

**Westborough Board of Selectmen
Meeting Minutes
October 11, 2016**

6:30 p.m. – 7:24 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

Ms. Mickel came before the Board provided information on the upcoming election, the voting process and the reasons for locating the polls at the High School. Parking should not be an issue as school is closed on Election Day. She explained where voters should park. Ms. Mickel addressed concerns regarding systems being hacked and as the systems in use are closed they cannot be hacked. She explained the early voting option at the Town Hall, which will begin October 24, 2016 and end on November 4, 2016 at noon and that about 2,000 residents are expected to vote early. There will be High School students available on Election Day to provide assistance as needed.

Mr. Ferrera, Veterans' Agent, gave an update on the Veterans' Day activities to be held on Friday, November 11, 2016. The parade will begin at 9:30 a.m. in Minuteman Park and end at the rotary at 11:00 a.m.

Request to Approve the Minutes of September 27, 2016

Selectman Barrette's motion to approve the minutes of September 27, 2016 was seconded by Selectman Emery. Vote: 5-0

Public Hearing for the Installation of New Pole #0.50 Kimball Road / Crystal Tognazzi

Selectman Tretter's motion to open the public hearings for the new Pole on Kimball Road and the relocation of the Pole on Zaara Drive was seconded by Selectman Emery. Vote: 5-0

Ms. Tognazzi came before the Board and explained that they were contacted by residents regarding low wires in front of #2 and #4. It was determined that the span was too long, it is 200' and the maximum allowed is 150', so another pole will be added to split the distance. Christine Bradley, 2 Kimball Road, asked if the pole will be located where the red marker was placed and Ms. Tognazzi concurred. Ms. Bradley questioned if the residents will lose power during the installation and Ms. Tognazzi explained that they usually float the wires, which does not cause outages, but if the power has to be disconnected they will let the residents know.

Selectman Barrette's motion to approve the pole petition from National Grid and Verizon to install Pole 0-50 on Kimball Road as per the plan identified as #22510899 was seconded by Selectman Drewry. Vote: 5-0

Public Hearing for the Relocation of Pole 92 to Feed New Zaara Gardens Development on Zaara Drive / Crystal Tognazzi

Ms. Tognazzi noted that Zaara Gardens is a 12-lot new development and the existing pole is 50' away from the proposed entrance. Pole 92 will be moved north 50' closer to provide a riser location for the underground facilities that will feed the development.

Selectman Emery's motion to approve the Pole Petition from National Grid and Verizon to install Pole P92 on E. Main Street as per the plan identified as #21506913 was seconded by Selectman Drewry. Discussion: Selectman Barrette asked if the power will be underground and Ms. Tognazzi stated that it would. Selectman Johnson asked why Pole 93 is not being used as it already in place next to Zaara Drive and Ms. Tognazzi noted that it is a guy pole and due to the amount of facilities on that side of Zaara Drive the best option was to install a new pole on the right side of the street. Chief Gordon asked about the setback from the road and impact to the line of sight. Ms. Tognazzi noted that it is about a foot and a half from the paved surface and she sighted the pole herself. She reviewed the issues that could possibly affect the pole placement and Chief Gordon asked if test borings have been done and Ms. Tognazzi stated not yet but does not anticipate a problem. Vote: 5-0

Selectman Barrette's motion to close the public hearings was seconded by Selectman Emery. Vote: 5-0

Interview/Appointment to the Senior/Disabled Taxation Aid Committee /

Selectman Johnson noted that Ms. Toepfner was not able to make the meeting and suggested that they make the appointment as she is well known by the Board. Selectman Emery had encouraged her to apply for the vacancy and noted that Ms. Toepfner did her homework and met with the Treasurer to find out more about the Committee and its purpose.

Selectman Emery's motion to appoint Lois Toepfner to the Senior/Disabled Taxation Aid Committee for an indefinite term was seconded by Selectman Drewry. Vote: 5-0

Request to Approve a Common Victualer Permit for Release Well-Being Center, LLC / Linda Townsend

Ms. Townsend and Jess Fox, Assistant Manager for the café, came before the Board.

Selectman Barrette's motion to approve the Common Victualer Permit for Release Well-Being Center, LLC at 201 Turnpike Road as per their application, subject to proof of worker's compensation insurance being provided before the license is issued was seconded by Selectman Drewry.

Discussion: Ms. Townsend informed the Board that the plan is to open the Wellness Center in December and she reviewed the services that will be offered. Selectman Drewry asked if Ms. Townsend owns all of the buildings and she explained that she owns the one building for the Wellness Center and the other building is owned by Fay Mountain Development. She noted that they are looking for a restaurant to move and there is office and retail space available. The target date for the ribbon cutting ceremony is December 8, 2016. Vote: 5-0

Request to Approve the Renewal Application for the Central Massachusetts Veterans' Services District / Adam Costello, Veterans' Services Director

Mr. Costello came before the Board and summarized their services and spoke to a particular situation where they assisted a disabled veteran, who could no longer work, and was supporting a family of four on \$4,000 a month. It was determined the veteran's disability rating was insufficient and the Veterans' Services Department stepped in and gained further assistance, additional funding and back pay. Mr. Costello also reviewed statistics pertaining to the number of veterans in Town receiving benefits and what is spent on benefits.

