



BOARD OF SELECTMEN

MEETING AGENDA

Monday, May 23, 2022

7:00 p.m.

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in-person attendance by members of the public will be permitted.

To view or listen

- Live Stream link YouTube:
https://www.youtube.com/channel/UCRdBrw3HeEAMB_KFKasrgXA
- Zoom webinar link: <https://town-northborough-ma-us.zoom.us/j/83425287443>
- When prompted, enter Password 347003
- CATV Government Channels: Verizon Channel 30, Charter Channel 192
- Call 1-646-876-9923
When prompted, enter Meeting ID 834 2528 7443 and Password 347003

For Public Comment

*** Public comment will be limited to 3 minutes per person ***

- **By Phone** Dial *9 to raise your hand and wait to be recognized by the Chair. Please note that part of your phone number will be visible to those viewing the meeting.
 - **By Zoom** Click “Raise Hand” on the bottom of your screen and wait to be recognized by the Chair
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BOARD OF SELECTMEN

MEETING AGENDA

Monday, May 23, 2022

7:00 p.m.

*Approval of March 28, 2022 Meeting Minutes

7:00 p.m. - ELECTION OF OFFICERS

7:00 p.m. - PUBLIC HEARING

To consider an application for a new All Alcoholic Beverages Restaurant License as submitted by Northborough Main Street Café
d/b/a C'est La Vie Bistro for premises located at 30 Main Street.

7:10 p.m. - CHANGE OF MANAGER

To consider an application from Margaritas Restaurant Group-Northborough, Inc. d/b/a Tia Juan's Margaritas Mexican Restaurant to change the manager of their All Alcoholic Beverages Restaurant License for premises located at 10006 Shops Way.

7:15 p.m. - WILLIAM LYVER – POLICE CHIEF

- Appointment of Michael Bisset as Police Sergeant.
- Appointment of Sean Montville as Police Officer.

7:25 p.m. - JASON LITTLE, FINANCE DIRECTOR

- Approval/Execution of Bond Anticipation Notes.
- Approval/Execution of Advances in Lieu of Borrowing.

REPORTS PUBLIC COMMENTS NEW BUSINESS

1. Discussion regarding the ARPA Public Input Session.
2. [Discussion regarding process for Zoning Board of Appeals appointment.](#)
3. [Recommendation for appointments to the Diversity, Equity, Inclusion and Belonging Committee.](#)
4. [Execution of Cemetery Deeds 1144, 1145, 1146 & 1147.](#)
5. Any other business to come before the Board.

6. Executive Session - pursuant to M.G.L., Chapter 30A, Section 21, Subsection 3 (Collective Bargaining Strategy Planning) and Subsection 3 (Litigation) regarding pending land use litigation: The Guttierrez Company v. Northborough Planning Board, Land Court Case No. 21 MISC 000046; The Guttierrez Company v. Northborough Planning Board, Land Court Case No. 21 MISC 000380; Isomedix Operations, Inc. d/b/a Steris A.S.T. v. Northborough Planning Board, Land Court Case No. 21 MISC 000436; and Abu Construction, Inc. and Ka Realty, Inc. v. Town of Northborough and Northborough Planning Board, Worcester Superior Court Civil Action No. 1985CV00178), due to the Chair's determination that a discussion regarding these matters in an open meeting may have a detrimental effect on the litigating position of the Board and the Town.

**BOARD OF SELECTMEN
MEETING MINUTES – April 11, 2022**

7:00 p.m. - Chairman's Introduction to Remote Meeting

Chairman Perreault stated that this Open Meeting of the Board of Selectmen was being conducted remotely consistent with Governor Baker's Executive Order of June 16, 2021, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and that all members of the Board of Selectmen are allowed and encouraged to participate remotely.

Chairman Perreault noted that the Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. He added that ensuring public access does not ensure public participation unless such participation is required by law. Chairman Perreault noted that this meeting will allow for Public Comment. He indicated the various ways that the public may view or participate in this meeting as listed on the posted agenda.

Chairman Perreault confirmed that the following members and persons anticipated on the agenda were remotely present and could be heard.

Board of Selectmen

Jason Perreault, Chair
Leslie Rutan, Vice Chair
T. Scott Rogers, Clerk
Julianne Hirsh
Kristen Wixted

Others

John Coderre, Town Administrator
Rebecca Meekins, Assistant Town Administrator
William Lyver, Police Chief
David Parenti, Fire Chief
Scott Charpentier, DPW Director
Laurie Connors, Town Planner

Meeting Business Ground Rules

Chairman Perreault covered the ground rules for effective and clear conduct of the business. He asked members of the Board to mute their phone or computer when not speaking and to speak clearly and in a way that helps generate accurate meeting minutes. He will go through the items on the agenda. Following presentations, Board members will be offered an opportunity to speak, followed by staff members answering any questions, if necessary. Those responding will be asked to wait until the floor is yielded to them. Members were asked if they wish to respond to the comments of others, to do so through the Chair.

Any votes taken this evening will be done by roll call to ensure that the records of the vote are clear and accurate to the members attending the meeting remotely.

APPROVAL OF MINUTES – MARCH 28, 2022 MEETING

Selectman Rutan moved the Board vote to approve the March 28, 2022 meeting minutes as submitted; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Wixted	"aye"	Rutan	"aye"
Hirsh	"aye"	Perreault	"aye"
Rogers	"aye"		

7:00 p.m. - WILLIAM LYVER – POLICE CHIEF
Appointment of Shane Gilman as Police Officer.

Chief Lyver introduced Shane Gilman to the Board. Mr. Gilman resides in Clinton, MA and will graduate next month with a Bachelor of Science in Criminal Justice. He will then immediately begin the Fitchburg State University Police Academy as a recruit officer. Chief Lyver noted that Mr. Gilman is in the 4+1 program at Fitchburg State University, which provides for a four-year Bachelor's Degree followed immediately with a fully certified, Municipal Police Training Committee (MPTC) authorized Police Academy, which is also operated by Fitchburg State University.

Mr. Gilman thanked Chief Lyver and the Board for the opportunity to serve the Northborough community.

Selectman Rutan moved the Board vote to appoint Shane Gilman as a full-time Police Officer effective July 1, 2022; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Hirsh	“aye”	Perreault	“aye”
Rogers	“aye”		

Members of the Board welcomed Mr. Gilman to Northborough.

7:10 p.m. - LAURIE CONNORS – TOWN PLANNER
Presentation regarding Chapter 40A, Section 3A, which encourages MBTA Communities to adopt Zoning Districts where multi-family zoning is permitted as of right.

Town Planner Laurie Connors provided a presentation on the new draft guidelines for implementing and complying with the new regulations for Multi-family Zoning Districts issued by the MA Department of Housing and Community Development (DHCD). Massachusetts Bay Transportation Authority (MBTA) communities are now required to have at least one zoning district of reasonable size in which multi-family housing is permitted as of right. She noted that the draft guidelines do not require the building of new units, but simply require communities to change the use and dimensional charts in their zoning bylaws to allow for multi-family housing by right, subject to site plan review instead of a special permit.

Ms. Connors indicated that Northborough is categorized as an MBTA-adjacent community because the Town does not have a transit station, but abuts a transit community. She explained in detail each of the following criteria that applies to Northborough:

Minimum gross density of 15 units per acre

Ms. Connors explained the formula for determining the reasonable size and the minimum multi-family unit capacity, which for Northborough is 750 units. She added that the existing multi-family units within Avalon Bay, Whitney Place, and several others throughout town count toward both units and density.

Location of Multi-Family Districts

Multi-family districts should be located in an area with reasonable access to a transit station based on existing street patterns, pedestrian connections and bicycle lanes, or near an existing downtown or an area of underutilized/abandoned structures with redevelopment potential.

No age restrictions and must be suitable for families with children

Multi-family districts cannot include age restrictions or place limits or restrictions on the size of units, number of bedrooms, size of bedrooms or number of occupants.

Ms. Connors noted that failure to comply with the multi-family zoning requirements would make a community ineligible for funds from the following:

- Housing Choice Grants
- Local Capital Projects Fund
- MassWorks Infrastructure Program
- DHCD may take non-compliance into consideration when making other discretionary grant awards

Ms. Connors noted that the MassWorks Infrastructure Program emphasizes the production of multi-family housing and job creation in appropriately located walkable, mixed-use districts like Downtown Northborough. She added that the MassWorks Grant Program could be a funding mechanism for Northborough's vision for a pedestrian-friendly, dynamic downtown.

Ms. Connors indicated that the community must take certain steps to secure interim compliance including providing notice to DHCD, creating an action plan, implementing the action plan, and adopting a zoning amendment by December 31, 2024. She added that a community may receive a determination of interim compliance from DHCD to allow time to plan for and pass a multifamily zoning district before achieving full compliance by March 31, 2025.

In response to questions from Board members, Ms. Connors confirmed that the site plan review would be conducted by the Planning Board and that technical consulting assistance will be available from the Central Massachusetts Regional Planning Commission (CMRPC). In response to a question by Mr. Coderre, Ms. Connors stated that certain communities have voiced concern that this is another unfunded mandate. Mr. Coderre agreed and noted the impact this may have on infrastructure needs, as well as capital and operating budgets. Ms. Connors stated that it is possible that the final guidelines will include lesser requirements. She indicated that the process will include public participation. She also confirmed that the Town is not obligated to provide multi-family units, as this is simply a zoning change that will provide for a developer to do so.

REPORTS

Kristen Wixted

- Encouraged residents to visit the Cultural Council's art exhibit "Go Out Doors" at the Ellsworth McAfee Park.
- Congratulated the Algonquin High School students for publishing the first paper copy of the Algonquin Harbinger in two years.

- Attended the recent Youth Commission meeting.
- Noted that Northborough Helping Hands is looking for medical equipment donations, such as crutches, wheelchairs, etc. as they loan these items to those in need at no charge.

Julianne Hirsh

- Congratulated the Cultural Council on the success of their art exhibit “Go Out Doors”.
- Reported on the recent meeting of the Personnel Board where they reviewed the classification and compensation plan.
- Noted that the Westborough Sustainable Committee is sponsoring an Energy Fair on April 30th. More information can be found on their Facebook page.
- Asked how and when Town Meeting will be advertised? Mr. Coderre reviewed the plans for advertising Town Meeting.

T. Scott Rogers

- Thanked the Financial Planning Committee and Appropriations Committee for their work and for meeting every week during a very condensed Budget process.
- Interacted with recent meetings of the Planning Board, Earthwork Board and Personnel Board.
- Thanked the Town staff for their work leading up to the April 25th Town Meeting.

Leslie Rutan

- Thanked the Police Chief and Fire Chief for their monthly reports.
- Welcomed new Police Dispatcher Allie Gardell.
- Noted that residents seem pleased to see that the Assabet Park project is on schedule to be completed by Memorial Day.
- Encouraged residents to visit the Be Well page on the Town website to see upcoming events.

Jason Perreault

- Attended the Cultural Council’s presentation on the opening of their art exhibit at the Ellsworth MacAfee Park. Thanked the Cultural Council and encouraged residents to visit this event.

John Coderre

- No report.

PUBLIC COMMENTS

Chairman Perreault stated that the Public Comment portion of the agenda allows for the public to provide input, comments, questions, or concerns. The Board will not engage or deliberate in any detailed discussion, nor will it take action or make any commitments in real time in response to any public comment. If they are able, present Town staff may respond to any questions that can easily be answered. Those who wish to speak under Public Comment will be admitted to the meeting as an attendee and will be asked to provide their full name and address for the record. Public comment will be limited to 3 minutes per person.

Ruediger Volk of 137 East Main Street stated that due to these economic times, he is not in support of the funding requests under the Town Meeting Warrant Article for the construction of eight affordable low-income, senior one-bedroom rental units. He also asked the Board to consider using ARPA funds to create long-term energy savings by installing solar cells over parking lots.

Lisa Maselli of 13 Maple Street requested a status update on the repairs to the White Cliffs chimney. Mr. Coderre responded that the chimney repairs are in the process of being addressed.

EXECUTION OF MASSACHUSETTS STATE-SUBDIVISION AGREEMENT FOR STATE-WIDE OPIOID SETTLEMENTS

Mr. Coderre reported that Massachusetts cities and towns worked together with Town Counsel and the Massachusetts Municipal Association (MMA) to take action against the opioid distributors and manufacturers that resulted in a settlement agreement through the Attorney General's Office. Under the default terms of the settlement agreement, local communities would receive 15% of the abatement funds coming into the state. Attorney General Healey has proposed to increase that allocation to 40% by a Massachusetts State-Subdivision Agreement, which would result in Massachusetts municipalities receiving \$210 million of the total \$525 million settlement. An Opioid Recovery and Remediation Fund will include \$60 million that will be managed by a 20-person State Task Force Committee, of which 10 members will be municipal officials.

Mr. Coderre indicated that in order to ensure that the increased allocation applies to the first payments, local communities are asked to execute the State-Subdivision Agreement as presented this evening. He added that over half of the communities have agreed to sign on to this agreement, and the MMA is in full support as well. It is not yet known how the funds will be distributed, allocated and used. What is known is that the funds must be used for opioid prevention, harm reduction treatment and recovery programs.

In response to questions and comments from members of the Board, Mr. Coderre noted that it is not known who will decide on how the funds can be used until further guidance is received from the State. He added that the funds will likely be appropriated through Town Meeting.

