

**BOARD OF SELECTMEN
MEETING MINUTES – June 17, 2019**

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

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

*Pledge of Allegiance

APPROVAL OF MINUTES – MAY 20, 2019 REGULAR MEETING

Selectman Rand moved the Board vote to approve the meeting minutes of the May 20, 2019 regular meeting as submitted; Selectman Kaelin seconded the motion; all members voted in favor.

APPROVAL OF MINUTES – JUNE 11, 2019 SPECIAL MEETING

Selectman Rand moved the Board vote to approve the meeting minutes of the June 11, 2019 special meeting as submitted; Selectman Kaelin seconded the motion; all members voted in favor.

7:00 p.m. - PUBLIC HEARING

To consider an application as submitted by Juniper Hill Golf Course, Inc. to alter the premises of its Chapter 138, Section 12 License for premises located at 202 Brigham Street.

Dudley Darling indicated that Juniper Hill Golf Course has a Section 12 All Alcoholic Beverages License at 202 Brigham Street that covers the main building, the pavilion and the grounds of the golf course on one side of Brigham Street and another Section 12 Wine, Malt, Cordials & Liqueurs License that covers a building and the grounds of the golf course on the opposite side at 169 Brigham Street.

Following confirmation from the Alcoholic Beverages Control Commission (ABCC) that only one license is needed to cover the grounds of the golf course on both sides of Brigham Street, Mr. Darling is requesting to alter the premises of the All Alcoholic Beverages License at 202 Brigham Street to now include the building and grounds across the public way known as 169 Brigham Street, which is already licensed. If the application to alter the premises is approved by the Board of Selectmen and the ABCC, the Wine, Malt, Cordials & Liqueurs License at 169 Brigham Street will be returned to the Town.

Mr. Coderre added that this application has been reviewed by Town staff and all recommend approval.

There were no comments from members of the audience. Selectman Rand moved the Board vote to close the public hearing; Selectman Rutan seconded the motion; all members voted in favor.

PUBLIC HEARING CONT. . .

Selectman Kaelin moved the Board vote to approve the application as submitted by Juniper Hill Golf Course, Inc. to alter the premises of its All Alcoholic Beverages License for premises located at 202 Brigham Street to include the building and grounds across the public way known as 169 Brigham Street, and further that the current license conditions remain in place; Selectman Rutan seconded the motion; all members voted in favor.

7:05 p.m. - TOWN CENTER PIZZA, INC.

To consider an application as submitted by Town Center Pizza, Inc. for a Common Victualler and Entertainment License for premises located at 245A West Main Street.

Mohamed Skiba was present to request a Common Victualler and an Entertainment License for Town Center Pizza, a new restaurant located at 245A West Main Street. The Entertainment License is for a television only. Mr. Skiba indicated that he hopes to be open in early July.

Selectman Hirsh moved the Board vote to approve the application as submitted by Town Center Pizza for a Common Victualler and Entertainment License for premises located at 245A West Main Street; Selectman Rutan seconded the motion; all members voted in favor.

7:08 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.

George Pember from the Rotary Club was present to request a One-Day Special License for a Pride in Workmanship Award Ceremony that will take place at the St. Rose of Lima Parish on June 18th between 6pm – 9pm. He was pleased to report that the recipient of this year's Pride in Workmanship Award is Police Officer Phillip Martin.

Selectman Kaelin 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 18, 2019 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 to further waive the license fee; Selectman Rutan seconded the motion; all members voted in favor.

7:10 p.m. - DAVIDIAN'S FARM

To consider an application for a One-Day Special License for Wine & Malt Beverages for premises located at 155 Ball Street.

Heidi Cooper and Michael Davidian from Davidian's Farm were present to request a One-Day Special License for their 4th annual charity event for the Dana-Farber Cancer Institute to be held on the grounds of the farm at 155 Ball Street. The event will take place rain or shine on Saturday, June 29th between 4pm – 8:30pm.

The alcohol will be served by Cold Harbor Brewery staff, who is Tips certified. All areas of the event will be monitored by the brewery and Davidian's staff.

