

**Westborough Board of Selectmen  
Meeting Minutes  
May 24, 2016**

**6:30 p.m. – 8:43 p.m.**

Present: Chairman Johnson, Vice Chairman Drewry, Selectmen Barrette, Emery and Tretter

Also Present: Jim Malloy, Town Manager, Kristi Williams, Assistant Town Manager/HR Director

**Open Forum**

Earl Storey asked the Board to consider installing speed limit signs at Lake Chauncy around the beach and soccer fields. He evaluated the situation with Alan Grady, Recreation Director, and Recreation will pay for them. Mr. Storey noted that he spoke with Chief Gordon who has no issues. The Board agreed to take the request under consideration.

**Request to Approve the Minutes of April 26, 2016**

Selectman Drewry's motion to approve the minutes of April 26, 2016 was seconded by Selectman Tretter. Vote: 4-0-1 (Barrette)

**Public Hearing for the Transfer and Pledge of the Westborough Package Store Liquor License, 2 West Main Street / Lauren Smith**

Selectman Barrette's motion to open the public hearing for the transfer and pledge of the Westborough Package Store Liquor License, 2 West Main, was seconded by Selectman Drewry. Vote: 5-0

Attorney Smith, representing Odette Maklouf and her family, explained that they are purchasing the property and is requesting the transfer of the liquor license to her client. Attorney Jeff Leland, representing the seller, Ralph Halpern, came before the Board as well. Attorney Smith noted that the Maklouf's did complete the alcohol awareness training, they received their certificates today and she will provide them to the Selectmen's office.

Selectman Tretter's motion to approve the Transfer of License from Ralph Halpern to Odette Maklouf dba Westborough Package Store at 2 West Main Street naming Michael Makhoulf as the Manager of Record as per their application, subject to the applicant providing alcohol awareness training certification prior to the Town submitting the application to the ABCC was seconded by Selectman Barrette. Discussion: Selectman Johnson asked what is being purchased, and Attorney Smith explained that it is the real estate, which would be the whole building. Selectman Johnson stressed the compliance of the underage drinking laws. Vote: 5-0

Selectman Barrette's motion to close the public hearing for the transfer and pledge of the Westborough Package Store Liquor License, 2 West Main Street was seconded by Selectman Tretter. Vote: 5-0

**Downtown Beautification Project / Francisco Torres**

Mr. Torres came before the Board and reviewed the efforts to beautify downtown Westborough by installing flower pots around the rotary. He provided a packet that included a flyer which will

be distributed to businesses, who will be asked to sponsor them. Mr. Torres worked with DPW and Police Chief regarding the process and the flower pots would be maintained by the Garden Club. A map was included showing the placement of the pots. Mr. Torres reviewed the cost of the program. He currently has interest from 4 businesses and sponsorship will be open to residents as well. The Board provided comments of support. Watering

Selectman Tretter's motion that the Board approve the placement of planters on the sidewalks in the downtown area was seconded by Selectman Drewry. Vote: 5-0

#### **Request to Approve the Harvest Fair Buddy Walk at the Westborough State Hospital / Jessica Padula**

Ms. Padula came before the Board requesting support for the Harvest Fair and Buddy Walk fundraiser for the Massachusetts Down Syndrome Congress to be held on the fields at the State Hospital. She has spoken with and received consent from the necessary Town departments. Mr. Storey confirmed that the property is in good condition for the event. Ms. Padula reviewed the advertisement process and the route. The soccer schedule has been revised to accommodate the event. The Board agreed to support the event.

#### **Interview/Appointment to the Historical Commission**

Gary Gregory came before the Board and reviewed his background and reasons for interest.

Selectman Barrette's motion to appoint Gary Gregory to Westborough Historical Commission for a term to expire on June 30, 2017 was seconded by Selectman Tretter. Vote: 5-0

#### **Proclamation Presentation for the 70<sup>th</sup> Anniversary of Harry's Restaurant / Jon Cohen**

Mr. Cohen came before the Board and Chairman Johnson read the proclamation and presented it to him. The Board thanked and commended Mr. Cohen.

#### **Stormwater Management Award Presentation to E. L. Harvey & Sons / Derek Saari, Jim Harvey**

Mr. Saari, Conservation Officer, came before the Board and reviewed E. L. Harvey's continued support of the storm water maintenance program. Mr. Saari presented the award to Jim Harvey and the Board provided comments of support and gratitude.