Selectman Hirsh moved the Board vote to approve the Massachusetts State-Subdivision Agreement for Statewide Opioid Settlements as presented and to authorize the Town Administrator to execute same; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Wixted	"aye"	Rutan	"aye"
Hirsh	"aye"	Perreault	"aye"
Rogers	"aye"		

DISCUSSION REGARDING APRIL 14TH ARPA PUBLIC INPUT SESSION

Chairman Perreault noted that at their March 14, 2022 meeting, the Board agreed to schedule a dedicated ARPA joint public input session on Thursday, April 14, 2022. Due to the demands of Town Meeting, as well as conflicts with school vacation and religious holidays, he proposed that this meeting be rescheduled to a future date when Town staff can focus more directly on the ARPA agenda.

Board members agreed that the meeting should be rescheduled and shared their thoughts on when the Board should decide on the rescheduled date. Chairman Perreault acknowledged that it will take some discussion in planning the logistics of the meeting in an attempt to satisfy everyone. Following a brief discussion, residents were encouraged to forward ideas or suggestions about the logistical planning of this meeting, as well as the use of ARPA funds by emailing the Board of Selectmen or through the Be Well Northborough public input form on the Town website.

REINSTATEMENT OF COMMON VICTUALLER LICENSE FOR MILLER FARMS

Mr. Coderre indicated that Miller Farms at 277 Main Street is a seasonal restaurant that offers outside seating with picnic tables. During the December 2021 License Renewal process, Mr. Miller asked that his Common Victualler license not be renewed for the 2022 Calendar Year. He has since decided to reopen.

Chairman Perreault noted that Mr. Miller has received satisfactory inspections by the Building, Fire and Health Departments.

Selectman Wixted moved the Board vote to reinstate the Common Victualler License for Miller Farms at 277 Main Street for the 2022 Calendar Year; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Hirsh	“aye”	Perreault	“aye”
Rogers	“aye”		

REAPPOINTMENTS TO BOARDS, COMMITTEES AND COMMISSIONS

Chairman Perreault indicated that the Board will consider the appointment and/or reappointment to the ZBA separately as there is a new applicant and an incumbent to be considered. He added that the ZBA incumbent who has asked to be considered for reappointment is not included on the 2022 Reappointment List.

Reappointments to Boards, Committees and Commissions

Chairman Perreault thanked and acknowledged those Board and Committee members who are appointed by the Board of Selectmen and have asked to be reappointed.

Selectman Rogers moved the Board vote to reappoint those individuals who appear on the “2022 Reappointment List” to the corresponding Boards, Committees and Commissions; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Hirsh	“aye”	Perreault	“aye”
Rogers	“aye”		

Appointment or Reappointment to the Zoning Board of Appeals (ZBA)

Chairman Perreault noted that during the time period when interested residents were invited to apply for Boards and Committees as part of the reappointment process, one application was received for the Zoning Board of Appeals. Interviews were conducted with the new applicant Kevin Wyrsh and the incumbent Richard Rand on March 29th by Chairman Perreault and Selectman Rogers – meeting minutes from those interviews, as well as copies of the applications were included in the Board's meeting packets prior to tonight's meeting.

Motion

For the purpose of discussion, Selectman Rogers moved the Board vote to reappoint Richard Rand to the Zoning Board of Appeals as recommended by the Interview Subcommittee; Selectman Rutan seconded the motion.

Discussion

Selectman Hirsh acknowledged Mr. Rand's decades of experience, but added that Mr. Wyrsh can offer professional education and architectural experience, which would be a unique and valuable addition to the ZBA. She added that it is important to encourage residents to volunteer where they can make their best contributions as in this case.

Selectman Wixted acknowledged Mr. Rand's 23 years of experience while serving on the Northborough ZBA, but added that she likes the perspective that Mr. Wyrsh can offer considering his years of architectural experience and his appearing before a number of other local ZBA's on behalf of his clients.

Selectman Rutan recused herself during the discussion and vote regarding the appointments/reappointments to the ZBA as she has a personal relationship with one of the ZBA members.

Selectman Rogers stated that one of the things he considers when applicants apply for a certain Board or Committee is the amount of preparation they have undergone to familiarize themselves with that particular Board or Committee, especially in the case of the ZBA. He acknowledged that Mr. Wyrsh would be a great candidate for an alternate opening on the ZBA and hopes that he would apply again sometime in the future.

Chairman Perreault acknowledged the unique perspective that Mr. Wyrsh could bring to the ZBA considering his experience presenting before other ZBA's on healthcare or educational facilities. He does not see Mr. Wyrsh as a compelling candidate based solely on his professional experience. He expressed his concern with his lack of prior engagement with the ZBA or with Town government as a whole. He spoke to Mr. Rand's years of direct experience, exemplary record of leadership, meeting attendance and participation in the ZBA meetings, as well as his knowledge of Northborough's bylaws. He added that he would prefer that a new applicant for the ZBA be appointed first as an alternate member in order to gain the needed knowledge and experience.

Chairman Perreault noted that during his interview, Mr. Wyrsh indicated that he had not attended or watched a ZBA meeting, nor has he attended a Town Meeting in the 14 years he has lived in Northborough. A discussion ensued about the expectation that applicants should have prior engagement in Town government before applying for a particular Board or Committee,

especially in the case of the ZBA. Selectmen Hirsh and Wixted noted that there are many reasons that someone may not have the opportunity to get involved in Town government by serving on a Board or Committee, but that they may be engaged in the community in other ways. They don't believe that this should be a reason to exclude someone and they encouraged residents to not be afraid to step up and start somewhere. Selectmen Wixted and Hirsh remained convinced that with his architectural background, education and experience with other ZBA's, Mr. Wrysch is the right candidate for appointment to the ZBA.

Selectman Rogers noted that there are over a dozen vacancies across the various Boards and Committees who are in need of residents to serve. He recommended that interested residents attend or watch a meeting of the Board or Committee that they are interested in serving on in order to educate themselves on the expected duties and time commitment.

Motion

Chairman Perreault recommended that the Board make a new motion considering that the original motion was seconded by Selectman Rutan who recused herself from the discussion.

Selectman Rogers moved the Board vote to reappoint Richard Rand to the Zoning Board of Appeals as recommended by the Interview Subcommittee; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Wixted	"nay"	Rogers	"aye"
Hirsh	"nay"	Perreault	"aye"

Due to a split vote, the Board will revisit the appointment to the ZBA at a future meeting. Selectman Rutan returned to the meeting.

ASSIGNMENT OF TOWN MEETING WARRANT ARTICLES

Members of the Board agreed on which Warrant Articles each of them would read motions for at Town Meeting.

VOTES ON TOWN MEETING WARRANT ARTICLE RECOMMENDATIONS

Mr. Coderre noted that the Financial Planning Committee and the Appropriations Committee have unanimously recommended approval of all capital and operating budget articles.

Selectman Rutan moved the Board vote to recommend approval of the following Warrant Articles at Town Meeting:

Article 4 (Town Budget)

Article 5 (Water, Sewer and Solid Waste Enterprise Funds)

Article 6 (Northborough K-8 Schools Budget)

Article 7 (Northborough Southborough School District Budget)

Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Wixted	"aye"	Rutan	"aye"
Hirsh	"aye"	Perreault	"aye"
Rogers	"aye"		

SET MEETING SCHEDULE FOR MAY – AUGUST

After reviewing the suggested meeting schedule, Selectmen Hirsh requested that the Board meet earlier than May 23rd to discuss the ARPA public input session. A brief discussion ensued about the difficulty of scheduling an earlier May meeting due to conflicting schedules. The Board will discuss the ARPA meeting on May 23rd with the intent to schedule the ARPA meeting for some time in early June.

Selectman Hirsh moved the Board vote to set the meeting schedule for May through August as follows:

May 23
June 13 & 27
July 18
August 15

Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Hirsh	“nay”	Perreault	“aye”
Rogers	“aye”		

EXECUTION OF CEMETERY DEEDS 1142 & 1143

Selectman Wixted moved the Board vote to execute Cemetery Deeds 1142 & 1143; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Hirsh	“aye”	Perreault	“aye”
Rogers	“aye”		

OTHER BUSINESS

None.


ADJOURNMENT

Selectman Hirsh moved the Board vote to adjourn, Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Hirsh	“aye”	Perreault	“aye”
Rogers	“aye”		

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

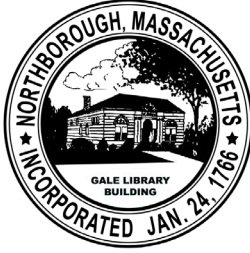


Diane M. Wackell
Executive Assistant to the

Board of Selectmen

Documents used during meeting:

1. April 11, 2022 Meeting Agenda
2. March 28, 2022 Meeting Minutes
3. Memorandum – Appointment of Police Officer
4. Information Packet – MBTA Communities
5. Information Packet – State-Wide Opioid Settlements
6. Memorandum – Reinstatement of Common Victualler License
7. Information Packet – Reappointments
8. Memorandum – Assignment of Town Meeting Warrant Articles
9. Warrant Article Summary Sheet
10. Memorandum – Meeting Schedule
11. Cemetery Deeds



TOWN OF NORTHBOROUGH

Town Offices, 63 Main Street
Northborough, MA 01532-1994
508-393-5040 Phone
508-393-6996 Fax
www.town.northborough.ma.us

MEMORANDUM

TO: Members of the Board of Selectmen
Town Administrator

FROM: Diane Wackell, Executive Assistant
to the Board of Selectmen

DATE: May 18, 2022

RE: Application for a New All Alcoholic Beverages Restaurant License
Northborough Main Street Café d/b/a C'est La Vie Bistro
30 Main Street

Millie Milton of Northborough Main Street Café d/b/a C'est La Vie Bistro has submitted an application for a new All Alcoholic Beverages Restaurant License at 30 Main Street.

Ms. Milton has owned and operated C'est La Vie Bistro, a successful café, since 2012. She will be the manager of record and will be responsible for the day-to-day operations of the restaurant. She has over ten years of experience in the restaurant industry and is TIPS Certified. Ms. Milton will be present at the public hearing.

As this is a new license application, abutters were notified of the public hearing via certified mail. Abutters must include schools or churches within a radius of 500 feet. Trinity Church at 23 Main Street was notified of the public hearing as it located within this radius. If Trinity Church does not object to this license application at any time before or during the public hearing, it is appropriate for the Board to include in the motion to approve that it has determined that the licensed premises are not detrimental to the educational and spiritual activities of that church.

Lieutenant Brian Griffin has conducted a background check and has no concerns to report.

It is recommended that the All Alcoholic Beverages Restaurant License be approved with the condition that the licensee receive satisfactory inspections by the Building, Fire and Health Departments.



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

TOWN OF NORTHBOROUGH

NOTICE OF PUBLIC HEARING

Pursuant to Massachusetts General Laws, Chapter 138, Section 12, notice is hereby given that the Board of Selectmen will hold a remote public hearing on Monday, May 23, 2022 at 7:00 p.m. to act on an application for a new All Alcoholic Beverages Restaurant License as submitted by Northborough Main Street Café d/b/a C'est La Vie Bistro on the following described premises located at 30 Main Street, Northborough, MA: Breakfast and lunch café in 2½ floors of a 4½ story brick building with a 20x30 outdoor deck with three rooms on each floor. The restaurant and kitchen are a total of 3696 square feet and the outdoor patio is 600 square feet.

Pursuant to Governor Baker's Executive Order of June 16, 2021, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency this meeting of the Northborough Board of Selectmen will be conducted via remote participation to the greatest extent possible.

To join the Public Hearing

URL link: <https://town-northborough-ma-us.zoom.us/j/83425287443> Passcode: 347003

Join by phone: 1 646 876 9923 / Webinar ID: 834 2528 7443 / Passcode: 347003

T. Scott Rogers, Clerk
Northborough Board of Selectmen

May 6, 2022



Northborough Police Department

211 Main Street

Northborough, Massachusetts 01532

508-393-1515 Fax 508-393-1519



William E. Lyver, Jr.
Chief of Police

To: Board of Selectmen
From: Lieutenant Brian T. Griffin
Date: May 16, 2022
Re: New Liquor License C'est La Vie Bistro

Honorable Members of the Board:

I have been asked to conduct a background check for a proposed new All Alcoholic Beverages Restaurant License for property located at 30 Main Street, Northborough Main Street Café LLC, dba C'est La Vie Bistro.

The owner and proposed manager of record is Ms. Mildred Milton. Ms. Milton has operated C'est La Vie Bistro since 2012. Ms. Milton has over a decade of experience in the food service industry and is TIPS certified.

Having conducted a background check, I have no concerns to report to the Board and recommended approval of the license.

Should you need any further questions answered please feel free to contact me.

Respectfully submitted,

Lieutenant Brian T. Griffin
Licensing Agent



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

APPLICATION FOR A NEW LICENSE

Municipality

Northborough

1. LICENSE CLASSIFICATION INFORMATION

ON/OFF-PREMISES

On-Premises-12

TYPE

\$12 Restaurant

CATEGORY

All Alcoholic Beverages

CLASS

Annual

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

The entity is an existing restaurant, i.e., c'est la vie bistro, located at 30 main street. It has been in operation for the better part of the past decade, serving French-American cuisine for breakfast and lunch. The business hours are 8:00a.m. - 3:00 p.m., Weds through Sunday. It is also hosting private events and gatherings in the evenings. It seeks an annual on-premise for all alcoholic beverages.

Is this license application pursuant to special legislation?

