 7-09-040, Signs: Adds new regulations to the sign bylaw for electronic message signs and would allow such signs in the highway business and industrial districts. Electronic message signs are presently located at 266 Main Street (St. Bernadette’s), 269 Main Street (Moe’s Garage), 293 West Main Street (Northborough Family Dental), and the Lion’s Club sign in the center of town.

**ECONOMIC DEVELOPMENT UPDATE**

Members of the Board received Ms. Joubert’s February 28, 2019 memo on current projects that are either under construction or have recently been approved by the Zoning Board of Appeals or Planning Board and thanked her for the update.

**8:55 p.m. - ANDREW DOWD, TOWN CLERK**

Proposed Polling Location Change for Elections to Melican Middle School.

Town Clerk Andrew Dowd noted that the current voting locations for the four precincts are at Peaslee, Proctor, Zeh and Lincoln Street Schools. Town and School officials have been working collaboratively to identify a location that would accommodate a single polling location for the four precincts. A centralized polling location will improve efficiency and effectiveness of oversight. After thoroughly reviewing all potential town/school owned buildings, Melican Middle School appears to be the best fit. This facility is centrally located, easy to find, and has plentiful parking. The cafeteria will keep voters confined to one room with no access to the rest of the building.

**PROPOSED POLLING LOCATION CHANGE CONT. . .**

Mr. Dowd added that legitimate concerns have been raised by parents of elementary aged students in recent years regarding safety and building security on election day. The law requires that four police officers be present, one at each polling location. When the precincts are consolidated to one location, only one officer will be required. Additional officers could be utilized to maintain building security, student safety, and assist with traffic as needed.

Selectman Rutan moved the Board vote to change the four polling locations that are currently at Peaslee, Proctor, Zeh and Lincoln Street Schools to one polling location at the Melican Middle School to be effective with the May 14, 2019 Town Election; Selectman Perreault seconded the motion; all members voted in favor.

**REPORTS**Julianne Hirsch

- Thanked the Town Staff for posting the Annual Town Meeting Warrant on the Town website and on the cable access channel. Suggested that the date of Town Meeting be displayed on the Lions Club sign and asked if it could be promoted through the School Department as well. Mr. Coderre will extend this request to the School Superintendent for her consideration.
- Noted that the White Cliffs Committee will meet on April 2<sup>nd</sup> at 10am at Town Hall.

Timothy Kaelin

- Announced that the truck exclusion on Davis Street from Route 20 to West Main Street has been approved by the Massachusetts Department of Transportation. The necessary signs have been ordered and will be installed as soon as they are delivered.

Leslie Rutan, Clerk

- With the arrival of Spring, reminded motorists to be cognizant of the crosswalks throughout Town.
- Noted that Northborough residents Jane Shou, Hongmei Cai, Christopher Benestad and Christina Casella will be running in the Boston Marathon.
- Attended the 2<sup>nd</sup> annual Algonquin Best Buddies Inclusion Coffee House event.

Jason Perreault, Vice Chair

- Attended the 2<sup>nd</sup> annual Algonquin Best Buddies Inclusion Coffee House event.
- Attended the Rotary Club's Scholarship Pancake Breakfast.
- Announced that the 10<sup>th</sup> annual Northborough Education Foundation Team Trivia Night will be held on April 5th at the Double Tree by Hilton in Westborough.
- Reminded the public that the Library will be hosting its 150<sup>th</sup> Jubilee on April 6<sup>th</sup> at the Haven Country Club in Boylston.
- Announced that the Town Common Group is selling commemorative bricks for \$100 each to provide funding for additional enhancements to the project.
- Noted that two Algonquin students Katherine Colglazier and Elsa Ray were awarded Gold and Silver Keys from the Massachusetts Scholastic Art & Writing Award program.

Jason Perreault Report Cont. . .

- Noted that Algonquin students Katherine Moffa, Nick Hatton, Annalise Loizeau and Joe Gordon performed in the Massachusetts Educational Theater Guild High School Drama Festival and won the Ensemble Award for their presentation of the play Proof.

Dawn Rand, Chair

- Attended the Rotary Club's Scholarship Pancake Breakfast.
- Noted that the Fire Station Building Committee will make a presentation on the Fire Station project at a joint meeting to be held with the Board of Selectmen, Appropriations Committee and the Financial Planning Committee on April 4<sup>th</sup> at 7pm at the Library.

John Coderre

- No report.

**PUBLIC COMMENTS**

Henry Squillante asked if there is a specific location for the disposal of needles. Mr. Coderre responded that the Board of Health is communicating with area health care facilities to see if they would consider offering this program.

**LETTER OF SUPPORT FOR SENATE BILL 435 –  
AN ACT REGARDING AGRICULTURAL COMPOSTING PROGRAMS**

Mr. Coderre reminded the Board that at their March 11, 2019, Senator Chandler requested that the Board send a letter of support for the proposed legislation regarding agricultural composting programs, which was referred to the Joint Committee on Environment, Natural Resources and Agriculture on January 22, 2019.

The policy change as proposed would regulate large-scale agricultural composting operations and would provide local control over agricultural composting operations in residential neighborhoods. Senate Bill 435 is necessary to ensure that residents are afforded protection by their local government. Agricultural composting operations should not be exempt from local zoning and land-use regulations, or the site assignment process administered by the Department of Environmental Protection. This policy change will ensure that these regulations are put in place.

Selectman Perreault moved the Board vote to send the letter, presented in draft form this evening, to the Joint Committee on Environment, Natural Resources and Agriculture in support of Senate Bill 435 – An Act regarding Agricultural Composting Programs; Selectman Kaelin seconded the motion. Vote 4-0-1 (Selectman Hirsh recused herself)

**APPROVE/EXECUTE WARRANT FOR ANNUAL TOWN MEETING**

Mr. Coderre informed the Board that the final warrant presented this evening has been reviewed by Town Counsel and all content remains the same since the Board officially closed it at the March 11, 2019 Board meeting; with the exception that the final cost amounts have been inserted into Articles 4 – 8; and at the recommendation of Town Counsel, the articles relating to the Library acceptance of State Aid, the Board of Selectmen's authority to apply for grants and the Personnel Bylaw have been removed, as authority is already provided under Massachusetts General Laws or local bylaws.

**APPROVE/EXECUTE WARRANT FOR ANNUAL TOWN MEETING**

Selectman Hirsh moved the Board vote to approve the Annual Town Meeting Warrant as presented; and further that the warrant be posted as required by Town Code 1-80-030 no later than April 8, 2019; Selectman Kaelin seconded the motion; all members voted in favor.

**APPROVE/EXECUTE WARRANT FOR ANNUAL TOWN ELECTION**

Selectman Kaelin moved the Board vote to approve and execute the Warrant for the May 14, 2019 Annual Town Election as presented; Selectman Rutan seconded the motion; all members voted in favor.

**OTHER BUSINESS**

None.

**9:25 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: SA Farms; collective bargaining re: negotiation strategy) 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 was 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.

**9:50 p.m. – RETURN TO OPEN MEETING****ADJOURNMENT**

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

Meeting adjourned at 9:50 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen



Documents used during meeting:

1. March 25, 2019 Meeting Agenda
2. March 11, 2019 Meeting Minutes
3. Information packet – FY2020 Budget Hearing
4. Information packet – CPC Warrant Articles
5. Information packet – Zoning Warrant Articles
6. Memorandum – Proposed polling location change
7. Draft Letter of Support for Senate Bill 435
8. Annual Town Meeting Warrant Booklet
9. Annual Town Meeting Warrant for posting
10. Annual Town Election Warrant for posting