



BOARD OF SELECTMEN

MEETING AGENDA

Monday, December 19, 2022

7:00 p.m.

Pursuant to Chapter 22 of the Acts of 2022, An Act Relative to the Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on July 16, 2022, 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/87454312394>
When prompted, enter Password 287806
- CATV Government Channels: Verizon Channel 30, Charter Channel 192
- Call 1-646-876-9923
When prompted, enter Meeting ID 874 5431 2394 and Password 287806

For Public Comment

Public Comment is allowed and encouraged during any agenda item. To offer comments at any time, please use the “raise hand” button in Zoom, or raise your hand if in person. The Chair will recognize you before any vote or before the agenda item is otherwise concluded.

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



BOARD OF SELECTMEN
MEETING AGENDA CONTINUED
Monday, December 19, 2022
7:00 p.m.

1. Public Comment.
2. [Approval of December 5, 2022 Meeting Minutes.](#)
3. [Consideration and vote to endorse the Complete Streets Project Prioritization Plan.](#)
4. Reports.
5. [Renewal of Selectmen's Licenses for the Calendar Year 2023.](#)
6. [Interview Subcommittee: Recommendation for the following appointments:](#)
 - [Erica Zeiger to the Youth Commission](#)
 - [Amanda Derosier Millette to the Historic District Commission](#)
7. [Review of updated Board, Committee or Commission Application Form.](#)
8. [Execution of Cemetery Deeds 1162](#)
9. Any other business to come before the Board.
10. Public Comment.

**BOARD OF SELECTMEN
MEETING MINUTES – December 5, 2022**

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

Chair Cohen stated that this Open Meeting of the Board of Selectmen was being conducted remotely consistent with the July 16, 2022 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.

Chair Cohen 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. Chair Cohen noted that this meeting will allow for Public Comment throughout the agenda. He indicated the various ways that the public may view or participate in this meeting as listed on the posted agenda.

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

Board of Selectmen

Mitch Cohen
Julianne Hirsh
Kristen Wixted
Jason Perreault
T. Scott Rogers

Others

John Coderre, Town Administrator
Becca Meekins, Assistant Town Administrator
David Parenti, Fire Chief
William Lyver, Police Chief
Scott Charpentier, DPW Director

Any votes taken this evening will be by roll call.

PUBLIC COMMENT

Alice Latoski at 490 Main Street (Pheasant Hill Condominiums) expressed concern over wetlands being disturbed if additional athletic fields are added at the high school. She also asked about the funding for this project. Mr. Coderre responded that the Conservation Commission will be discussing this project in regard to the wetlands. He added that nothing has been considered or approved by the finance committees yet. He suggested that she contact the School Superintendent for any other questions regarding the project itself. Mr. Charpentier informed her that a full set of drawings for the proposed athletic fields are available in the Planning Department.

APPROVAL OF MINUTES – NOVEMBER 7, 2022 MEETING

Selectman Perreault moved the Board vote to approve the November 7, 2022 meeting minutes; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

APPROVAL OF MINUTES – NOVEMBER 21, 2022 MEETING

Selectman Rogers moved the Board vote to approve the November 21, 2022 meeting minutes; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

TOWN PLANNER LAURIE CONNORS & DPW DIRECTOR SCOTT CHARPENTIER

Discussion and vote regarding dog park site selection.

Ms. Connors provided a status update on the Town’s efforts in regard to a Northborough Dog Park as follows:

Ms. Connors noted that the planning for a municipal dog park has been underway for many years. Respondents to a 2020 Master Plan Survey identified construction of a Town Dog Park as a top open space & recreation priority, which is included as a recommendation in both the 2020 Master Plan and 2020 Open Space & Recreation Plan.

In April 2022, the Town secured \$35,500 in FY2023 CPA funds for the initial assessment and site evaluation of up to five potential locations that could be used for a dog park, as well as the development of a preliminary design for the selected site. In July 2022, the Town executed a contract with Weston & Sampson Engineers to perform this work.

On October 11, 2022, a public information and input session took place via Zoom. Weston & Sampson presented their analysis of 4 potential sites and requested public feedback on those locations and potential amenities. Public comments were received during the meeting and written feedback was received via email in the days following the meeting. The 32-acre wooded parcel on Boundary Street received the highest number of votes. A 3.5-acre parcel of recreation land on Bearfoot Road, which is adjacent to the Senior Center, received a couple of votes but also strong opposition from several senior citizens and members of the Council on Aging. The remaining two sites (Carriage Hill Road and Buena Vista Road) received no votes.

Ms. Connors indicated that this evening, the Board of Selectmen is being asked to approve the Boundary Street site. It was noted that a funding request will be presented to the Community Preservation Committee (CPC) for consideration and possible inclusion in the 2024 Annual Town Meeting warrant and that staff will begin working with the consultant to develop a design concept and cost estimate for the selected site. In January, the design team will hold another public information and input session to obtain feedback on the design concept. Following that meeting, staff will work with Weston & Sampson Engineers to refine the design and cost estimate based on the feedback received.

Ms. Connors noted that with the anticipated completion date for the design and cost estimate to be sometime in the Spring of 2023, staff will then file an application with the Stanton Foundation in the amount of \$22,500 to finalize the design, obtain required permits and prepare construction-ready bid documents. She added that the Town will provide \$11,500 in supplemental funding. If the Town’s request for FY2024 CPC funds is successful, staff will then file a grant application to the Stanton Foundation for \$225,000 in construction funding, which is the maximum grant

award. The minimum required municipal match is 10% of the total cost of construction. Once construction funds are fully secured, the Town will procure a construction contractor. Construction of the project is expected to take approximately 9 months to complete, weather permitting.

Ms. Connors noted that some of the amenities to be considered include lawn and planting; shade shelters, stone dust trails, fencing and signage, wood chips and mulch areas, synthetic turf areas, paved seating areas, water play/sprinklers and agility play equipment.

Mr. Charpentier reviewed the pros and cons of each of the four potential sites as follows:

Carriage Hill Road

The only pros for this site is the amount of shade and possible utility connections from the street. The cons include many residential abutters, a residential access road and limited vehicular access. Also, wetlands and steep slopes will limit construction in some areas.

Boundary Street

There are many pros compared to cons on the Boundary Street site. For shade purposes, it is fully forested, it is protected open space with slopes that will provide residential barriers and buffers. There are opportunities for off leash hiking and there are possible utility connections from the street. The only cons are steep slopes to the east and wetlands and easements will limit construction in some areas.