☐ Yes ☒ No

Chapter

Acts of

2. BUSINESS ENTITY INFORMATION

The entity that will be issued the license and have operational control of the premises.

Entity Name Northborough Main Street Cafe LLC

FEIN

46-1301379

DBA

c'est la vie bistro

Manager of Record

mildred (millie) milton

Street Address

100 quarry drive, miliford, ma. 01757 (corp) 30 main street northborough ma. 01532 (restaurant site)

Phone

Email

mmcatlady@verizon.net

Alternative Phone

Website

<http://cestlaviebistro.net>

3. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

4 1/2 story brick building with a 20x30 outdoor deck . 2 1/2 floors of this building are currently occupied by the restaurant and operating as a breakfast and lunch cafe/kitchen. We also host private events on the off hours. There are three rooms on each floor. Total square footage of the building is 5022 sq ft. Total square footage of the restaurant and kitchen is 3696 sq.ft. outdoor patio is 600 sq. ft.

Total Square Footage: 3696

Number of Entrances: 5

Seating Capacity:

54

Number of Floors

4 1/2

Number of Exits: 5

Occupancy Number:

64

4. APPLICATION CONTACT

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:

william staar

Phone:

617 755 8074

Title:

attorney

Email:

bill_staar@miltoncat.com

APPLICATION FOR A NEW LICENSE

5. CORPORATE STRUCTURE

Entity Legal Structure

LLC

Date of Incorporation

10/31/2012

State of Incorporation

Massachusetts

Is the Corporation publicly traded? ☐ Yes ☒ No

6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:
On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers - At least 50% must be US citizens;
Off Premises (Liquor Store) Directors or LLC Managers - All must be US citizens and a majority must be Massachusetts residents.

- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB	Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Mildred milton	50 fay lane northborough, ma 01532			manager	50	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
christopher milton	50 fay lane, northborough, ma 01532			agent	50	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No
						<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
						<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
						<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
						<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached?

☐ Yes ☒ No

CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

APPLICATION FOR A NEW LICENSE

6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease ☐

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☒ No

APPLICATION FOR A NEW LICENSE

8. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	470,000.00
B. Purchase Price for Business Assets	350,000.00
C. Other * (Please specify below)	
D. Total Cost	820,000.00

*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
personal	unlmted(see attached letter from bank of america
Total:	

SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
N/A			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☐ Yes ☒ No

Please indicate what you are seeking to pledge (check all that apply) ☐ License ☐ Stock ☐ Inventory

To whom is the pledge being made?

10. MANAGER APPLICATION

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Date of Birth SSN

Residential Address

Email Phone

Please indicate how many hours per week you intend to be on the licensed premises

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?*

☒ Yes ☐ No *Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
10/31/2012	n/a	manager	northborough main street cafe	n/a

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature

Date

11. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?
If yes, please fill out section 11.

☐ Yes ☒ No

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

IMPORTANT NOTE: A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

11A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Principal	Residential Address	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title and or Position	Percentage of Ownership	Director
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☐ No

11B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES

LICENSE

Does any individual or entity identified in question 11A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

11C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 11A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes ☐ No ☒

If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

11D. PREVIOUSLY HELD MANAGEMENT AGREEMENT

Has any individual or entity identified in question 11A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes ☐ No ☒

If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

11E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Has any of the disclosed licenses listed in questions in section 11B, 11C, 11D ever been suspended, revoked or cancelled?

Yes ☐ No ☒

If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

11F. TERMS OF AGREEMENT

- a. Does the agreement provide for termination by the licensee?
b. Will the licensee retain control of the business finances?
c. Does the management entity handle the payroll for the business?

Yes ☐ No ☐

Yes ☐ No ☐

Yes ☐ No ☐

d. Management Term Begin Date

e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

☐ \$ per month/year (indicate amount)

☐ % of alcohol sales (indicate percentage)

☐ % of overall sales (indicate percentage)

☐ other (please explain)

ABCC Licensee Officer/LLC Manager

Signature:

Mullen

Title:

Manager

Date:

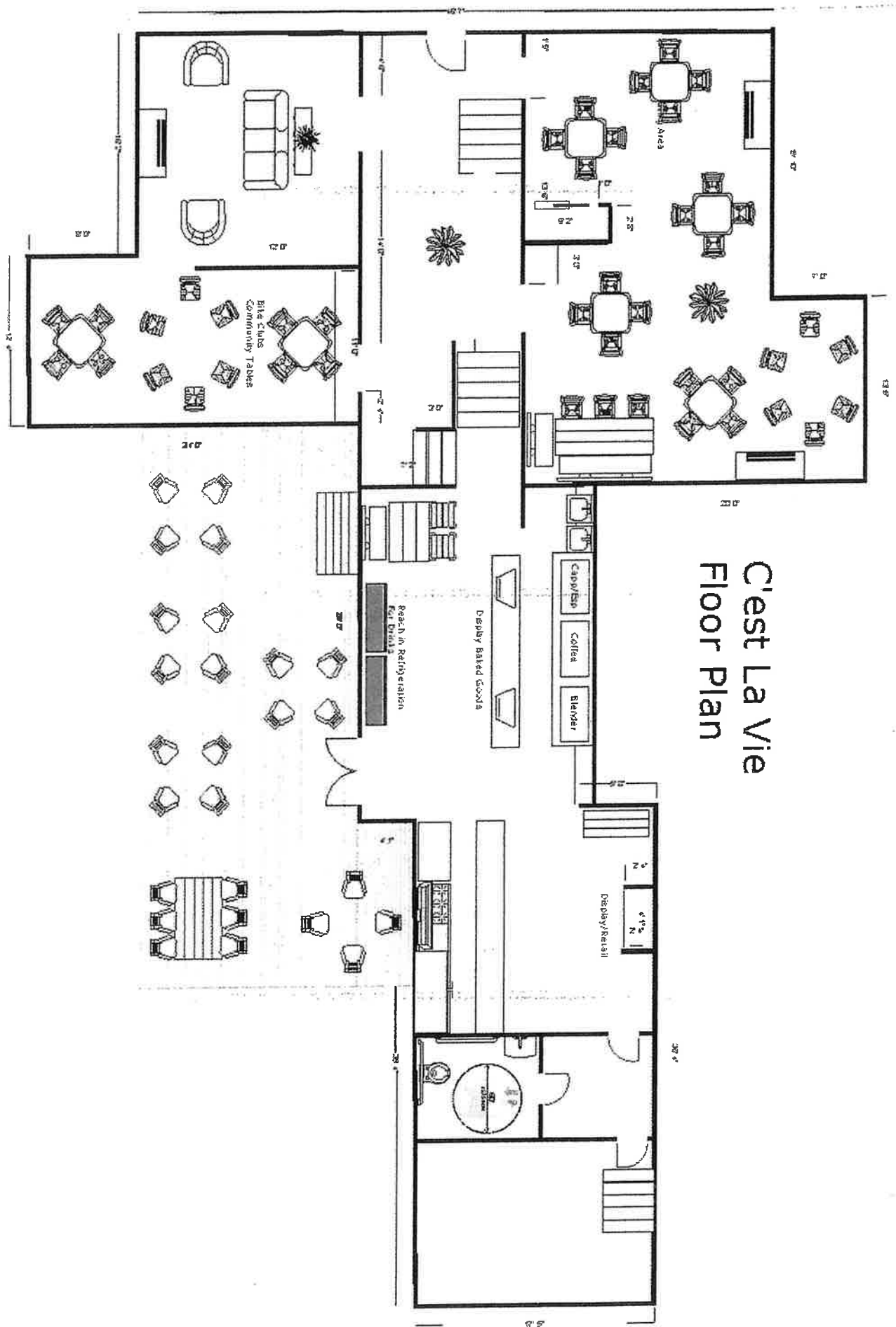
3/1/22

Management Agreement Entity Officer/LLC Manager

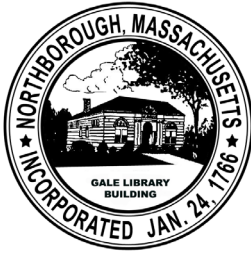
Signature:

Title:

Date:



C'est La Vie Floor Plan



TOWN OF NORTHBOROUGH

Town Offices, 63 Main Street
Northborough, MA 01532-1994
508-393-5040 Phone
508-393-6996 Fax
www.town.northborough.ma.us

MEMO

TO: Members of the Board of Selectmen
Town Administrator

FROM: Diane Wackell, Executive Assistant

DATE: May 18, 2022

RE: Change of Manager – All Alcoholic Beverages Restaurant License
Tia Juan's Margaritas Mexican Restaurant – 10006 Shops Way

An application has been submitted by Tia Juan's Margaritas Mexican Restaurant to change the manager of record for their All Alcoholic Beverages Restaurant License at 10006 Shops Way.

Ms. McCarthy is experienced in the restaurant industry and is TIPS certified. Her personal information has been reviewed by Lieutenant Brian Griffin, who has indicated that he has no concerns to report.



Northborough Police Department

211 Main Street

Northborough, Massachusetts 01532

508-393-1515 Fax 508-393-1519



William E. Lyver, Jr.
Chief of Police

To: Board of Selectmen

From: Lieutenant Brian T. Griffin

Date: May 16, 2022

Re: Background check for Change of Manager
Tio Juans Margaritas Mexican Restaurant – 10006 Shops Way

Honorable Members of the Board:

I have been asked to conduct a background check for a Change of Manager for the All Alcoholic Beverages Restaurant License for Margaritas Restaurant Group – Northborough, Inc. d/b/a Tio Juans Margaritas Mexican Restaurant for premises located at 10006 Shops Way.

The proposed manager of record is Ms. Julia McCarthy. Ms. McCarthy has prior experience in the food and beverage industry and is currently TIPS certified.

Having conducted a background check, I have no concerns to report to the BCoard.

Should you need any further questions answered please feel free to contact me.

Respectfully submitted,

Lieutenant Brian T. Griffin
Licensing Agent



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
www.mass.gov/abcc

AMENDMENT-Change of Manager

☒ **Change of License Manager**

1. BUSINESS ENTITY INFORMATION

Entity Name	Municipality	ABCC License Number
Margaritas Restaurant Group-Northborough Inc	Northborough	00059-RS-0902

2. APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Allen Winkley	Controller	awinkley@margs.com	

3A. MANAGER INFORMATION

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Julia McCarthy	Date of Birth		SSN	
Residential Address	1400 Worcester Road, Apt # 7316, Framingham MA 01702				
Email	jmccarthy@margs.com		Phone	(508) 466-2200	
Please indicate how many hours per week you intend to be on the licensed premises	55	Last-Approved License Manager	Jesus Camilo		

3B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?*

☒ Yes ☐ No *Manager must be U.S. citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.
Have you ever been convicted of a state, federal, or military crime?

☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

3C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

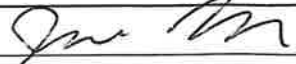
Start Date	End Date	Position	Employer	Supervisor Name
Aug 2018	Sept 2021	Social Worker	You, Inc.	Ashley Stolitza
Dec 2017	Feb 2021	Server / Bartender	99 Restaurant - Framingham	Samantha

3D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature  Date 4/28/22

[RETURN TO AGENDA](#)



Northborough Police Department

211 Main Street

Northborough, Massachusetts 01532

508-393-1515 Fax 508-393-1519



William E. Lyver, Jr.
Chief of Police

May 18, 2022

Mr. Jason Perreault, Chairman
Northborough Board of Selectmen
63 Main Street
Northborough, MA 01532

Dear Chairman Perreault,

I respectfully request that I be placed on the May 23, 2022, Selectmen's meeting agenda. This request is made so that I may present Officer Michael Bisset as a candidate for promotion / appointment to the rank of sergeant.

Last June we held a promotional process where three officers elected to participate. The process consisted of a written exam, an assessment center, and Chief's review of each officer's past performance evaluations. An outside consulting firm specializing in police promotional testing and assessment centers was hired to conduct the testing and assessment center process. On Wednesday June 16, 2021, the written exam was administered. All three candidates scored above the minimum seventy-percent score required to move on to the assessment center phase. On Saturday June 19, 2021, the assessment center was administered at the Senior Center.

The scores of the written exam and assessment centers were calculated and the scores were provided to me on Sunday June 20, 2021. Per our policies and procedures, this promotional process creates a promotional list that is valid for one year. The current list expires June 28, 2022. The top scorer was promoted on June 28, 2021. The next candidate to be promoted is Officer Michael Bisset and am recommending to the Board that Officer Bisset be promoted to sergeant at your May 23, 2022 meeting.

Respectfully submitted,

A handwritten signature in black ink that reads "William E. Lyver".

William E. Lyver, Chief of Police



Northborough Police Department

211 Main Street

Northborough, Massachusetts 01532

508-393-1515 Fax 508-393-1519



William E. Lyver, Jr.
Chief of Police

May 18, 2022

Mr. Jason Perreault, Chairman
Northborough Board of Selectmen
63 Main Street
Northborough, MA 01532

Dear Chairman Perreault,

I respectfully request that I be placed on the May 23, 2022, Selectmen's meeting agenda. This request is made so that I may present a candidate for appointment as a full-time police officer.

The candidate, Sean Montville, is a former Northborough officer who separated from service to pursue other law enforcement options. Sean is seeking to return. Sean is turnkey ready and can begin working independently immediately.

Sean served the Northborough Police Department for seven years prior to departing. His service to the community, performance and professionalism was outstanding. I ask that he be appointed and started at top step of the Patrolman's rate of pay as established in the local 165 CBA.