The Police, Fire, Building and Health Departments have reviewed the application and recommend approval.

Selectman Kaelin moved the Board vote to approve the application for a One-Day Special License as submitted by Davidians Farm for an event to be held on the grounds of the farm at 155 Ball Street on June 29, 2019 between 4pm – 8:30pm with the following conditions:

1. 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.
2. Guests shall have identification on their person and those who are 21 years or older will be given wrist bands.
3. Proper signage and barriers notifying guests that alcohol must be contained in the designated area only. No alcohol is allowed near the game area or on wagon rides.
4. Satisfactory inspections shall be performed prior to the start of the event by the Fire, Building and Health Departments.

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

7:15 p.m. - JOINT MEETING WITH THE PLANNING BOARD

- Interviews for vacancy on Planning Board.
- Appointment to fill vacancy on Planning Board

Planning Board Chair Kerri Martinek called the meeting of the Planning Board to order.

Ms. Martinek acknowledged the resignation of Planning Board member Theresa Capobianco and thanked her for her years of service. Pursuant to the Town Charter, the vacancy shall be filled for the remainder of the term by a majority vote of the remaining members of the Planning Board and Board of Selectmen. The vacancy was advertised in the local newspapers, on the Town website and on cable. Applications were accepted through June 12, 2019. Of the four applications that were received, one applicant has withdrawn.

JOINT MEETING OF THE PLANNING BOARD CONT...

Ms. Martinek explained the selection procedure. Chairman Perreault explained the interview procedure.

Members of the Planning Board and Board of Selectmen had the opportunity to review the applications prior to tonight's meeting. The following applicants were interviewed for the Planning Board vacancy:

- Fran Bakstran
- Millie Milton
- Brad Blanchette

Each of the applicants were asked the same set of questions, which mainly focused on their involvement and knowledge of the Planning Board and why they were interested in serving on this particular board versus any other. Ms. Martinek asked common questions of each applicant on behalf of the Planning Board. Chairman Perreault asked common questions of each applicant on behalf of the Board of Selectmen. Other Board members were invited to ask a follow-up question and the applicants were given the opportunity to ask questions of their own.

7:20 p.m. - Fran Bakstran

Ms. Bakstran introduced herself and reviewed her background, qualifications, and interest in serving on the Planning Board. The interview is summarized as follows:

- Resident for 32 years.
- Member of the Zoning Board of Appeals (ZBA) for 7 years.
- Served on the Board of Selectmen for 6 years. During this time, served on the Revision Committee that worked on improving the zoning bylaws over an 18-month period and was active with the Historical District Commission in developing and presenting at an Annual Town Meeting the Demolition Bylaw.
- Interested in serving on the Planning Board to share her experience and knowledge with both the seasoned and newest members of the Planning Board.
- Has working knowledge of the zoning bylaws and procedures.
- Understands the balance between development of the Town versus the rights of property owners.
- Has attended most Town Meetings during residency with the exception of 5 or 6.
- Because of her experience, would have less of a learning curve and could get to work right away.
- Familiar with the Master Plan and the efforts of the Master Plan Steering Committee.
- Understands Roberts Rules of Order.
- Would serve on the Planning Board for just this initial term. No intention at this time to run for the seat in the 2020 Election. During this one-year period, does not anticipate resigning from the ZBA.
- Understands that serving on ZBA and the Planning Board would require a heavy time commitment and affirmed willingness and ability to meet it.
- Believes that WRTA transportation would benefit Northborough.

7:35 p.m. - Millie Milton

Ms. Milton introduced herself and reviewed her background, qualifications, and interest in serving on the Planning Board. The interview is summarized as follows:

- Resident for 27 years.
- Has attended several Planning Board meetings over the last six months and is interested in serving on the Planning Board to help make a positive difference in shaping the development of the Town and its future.
- Has first-hand experience and has learned to navigate the permitting processes of several Town departments as a downtown business owner.
- Since her business is hospitality based, she feels she would be a good liaison between Town boards and the community by communicating the needs of the community while balancing the town processes.
- Familiar with the Master Plan and the efforts of the Master Plan Steering Committee.
- Understands the balance between Town development versus the rights of property owners.
- Has attended 3 or 4 Town Meetings since residency.
- Understands the heavy time commitment and the deep learning curve. She would have the time to take advantage of training opportunities.
- Would like to see the Town have more vibrancy in the downtown aspect. Talks to other towns about how they revitalize their downtowns. Things to be considered are parking, re-use of older buildings by giving them new life. Use of under-utilized space.
- As a business owner, is familiar with the building codes and the processes regarding health, fire and safety inspections. Has the opportunity to listen to people that have different expectations of what Town processes should be.
- Wants to make a positive impact from a decision-making standpoint on the growth and development in Town.
- Expressed interest in serving on the Planning Board until the May 2020 Town Election. Unsure at this time if she would run for the seat in the 2020 Election.

8:05 p.m. - Brad Blanchette

Mr. Blanchette introduced himself and reviewed his background, qualifications, and interest in serving on the Planning Board. The interview is summarized as follows:

- Resident for 32 years, with the exception of leaving for college.
- Member of the Zoning Board of Appeals (ZBA) for 8 years. Currently serving as Chair.
- Would like to serve on the Planning Board to make a difference in more of a proactive role versus the reactive role of the ZBA. Wants to help keep the small town feel while progressing forward.
- Has working knowledge of the zoning bylaws and procedures.
- Has had little direct involvement to date with the Master Plan or the efforts of the Master Plan Steering Committee, but receives regular updates from the ZBA liaison to the Master Planning Steering Committee.

Brad Blanchette Cont. . .

- Would like to see a more business friendly downtown with more walkable options.
- Has working knowledge and experience in interpreting and balancing the needs of the applicant versus property owners via the zoning bylaws.
- A concern for him personally (not expressed by other members of the ZBA) is the need for better communication between the Planning Board and ZBA.
- As ZBA Chair, understands the importance of running an organized meeting by laying out the ground rules and making sure that everyone has an opportunity to be heard.
- Because of his experience, he would have less of a learning curve and would be able to get to work right away.
- Understands the heavy time commitment.
- His intent would be to resign from the ZBA and serve on the Planning Board for the one year. He would run for the Planning Board seat in the 2020 Election.

DELIBERATION – FRAN BAKSTRAN**Planning Board**

All Planning Board members agreed that Ms. Bakstran has plenty of experience and working knowledge with the zoning bylaws and has many years of demonstrated service and commitment to the Town. They spoke to the advantages of having both seasoned members who have the experience and members who may not have the experience but can bring new ideas and offer a new perspective. Also discussed, was concern about her one-year commitment and her intent to not run for the seat in the 2020 Election; as well as the heavy time commitment that would be expected of her while serving on both the Planning Board and ZBA.

Board of Selectmen

All members of the Board of Selectmen agreed that Ms. Bakstran has plenty of experience and working knowledge with the zoning bylaws and is a premier citizen as far as her commitment to the Town. A majority of the Board members expressed concern with her intent to only commit for the one year; and whether or not it would be in the best interest of the Town for her to serve on both the Planning Board and ZBA considering the expected time commitment. Selectman Perreault did not share the same concern regarding her intent to only commit for the one year, as there is no guarantee that the appointed person would get re-elected even if he or she did run for the seat in 2020. Selectman Rutan expressed her confidence in Ms. Bakstran being fully capable of handling the time commitment while serving on both boards.

DELIBERATION – MILLIE MILTON**Planning Board**

Ms. Gillespie stated that Ms. Milton would bring diversity to the Board as a business owner who runs a business, owns the building and has had first-hand experience in navigating the process of opening a business. Her ability to interact day-in and day-out with the community would also be a benefit. She is not at all concerned with Ms.

Planning Board Cont. . .

Milton's lack of experience as there are opportunities for training. She has attended meetings of the Planning Board and Master Plan Steering Committee and this represents an example of getting more residents involved.

Ms. Poretsky stated that economic development in downtown is a large part of the Master Plan and Ms. Milton would offer real life experience as a downtown business owner in updating and molding the zoning bylaws to help in this regard.