Buena Vista Road

This is a challenging site with the only pros being that it is fully shaded with mostly flat areas. Utility connections are possible from the Street. The cons include residential abutters with a residential access road. The size is limited, wet, with wetlands and easements that will limit construction options.

Bearfoot Road/Senior Center

The pros for this site is that it is protected open space that is fully forested with utility access. It is adjacent to the Senior Center and there is strong opposition from several senior citizens and members of the Council on Aging. There are also steep slopes throughout the site, a chance of flooding along the east perimeter and the wetlands will limit construction in some areas.

Mr. Charpentier stated that when you compare the analyzes of the four sites, the Boundary Street parcel has the least number of residential abutters. The Buena Vista site is the smallest and wettest. The Carriage Hill site is embedded in a neighborhood. Lastly, the Bearfoot Road site has geometrical challenges and has received strong opposition from many connected to the Senior Center.

Following a brief review of the configuration plan for the Boundary Street site, Mr. Charpentier and Ms. Connors responded to questions from members of the Board specific to this site.

Ms. Connors assured the Board that she is confident that the Town will be awarded the Stanton Foundation grant. She reviewed typical rules and regulations for dog parks, which are set by the Town and approved by the Stanton Foundation. She informed the Board that Millbury, Worcester, Oxford, Uxbridge and many in the Boston area all have dog parks in place. Hudson

has expressed interest in developing a dog park and Southborough is in the early stages of planning for a dog park. Ms. Connors confirmed that abutters who live within 500 feet from the proposed dog park at this site were notified and only one abutter expressed concern. The Housing Authority owns the duplex immediately next door and is aware of the proposal for a dog park.

Cynthia Burns at 186 Boundary Street questioned if a cost analysis had been done for the Boundary Street and Senior Center locations. Mr. Charpentier responded that the cost is based on the size and amenities and not on a specific site; therefore, the cost would be similar for both locations.

Ms. Connors stated that the dog park would be strictly a dawn to dusk facility. With her past experience in developing and maintaining the Millbury dog park, she shared that there were no complaints in regard to odors, vandalism or illicit behavior. Any complaints, which were few, related to the behavior of either the dog or the dog owner.

Rick Robinson at 167 Howard Street shared his experiences with some of the dog parks in the area, which are all positive. He added that he and his wife are strong advocates for the Boundary Street site.

John Campbell at 29 Spruce Hill Drive stated that he is the Chair of the Community Preservation Committee (CPC), which heard the same presentation as outlined tonight and was struck by the extreme thoroughness of the preparation efforts put forth in recent months. The CPC will continue their deliberations on this CPA application at their meeting on January 5, 2023.

Ms. Connors shared her experience working with the Millbury Dog Park Committee and explained what their function was.

In response to one last question, Mr. Charpentier indicated that the Westborough State Hospital site was considered during the prior round of dog park site considerations, but a bulk of that land has been reused by the State and they have not been interested in surplus any of the little bit of land that is available. Ms. Connors quickly summarized the next steps moving forward.

Selectman Wixted moved the Board vote to approve the Boundary Street site location for the new dog park; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

Chair Cohen thanked Ms. Connors and Mr. Charpentier for all of their hard work moving this project forward. He also thanked both Town staff and the volunteers for their help.

REPORTS

Julianne Hirsh

- Noted that Chair Cohen, Mr. Coderre and herself had a very productive meeting with Senator Elect Robyn Kennedy this afternoon.

- Thanked the Town Common group for the beautiful planters on Church Street and Main Street.
- Thanked the Community Affairs Committee for organizing the tree lighting and the initial lighting of the Menorah event.

Jason Perreault

- Thanked the Community Affairs Committee for organizing the tree lighting and the initial lighting of the Menorah event.
- Offered a reminder that the Fire Department's Toys for Tots collection continues through December 11th. More information can be found on the Town website.

Kristen Wixted

- Noted that Hannaford also has a Toys for Tots collection box.
- Donated books and toys to the Police Department sponsored Stuffed Cruiser Drive at Walmart. Thanked the Police Department for organizing this event and Officer Roselle for his efforts with the collections.
- Noted that Boy Scout Troop 101 will again offer tree pick up after the holidays.
- Noted that she conducted an informal poll to see if residents are interested in electronic voting during the Annual Town Meeting. It seems that they are and she will continue to research what other communities are doing.

T. Scott Rogers

- Thanked everyone who organized and participated in the Thanksgiving Turkey Trot. They had over 600 participants.

Mitch Cohen

- Observed the Thanksgiving Turkey Trot and it was a great event.
- Thanked the Community Affairs Committee for the tree lighting and the initial lighting of the Menorah event.
- Looking forward to the official lighting of the Menorah on December 25th at 5pm at the Blake Street location.
- Thanked the Firefighters Union 3057 for their social media gag. He is enjoying watching the mischief that Pierce the Firefighter elf is getting into.

INTERVIEW SUBCOMMITTEE

Recommendation for appointment of Jennifer Scalise to the Temporary Traffic Safety Committee.

Selectman Hirsh moved the Board vote to recommend Jennifer Scalise for appointment to the Temporary Traffic Safety Committee as recommended by the Interview Subcommittee; Selectman Wixted seconded the motion.

Perreault	"aye"	Hirsh	"aye"
Rogers	"aye"	Cohen	"aye"
Wixted	"aye"		

Chair Cohen indicated that the Committee is now complete and that the first meeting will be scheduled before the end of the calendar year.

PRESENTATION OF PRELIMINARY FY2024 BUDGET SCHEDULE

Mr. Coderre presented the Preliminary FY2024 Free Cash Plan for consideration and use during the upcoming budget process. FY2022 year-end Free Cash was certified at approximately \$2.44 million, significantly less than the \$3.39 million from FY2021. Following the reopening of the economy and subsequent recovery from the pandemic, Free Cash levels are likely to remain at lower historic levels for the foreseeable future.

Mr. Coderre reviewed the FY2022 year-end results as follows:

- The unspent Free Cash from FY2022 was \$500,59. The Town “generated” \$1,939,814 during FY2022 for a total FY2022 Free Cash of \$2,440,073.
- Revenues exceeded the FY2022 budget by \$765,712 or 1.16% with local receipts such as motor vehicle excise taxes, hotel & meals taxes and building permits performing better than anticipated due to the improving economy.
- Expenditures returned were \$1,144,386 or 1.67%. The return included positive results in the Employee Benefit lines due to favorable health insurance experience. Staff turnover in public safety also resulted in returned appropriations as new hires were brought on at a lower salary cost.