Respectfully submitted,

A handwritten signature in black ink that reads "William E. Lyver".

William E. Lyver, Chief of Police

[RETURN TO AGENDA](#)



Town of Northborough

Finance Department

63 Main Street
Northborough, MA 01532
Phone: (508) 393-5004
Fax: (508) 393-6996

May 19, 2022

Board of Selectmen
Northborough, MA 01532

Dear Board of Selectmen,

I will be attending your May 23, 2022 meeting to request that you vote to accept winning bids and execute the required documents related to \$4.233M in Bond Anticipation Notes (BANs). The Town received five close bids for this debt, and the winning bidder was Fidelity Capital Markets with a net interest rate of 2.3442%. A table with historic interest rates is attached for reference. Note that interest rates have trended upward recently due to market forces, though the Town was helped by its high credit quality along with the overall security of municipal debt. The BANs being issued cover the following projects:

<u>Date</u>	<u>Article</u>	<u>Purpose</u>	<u>Principal Amount</u>
4/25/2016	42	White Cliffs Acquisition	\$ 895,000.00
4/25/2019	13	Fire Station Land/Design	\$ 2,100,000.00
7/18/2020	23	Assabet Water Tank	\$ 688,000.00
5/1/2021	17	Water/Sewer SCADA	\$ 500,000.00
5/1/2021	18	Dam Compliance	\$ 50,000.00
Total			\$ 4,233,000.00

The Town can internally fund projects using “Advances in Lieu of Borrowing,” however advances cannot cross fiscal years, therefore the request is being made to the Board to approve an advance effective with the start of the new fiscal year (FY2023) for the following, for which debt may need to be issued for prior to June 30, 2023:

<u>Date</u>	<u>Article</u>	<u>Purpose</u>	<u>Amount Authorized</u>
4/25/2022	12	Fire Dept. Ambulance	\$ 400,000.00
Total			\$ 400,000.00

I look forward to presenting this information and answering any questions you may have at your meeting.

Sincerely,

Jason Little
Finance Director

Interest Rate History

Bond Anticipation Notes Temporary Borrowing

	<u>Amount</u>	<u>Issue Date</u>	<u>Rate (NIC)</u>	<u>Rate Stated</u>
<u>Municipal Purpose</u>	\$ 4,233,000	<u>6/10/2022</u>	<u>2.3442%</u>	<u>3.00%</u>
Municipal Purpose	\$ 3,925,000	6/11/2021	0.2535%	1.50%
Municipal Purpose	\$ 2,430,000	6/12/2020	0.8599%	1.25%
Municipal Purpose	\$ 2,417,000	6/14/2019	1.8116%	2.25%
Municipal Purpose	\$ 2,719,000	6/15/2018	1.8812%	2.75%
Municipal Purpose	\$ 2,876,000	6/16/2017	1.0983%	2.00%
Municipal Purpose	\$ 1,430,000	6/17/2016	0.8548%	
Municipal Purpose	\$ 2,000,000	6/17/2016	0.850%	
Municipal Purpose	\$ 1,650,000	1/22/2016	0.624%	
Municipal Purpose	\$ 1,650,000	6/17/2015	0.449%	
Municipal Purpose	\$ 1,603,700	4/27/2012	0.568%	
Municipal Purpose	\$ 1,151,680	4/29/2011	0.785%	
Municipal Purpose	\$ 10,025,362	4/30/2010	0.470%	
Municipal Purpose	\$ 9,223,362	5/1/2009	0.579%	
Land Acquisition - Sewer Renewal	\$ 1,663,000	10/24/2008	3.250%	
Municipal Purpose	\$ 10,655,072	5/2/2008	1.726%	2.50%
Land Acquisition - Sewer Renewal	\$ 1,768,000	10/26/2007	3.465%	
Municipal Purpose	\$ 3,249,312	6/15/2007	3.748%	
Municipal Purpose	\$ 800,183	5/18/2007	3.780%	
Municipal Purpose	\$ 1,873,000	10/27/2006	3.570%	
Municipal Purpose	\$ 800,183	5/19/2006	3.870%	
Municipal Purpose-Renewal	\$ 1,073,792	5/19/2006	3.830%	
Land Acquisition - Sewer Renewal	\$ 2,500,000	10/28/2005	2.988%	2.94%
Municipal Purpose	\$ 1,073,792	6/17/2005	2.780%	
Land Acquisition - Sewer	\$ 2,500,000	10/29/2004	1.850%	3.00%
Municipal Purpose	\$ 2,176,300	5/27/2004	1.600%	
Chapter 90 Highway (SAAN)	\$ 119,312	6/27/2003	1.170%	
Municipal Purpose	\$ 505,000	5/27/2003	1.380%	
119 Colburn Street - Grant	\$ 300,000	6/14/2002	1.940%	
119 Colburn Street - Town	\$ 1,055,000	6/14/2002	1.844%	2.00%
Municipal Purpose	\$ 1,909,014	2/28/2002	1.650%	
Municipal Purpose	\$ 2,728,947	5/18/2001	2.939%	3.20%
Municipal Purpose	\$ 1,181,876	6/30/2000	4.550%	4.75%
Municipal Purpose	\$ 1,975,000	5/28/1999	3.278%	3.75%
Zeh & Church St. Sewer Renewal	\$ 7,210,000	2/2/1999	3.019%	3.25%
Zeh School	\$ 1,090,000	6/16/1998	3.830%	4.00%
Church St. Sewer	\$ 700,000	5/18/1998	3.890%	
Zeh School	\$ 5,420,000	2/2/1998	3.630%	4.00%
Municipal Purpose	\$ 602,708	1/16/1998	4.070%	
Chap 90 Highway (SAAN)	\$ 137,900	6/17/1997	4.090%	
Municipal Purpose	\$ 1,987,000	6/17/1997	4.150%	
Municipal Purpose	\$ 602,708	1/17/1997	4.060%	
Ambulance	\$ 45,000	9/19/1996	4.450%	

Bonds

<u>Permanent Financing</u>	<u>Major Project</u>	<u>Amount</u>	<u>Issue Date</u>	<u>Rate (TIC)</u>	<u>Term</u>
Municipal Purposes & Refunding		\$ 6,845,000	5/26/2021	0.680%	10 Yrs
Municipal Purpose Loan		\$ 2,527,000	6/15/2018	2.560%	15 Yrs.
Municipal Purpose Loan	Lincoln St School	\$ 6,800,000	1/15/2016	2.271%	20 Yrs.
Municipal Purpose Loan	Lincoln St School	\$ 7,390,000	6/15/2015	2.498%	20 Yrs.
Municipal Purpose Loan		\$ 1,819,000	4/15/2013	1.213%	10 Yrs
Municipal Purpose Loan	Senior Center	\$ 8,612,000	4/1/2011	3.090%	18 Yrs.
Land Acquisition Bond- Sewer Taxable		\$ 1,550,000	10/15/2009	5.919%	15 Yrs.
Municipal Purpose Loan	Library	\$ 9,743,000	5/1/2009	3.540%	20 Yrs.
Municipal Purpose Loan		\$ 1,700,000	10/15/2006	3.929%	15 Yrs.
Municipal Purpose Loan		\$ 2,100,000	5/15/2005	3.888%	20 Yrs.
Municipal Purpose Loan		\$ 2,964,000	2/15/2003	3.766%	18 Yrs.
Municipal Purpose Loan		\$ 2,725,000	2/15/2002	3.865%	15 Yrs.
Municipal Purpose Loan	Zeh School	\$ 9,155,000	2/1/2000	5.499%	20 Yrs.
Municipal Purpose Loan		\$ 2,285,000	5/15/1998	4.283%	10 Yrs
Municipal Purpose Loan	Proctor School	\$ 6,200,000	12/1/1995	4.948%	20 Yrs.



DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Christopher C. Harding
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

ADVANCE OF FUNDS IN LIEU OF BORROWING REPORT

City/Town/District of Northborough

Purpose of Issue Fire Department Ambulance

Authorization April 25, 2022 Article 12, MGL Chapter 44
(Date and article of town meeting vote and M.G.L. citation)

Grant Number _____
(If applicable)

A. Amount of Loan Authorized		\$ 400,000
Computation of Limit on <u>Total</u> of Advances:		
B. Unappropriated Free Cash	\$ 500,259	
C. Stabilization Fund	\$ 5,361,632	
D. 1% of FY <u>2023</u> Budget	\$ 712,426	
E. Greatest of line B, C or D	\$ 5,361,632	
F. Other Advances Outstanding	\$ -	
G. Remaining Limit (line E less line F)		\$ 5,361,632
H. Amount to be Advanced - This Issue (not to exceed line G)		\$ 400,000

Date of Advance July 1, 2022 _____
Treasurer

Approved:

Mayor or City Manager
Majority of Selectmen or Commissioners

Please send 1st Copy to: **Accountant or Auditor**
See IGR No. 17-21 for instructions and accounting procedures

Date of Repayment to General Fund: _____

Accountant / Auditor

Please send 2nd Copy to: **Division of Local Services**
Public Finance Section
PO Box 9569
Boston MA 02114-9569

(Revised: September 2017)

Supporting a Commonwealth of Communities

mass.gov/DLS
P.O. Box 9569 Boston, MA 02114-9569
(617) 626-2300

VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Northborough, Massachusetts, certify that at a meeting of the board held May 23, 2022, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of \$4,233,000 3.00 percent General Obligation Bond Anticipation Notes (the “Notes”) of the Town dated June 10, 2022, and payable June 9, 2023 to Fidelity Capital Markets, a division of National Financial Services LLC at par and accrued interest, if any, plus a premium of \$27,683.82.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 11, 2022, and a final Official Statement dated May 17, 2022, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Notes (collectively, the “Documents”), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: May 23, 2022

Clerk of the Board of Selectmen

**BOARD OF SELECTMEN
INTERVIEW SUB-COMMITTEE
MEETING MINUTES – March 29, 2022**

6:00 p.m. - Introduction to Remote Meeting

Selectman Rogers stated that this Open Meeting of the Board of Selectmen Interview Subcommittee was being conducted remotely consistent with Governor Baker's Executive Order of June 16, 2021, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and that all members of the Board of Selectmen Interview Subcommittee are allowed and encouraged to participate remotely.

Selectman Rogers noted that the Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. He added that ensuring public access does not ensure public participation unless such participation is required by law. He noted that this meeting will be livestreamed, but will not allow for Public Comment. He indicated the various ways that the public may view this meeting as listed on the posted agenda.

Selectman Rogers stated that any votes taken this evening will be by roll call vote. He confirmed that the following persons were remotely present and could be heard.

Selectmen Chair Jason Perreault
Selectman Scott Rogers
Zoning Board of Appeals Clerk Fran Bakstran

MEETING MINUTES

Selectman Rogers recommended that the acceptance of meeting minutes be postponed to the next Board of Selectmen Interview Committee meeting, at which time Selectman Rutan will be present.

INTERVIEWS FOR THE ZONING BOARD OF APPEALS (ZBA)

For the record, one regular voting seat is up for reappointment of which the incumbent is seeking reappointment. In addition, there is one new applicant. Both will be interviewed this evening.

Chairman Perreault noted that he is substituting regular Interview Committee member Selectman Rutan who perceives herself to have a conflict of interest with a sitting member of the ZBA. ZBA Clerk Fran Bakstran will be present during the interviews to provide information about the ZBA and to answer any questions the applicants may have.

Kevin Wyrsh

Mr. Wyrsh has been a resident of Northborough for 14 years. Professionally, he serves as an architect with nearly 20 years of experience. His skills include programming, site planning, building design, knowledge of various codes and experience reviewing local zoning bylaws. As an architect, he enjoys working with local ZBA's and finds the whole process very interesting. His interest in joining the ZBA is to give back to the community and to participate in helping Northborough continue to grow.

Ms. Bakstran noted that the ZBA is comprised of five regular voting members and two alternate members. She reviewed the scope of the ZBA and the meeting schedule.

Mr. Wyrsh explained that his understanding of the ZBA's role is to determine if an applicant's appeal regarding non-conformance will be allowed under the local provisions of the Town bylaws. He stated that he has the time it will take to prepare for and attend the monthly meetings. He explained, as an architect, that he has represented various clients who have had to appear before local ZBAs. He shared his experience in successfully presenting details of his client's healthcare based projects before local ZBAs and the benefits and programs that each will provide to the community.

In terms of preparation and research relating to the ZBA and the zoning bylaws, Mr. Wyrsh noted that he has viewed some of the ZBA agendas and minutes from the past several months to familiarize himself with the actions of the ZBA. Although he has not reached out to Town staff or ZBA members, he is a strong proponent of introducing new people to Boards and Committees in order to offer a fresh perspective. He has not had a specific interest in zoning related issues presented at any previous Town Meetings.

Mr. Wyrsh asked what qualities they are looking for in a ZBA member? Selectman Rogers responded that both experience and expertise are important for a permitting Board such as the ZBA. He acknowledged that the requirements of the ZBA are demanding and that the ZBA may be better served by someone through a natural progression. For example, a good starting point is to gain working knowledge of the Town by first serving on one the various land use Boards that work closely with the ZBA and then serving on the ZBA first as an alternate member.

Mr. Wyrsh ended his interview by stating that although he does not have the direct experience in serving as a ZBA member yet, he asked that his professional background, logic, organizational skills and his ability to make sound judgement decisions be considered as strengths he can bring to the ZBA.