Ms. Martinek liked Ms. Milton's hospitality type of approach as the Planning Board members have heard feedback that they are hard on businesses and are difficult to work with. With that being said, Ms. Milton's link to the community would be beneficial.

Board of Selectmen

Members of the Board of Selectmen agreed that Ms. Milton would be able to offer a good downtown perspective as a business owner and appreciates her effort to be informed. A majority of the members expressed their concern with her lack of knowledge with the zoning bylaws and because there is no guaranty of the outcome at the 2020 Election, it's important to choose the applicant that has the most experience and can start working right away. Selectman Hirsh stressed the importance of improving communication between the Planning Board and the community and that Ms. Milton would be beneficial in this regard.

DELIBERATION – BRAD BLANCHETTE**Planning Board**

Members of the Planning Board agreed that Mr. Blanchette has plenty of experience with the zoning bylaws and with chairing a good meeting. As seen from his service on the ZBA, he is very conscientious and considerate, but is not as well-rounded compared to someone who owns and runs a business in Town. Board members stressed the need for better communication between the Planning Board and ZBA and are concerned that Mr. Blanchette wouldn't be the best choice in this regard. Concern was also expressed regarding Mr. Blanchette's lack of attendance at the Master Plan Steering Committee meetings, as this has been the Planning Board's main focus for several years.

Board of Selectmen

The members of the Board of Selectmen agreed that Mr. Blanchette has plenty of experience with the zoning bylaws and has experience in running a difficult meeting given how well spoken and conscientious he is. Although all Board members agreed with the benefit of appointing someone with a business perspective, the majority would prefer someone with more direct experience with the zoning bylaws. Selectman Hirsh would rather appoint someone who has experience with the broader picture versus someone with a detailed focus on the zoning bylaws.

NOMINATIONS

Mr. Ziton moved the Planning Board vote to nominate Millie Milton to fill the vacancy on the Planning Board until the 2020 Annual Town Election, Ms. Gillespie seconded the motion. There were no other nominations by the Planning Board.

Selectman Kaelin moved the Selectmen vote to nominate Brad Blanchette to fill the vacancy on the Planning Board until the 2020 Annual Town Election, Selectman Rutan seconded the motion. There were no other nominations by the Board of Selectmen.

Ms. Gillespie asked that members of the Board of Selectmen consider the importance of appointing someone who can bring a business perspective. Selectman Kaelin responded that it is the responsibility of both the Planning Board and the Board of Selectmen to appoint someone who can add the most value during this one year and then it's up to the residents to decide at the 2020 Election.

VOTE TO APPOINT

Planning Board members Kerri Martinek, Michelle Gillespie, Amy Poretzky, Anthony Ziton and Board of Selectmen member Julianne Hirsh voted in favor of the appointment of Millie Milton to fill the vacancy on the Planning Board until the 2020 Annual Town Election.

Board of Selectmen members Jason Perreault, Dawn Rand, Timothy Kaelin and Leslie Rutan voted in favor of the appointment of Brad Blanchette to fill the vacancy on the Planning Board until the 2020 Annual Town Election.

Millie Milton received five votes; Brad Blanchette received four votes. Millie Milton is appointed to fill the vacancy on the Planning Board until the 2020 Annual Town Election.

Chairman Perreault congratulated Ms. Milton on her appointment and thanked all the applicants for their willingness to serve and for meeting with the Planning Board and Board of Selectmen this evening.

At 9:05pm. Ms. Gillespie moved the Planning Board vote to adjourn; Mr. Ziton seconded; all members voted in favor.

REPORTS

Julianne Hirsch

- Attended a recent MMA training workshop in Sharon for new and veteran selectmen. One of the topics was setting measurable goals for Select Boards. Requested that this be discussed at an upcoming meeting.