Selectman Emery's motion to approve that the Board vote to approve the renewal of the Central MA Veterans' Services District Application to the Commonwealth of MA as attached and authorize Ian Johnson to sign the attached letter dated November 9, 2016 was seconded by Selectman Drewry.

Discussion: The Board provided comments of support and thanks. Selectman Tretter asked about the December event in Northborough. Mr. Costello responded that the details are still being organized and the event is called "Wreaths Across America". The wreaths are made in Maine, transported to Arlington Cemetery, and will make stops along the way with one in Northborough on December 13, 2016. Vote: 5-0

Request to Reappoint Thomas Burke to the Water Treatment Plant Board / Town Manager

Selectman Barrette's motion to reappoint Thomas Burke to the Wastewater Treatment Plant Board for a term to expire on 9/30/19 was seconded by Selectman Drewry. Vote: 5-0

Request to Appoint an Animal Control Officer / Town Manager

Mr. Malloy reviewed the interview process and who participated. They unanimously chose Ms. MacKendrick from the four people interviewed and he reviewed her certifications.

Selectman Emery's motion to appoint Melinda MacKendrick as the Animal Control Officer at 19 hours per week was seconded by Selectman Drewry. Discussion: Selectman Johnson asked how many applied and Mr. Malloy noted there were five. Selectman Barrette provided comments of support. Vote: 5-0

Town Meeting Motions / Town Manager

Mr. Malloy provided the Fall Town Meeting motions for the Board in their packets. They are the same as what was voted by the Board with the exception of Article 4 (Budget Amendment Police & Fire), which was reduced to \$267, 200 from \$354,833 and Article 11 (Tot Lot Committee) which was reduced from \$70,000 to \$60,000 as they have raised another \$10,000. Mr. Malloy will bring hard copies to Town Meeting and will email who will be making the motions. The Board agreed with the reductions in both Articles. Selectman Johnson questioned the increase to Article 6 (300th Anniversary Committee) and Mr. Malloy explained that originally the Legislature granted \$50,000 to the Town, decreased it to \$30,000 and then increased it back to \$50,000. The Town has to match their amount; the Committee received \$25,000 from Annual Town Meeting and therefore needs \$25,000 to match the State's contribution. Selectman Tretter asked about the public hearing for the traffic issue on Kimball Road and Chief Gordon explained that it is required to amend the Traffic Rules and Regulations, such as the installation of the "No Exit" signs, but is not required for the radar speed signs requested in the Article.

Town Manager Report

Board Goals: One of the goals discussed at the Board's retreat was to change the meeting format from two business meetings per month to one business meeting and one work session. Mr. Malloy reviewed the past year's minutes and developed a list of routine agenda items that repeat often and could be delegated to him. This would be an action item on the agenda at a future meeting.

Town Hall Energy Efficiency: As a matter of interest Mr. Malloy noted that he discussed with the Municipal Building Committee the efficiency rating for the systems at the "renovated" versus the "old" Town Hall. Overall the building is using 3.1% less gas and 131% more electricity. Based on per square foot of space occupied 55.1% less gas is being used and 7% more electricity. The building use footprint increased to 20,996 s.f. from 9,721 s.f. and now has an air exchange system.

Upcoming Discussion Items: Mr. Malloy noted that the discussion regarding leased space for the Police and School Departments will be on the 10/25/16 agenda. In early November the Board will be asked to authorize the Town Manager to enter into a new Municipal Aggregation agreement. Three

bids were received for the State Hospital property last week and they will be asked to make a presentation before they are rated. Mr. Malloy noted that they should have a recommendation for the first meeting in December.

Mr. Malloy has been meeting with the School Department, Library and Recreation Department regarding upcoming projects. He provided the Board with a copy of his presentation for Town Meeting and asked the Board for comments. The tax increase for next year will be about 1.48%.

Issues and Correspondence of the Selectmen

Selectman Tretter attended the MMA Legislative Breakfast and noted that it is a benefit that the Town does not get a lot of State aid as those that do have a better change of it getting cut after their budgets have been set. He spoke to the disparity between Police and Fire training and that Fire Departments have excellent training as they receive supplemental funding from homeowners' insurance. Police Departments have tried to do the same but it has not been approved by the Legislature and they are unable to provide additional training for their senior officers. The State is second to the bottom for training senior police officers. Chief Gordon commented that budget that the State provides is not enough, they are cutting back and expecting the towns to pay for training that is mandated.

Selectman Emery expressed condolences to Chris Bramley's family on his recent passing.

Selectman Barrette noted that the Dementia Friendly Community kick-off meeting will be held on October 20, 2016 at 6:30 p.m. in the Fire Department's conference room.

Selectman Drewry expressed condolences to David Pickering and his family on the passing of his father.

Selectman Johnson asked to post a meeting for Town Meeting at 6:30 p.m. It begins at 7:00 p.m. and he encouraged residents to people to attend. The final Warrant has been posted.

Adjournment

Selectman Tretter's motion to adjourn at 7:24 p.m. was seconded by Selectman Drewry. Vote: 5-0

Submitted by Paula M. Covino

Chairman Johnson

Vice Chairman Drewry

Selectman Barrette

Selectman Emery

Selectman Tretter