Mr. Coderre reported that the preliminary Free Cash plan contains the annual \$175,000 appropriation to the Reserve Account, a \$500,000 contribution to the FY2024 Operating Budget, a \$200,000 contribution to the Stabilization Fund and using up to \$1,065,073 to pay for various capital projects. The plan also contemplates leaving approximately \$500,000 in unappropriated Free Cash, which would remain available if needed.

Mr. Coderre emphasized that the Town’s bond rating, which was upgraded to Aa1 during FY2016, increased partially due to the Town’s healthy financial reserves and disciplined implementation of the Free Cash Policy.

Mr. Coderre noted that the final use of Free Cash is subject to Town Meeting approval and appropriation and that the Financial Planning Committee and Appropriations Committee will begin to meet to discuss the various projects and funding plans for recommendation at the Annual Town Meeting.

Mr. Coderre referenced information in the FY2023 Free Cash Plan that was included in the Board’s meeting packets. He indicated that there is a Frequently Asked Questions section for anyone not familiar with Free Cash or the Town’s policy.

REVIEW OF TOWN MEETING & FY2024 BUDGET SCHEDULE

Mr. Coderre briefly reviewed the schedule for the FY2024 Budget and the 2023 Annual Town Meeting.

SET MEETING SCHEDULE FOR JANUARY – APRIL 2023

Selectman Perreault moved the Board vote to set the meeting schedule for January through April as follows: January 9 & 23; February 13 & 27; March 13 & 27 and April 10 & 24 (Town Meeting); Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

CONSIDER CLOSING TOWN OFFICES, DPW AND SENIOR CENTER ON DECEMBER 23

Mr. Coderre asked that the Board consider the closing of Town Offices, DPW and the Senior Center on Friday, December 23rd to allow non-essential employees additional time with their families this Holiday season.

Selectman Rogers moved the Board vote to close the Town Offices, DPW and Senior Center on Friday, December 23rd to provide staff additional time with their families this holiday season with the following conditions: 1) staff who are normally scheduled to work this day shall receive their regular rate of pay; 2) in the event that essential staff are called in to work, they shall receive their regular rate of pay; and 3) staff not scheduled to work this day, including staff on scheduled vacation leave or sick leave, shall have such scheduled leave calculated on a full-day basis; Selectman Perreault seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

EXECUTION OF CEMETERY DEEDS 1159, 1160 & 1161

Selectman Wixted moved the Board vote to execute Cemetery Deeds 1159, 1160 & 1161; Selectman Perreault seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

OTHER BUSINESS

Chair Cohen encouraged Board members to register for the annual Mass Municipal Association conference on January 20th & 21st.

PUBLIC COMMENT

Chair Cohen invited comments from the public. There were none.


ADJOURNMENT

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

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

The meeting adjourned at 8:50 p.m.

Respectfully submitted,



Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. December 5, 2022 Meeting Agenda
2. November 7, 2022 Meeting Minutes
3. November 21, 2022 Meeting Minutes
4. Information Packet – Dog Park Site Selection.
5. Information Packet – Temporary Traffic Safety Committee Appointment
6. Memorandum – FY2024 Free Cash Plan
7. Information Packet – Town Meeting & FY2024 Budget Schedule
8. Memorandum – Meeting Dates
9. Memorandum – Closure of Town Offices, DPW and Senior Center
10. Cemetery Deeds

[RETURN TO AGENDA](#)



TOWN OF NORTHBOROUGH PLANNING DEPARTMENT

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5040 x7 • 508-393-6996 Fax

December 15, 2022

John Coderre, Town Administrator
Town Hall Offices
63 Main Street
Northborough, MA 01532

Dear Mr. Coderre,

At the Board of Selectmen meeting scheduled for December 19, 2022, DPW Director Scott Charpentier and I will give a PowerPoint presentation updating the Board of Selectmen on the final draft version of the Massachusetts Department of Transportation (MassDOT) "Complete Streets Prioritization Plan", which ranks the 25 projects previously identified by staff and through community outreach efforts. As you know, the goal of the Complete Streets Program is to support safe and accessible options for all modes of travel – walking, biking, transit, and motorized vehicles – for people of all ages and abilities. The following constitutes a status update of our participation in the program to date:

Completed

1. The Northborough Board of Selectmen (BOS) adopted the Town of Northborough Complete Streets Policy at their January 10, 2022 meeting. We were informed by MassDOT that they approved the policy on January 18, 2022 with a score of 91.
2. The Town was awarded a \$35,200 technical assistance grant from MassDOT on February 17, 2022 to aid in development of our Complete Streets Prioritization Plan. The Town executed a contract with Woodard & Curran to perform this work.
3. Public Works and the Planning staff worked with our consultant to prepare, via a public outreach campaign, our Complete Streets Prioritization Plan for Board of Selectmen and MassDOT acceptance. This plan contains a list of projects, in order of local priority, that identifies sidewalk, bicycle, and accessible transportation connectivity and safety improvements, cost estimates, and a schedule for implementation of those projects.

In July, the Town Engineer, DPW Director and Planning Director met with staff from Woodard and Curran to review existing data, including maps, a Sidewalk Management Report and Road Safety Audit, for the purpose of identifying projects for inclusion in the Prioritization Plan. Ultimately, 24 projects were identified by staff.

In August, staff and our consultant prepared and distributed an on-line survey, which was available from August 15th through August 29th. 808 responses were ultimately collected and analyzed by the consultant.

On September 15th, Public Works and Planning staff presented the list of 24 projects to the Master Plan Implementation Committee and asked for their feedback. Committee members

identified their top projects and asked for one sidewalk project to be added to the list. Please see the attached letter from Chairman Rick Leif for the results of that discussion.

The survey results, list of 25 projects and evaluation criteria were presented at the October 17th Board of Selectmen meeting and attendees were asked to provide feedback. Feedback was collected during the meeting and via email during the days following the meeting.

After the October 17th meeting, staff from Woodard & Curran, our consulting engineer, ranked the 25 projects using the following agreed-upon evaluation criteria:

- Benefits all users, incomes and abilities;
- Enhances/creates a safe route to school;
- Links neighborhoods to shopping, recreation areas and/or public facilities;
- Addresses gap in sidewalk network;
- ADA accessibility improvement;
- Benefits public health and the environment;
- Safety improvement;
- Shovel-ready project;
- Low-cost project or project with external funding opportunities;
- Identified as priority project via public input.