Selectman Rogers stated that if Mr. Wyrsh is not recommended for appointment to the ZBA, he encouraged him to consider serving on one of the many Boards and Committees that currently have vacancies.

Richard Rand (incumbent)

Mr. Rand noted that he has been a Northborough resident for 57 years and has served as a member of the ZBA for the past 23 years having participated in most the hearing and rulings during this time.

Mr. Rand stated that the ZBA issues special permits and variances after hearing appeals of decisions made by the Building Inspector on matters which arise out of the enforcement of Town bylaws.

Mr. Rand stated that he has no reservations in his continued commitment to serve on the ZBA. Over the years, he has gained and put to use the specialized knowledge and experience required of a ZBA member, adding that it's important to understand the State laws and local zoning bylaws and be competent enough to reach decisions that can withstand legal challenge.

Mr. Rand indicated that he regularly attends and has participated in Annual Town Meetings. He shared his interest on the proposed article on this year's Town Meeting Warrant regarding the removal of the use variance from the authority of the ZBA.

Mr. Rand shared his thoughts on the collaboration of the ZBA members that includes a broad range of experience. Everyone participates and respects the various opinions to help determine the right decision for both the applicant and the Town.

DELIBERATION

Chairman Perreault agreed that the requirements of the ZBA are demanding and that the ZBA may be better served by someone through a natural progression. He would prefer a new applicant for the ZBA be appointed first as an alternate member in order to gain the needed knowledge and experience. They can then decide if they want to continue serving as a voting member when the opportunity arises. In contrast, Mr. Rand brings his many years of service and experience as a long standing member on the ZBA. He added that if they were interviewing to fill a vacancy that Mr. Wyrsh would be a good candidate given his professional experience. With that being said, he would prefer to reappoint Mr. Rand at this time.

Selectman Rogers agreed with Chairman Perreault, adding that he is leaning towards reappointing the incumbent Mr. Rand due to his years of experience and his willingness to continue to serve. He will again encourage Mr. Wyrsh to look into current vacancies on other Boards and Committees. Chairman Perreault added that he would prefer to appoint individuals to a Board such as the ZBA who have been engaged in Town government to be able to bring some familiarity to some of the issues. To the extent that meetings are now conducted remotely, there is a real opportunity for residents to follow in real time some of the applications as they go through the process.

Selectman Rogers noted that there is at least a dozen vacancies across the various Boards and Committees who need are in need of residents looking to serve their community.

RECOMMENDATION

Chairman Perreault moved the Interview Subcommittee vote to recommend the reappointment of Richard Rand to the ZBA for a 3-year term to expire on April 30, 2025; Selectman Rogers seconded the motion; the roll call vote was as follows:

Chairman Jason Perreault	"aye"
Selectman Scott Rogers	"aye"

ADJOURNMENT

At 6:35pm, Chairman Perreault moved the Interview Subcommittee vote to adjourn; Selectman Rogers seconded the motion. The roll call vote was taken as follows:

Chairman Jason Perreault	“aye”
Selectman Scott Rogers	“aye”

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. March 29, 2022 Meeting Agenda
2. Applications to the Zoning Board of Appeals



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

Application to serve on a Board, Committee or Commission (BCC)

NAME: Kevin Wyrsh TEL: (C) 781-540-9246
ADDRESS: 3 Juniper Lane (H) _____
Northborough, MA 01532 (EMAIL) kevin.wyrsh@gmail.com

BBC DESIRED: Zoning Board of Appeals
(If more than one, please complete one application for each Board or Committee desired)

Are you a registered voter in Northborough? YES X NO _____

How many years have you lived in Northborough? 14 years

Why do you want to serve on this particular BCC?

Serving on the ZBA would give me the opportunity to become more involved with
town planning and the future direction of Northborough. I welcome the
opportunity to learn how the ZBA operates, while giving back to the community.

Please state three attributes you can bring to this BCC:

1. Architect having experience from the Owner/Architect side of requesting zoning variances.
2. Logical, clear thinking, organized.
3. Positive and excited about the future of Northborough.

Have you attended any meetings of this BCC? No

Are there any changes you would like to make if you are appointed to this BCC?

Do you regularly attend Town Meeting? Yes _____ No X

Have you ever served on a BCC in Northborough? Yes _____ No X

If yes, please list the Boards, Committees and/or Commissions you have served on:

What is your occupation? Architect

Please list any skills or specialized knowledge you can bring to this BCC:

As an architect with nearly 20 years of experience, skills include programming,
site planning, building design, knowledge of various codes and experience
reviewing local zoning by-laws.

Please list your education background:

Bachelors Degree from Brandeis University.
Master's of Architecture Degree (M.ARCH) from the Boston Architectural College

Please list any professional affiliations:

American Institute of Architects (AIA)

Please attach a resume or a letter of interest and list any additional information you feel may be helpful while reviewing your application:

Attached professional employee Resume

I understand , if appointed, I will be required to abide by the provisions of Massachusetts General Laws, Chapter 268A - "*Conflict of Interest*" as provided by the Town Clerk.

 3/5/2022
Signature Date

PLEASE RETURN COMPLETED APPLICATION TO:

Diane Wackell, Selectmen's Office
63 Main Street, Northborough, MA 01532
or by email to dwackell@town.northborough.ma.us

=====

****Applications will be maintained in the Selectmen's Office for 6 months
from the date of receipt. Applications may be updated and
resubmitted after the 6 month time period****

FOR OFFICE USE ONLY

Date of Interview: _____ Time: _____

By Vote of BOS on 2.25.2019



Kevin Wyrsh, AIA

Principal

KEVIN WYRSCH, AIA, PRINCIPAL joined ISGENUITY in 2003. Since then he has been an integral member in the growth of the firm. As a principal, Kevin takes part in all aspects of a project, from programming and design through construction and beyond. While at ISGENUITY, Kevin has managed and overseen some of the firm's most prominent projects, including inpatient, outpatient, radiology, laboratories, infrastructure upgrades, retail and hospitality spaces. As an architect with over 18 years of experience, he has worked with some of Boston's leading healthcare and academic centers including Boston Children's Hospital, Boston Medical Center, Beth Israel Deaconess Medical Center, East Boston Neighborhood Health Center, and the MGH Institute of Health Professions on a wide array of projects. Kevin maintains a commitment to executing high-quality projects and superior client service.

EDUCATION

Boston Architectural College, Master of Architecture
 Brandeis University, Bachelor of Arts

SELECTED EXPERIENCE

Beth Israel Deaconess Medical Center

Deaconess 4 Behavioral Health Unit Renovation

Beverly Hospital

Addison Gilbert 4 Senior Adult Unit Anti-ligature Upgrades
 Bayridge & Leland Psychiatric Unit Upgrades
 Emergency Department Psych Observation Unit

Mount Auburn Hospital

Wyman 2 Anti-ligature Upgrades

Cambridge Health Alliance

Emergency Department Renovation
 Cambridge Hospital Psychiatric Unit Upgrades
 Everett Hospital Psychiatric Unit

Watts Water Technologies

MarCom Office Renovation

Boston Children's Hospital, Multiple projects at Main Campus, Lexington and Waltham including:

ICBAT residential unit
 Bader 5 Psychiatric Inpatient
 Fegan Elevator Tower
 Outpatient Lobby
 Waltham DNA Lab
 Over 100,000 SF of outpatient clinical renovations at the Waltham Campus

Cape Cod Healthcare

Emergency Center Expansions
 Endoscopy Suite

Boston Medical Center

Physical and Occupational Therapy Clinics

East Boston Neighborhood Health Center, Multiple projects in East Boston and Winthrop including:

Maverick Square Health Center
 Winthrop Clinic
 Urgent Care Renovation
 Campus Masterplanning

Mass General Brigham

PCPO Medford Cardiology and Primary Care Clinic
 Mass General Brigham Urgent Care Natick
 Mass General Brigham Urgent Care Westwood
 Mass General Brigham Urgent Care Lynn

PROFESSIONAL

Registered Architect, Massachusetts

Boston Society of Architects/AIA, Member, 2007-present

NCARB Certified

LECTURE

MedEd, "Designing for an Aging Population: New Emergency Departments on Cape Cod", 2016

NEHES, "Designing for an Aging Population: New Emergency Departments on Cape Cod", 2016

TEACHING/ALUMNI RELATIONS

MGH Institute of Health Professions, "Beyond ADA in Design" independent study course, Co-instructor

New England School of Art & Design at Suffolk University, Thesis Advisor

Boston Architectural College, Portfolio Review Panel, Architectural Thesis Advisor

March 3, 2022

Town of Northborough

Board of Selectmen

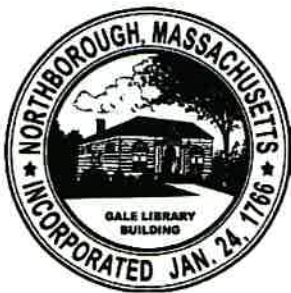
Dear Honorable Selectmen and Selectwomen.

Please accept this letter as my request to be re-appointed to the Zoning Board of Appeals for another three year term. I have been a member of this board for the past 23 years and have participated in most of the ZBA decisions made during that time period. Many of these years on the ZBA I served as Chairman of the board. The Zoning Board of Appeals is extremely influential in the growth of the town having authority to grant variances and special permits from zoning requirements, conducting hearings as applicants propose many varied ideas on the use of properties in town. In that capacity I have acted reasonably, honestly and fairly to make decisions that are in the best interest of the entire Town of Northborough and minimize any adverse effects on abutters. I has been a resident of Northborough for the last 47 years and an active follower of town government. The only goal I wish to accomplish is to make the Town of Northborough a better place to live for the residents, respecting the zoning bylaws that Town Meeting has authorized for the property owners.

Sincerely,

A handwritten signature in cursive script that reads "Richard Rand". The signature is written in dark ink and is positioned below the word "Sincerely,".

Richard Rand



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

Application to serve on a Board, Committee or Commission (BCC)

NAME: Richard P. Rand TEL: (C) 774-245-7503
ADDRESS: 234A Church St (H) 508-393-3465
Northborough (EMAIL) drTLTRand@aol.com

BCC DESIRED: Zoning Board of Appeals
(If more than one, please complete one application for each Board or Committee desired)

Are you a registered voter in Northborough? YES ☒ NO ☐

How many years have you lived in Northborough? 57

Why do you want to serve on this particular BCC?

This is an important Board whose decisions can have
a significant impact on Residents

Please state three attributes you can bring to this BCC:

Experience, Fairness, Knowledge of State Laws
and local Zoning Bylaws

Have you attended any meetings of this BCC? yes

Are there any changes you would like to make if you are appointed to this BCC?

No, it is functioning fine.

Do you regularly attend Town Meeting? Yes ☒ No ☐

Have you ever served on a BCC in Northborough? Yes ☒ No ☐

If yes, please list the Boards, Committees and/or Commissions you have served on:

ZBA

What is your occupation? Licensed Private Investigator

Please list any skills or specialized knowledge you can bring to this BCC:

Knowledge of Laws, and writing decisions
That are comprehensive, defensible in court
and enforceable.

Please list your education background:

(Now UMass Lowell)
BS Lowell Technological Institute Industrial Management
MA Anna Maria College Criminal Justice

Please list any professional affiliations:

Lic Private Detective Assoc of Mass.

Please attach a resume or a letter of interest and list any additional information you feel may be helpful while reviewing your application:

I understand, if appointed, I will be required to abide by the provisions of Massachusetts General Laws, Chapter 268A - "Conflict of Interest" as provided by the Town Clerk.

Richard Rand
Signature

3-3-22
Date

PLEASE RETURN COMPLETED APPLICATION TO:

Diane Wackell, Selectmen's Office

63 Main Street, Northborough, MA 01532

or by email to dwackell@town.northborough.ma.us

****Applications will be maintained in the Selectmen's Office for 6 months
from the date of receipt. Applications may be updated and
resubmitted after the 6 month time period****

FOR OFFICE USE ONLY

Date of Interview: _____

Time: _____

By Vote of BOS on 2.25.2019

[RETURN TO AGENDA](#)

**BOARD OF SELECTMEN
INTERVIEW SUBCOMMITTEE
MEETING MINUTES – May 3, 2022**

5:55 p.m. - Introduction to Remote Meeting

Selectman Rutan stated that this Open Meeting of the Board of Selectmen Interview Subcommittee was being conducted remotely consistent with Governor Baker's Executive Order of June 16, 2021, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and that all members of the Board of Selectmen Interview Subcommittee are allowed and encouraged to participate remotely.

Selectman Rutan noted that the Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. She added that ensuring public access does not ensure public participation unless such participation is required by law. She noted that this meeting will be livestreamed, but will not allow for Public Comment. She indicated the various ways that the public may view this meeting as listed on the posted agenda.

Selectman Rutan stated that any votes taken this evening will be by roll call vote. She confirmed that the following persons were remotely present and could be heard.

Remotely present:

Selectman Leslie Rutan, Interview Subcommittee

Selectman Scott Rogers, Interview Subcommittee

Selectman Jason Perreault (for acceptance of March 29, 2022 meeting minutes only)

Rebecca Meekins, Assistant Town Administrator

ACCEPTANCE OF MEETING MINUTES

Selectman Rogers moved the Subcommittee vote to accept the minutes of the January 17, 2022 meeting as presented; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Selectman Rogers "aye"

Selectman Rutan "aye"

Selectman Rogers moved the Subcommittee vote to accept the minutes of the January 25, 2022 meeting as presented; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Selectman Rogers "aye"

Selectman Rutan "aye"

Selectman Rogers moved the Subcommittee vote to accept the minutes of the March 29, 2022 meeting as amended; Selectman Perreault seconded the motion; the roll call vote was taken as follows:

Selectman Rogers "aye"

Selectman Perreault "aye"

Selectman Perreault exited the meeting following acceptance of the March 29, 2022 meeting minutes.