#### **Interview/Appointment to the Country Club Operating Committee**

Katie Welch reviewed her background and reasons for interest in serving on the Committee. She has been a club member for 12 years and that has attended some meetings.

Richard Guerard, who has been non-voting associate member of the Committee for approximately a year, came before the Board and reviewed his background and reasons for interest. He has been a club member for 10 years.

Selectmen Emery noted that she would encourage promoting a non-voting member who has been serving on the Committee in order to prepare to become a voting member. She also supports having a woman on the Committee as well would recommend that Ms. Welch be appointed as a non-voting member to gain experience. Selectman Johnson asked Mr. Guerard what he appreciates that the Committee does and he noted that he has learned a lot in the past year. He

added that the Committee could be more progressive and reviewed some changes that could be made to better the club and promote membership.

Selectman Drewry's motion to appoint Katie Welch to the Westborough Country Club Operating Committee for a term to expire on June 30, 2017 was seconded by Selectman Tretter. Vote: 5-0

**Request to Reappoint June Hudnall as a Registrar of Voters / Town Clerk**

Selectman Barrette's motion to appoint June Hudnall as a Registrar of Voters for a term to expire on April 1, 2019 was seconded by Selectman Drewry. Vote: 5-0

**Request to Award Bids for the Department of Public Works / John Walden**

Mr. Walden came before the Board and reviewed the annual bids for various aggregate materials, crack sealing treatment, pavement markings, and services for the DPW.

Selectman Barrette's motion to award the following bids: Washed Sand to Worcester Sand & Gravel; Brick Sand to Pyne Sand and Stone and Worcester Sand & Gravel; Pea Stone to Worcester Sand & Gravel; ¾" crushed stone to Worcester Sand and Gravel; 1 ½" crushed stone to Worcester Sand & Gravel; 60-40 stone/sand mix to Worcester Sand & Gravel; bituminous concrete to Brox Industries; cold patch UPM to Brox Industries; cold patch to Mass Broken Stone; crack seal treatment to Cracksealing Inc.; Equipment and Labor to R. B. Johnson & Sons; and pavement markings to Hi-Way Safety Systems, Inc. all as per their bids as contained in the May 10, 2016 and May 19, 2016 memoranda from John Walden, DPW manager was seconded by Selectman Drewry. Vote: 5-0

**Request to Approve Liquor License Change of Manager for Peppercorns Park Avenue Grille & Bar, Inc. dba Civic Kitchen & Drink, 121 West Main Street / Christine Cotter**

Ms. Cotter, who was the former manager at Ted's Montana Grill, came before the Board.

Selectman Barrette's motion to approve the Change of Manager naming Christine Cotter as the Manager of Record for Peppercorn's Park Avenue Grille and Bar dba Civic Kitchen and Drink at 121 W. Main Street was seconded by Selectman Tretter. Vote: 5-0

**Request to Approve Liquor License Change of Manager for TMG of New England, LLC dba Ted's Montana Grill / Derek Emery**

Mr. Emery came before the Board.

Selectman Barrette's motion to approve the Change of Manager naming Derek Emery the Manager of Record for Ted's Montana Grill at 400 Union St., Unit A-104, Westborough was seconded by Selectman Drewry. Vote: 5-0

**Chapter 61A Discussion / Selectman Johnson**

Mr. Malloy provided the Board with comprehensive information on the Chapter 61A process. It is up to date and answers questions the about process, requirements and timing. He explained that the policy has been to forward the request to the Open Space Preservation Committee (OSPC) for review and they recommend whether or not the land should be purchased by the Town and if so how it would be funded. Selectman Johnson asked how the Town is notified when Chapter 61A land is put up for sale and Mr. Malloy explained that the law requires the seller to notify the Selectmen's Office. Selectman Johnson pointed out that the OSPC should be

notified immediately when a property comes in. The Town has 120 days from the notification to decide that it wants to exercise its right. Mr. Koenigsberg, Chair of OSPC, came before the Board, and noted that they have funds set aside to obtain an appraisal, which he can do without a committee vote as he was given the authority to do so by the committee. He added that there is not enough money in their fund to do what is needed and the Walkup-Robinson Fund Committee who does not meet has available funds. Mr. Malloy will look into the status of the committee, their fund balance and the conditions of the trust document. He will email the document to Mr. Koenigsberg.