Once the preliminary ranking was complete, staff made additional adjustments to the top 15 list; prioritizing popular projects that are most likely to attract Complete Streets Construction Grant funding and/or other state and federal grants.

The purpose of the December 19th presentation is to update the Board of Selectmen on the ranking, and secure Board of Selectmen approval of the Prioritization Plan so that the final draft can be submitted to MassDOT for final review and approval.

Next Step

4. Communities with a locally adopted Policy and MassDOT-approved Prioritization Plan are eligible to seek construction funding of up to \$500,000 within a 4-year timeframe to aid in plan implementation. Municipalities can submit multiple projects for potential funding, or only one project. We expect to submit the Prioritization Plan for MassDOT approval by the end of this calendar year, allowing us to initiate project design in advance of the next round of construction grant submissions which are expected to be due May 1, 2023. Projects may include new sidewalk construction to address gaps in the network, ADA upgrades to existing deteriorated sidewalks, ramps and pedestrian signals, roadway/intersection narrowing and installation of rapid flashing beacons to enhance safety, construction of bicycle lanes and shared-use lanes, installation of wayfinding signage, and transit improvements (i.e. bus shelters). Construction grants cannot be used for survey, land acquisition, or design services. These tasks must be funded through other means such as local appropriation (including ARPA) or Chapter 90.

I look forward to continuing the conversation about the Complete Streets Program on Monday evening. Thank you for your attention to this matter.

Sincerely,

Laurie Connors

**Before
Complete Streets**

**After
Complete Streets**

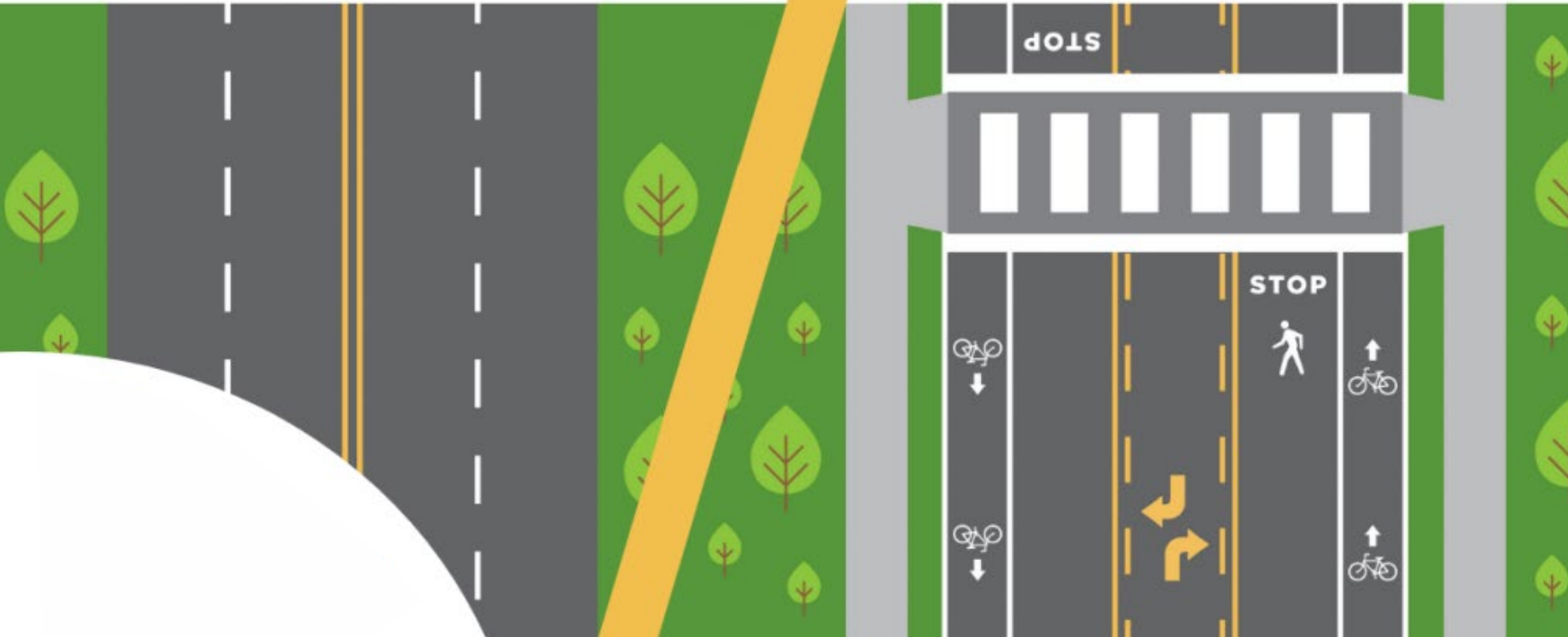


Photo Source: Smart Growth America



December 19
2022

Complete Streets Prioritization Plan

Northborough, Massachusetts





What is a Complete Street?

- Designed and operated to make travel safe, comfortable, convenient, and accessible for people of all ages, abilities, and travel modes.
- Designing streets with these principles contributes toward:
 - Safety, health, economic viability and quality of life in a community by improving the pedestrian and vehicular environments.
 - Providing safer, more accessible and comfortable means of travel between home, school, work, recreation and retail destinations helps promote more livable communities.



Source: Michigan's Great Southwest



MassDOT Complete Streets Program

- Eligible project types
 - **Environment & Streetscape:** street lighting, bicycle parking, street trees or landscaping, stormwater management
 - **Intersection Redesigns:** roundabouts, curb extension, intersection signalization
 - **Pedestrian & Bike Network Connections:** shared-use paths, bike lanes, sidewalks
 - **Pedestrian Crossing Modifications:** ADA-compliant curb ramp, Rectangular Rapid Flashing Beacons, crossing islands, pedestrian signal upgrades
 - **Street Configuration & Traffic Calming:** lane elimination, lane narrowing, traffic calming measures
 - **Transit Investments:** transit station/stop access improvements, bus lanes, bus pullouts