Leslie Rutan

- Thanked everyone who planned and attended the Memorial Day parade.
- Attended a recent School Committee meeting and publicly thanked retired School Superintendent Christine Johnson for her positive working relationship with the Town.
- Noted that construction on the new Town Common has begun. Thanked the DPW Department and the Town Common group of residents for their efforts in bringing the project to this point.
- Noted that the traffic signals in the downtown area seem to be off sync again. Mr. Coderre will ask the Town Engineer to contact Mass Highway to assess all of the signals and to perform a reset of the traffic signals, as sometimes they are affected by power outages. He will provide an update at the Board's July meeting.
- Noticed that the fence has been taken down at the R&T Furniture site. Town Planner Kathy Joubert was in the audience and responded that she will look into why the fence has been removed.
- Requested an update on the repairs to the front façade of Town Hall? Mr. Coderre indicated that the design work has been completed by the architect and because the bidding for the associated roof work has been astronomically high (due to the back log that contractors are experiencing because of the rainy Spring), it was recommended that the Town wait a bit to issue an RFP. He expected that the RFP will be issued shortly.

Tim Kaelin, Clerk

- Noted that the Senior Center has partnered with Marlborough and Hudson and is now offering a Day Break program on Tuesdays from 11:30am – 2:30pm. This program offers respite to caregivers and asks for a voluntary donation of \$15.

Dawn Rand, Vice Chair

- Thanked everyone who coordinated and attended the Memorial Day parade.

Jason Perreault, Chair

- Thanked everyone who coordinated and attended the Memorial Day parade.
- Announced that the Masterplan Steering Committee has completed and approved the goals and recommendations. The consultant is preparing the entire document for the Committee's review, which is anticipated to take place sometime in September. Thanked the Committee for their efforts to date and thanked the public for their input and participation in the process.
- Noted the resignation of Rebecca Haberman from the Youth Commission after 18 years of service. Requested that a letter of appreciation be sent on behalf of the Board.

John Coderre

- No report.

PUBLIC COMMENTS

None.

REAPPOINTMENT OF SPECIAL POLICE OFFICERS

Selectman Rand recused herself as she has a personal association with one of the Special Police Officers.

Chief Lyver requested that the Board reappoint James Bruce and Erica Abro as Special Police Officers for a one-year period.

Selectman Rutan moved the Board vote to reappoint James Bruce as a Special Police Officer for a one-year period through June 30, 2020; Selectman Kaelin seconded the motion. Vote 4-0-0

Selectman Rutan moved the Board vote to reappoint Erica Abro as a Special Police Officer for a one-year period through June 30, 2020; Selectman Kaelin seconded the motion. Vote 4-0-0

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 \$23,000 in FY2019 to \$23,920 in FY2020 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 FY2020 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.

APPOINTMENTS TO BOARDS AND COMMITTEES

Selectman Rand moved the Board vote to make the following appointments:

- Charles Recchia to the Board of Library Trustees for a three-year term to expire on April 30, 2022
- Virginia Simms George to the Council on Aging for a three-year term to expire on April 30, 2022
- Brian Smith as a voting member on the Historic District Commission for a two-year term to expire on April 30, 2021
- Michael Duchesneau as a voting member on the Historic District Commission for a one-year term to expire on April 30, 2020

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

EXECUTION OF CEMETERY DEEDS 1078 & 1079

Selectman Hirsh moved the Board vote to execute Cemetery Deeds 1078 & 1079; Selectman Rand seconded the motion; all members voted in favor.

OTHER BUSINESS

Chairman Perreault asked Board members to review the current Board Liaison assignments and to contact him with any requests for change.

9:20 p.m. - EXECUTIVE SESSION

Selectman Rand moved the Board vote to enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21, Subsection 3 (Litigation: SA Farms Update) 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 was as follows:

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

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

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

Selectman Rand 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. June 17, 2019 Meeting Agenda
2. May 20, 2019 Meeting Minutes
3. June 11, 2019 Meeting Minutes
4. Information packet – Juniper Hill Golf Course Alternation of Premises
5. Information packet – Town Center Pizza – Common Victualler & Entertainment
6. Information packet – Rotary Club – One-Day Special License
7. Information packet – Davidians Farm – One-Day Special License
8. Information packet – Planning Board Interviews
9. Memorandum – Reappointment of Special Police Officers
10. Information packet – NEDP Memorandum of Understanding
11. Information Packet – Appointments to Boards and Committees
12. Cemetery Deeds