INTERVIEWS FOR THE DIVERSITY, EQUITY, INCLUSION AND BELONGING COMMITTEE

During each of the interviews, Ms. Meekins briefly reviewed the work of the Diversity and Inclusion AdHoc Committee including its recommendation that a permanent Diversity, Equity, Inclusion and Belonging Committee (DEIB Committee) be created. The DEIB Committee will serve in an advisory capacity to the Board of Selectmen and will consist of nine (9) voting members that will include herself, a representative from the School Department's Coalition for Equity, a representative from the Council on Aging or their designee, and six (6) at-large members to be appointed by the Board of Selectmen. Ms. Meekins also reviewed the DEIB Committee's anticipated meeting schedule, charge and responsibilities.

Following each interview, Selectman Rutan explained that the Interview Committee will discuss and vote on their recommendations for appointment for the Board of Selectmen's consideration at their meeting on May 23, 2022.

Matthew Benoit

Mr. Benoit indicated that he has been a resident of Northborough since November 2020. He currently works as a Finance Manager in Sales and Marketing for Insulet Corporation in Acton. He is interested in getting involved in the community as he raises his family here and feels that working with the DEIB Committee is a great place to make a lasting impact for the betterment of society.

Mr. Benoit stated that he considers himself a young professional that can offer a fresh perspective, adding that he is passionate about being inclusive and offering that to his community. Mr. Benoit indicated that his schedule is flexible in terms of any requirements to attend the DEIB Committee meetings.

Kevin Reale

As Mr. Reale was not present for his interview, Selectmen Rutan and Rogers decided to move forward with interviewing the remaining applicants.

Melissa Diglio

Ms. Diglio indicated that she has been a resident of Northborough for just about a year. For the last 14 years she has worked in Student Affairs as a member of the Bentley University Police Department. She added that as a representative on the University's Diversity Council and its Divisional Equity & Inclusion Committee, she has experience presenting to both small and large groups on various diversity, equity and inclusion topics on a bi-monthly basis. She also co-creates leadership training workshops for student leaders with diversity in mind. She has experience in creating surveys for the campus community in order to provide feedback to the Board of Directors.

Ms. Diglio shared that she expects to live in Northborough for a longtime and is genuinely interested in doing her part to cultivate a community of belonging and acceptance for her

family and neighbors. Since she has the ability to create her own work schedule, she would easily be able to attend the DEIB Committee meetings.

Seira Shalton

Ms. Shalton indicated that she has been a resident of Northborough for 12 years. As Vice President of Learning and Development at Commonwealth Financial Network in Waltham she designs, develops and leads a host of programs executing cross-divisional diversity, equity and inclusion initiatives. She serves on multiple diversity panels relating to race, gender, religion and culture.

Ms. Shalton noted that she has wanted to give back to her community and feels that this is a great opportunity to do so. She indicated that she would like to see the DEIB Committee create more inclusive programs in Northborough, adding that she would be able to share her experience in developing digital platforms, strategic programs and events. She would be available to attend the DEIB Committee meetings.

Yong Tan

Mr. Tan indicated that he grew up and worked in China until 2014. He has been a resident of Northborough since 2015. He currently works at Microsoft as the Director of Hardware Engineering Program Management. He comes from a diverse background and is active in the community working with the Northborough Scout Troops and having coached youth soccer.

Mr. Tan noted that he can share good ideas as his overall philosophy is that all people should be treated equally and respectfully, and not be treated with just words, but with action. He is a good listener and this would be a good opportunity to do something for his community. He indicated that although he is busy with work, he is fully committed to doing this work and can easily attend the DEIB Committee meetings.

DELIBERATION

It was noted that Town staff was not able to get in touch with Mr. Reale. Ms. Wackell will reach out to him in attempt to reschedule his interview if he is still interested in serving on the DEIB Committee.

Selectman Rutan noted that Diversity and Inclusion AdHoc Committee Vice Chair Mariam Ibrahim has expressed interest in continuing her work with the DEIB Committee. She was not able to participate in an interview this evening due to religious observances on this day. Selectmen Rutan and Rogers agreed to waive her interview considering her experience and that she is the only applicant who had previously served on the Diversity and Inclusion AdHoc Committee.

Selectmen Rutan and Rogers agreed that all the applicants interviewed this evening were passionate about serving and would be a great asset to the DEIB Committee. Following a brief discussion, Selectmen Rutan and Rogers discussed recommending Ms. Diglio and Ms. Shalton for the three-year terms based on their current level of expertise and experience in diversity, equity and inclusion initiatives. Selectmen Rutan and Rogers discussed recommending Mr. Benoit and Mr. Tan for the two-year terms due to their enthusiasm and passion for diversity initiatives. Selectmen Rutan and Rogers discussed recommending

Ms. Ibrahim for the one-year term in recognition of her willingness to continue her work in diversity, equity and inclusion initiatives following her actions as Vice Chair of the Diversity and Inclusion AdHoc Committee; and with the understanding that she will have the opportunity to be reappointed if she so decides.

Selectman Rogers moved the Subcommittee vote to recommend the following individuals for appointment to the Diversity, Equity, Inclusion and Belonging Committee at the May 23, 2022 Selectmen's Meeting:

3-Year Terms

Melissa Diglio
Seira Shalton

2-Year Terms

Matthew Benoit
Yong Tan

1-Year Term

Mariam Ibrahim

Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Selectman Rogers "aye"
Selectman Rutan "aye"

Selectman Rutan thanked the applicants for their interest in serving on the DEIB Committee. She also thanked Ms. Meekins for her past work as a member of the Diversity and Inclusion AdHoc Committee and for her continued work as a member of the DEIB Committee.

ADJOURNMENT

Selectman Rogers moved the Subcommittee vote to adjourn; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Selectman Rogers "aye"
Selectman Rutan "aye"

Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. May 3, 2022 Meeting Agenda
2. Applications to the DEIB Committee

MATTHEW BENOIT

(774) 230-8153 | MBENOIT286@GMAIL.COM | NORTHBOROUGH, MA

RESULTS-DRIVEN FINANCE LEADER, SEEKING NDEIB COMMITTEE APPOINTMENT

Ambitious self-starter, with a proven track record of financial literacy, business partnering, process improvement, and effective communication. Eager to continuously learn, grow and lead by example with integrity and empathy to deliver strong business results. Passionate about my career, my family, my community, and activities such as golfing, skiing, hiking, and kayaking.

FINANCIAL REPORTING (GAAP & IFRS)

OPEX FORECASTING & RECONCILIATION

PROJECT-BASED ACCOUNTING

CAPEX FORECASTING & RECONCILIATION

NEW PRODUCT LAUNCH

SALES & MARKETING

606 COMMISSIONS

MED-TECH INDUSTRY

PROFESSIONAL SYNOPSIS

INSULET CORPORATION | ACTON, MA

Mar'20 – Present

Finance Manager, Sales & Marketing

This highly visible role to the CFO supporting the high- growth departments within Sales and Marketing reporting directly to the Director, Commercial Finance. The sphere of Influence are the leaders within Sales & Marketing. Primary Responsibilities: include preparing and reviewing monthly executive-level KPI reports, departmental forecasting and reconciliations, variance/trend and ROI analysis on active projects, and any ad-hoc initiatives being explored.

- ✓ Led & delivered monthly executive leadership presentation on "COVID Leading Indicators" to forecast any fundamental headwinds Insulet may face due to COVID-19. Cross-Functional partners included: Chief Accounting Officer, Chief Information Officer, Chief Tax Officer, Director of US Revenue, Director of EMEA Revenue & General Manager, Market Access. (12-month effort)
- ✓ Successfully operationalized reporting efficiencies within the broader FP&A team reducing time spent manipulating data and more standardized reporting.
- ✓ Accurately forecasted and reconciled actuals to within 3% deviation from target for 6 consecutive quarters.
- ✓ Identified areas of savings for the company, one of which will have a material affect on reducing COGS & increasing Gross Margin.

OLYMPUS CORPORATION | SOUTHBOROUGH, MA

Oct'17 – Mar'20

Financial Analyst II, Olympus Surgical Technologies of America

Project-based finance role center around the partnership and cross collaboration with; Marketing, R&D, Supply Chain, HR, PMO, and Manufacturing. Primary Responsibilities: CapEx budgeting, tracking and reporting, 12 – project teams and their associated monthly KPI reports (GAAP and IFRS format required due to Olympus domiciled in Japan), project and departmental forecasting and reconciliation, and various financial model updates & testing.

- ✓ Successfully launched 4 products during my tenure at Olympus (Mainly in the EndoTherapy & ENT space)
- ✓ Implemented a series of efficiencies & standardizations within CapEx reporting creating more clarity to the executive leadership for more informed business decisions.
- ✓ Advanced Excel skills acquired; PowerBi, Microsoft PowerTools, various reporting efficiencies to reduce time spent manipulating data.

DELL TECHNOLOGIES | HOPKINTON, MA

Oct'14 – Oct'17

Financial Analyst, S&M, Converged Platforms & Solutions Division

Entry-level role reporting to the Controller of FP&A. Main Responsibilities were centered around white-glove financial business partnering to the high-speed growth of the U.S. Marketing team. Budget creation and reconciliation as well as vendor and invoicing troubleshooting were all daily activities.

- ✓ Implemented a robust budgeting process across 14 Marketing departments exposing a financial accountability issue that was identified and corrected shortly upon execution.

MATTHEW BENOIT

- ✓ Skilled in vendor relationships, invoicing triage and troubleshooting, process creation & ability to work in "white-space", business partner white glove service and working in a fast-paced environment.

NEW YORK LIFE INSURANCE | WALTHAM, MA

Sep'13 – Oct'14

Registered Representative & Life-Insurance Agent

Entrepreneurial endeavor of creating my very own financial services company. A 100% commission-based role, I woke up each day hungry to earn peoples' trust and business. Cold-calling, warm-calling, prospecting, and asking for referrals were the bread and butter for this role. Sitting down with individuals to discuss their future financial/life goals and aspirations while considering an unfortunate event was truly something special and the greatest experience of my career thus far.

- ✓ Effectively created and managed a Book of Business valued at \$8.575M in one year.
- ✓ Successfully earned the trust and business of over 14 people
- ✓ Licenses earned but since lapsed: Series 6, Series 63, Life Insurance, Health Insurance

STATE STREET GLOBAL SERVICES | BOSTON, MA

Aug'12 – May'13

Fund Accountant - State Street Scholar – 9-month Internship

As a State Street Scholar, I worked hand-in-hand with internal business units, performing meaningful and substantive tasks, while gaining work experience in a cutting edge financial services company.

BENOIT TREE & LANDSCAPE | CHARLTON, MA

8 Summers

Foreman & Laborer

Family-owner business, worked as a laborer for most summers but once in college I was promoted to foreman where I manage two individuals for 4 summers.

EDUCATIONAL & PROFESSIONAL DEVELOPMENT

BOSTON COLLEGE

Dual Degree (Part-Time) – Anticipated completion 2024

UNIVERSITY OF MASS. BOSTON

Bachelor of Science in Management - GPA 3.30; Cum Laude

HARVARD BUSINESS SCHOOL ONLINE

Leading with Finance

EXTRACURRICULAR ACTIVITIES

INSULET SOFTBALL

INSULET YOUNG PROFESSION ERG (CHAIR OF NETWORKING)

OLYMPUS SOFTBALL (CAPTAIN)

UNDERGRADUATE STUDENT LEADERSHIP AWARD

UMASS BOSTON STUDENT SENATE (Vice-Chair of B&F Committee)

Dear Northborough Board of Selectmen,

As a lifelong Northborough resident, I am delighted at the news of the formation of NDEIB, a vitally important new committee for our town.

My name is Kevin Reale, I am a 22-year-old recent graduate of UMass Amherst currently working as an EMT, and in the process of applying to medical school. I am proud to have been born and raised in Northborough, and am a graduate of Peaslee (2010), Melican (2013), and Algonquin (2017).

One of my favorite aspects of Northborough is the sense of community we have with one another. This became apparent to me when I took part in the inaugural season of the challenger baseball program. Its origin began solely with the good nature of volunteers from the community including Sean Durkin and Jim Furlong. In my five years working with that program, it blossomed from our small group of about ten kids into a full fledged league comprised of numerous local towns and countless volunteers from the local community. It was really inspiring to see the potential our community has to come together for a good cause.

Along with being a Northborough resident, another major piece of my identity has come from being an active member of the LGBT community. As such, I believe I can provide a rather unique perspective on the current strengths and shortcomings when it comes to diversity, equity, and inclusion in our schools, having been such a recent graduate of the school system. In my time at Algonquin, I served as varsity hockey and golf captain and was involved in the National Honors Society. I was also awarded the Mark S. Fidyrcz Memorial Citizenship award in 2017.

I am excited for the future of this committee because I think it has the potential to open more exciting opportunities centered around diversity and inclusion. I'm confident the residents of Northborough would be excited for the increased awareness this committee could bring, and I would be honored to be a part of it.