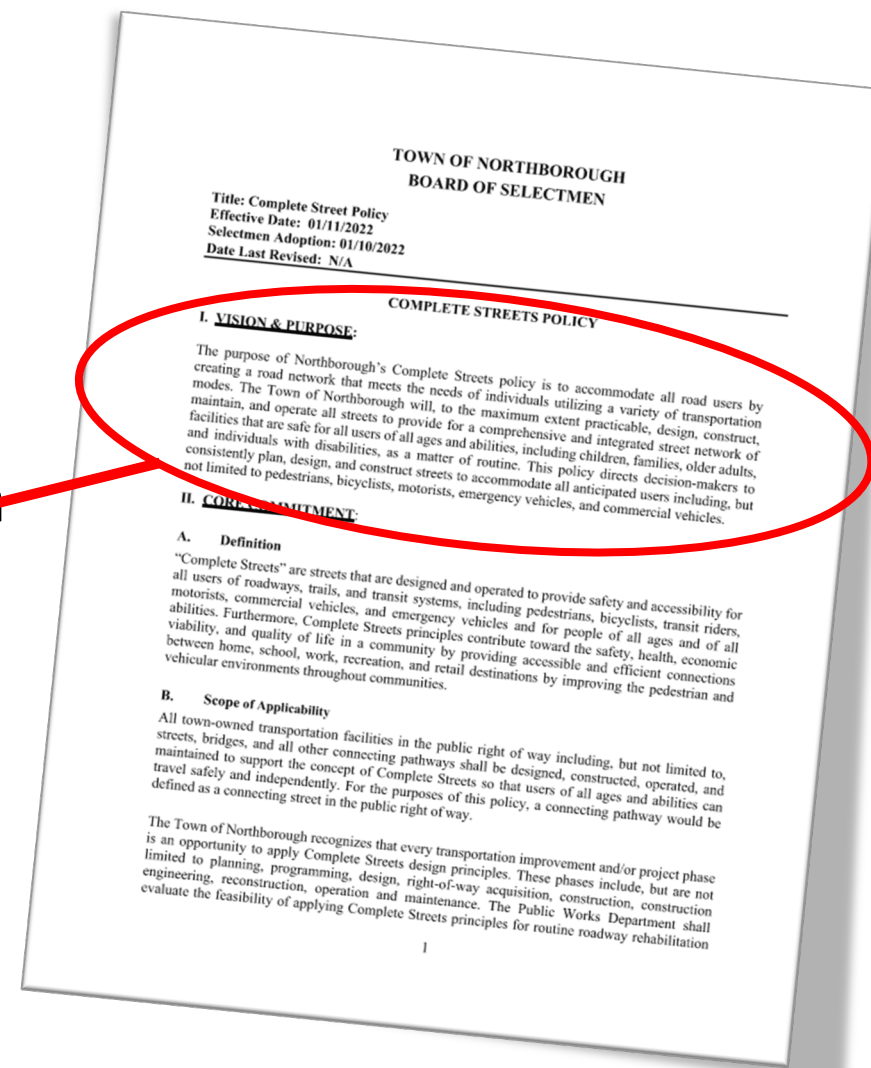
Northborough Complete Streets Policy

- Adopted January 2022
- Policy focuses on making roads easily navigable by people of all ages and abilities
- Received a \$35,200 technical assistance grant from MassDOT to develop a prioritization plan

COMPLETE STREETS POLICY

I. VISION & PURPOSE:

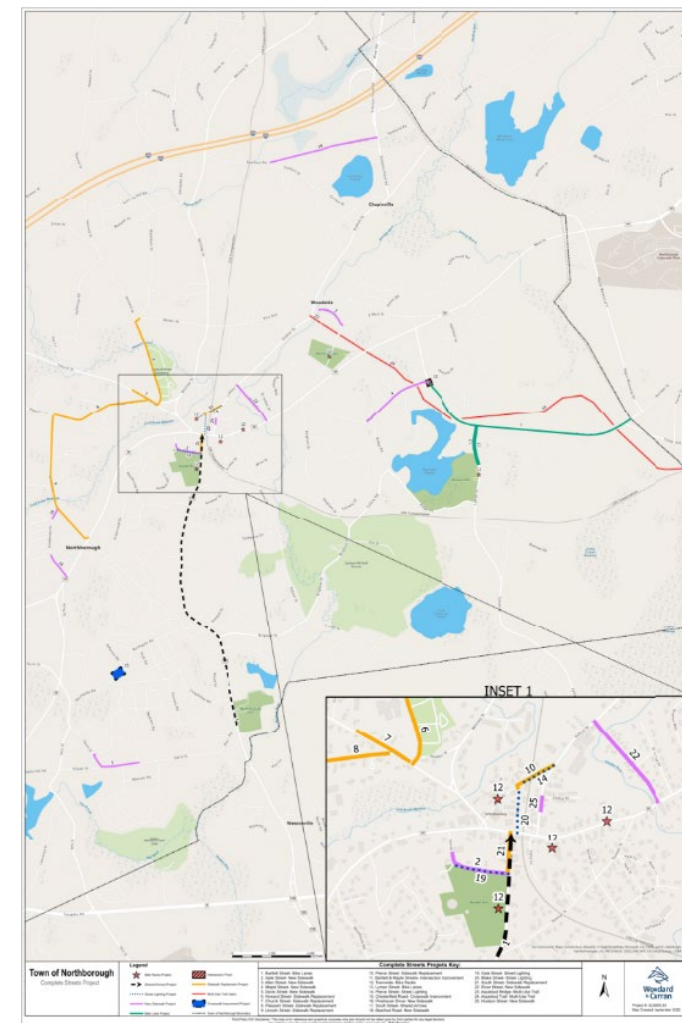
The purpose of Northborough's Complete Streets policy is to accommodate all road users by creating a road network that meets the needs of individuals utilizing a variety of transportation modes. The Town of Northborough will, to the maximum extent practicable, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities that are safe for all users of all ages and abilities, including children, families, older adults, and individuals with disabilities, as a matter of routine. This policy directs decision-makers to consistently plan, design, and construct streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, and commercial vehicles.