### **Ricoh – Presentation for Scanning Documents and Plans for All Town Departments / Building Commissioner**

Mr. Htway came before the Board and explained that this project would be a continuation of the electronic permitting that has the technology for scanning, electronic documentation of all the permits and plans. He noted that Ricoh offers the best solution for the Town and this will be offered to other departments as well. Ricoh representatives, Carl Blossom and Matt Wright came before the Board and reviewed the company's background, experience and services. Mr. Blossom reviewed the power point presentation.

Mr. Malloy the reason for going forward now is due to the pending Forbes Municipal Building renovation. It will be the Town's preference as to the order of the departments to go through the process as well as the timing of the renovation and Fall Town Meeting. Ricoh is under the State contract. The security of the process was reviewed and discussed.

### **Exterior Bill Payment Boxes for the Town Hall / Town Manager**

Mr. Malloy noted that a secure bill payment box has already been ordered. He recommended that the Treasurer/Collector meet with the Design Review Committee to research the options and report back on a design, a security appropriate box and location. The Board further discussed the location and whether there should be two boxes. The Board agreed that the Treasurer/Collector be consulted regarding the number of boxes and that she work with the Design Review Board on the style and location.

### **Town Manager Report**

ACO Resignation: Mr. Malloy reviewed the role of the Animal Control Officer (ACO) and the statutes which were included in the packets that outline the responsibilities. He recommended that the Town either hire a part-time ACO or work with a neighboring town to create a regional program. Selectman Emery suggested speaking with someone who is knowledgeable about the position come in and talk to the Board so that it is not looked at it in a vacuum and also decide what the Town can offer residents for a service. There was a discussion regarding the Town Charter changes and the timeline for finalization. Selectman Emery asked that the Board explore what they want from the ACO, what other towns offer, and which certifications will be required. Selectman Tretter suggested publicizing the process to the Town so that they will be informed. The discussion will be placed on the next agenda.

Water/Sewer Rates for FY17: Mr. Malloy noted that the water rate will remain the same for FY17 and the sewer rate will increase consistent with the increase in the sewer budget due to the addition of the Crownridge Sewer project's addition to the sewer debt service.

### **Issues and Correspondence of the Selectmen**

Selectman Tretter informed the Board that the blinking yield sign at the rotary has been installed and the crosswalk lights will be in soon. He also noted that there is a bill in the House banning plastic bags in grocery stores and he offered to obtain more information for the Board to consider supporting it which would have to be done as a Town Meeting vote.

Selectman Emery congratulated John Keefe on his retirement and thanked him for his 19 years of service. She noted that she asked the Building Commissioner and Town Planner about prospective new housing projects in Town. Selectman Emery spoke with Mr. Malloy today who contacted Superintendent Bock and was told that the School Enrollment Committee will reconvene and Ms. Bock offered to update the Board at a future meeting. Selectman Barrette is a member of that Committee and noted that they have not met recently but when they do he will report back to the Board. Mr. Malloy reviewed the function of new PreK – 3<sup>rd</sup> Grade Committee. Selectman Emery requested that the 300<sup>th</sup> Anniversary Committee come before the Board to provide an update on their planning and fundraising. She addressed the agenda process and that the full Board does not see a draft. Selectman Johnson noted that the change was made a couple of years ago and the Chair sets the agenda. Selectman Emery requested the opportunity to review before it is finalized. She noted that there was an email from Tim Evans regarding the paving on West Street and Selectman Drewry sent it to John Walden and Selectman Barrette responded to Mr. Evan and spoke with John Walden; the issue has been addressed.

Selectman Drewry also thanked John Keefe for his service. He noted that presentations are difficult for the Board to view and asked Mr. Malloy to look into an option for the front of the podium. The Vietnam Memorial move to downtown on Saturday was successful.

Selectman Barrette thanked the company that donated the cement and installed the Memorial.

Selectman Johnson reminded the public about the Memorial Day Parade on Monday.

### **Adjournment**

Selectman Barrette's motion to adjourn at 8:43 p.m. was seconded by Selectman Drewry. Vote: 5-0

*Submitted by Paula M. Covino*

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Chairman Johnson

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Vice Chairman Drewry

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Selectman Barrette

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Selectman Emery

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Selectman Tretter