Sincerely,
Kevin Reale

Kevin J. Reale

1 Danforth Drive, Northborough, MA 01532 • (774) 312-5550 • kreale@umass.edu

EDUCATION / ACADEMICS

University of Massachusetts, Amherst – Class of 2021

Major: Public Health (Pre-Med); Minor: Biology

Cumulative GPA: 3.802

EXPERIENCE

EMT-B, Carewell Urgent Care

(May 2020-present)

- Responsible for clinical operations at a community urgent care center, seeing over 100 patients a day in a one on one setting during the COVID-19 pandemic
 - Responsibilities: triaging patients, patient intakes, COVID nasal swabbing, phlebotomy, rapid lab tests, wound care, brace fitting, answering phone calls

Brown Lab at University of Massachusetts, Medical School

(May 2018-August 2018)

- Lab technician with over 400 hours of experience working mainly on gene therapy techniques (miRNA) in silencing deleterious genes that cause neurodegenerative disorders, such as Amyotrophic Lateral Sclerosis (ALS)
 - *Skills:* western/southern blots, cell culture, drug treatments, DNA/RNA harvests, QPCR, PCR, gel electrophoresis, genotyping, tissue harvests, cryosectioning, blood DNA extraction, animal medicine (mice)

Ford Lab at University of Massachusetts, Amherst

(November 2018-May 2021)

- Leading a research project testing my own optimized fecal DNA extraction method against commercial products, to be used in developing countries to identify potential drinking water contamination sources
 - *Skills:* leadership, scientific writing, teamwork, communication, organization

EXTRA-CURRICULAR ACTIVITIES AND COMMUNITY SERVICE

Crisis Text Line Counselor

(April 2019-present)

- o Served as an online counselor for the 24/7 crisis hotline service. Much of the work is listening to people explain their crisis, then working together to help them come up with potential solutions.

Undergraduate Teaching Assistant (Intro to Public Health)

(Jan 2020-May 2020)

- o Work directly with professor to facilitate in class discussion as well as grade students work, and provide feedback.

Challenger Youth Sports Mentor/Coach

(2014-2019)

- o Served as a coach and mentor for physically and mentally disabled youth on multiple local sports teams, year round

Community Service Director (Alpha Sigma Phi Fraternity)

(Nov 2018-May 2019)

- o Planed and operated multiple community outreach events, and ensured participation of 15+ hours of service per semester for over 90 members. Worked events with the American Red Cross, Amherst PD, and local community

Philanthropy Director (Alpha Sigma Phi Fraternity)

(May 2019-Nov 2019)

- o Planed multiple community outreach events to raise money for various organizations such as the Bay State Children's Hospital (\$7,500 raised), and the Wounded Warrior Foundation.

HONORS, AWARDS AND SPECIAL RECOGNITION

- **University of Massachusetts, Amherst Dean's List** (Fall 2017, Spring 2018, Fall 2018, Fall 2019, Spring 2020, Fall 2021)
- **Mark S. Fidrych Memorial Citizenship Award** – Annual award for someone in the local community who actively participated and advocated for the involvement of special needs children in sports
- **Participant in:** New England Amateur Golf Championship (2017, 2018, 2019, 2020, 2021), Massachusetts Amateur Golf Championship (2017, 2020)
 - **Massachusetts Interscholastic Athletic Association (MIAA) Sportsmanship award (2017)**

MELISSA A. DIGLIO

6 Captain Eager Drive, Northborough, MA 01532 · 781.879.8046

melissa.a.diglio@gmail.com · www.linkedin.com/in/melissa-diglio

Committee for Diversity, Equity, Inclusion and Belonging – February, 17th 2022

Dear Board Members,

I'd like to formally submit my interest in becoming an appointed member to the Committee for Diversity, Equity, Inclusion and Belonging. I'm a newer Northborough resident and can't think of a better way to plant some roots within the community and invest in my children's future here. I currently have one son and my wife is due with our second son in less than 1 month. Doing my part to cultivate a community of belonging and acceptance for my family and neighbors is an undertaking I feel passionately about. If given the opportunity, I believe I can do so on this committee.

Working towards building inclusivity and trust within communities is an effort I have been committed to both personally and professionally for many years. For the last 14 years I have worked in Student Affairs as a member of the Bentley University Police Department. Currently, I manage their 911 Communications Center. Working in campus law enforcement has allowed me the privilege to step outside of my day to day responsibilities and engage with the community on a deeper level. I serve as a representative on the university's Diversity Council as well as on our divisional Equity & Inclusion Committee. In my role as a committee member, I initiated our first annual Diversity Conference, successfully held in 2016. The conference featured an accomplished keynote speaker and offered 10 different session blocks of ranging topics, one of which I lead, entitled "Unity through Our Diversity". Additional examples of relevant work includes presenting out to groups of 100+ on various DEI topics on a bi-monthly basis and co creating workshops for our student leaders that focuses on identifying privilege in our daily lives and the strengths in our differences. The work I have contributed to on both the council and committee has directly impacted the University's five year strategic plan and has helped steer the community toward a future of progress.

Attached you'll find a professional resume outlining other attributes and skills I hope to bring to the table if chosen to serve. Thank you for your time and consideration and I'm hopeful for the opportunity to continue this conversation.

Respectfully,

Melissa A. Diglio

Director

Leading organizations through solutions-driven collaboration and a commitment to creating measurable success.

Recognized by the Chief of Police and Divisional VP for significant involvement in the design and implementation of the Bentley Police Communications Center upgrade- including work with campus partners and outside vendors (2020)

Dedicated to establishing, executing, and exceeding public safety standards through rigorous readiness preparation and an in-depth understanding of stakeholder needs. Leads by example, setting high expectations and coaching team to fulfill on its commitments. Serves as a trusted advisor on topics ranging from technology rollouts and diversity and inclusion initiatives to performance and project management. Committed to remaining abreast of industry trends and practices in an ever-evolving workplace.

- *Engages with university stakeholders at all levels to fully understand their unique needs.*
- *Drives key insights to support organizational effectiveness.*
- *Facilitates collaboration and engagement within the organization by leveraging strengths of direct reports, colleagues, and supervisors alike.*
- *Manages multiple cross-functional projects and initiatives while demonstrating flexibility and critical attention to detail.*

Core Competencies

- ✦ *Strategic Planning & Leadership*
- ✦ *Stakeholder Management*
- ✦ *Staff Training & Development*
- ✦ *Project Management*
- ✦ *Risk Management*
- ✦ *Process Improvement*
- ✦ *Relationship Management*
- ✦ *Data Analytics | Reporting*
- ✦ *Communications Planning*
- ✦ *Presentation Development*
- ✦ *Needs Analysis*
- ✦ *Change Management*

Professional Experience

BENTLEY UNIVERSITY POLICE DEPARTMENT

Waltham, MA

Communications Center Manager • 01/2019 to Present

Provide leadership, supervision, and development to a team of six direct reports. Create and implement policy and procedure in compliance with accreditation standards. Continued programing and maintenance of supporting software applications. Manage the repair and installation of supporting hardware. Work closely with key stakeholders and various working groups to ensure the efficient and effective delivery of services to community members.

- ✦ *Created and implemented procedures for ongoing performance management and quality assurance for all public interactions with Police Dispatchers.*
- ✦ *Successfully co-led the rollout of the university's first emergency notification system resulting in over 90% efficacy in all subsequent full-scale activations.*
- ✦ *Lead the Police department through the successful transition from on-premises to SaaS solutions for multiple public safety applications.*
- ✦ *Chaired the committee tasked with communicating all COVID policies to our off-campus students (3,000+).*
- ✦ *Co-creator of the University's Crisis Communications Assessment Grid which is used to gauge the severity of incidents/events and dictates the proper level of communication necessary.*
- ✦ *Collaborated with the logistics team tasked with creating a Quarantine and Isolation System for all on campus residential students.*
- ✦ *Stands as the Police department's CJIS representative.*
- ✦ *Co-chaired the Bentley Staff Advisory Committee that successfully rolled out a university-wide peer recognition program which received over 200 peer nominations in its first year.*
- ✦ *Stands as a member of the divisional equity and inclusion committee presenting out on various topics to a virtual audience of 150+ attendees on a bi-monthly basis.*

Access Database Administrator • 2018 to 2019

Managed the administrative functions of the Bentley University access control system (C-CURE 9000) and the day-to-day functions of the University Card Office. Maintained oversight and functionality of the campus-wide closed circuit television system as well as the university's parking database.

- ✦ *Programed hundreds of access clearances, building schedules, panic alarms, and system events that allow thousands to function and move with ease throughout a secure open campus environment.*
- ✦ *Worked with administrative computing and systems professionals to create integrations for many tasks, including student billing of parking decals and citations as well as the transfer of data from the university ERP system to the police department's PAC system.*

Card Access Program Administrator • 2015 to 2018

Directed the day-to-day operations of a high functioning, customer service-oriented office. Managed up to seven student employees. Created working schedules, managed inventory, analyzed and reported on-campus usage. Maintained accurate accounting of all monies collected by the office.

- ✦ *Created and implemented a citation appeal system which was utilized by a student appeals board, ensuring students would be heard and decided on by a group of their peers, establishing a more equitable process for all.*
- ✦ *Collaborated with outside vendor Myphoto to provide a virtual way for students to send in their own photos for their student IDs. This option greatly impacted the process of student move-in days.*
- ✦ *Partnered with the MBTA to offer discounted rider fare for all students, distributed passes, and maintained the administrative system.*
- ✦ *Sole editor of the University Police website.*

911 Police Dispatcher • 2008 to 2015

Received emergency calls by telephone, radio system, or walk-in traffic, and dispatched appropriate emergency response personnel accordingly. Created logs of all calls received using the computer-aided dispatch system and prepared reports as necessary. Interviewed and trained new communications officers.

- ✦ *Certified by Federal Emergency Management Agency (FEMA) in Incident Command System (ICS) 100, National Incident Management System (NIMS), MGT-361 Managing Critical Incidents*
- ✦ *Certified by APCO in Emergency Medical Dispatch and Communications Supervisor*
- ✦ *Certified by PowerPhone in Active Shooter and Crisis Negotiations*
- ✦ *Certified Forensic Experiential Trauma Interviewer*
- ✦ *Certified by Software House in C-Cure 9000 Advanced System Manager*

Education | Training | Skills**Graduate Certificate in Business Ethics and Social Responsibility |**

Bentley University's McCullum Graduate School of Business, GPA 3.66

Bachelor of Science in Leadership Management | Bentley University

Instructor of BLS and First Responder | Municipal Police Training Committee

Instructor of Basic and Advanced Self Defense | R.A.D. Systems

Technology: Microsoft Office, Outlook 365, Workday, C-Cure 9000 Administration and Monitoring, ARMS Automated Records Management System, Rave Mobile Safety, Alertus, ExacqVision, CJIS, and NCIC

Nominated for an annual divisional award given to those who "embody what it means to face an unexpected adversity, persevere with a program or service, and bring it to a positive conclusion." (2021)

Awarded Special Recognition by the Massachusetts Association of Campus Law Enforcement Administrators for efforts responding to an emergency call for service (2012)

Diane Wackell

From: Seira Shalton <seira.shalton@gmail.com>
Sent: Thursday, February 17, 2022 11:42 AM
To: Diane Wackell
Subject: Northborough Committee for Diversity, Equity, Inclusion and Belonging
Attachments: SShalton_Resume.pdf

CAUTION: This email originated from a sender outside of the Town of Northborough's mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Dear Diane,

I am writing to express interest in volunteering for the Northborough Committee for Diversity, Equity, Inclusion and Belonging.

In my efforts to create a diverse and inclusive environment, I have designed, developed and led a host of programs inviting employees to share their backgrounds and experiences with each other. At Commonwealth Financial Network, I'm heavily involved with the Women's Leadership Network and ERGs where I provide education and hold events for our internal employees and clients. At Bentley University, I served as Faculty advisor for the Muslim Student Association and was on the core committee providing counselling for students and staff members during the 9/11 crisis. I continue to serve on multiple diversity panels for the ongoing discussions on issues relating to race, gender, religion and culture revolving around corporate culture.

I am passionate about people bringing their whole, authentic selves wherever they are and committed to creating an inclusive environment, where everyone can thrive in meaningful ways. My contributions include designing and establishing innovative, comprehensive and continuing learning journeys, as well as strategic programs and events. My resume is attached for your review. Thank you for your consideration and time.

Best regards,
Seira Shalton

SEIRA SHALTON

NORTHBOROUGH, MA 01532

508-735-1536 | seira.shalton@gmail.com | www.linkedin.com/in/sshalton/

PROFESSIONAL PROFILE

Learning & Development leader with extensive financial services and high-tech industry expertise. Adept at leading and directing global UX, learning, and development initiatives for performance improvements and leading high-impact teams in fast-paced, changing environments. Outstanding ability and success designing and executing cross-divisional diversity, equity, and inclusion initiatives. Proficient at leading and driving enterprise-level projects and design implementation through an interactive learning approach using simulation, blended learning, social networking, and innovative solutions to identify coaching opportunities and improve the customer experience.

Core Competencies:

- Strategic Planning/Vision Setting
- Innovative eLearning Design & Development
- Proficient in Waterfall, Agile & Lean methodologies
- Skilled Qualitative & Quantitative Researcher
- Performance Outcomes & Improvement
- Executive Learning and Leadership Development
- Leading, Coaching, and Mentoring
- Culture/Employee Engagement
- Continuous Improvement
- Strategic Diversity, Equity & Inclusion Integration

WORK EXPERIENCE

COMMONWEALTH FINANCIAL NETWORK, Waltham, MA

07/2019 – Current

Vice President, Learning & Development

Lead enterprise design, development, and delivery of strategic learning solutions and sustainable learning operations including planning, content development, execution, and evaluation for enterprise-wide, end-to-end solutions.