Northborough Prioritization Plan Development

- Identified potential projects through public process
 - Initial list of projects identified by Town officials during a June 2nd workshop
 - Feedback collected from 808 local residents via community survey
- Public feedback on project list provided via September 15th Master Plan Implementation Committee meeting and October 17th public information & input session





Northborough's Prioritization Criteria

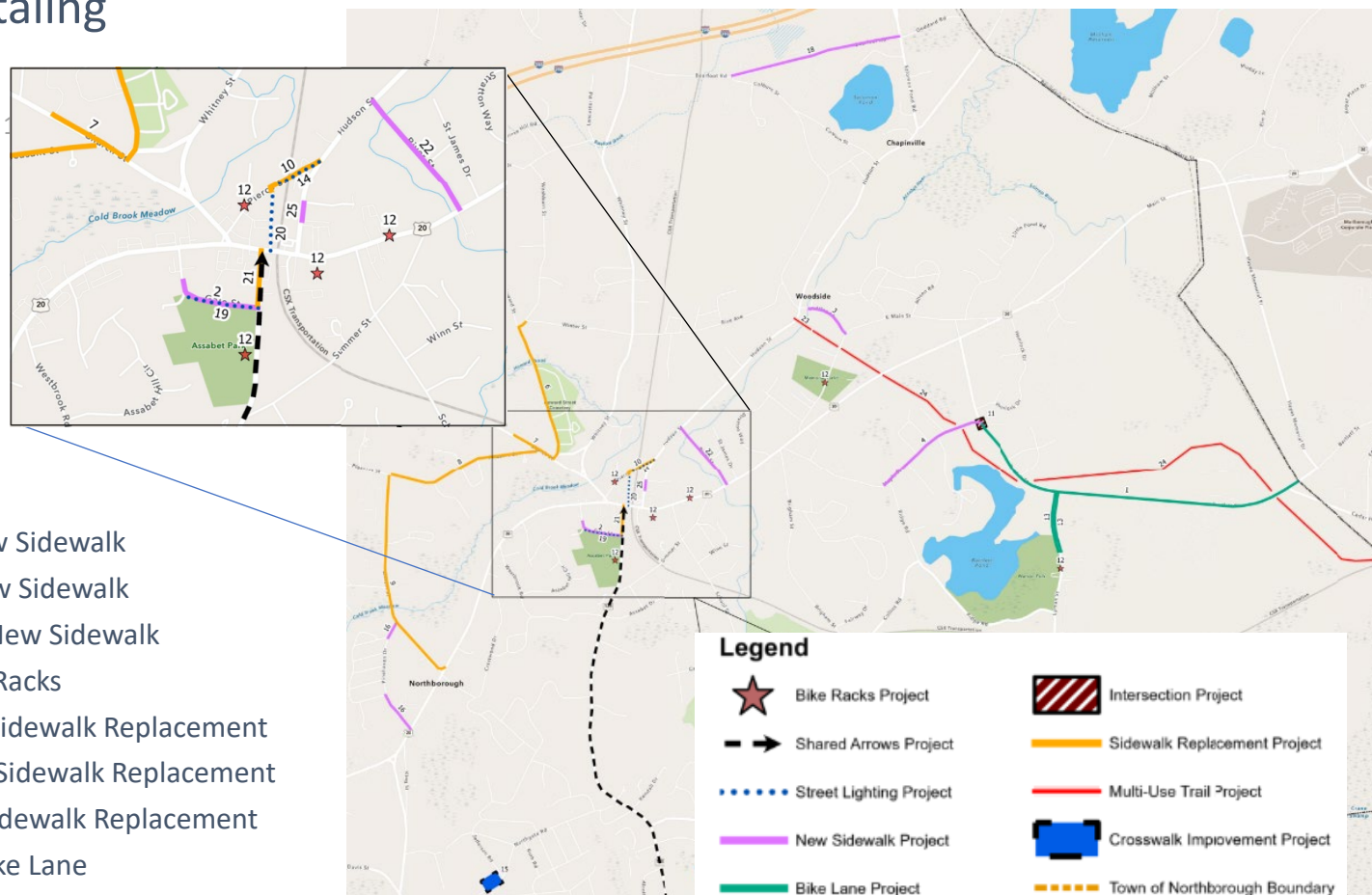
- Woodard & Curran & municipal staff ranked identified projects using the following evaluation criteria:
 - Benefits all users, incomes and abilities
 - Enhances/creates a safe route to school
 - Links neighborhoods to shopping, recreation areas and/or public facilities
 - Addresses gap in sidewalk network
 - ADA accessibility improvement
 - Benefits public health and the environment
 - Safety improvement
 - Shovel-ready project
 - Low-cost project or project with external funding opportunities
 - Identified as priority project via public input.



Northborough Complete Streets Prioritization Plan

→ Consists of 25 projects throughout Town totaling between \$3.5M - \$4.4M+

1. Pierce Street – Sidewalk Replacement
2. Hudson Street – New Sidewalk
3. South Street – Sidewalk Replacement
4. Gale Street – New Sidewalk
5. Church Street – Sidewalk Improvement
6. Aqueduct Trail – Multi-use Trail
7. Aqueduct Bridge – Multi-use Trail
8. Allen Street – New Sidewalk
9. Maple Street – New Sidewalk
10. Pinehaven Drive – New Sidewalk
11. South Street – Sharrows
12. Pierce Street – Lighting Improvements
13. Blake Street – Lighting Improvements
14. Gale Street – Lighting Improvements
15. Bartlett & Maple Streets Intersection Improvements
16. Bartlett Street – Bike Lanes
17. Chesterfield Road – Crosswalk Improvements
18. River Street – New Sidewalk
19. Davis Street – New Sidewalk
20. Bearfoot Road – New Sidewalk
21. Townwide – Bike Racks
22. Howard Street – Sidewalk Replacement
23. Pleasant Street – Sidewalk Replacement
24. Lincoln Street – Sidewalk Replacement
25. Lyman Street – Bike Lane





Next Steps

- Once approved by the Board of Selectmen, submit final Complete Streets Prioritization Plan to MassDOT for review and approval.
- Once approved by MassDOT, Town is eligible to submit funding requests for the construction of priority Complete Streets projects not to exceed \$500,000 within a 4-year period.



Thank You!

Complete Streets Funding Program Project Prioritization Plan

Municipality	Northborough
MassDOT District	3
Name	Scott Charpentier
Title	Director of Public Works
Date	11/29/2022

Project Basics				Location
Project Priority Ranking	Project Name	Project Description	Project Source	Project Location
1	Pierce Streets - Sidewalk Replacement & New Sidewalk	The project includes the removal and replacement of approximately 300 linear feet of existing sidewalk from Hudson Street to the railroad with a new ADA-compliant sidewalk. Project also includes approximately 200 linear feet of new ADA-compliant sidewalk with curb from the railroad to Blake Street. Additionally, the project includes new pedestrian ramps with detectable warning plates at a new crosswalk across Pierce Street to Blake Street. The Project is intended to increase walkability, pedestrian safety and enhance sidewalk connectivity.	Other	Pierce Street, from Hudson Street to Blake Street
2	Hudson Street - New Sidewalk	The project includes construction of approximately 110 linear feet of new ADA-compliant sidewalk with curbing and pedestrian ramps with detectable warning plates. The project is intended to address a network gap on Hudson Street between Centre Drive and Trinity Church. The project will also increase walkability for resident/pedestrians and improve safety.	Other	Hudson Street, from Trinity Church to Centre Drive
3	South Street - Sidewalk Replacement	The project includes the removal and replacement of approximately 450 linear feet of existing sidewalk with ADA-compliant sidewalk. Project includes new pedestrian ramps with detectable warning plates at existing crosswalks. The project is intended to increase walkability and safety for pedestrians/residents.	Other	South Street, between West Main Street to Gale Street
4	Gale Street - New Sidewalks	The project includes the construction of 725 linear feet of new ADA-compliant sidewalk with curbing that connects to existing sidewalks on South Street to Monroe Street. Additionally, it will provide two crosswalks and four pedestrian ramps with detectable warning plates. The project will also include new subsurface drainage infrastructure. The project is intended to improve walkability for the residents/pedestrians and improve a sidewalk network gap.	Other	Gale and Monroe Streets, between the existing sidewalk on Monroe Street and Route 135 South Street

Complete Streets Funding Program Project Prioritization Plan

Municipality	Northborough
MassDOT District	3
Name	Scott Charpentier
Title	Director of Public Works
Date	11/29/2022

Project Basics				Location
Project Priority Ranking	Project Name	Project Description	Project Source	Project Location
5	Church Street Sidewalk Improvement	The project includes the removal and replacement of approximately 350 linear feet of existing sidewalk, with new ADA-compliant sidewalk. Additionally, the project includes installation of two Rectangular Rapid Flashing Beacons (RRFB) and pedestrian ramps with detectable warning plates at the existing crosswalk. The improvements is intended to improve walkability and safety for pedestrians walking across the main road.	Other	Church Street, between Howard Street and Pleasant Street
6	Aqueduct Trail- Multi-Use Trail	The project includes construction of approximately 2.3 miles of new multi-use paved trail spanning across the length of the existing Aqueduct Trail. The project is intended to enhance an existing trail by improving walkability for residents/pedestrians.	Other	Along the Existing Aqueduct from the Assabet River through Town
7	Aqueduct Bridge-Multi-Use Trail	The project includes construction of a multi-use trail across the existing Wachusett Aqueduct Bridge. The project is intended to enhance an existing trail by improving walkability and connectivity for residents/pedestrians.	Other	Aqueduct Bridge, above Hudson Street near Allen Street
8	Allen Street - New Sidewalks	The project includes the construction of 660 linear foot of new ADA-compliant sidewalk with curbing that will tie into an existing sidewalk on Allen Street. Additionally, it will include three new pedestrian ramps with detectable warning plates. The project will also include new subsurface drainage infrastructure. The project is intended to increase walkability for residents and enhance connectivity for pedestrians/residents to safely walk on Allen Street.	Other	Allen Street, between East Main Street and Hudson Street

Complete Streets Funding Program Project Prioritization Plan

Municipality	Northborough
MassDOT District	3
Name	Scott Charpentier
Title	Director of Public Works
Date	11/29/2022

Project Basics				Location
Project Priority Ranking	Project Name	Project Description	Project Source	Project Location
9	Maple Street - New Sidewalks	The project includes the construction of approximately 1,750 linear feet of new ADA-compliant sidewalk with curbing from Lanthorn Road to an existing sidewalk on Hamilton Road. In addition, it includes a new crosswalk and seven new pedestrian ramps with detectable warning plates as needed. The project will also include the construction of subsurface storm drain infrastructure. The project is intended to improve walkability for resident/pedestrians, enhances connectivity, and increase safety to walk on Maple Street and cross to an existing sidewalk on Hamilton Road.	Other	Maple Street, between Bartlett Street and Ridge Road
10	Pinehaven Road Sidewalk Improvements	The project includes construction of approximately 1,000 linear feet of new ADA-compliant sidewalk with curbing to connect the Pinehaven Drive Neighborhood to West Main Street and Lincoln Street. In addition, it includes a new crosswalk across Lincoln Street with pedestrian ramps and detectable warning plates. The project intends to increase walkability for resident/pedestrians, enhances connectivity, and increases road crossing safety.	Other	Pinehaven Drive, between Lincoln Street and Shadylane Avenue and West Main Street and Shadylane Avenue.
11	South Street - Sharrows	The project includes the addition of shared arrows pavement markings along approximately 8,900 linear feet of South Street, from Route 20 to Ellsworth to McAfee Parks. The project intends to increase safety of bicyclists traveling on South Street.	Other	South Street, from Main Street to Ellsworth McAfee Park
12	Pierce Street - Lighting Improvements	The project includes the installation of street lighting and planting of trees along 500 linear feet of Pierce Street, from Hudson to Street Blake Street. The project is intended to improve visibility for pedestrians/resident during early mornings or night and provide a benefit to the environment.	Other	Pierce Street, from Hudson Street to Blake Street

Complete Streets Funding Program Project Prioritization Plan

Municipality	Northborough
MassDOT District	3
Name	Scott Charpentier
Title	Director of Public Works
Date	11/29/2022

Project Basics				Location
Project Priority Ranking	Project Name	Project Description	Project Source	Project Location
13	Blake Street - Lighting Improvements	The project includes new street lighting and street trees along approximately 500 linear feet of Blake Street. Project also includes new curbing to reduce width of driveway throat and grassed bump-out as means of traffic control. The project also includes a new esplanade area, park benches, and bike racks. This project is intended to provide a traffic calming benefit, provide a small sitting/park area for residents, improve visibility for pedestrians/resident during early mornings or night and provide a benefit to the environment through the planting of street trees.	Other	Blake Street, between West Main Street to Pierce Street
14	Gale Street - Lighting Improvements	The project includes the installation of street lighting and planting of trees along 725 linear feet of Gale Street, from South Street to Monroe. The project is intended to improve visibility for pedestrians/resident during early mornings or night and provide a benefit to the environment.	Other	Gale and Monroe Streets, between the existing sidewalk on Monroe Street and Route 135 South Street
15	Bartlett & Maple Streets Intersection Improvements	The project includes combining separate turning lanes into a single lane with appropriate caution signs and pavement markings to discourage the number of large tractor-trailer trucks entering Maple Street. These changes will improve sight distances for traffic exiting Maple Street. The project is intended improve road safety at this intersection.	Other	Intersection of Bartlett Street and Maple Street