- Build and lead the strategic effort to design, develop, and execute both the Learning & Development and Diversity, Equity & Inclusion functions using design thinking principles to enable individuals to grow and develop their careers in an inclusive environment.
- Design the executive leadership development programs embedding diversity, inclusion, and engagement to increase succession and bench readiness and overall effectiveness of Commonwealth's leaders.
- Create a measurement methodology to determine program effectiveness and to inform future investment strategies.
- Serve as Chief Learning Officer, advocate, and thought leader at conferences and with customers to inspire our industry, our advisors and their team, our products, and services.
- Institute best-in-class performance management and career development practices, resulting in top, diverse industry teams—and loyalty—with a voluntary retention rate of 90%.
- Drive the learning and talent agenda, owning the systems/team, and shaping the operating model for the best possible learning and talent experience.

Principal Learning Experience (LX) Specialist

Led the design and delivery of a comprehensive, effective, and modern Global Clinical training program that addressed the needs of the organization inclusive of regulatory, quality, and process-driven content to ensure effectiveness for both personal and professional development.

- Designed and developed organizational management strategies for the Office of the Chief Medical Officer (CMO) and Global Clinical strategic training plan and annual operating plan for development, alignment, and process improvement.
- Designed and developed an overall training strategy for Global Clinical Operations (GCO) using innovative solutions and platforms.
- Created, implemented, and maintained components of a comprehensive compliance training and communications program for GCO Compliance.
- Developed Centers of Excellence (COE) for GCO to share product-agnostic best practices training programs globally in a swift and lean manner to enable trial teams to focus on higher value-add work, and remolding redundancies for clinical trials to begin and finish on schedule successfully.
- Maintained existing and helped develop new tools and processes in support of training and communication program execution, tracking and reporting in the LMS and other platforms.
- Used data to assess learner behavior and trends focused on advancing training program effectiveness.

LIBERTY MUTUAL INSURANCE, Hopkinton, MA

04/2011 – 07/2018

Team Lead Senior Instructional Design & UX Lead

Built learning strategies that enabled employees from senior management to individual contributors and in-tact teams to grow and continuously develop in the critical skills, knowledge, and expertise to be high-performing and support the continued success of the organization.

- Managed and led a team to identify needs and design strategies to develop the appropriate learning and development initiatives to align business goals with employee performance and improve their experiences.
- Applied a combination of instructional design, user experience, and human factors information design to create an interactive heuristic learning approach.
- Designed storyboards and helped create prototypes and wireframes to build appropriate products (such as gaming modules) for training and performance.
- Employed Waterfall, Agile, and Lean project management methodologies.
- Designed innovative simulations through data collected using human factors/user experience methodologies, such as running focus groups and interviews to evaluate strategies and tools to achieve the desired learning and performance outcomes.
- Reviewed program evaluations, test results, and participant/manager feedback on training effectiveness to make recommendations for program improvement organization-wide.

HIGH TECH, ACCOUNTING AND FINANCIAL FIRMS, Remote, USA

09/2006 – 06/2010

Independent Consultant

Built and developed learning and training for multiple high-tech industries, accounting, and financial firms.

- Researched, designed, and developed training materials from soup to nuts.
- Designed and created training by employing sound instructional and user experience designs, conducted needs analysis, and included change management where needed.

Specialty Labs Research Consultant

Researched, identified, and procured trends, developments, and software for Bentley's Specialty Labs (Trading Room, Center for Marketing Technology, ACELAB, Design and Usability Testing Center, Center for Languages and International Collaboration, and Distance Education Classroom).

- Managed staff to design, develop, coordinate, and conduct training for the use of Bentley's Specialty Labs software applications, eKnowledge Infrastructure (knowledge management system) within the Specialty Labs and all academic departments.
- Integrated and coordinated distance-learning technologies into Bentley's Tax and Financial Planning curriculum using learning platforms.
- Project Manager for business management and research projects.

Adjunct Faculty

Prepared and developed study materials for undergraduate classes taught.

- Taught classes in International Studies.
- Organizer and committee member for the First Annual Bentley Debate and served faculty advisor for Muslim Student Association (MSA).
- Served as a core committee member for Bentley Spiritual Life during 9/11 and counseled students and staff members.

EDUCATION

Professional Graduate Certificate, Human Factors Information Design (HFID) & User Experience (UX), BENTLEY UNIVERSITY, Waltham, MA

Master of Education, Instructional Design & Technology, UNIVERSITY OF MASSACHUSETTS, Boston, MA

Master of Arts, Religious Studies, ARIZONA STATE UNIVERSITY, Tempe, AZ

Bachelor of Arts, Humanities, ARIZONA STATE UNIVERSITY, Tempe, AZ

AFFILIATIONS

Advisory Council Member, Harvard Business Review

User Experience Professional Association

eLearning Guild

Association For Talent Development

Northeast HR Association

International Society for Performance Improvement

Learning & Performance Institute

Women In Technology

Game On Learning!

Diversity Inc.

Women's Network of Boston

Diane Wackell

From: Yong Tan <yongtan23@gmail.com>
Sent: Wednesday, February 16, 2022 4:13 PM
To: cmsmailer@civicplus.com; Diane Wackell
Subject: Re: Volunteers Needed: Northborough Committee for Diversity, Equity, Inclusion and Belonging
Attachments: Yong's resume.pdf

CAUTION: This email originated from a sender outside of the Town of Northborough's mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Hi there,

I am a Northborough resident and would like to be on the Northborough Committee for D & I. It is great for me to make the contribution to the team and Northborough town.

Our family moved from Shanghai, China to the US in 2014 and landed in Boston. We lived in Westborough for about 8 months in a rental apartment. And we bought our house in Northborough, MA in 2015.

Attached is my resume for your reference.

Yong Tan

Phone: 508 818 7732

On Wed, Feb 16, 2022 at 12:59 PM Northborough MA <cmsmailer@civicplus.com> wrote:

Volunteers Needed: Northborough Committee for Diversity, Equity, Inclusion and Belonging

Press Release: February 16, 2022

TOWN OF NORTHBOROUGH

63 Main Street
Northborough, MA 01532-1994

Press Release

February 16, 2022

For immediate release:

Volunteers Needed

Northborough Committee for Diversity, Equity, Inclusion and Belonging

Contact

5088187732 (Mobile)
yongtan23@gmail.com

www.linkedin.com/in/yong-tan-bbb14922 (LinkedIn)

Top Skills

Program Management
Operations Management
ODM/OEM Management

Languages

English (Full Professional)
Chinese (Simplified) (Native or Bilingual)

Certifications

Certified PMP
Leadership: Practical Skills
Interpersonal Communication
Executive Leadership

Yong Tan

Director, Hardware Engineering Program Management
Greater Boston

Summary

Leadership on global program management and people management; proven track record in delivering large programs across geographical locations and cross-functional teams; building up a high-performance team to meet business goals; demonstrated program management expertise in the fast-paced and challenging organizations with the excellent record; experience in working with external strategic design partners in the Far East. Accredited MBA; Certified PMP.

Experience

Microsoft

Director, Hardware Engineering Program Management
August 2020 - Present (1 year 3 months)
Greater Boston; Redmond WA

Microsoft Azure is the world's most trusted, reliable, safest, and secure cloud.

- Manage and lead a group of world-class Technical Program Managers to deliver cutting-edge, outstanding storage hardware for Azure's customers.
- Responsible for people management of Storage and Infrastructure Technical Program Management organization; hire, develop and implement organizational structure, delivering performance reviews, providing continual feedback, coaching, and career growth for direct reports.
- Work with engineering and product management leadership to define the organization's long-term strategy and product roadmap.
- Leadership to articulate the technology, requirements, goals, and milestones of the NPI program; work with engineering to ensure the right balance of budget, quality, and TTM, that we focus on addressing the highest priority partner team and customer needs.
- Executive Approval on end-to-end program plans (from Inception to Launch), influence teams to deliver against them, and keep the org. and leadership informed on progress; work with teams to set program milestones, communicate statuses, identify potential setbacks, and drive the resolutions.

- Leadership sponsor to drive internal process improvements across multiple teams and functions.

Akamai Technologies

Hardware Engineering Program Mgmt. & Business Operations Leader
June 2017 - August 2020 (3 years 3 months)

Cambridge, MA

- Full responsible for all aspects of driving hardware program results including but not limited to program requirements, deliverable, schedule, budget management, engineering design & validation, operations, ODM/JDM management and production on-time-delivery
- Manage NPI (New Product Introduction) engineering program life-cycle from concept, feasibility, design and validation to mass production and deployment
- Manage hardware road-map and portfolio; work with Akamai key stakeholders to introduce new generation server and switch to deploy into the vast Akamai global networks (more than 240,000 servers worldwide)
- Lead the cross-functional strategic planning and product development process, leading conversations with key stakeholders to develop concepts for strategic initiatives, developing those into detailed program / project plans (including road-map, funding planning, resource planning and critical milestone)
- Manage executive communication and effectively develop relationships with sponsor and stakeholders
- Act as Networks advocator to work with Network Engineering, Planning, Capacity, Supply Chain, Documentation, Lab and Field Operations to drive Akamai Networks deployment optimization
- Drive organization's initiatives and continuously improving process to increase the effectiveness of product development process & operational excellence
- Define and manage Hardware Engineering Design Process, NPI and Phase Exit review and approval
- Interface with engineering managers/director to drive program planning, define milestones and resources, track progress, resolve dependencies, evaluate risks and proactively remove obstacles to drive program progress

EMC

9 years 3 months

Global Lead Program Manager, EMC Global Hardware Engineering
September 2014 - June 2017 (2 years 10 months)

Hopkinton, MA

- Led and managed highly complex EMC Core Technology Divisions (VMAX and VNX) Hardware Engineering programs
- Led global teams based in China, Thailand, Cork, Hopkinton successfully launched VNX historical product "UNITY" in EMC World 2016. Realizing "UNITY" revenue achieves the first \$100M.
- Provided cross functional leadership and resolutions on significant program roadblocks to meet business goals
- Created global teams to drive programs to meet interim and long – term program milestones
- Managed program budget ranges from \$1M~\$5M to delivery program in quality, time, scope and budget
- Streamlined Hardware Engineering System and Platform release processes and criteria across organization
- Chaired global program review with Hopkinton executives to insure program on track in deliveries, budget, scope and quality
- Matrix managed and developed 6 China-based Program Managers

Senior Manager/Consultant Program Manager, China Program Management & Operations

April 2008 - September 2014 (6 years 6 months)

Shanghai City, China

- Built up a high performance Program Management team from scratch to a team consists of 7 Program Managers, 2 Product Data Stewards and 2 Material Controllers
- Led and drove local and global teams to release critical hardware platforms (Disk Array Enclosure and Disk Processor Enclosure) and various Small I/O cards to production
- Managed annual program budget ranges from \$10M to \$20M with corporate function directors, finance controller
- Streamlined China Engineering operations and processes to align with corporate processes.
- Drove processes improvement to reduce China inventory/capital budget from \$3M (2010) to \$1M (2013)
- Provided thoughtful leadership to Shanghai Program Management community and across China Engineering team to ensure best practices and engineering excellence
- Chaired Quarterly Business Review and took leader role to drive EMC Asia external design partners' continuous improvement on areas of program management, design, test, serviceability and strategic alignment

Gateway

Senior Program Manager, China ODM Manager & Operations

August 2006 - April 2008 (1 year 9 months)

Shanghai, China

- Overall in charge of three Gateway ODMs in Asia for laptop business unit
- Managed manufacturing readiness from NPI to production for laptop business
- Drove worldwide fulfillment and improved OTD (On – Time – Delivery) from 83% to 97%
- Led global cross functional teams consist of manufacturing, test, industrial design, quality and firmware to address any block issues for worldwide shipment
- Acted as Gateway Asia liaison to manage the communications. Upward and downward through organization and Asia external partners; escalated critical blocking issues and presented resolutions to corporate executives
- Drove executive Quarterly Business Review with external design partners; Overall in charge of each partner performance to meet Gateway requirements on quality, budget and On – Time – Delivery
- Set up first business operations model and processes for Gateway's China channel partner – “Digital China” and ramped up annual revenue from \$0 to \$200M

Inventec


Section Manager, Manufacturing Process Department

August 2003 - August 2006 (3 years 1 month)

Shanghai, China

- Managed an Engineering Process team consists of 7 engineers and 3 technicians
- Overall in charge manufacturing process from SMT to assembly; 3 SMT lines and 4 System assembly lines
- Set up 1st AOI and 5DX station for Server Division for Intel and HP to improve the SMT yield rate from 85% to 93%
- Successfully transferred production lines from plant No.1 to plant No.3; Ramped up production within 3 months and reached defined yield rate
- Built up a strong Engineering Process team and made the contribution to 1st 600,000 server shipment milestone in Shanghai factory

Education



The University of Hong Kong

Master, Executive Stream, International MBA · (2011 - 2013)

Katholieke Universiteit Leuven, Belgium

Master, Master in Industrial Management · (2002 - 2003)

Dalian Polytechnic University

Bachelor, Mechatronics · (1997 - 2001)