Complete Streets Funding Program Project Prioritization Plan

Municipality	Northborough
MassDOT District	3
Name	Scott Charpentier
Title	Director of Public Works
Date	11/29/2022

Project Basics				Location
Project Priority Ranking	Project Name	Project Description	Project Source	Project Location
16	Bartlett Street - Bike Lanes	The project includes approximately 6,300 linear feet new 5-foot wide bike lane with pavement markings and signage from Algonquin Regional High School Drive to Town Line. Project also includes approximately 1,500 linear feet of new 8-foot wide on-road path with pavement markings and signage from Algonquin Regional High School drive to Lyman Street. Additionally, the project includes approximately 830 linear feet of shoulder widening of Bartlett Street to accommodate the new bike lane and on-road path. The project is intended to improve bike safety in the neighborhood for residents/pedestrians.	Other	Bartlett Street, starting at Algonquin Regional High School Drive and ending at the Northborough Town Line
17	Chesterfield Road - Crosswalk Improvements	The project includes two crosswalk improvements at an intersection of Chesterfield Road and Northgate Road. Work includes providing new pedestrian ramps with detectable warning plates and two sets of Rectangular Rapid Flashing Beacons. The project is intended to increase safety for pedestrians/residents.	Other	Intersection of Northgate Road and Chesterfield Road
18	River Street - New Sidewalk	The project includes construction of approximately 1,000 linear feet of new ADA-compliant sidewalk with curbing and pedestrian ramps with detectable warning plates as needed. The project increases walkability for resident/pedestrians, enhances connectivity, and increases walkway safety.	Other	River Street, between Main Street and Hudson Street

Complete Streets Funding Program Project Prioritization Plan

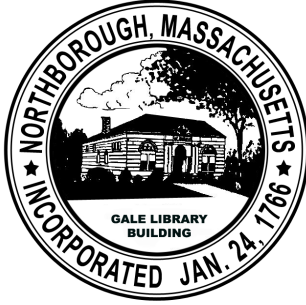
Municipality	Northborough
MassDOT District	3
Name	Scott Charpentier
Title	Director of Public Works
Date	11/29/2022

Project Basics				Location
Project Priority Ranking	Project Name	Project Description	Project Source	Project Location
19	Davis Street - New Sidewalks	The project includes the construction of approximately 1,200 linear feet of new ADA-compliant sidewalk with curbing from Lanthorn Road to an existing sidewalk on Hamilton Road. In addition, it includes three new crosswalks, and six new pedestrian ramps with detectable warning plates. The project will also include the construction of subsurface storm drain infrastructure. The project is intended to increase walkability for resident/pedestrians and enhances sidewalk connectivity.	Other	Davis Street, between Lanthorn Road and Hamilton Road
20	Bearfoot Road - New Sidewalks	The project includes construction of approximately 2,700 linear feet of a new shared pedestrian/bike path along Bearfoot Road. The project is intended to improve bicyclist and pedestrian safety in the project area for residents/pedestrians.	Other	Barefoot Road, from Colburn Street to Solomon Pond Road
21	Townwide Bike Racks Project	The project includes providing new bike racks with concrete foundations at five public locations across tow. Adding bike racks is intended to allow the public to have a safe location to secure their bicycle when they arrive at the public buildings or park.	Other	Town Library, Fire Station, Town Hall, Watson Park, Assabet Park, and Memorial Field
22	Howard Street - Sidewalk Replacement	The project includes the removal and replacement of approximately 2,400 linear feet of existing sidewalk on Howard Street with new ADA-compliant sidewalk, including pedestrian ramps with detectable warning plates at all crosswalks. The project increases walkability and safety for residents/pedestrians.	Other	Howard Street, between Church Street and Winter Street
23	Pleasant Street - Sidewalk Replacement	The project includes the removal and replacement of approximately 2,600 linear feet of existing sidewalk with new ADA-compliant sidewalk, including new pedestrian ramps with detectable warning plates at existing crosswalks. The project is intended to increase walkability and safety for residents/pedestrians.	Other	Pleasant Street between Church Street and Lincoln Street

Complete Streets Funding Program Project Prioritization Plan

Municipality	Northborough
MassDOT District	3
Name	Scott Charpentier
Title	Director of Public Works
Date	11/29/2022

Project Basics				Location
Project Priority Ranking	Project Name	Project Description	Project Source	Project Location
24	Lincoln Street - Sidewalk Replacement	The project includes the removal and replacement of approximately 3,500 linear feet of existing sidewalk with new ADA-compliant sidewalk, including pedestrian ramps with detectable warning plates at existing crosswalks. The project is intended to increase walkability and safety for pedestrians/residents.	Other	Lincoln, Street between Pleasant Street and West Main Street
25	Lyman Street - Bike Lane	The project will provide approximately 1,000 linear feet of new 5-foot wide bike lanes via pavement markings and signage on Lyman Street. The project also includes shoulder widening along Lyman Street to accommodate new bike lanes. The project is intended to improve road and lane safety for cyclists and to create an accessible and safe route for bicyclists to travel to Watson Park.	Other	Lyman Street, from Bartlett Street to Watson Park



TOWN OF NORTHBOROUGH

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

MEMO

TO: Members of the Board of Selectmen
Town Administrator

FROM: Diane Wackell

DATE: December 15, 2022

RE: 2023 License Renewals Final List

Attached please find the 2023 License Renewal List. All taxes and fees are up to date in accordance with Northborough Code 2-40-030. The only restaurant that closed during the 2022 calendar year is Millar Farm at 277 Main Street.

It is recommended that all licenses be renewed with the condition that all licensees receive a satisfactory inspection by the Building, Fire and Health Departments.

For Calendar Year 2023
RESTAURANT LICENSES

A.J.'S RESTAURANT

411 West Main Street

All Alcoholic Beverages Restaurant

AMERICAN LEGION

402 West Main Street

All Alcoholic Beverages Club

ANZIO'S BRICK OVEN PIZZA

10010Q Shops Way

All Alcoholic Beverages Restaurant

CASA VALLARTA

45 Belmont Street (Route 9)

All Alcoholic Beverages Restaurant

CASTA DIVA

35 Solomon Pond Road

All Alcoholic Beverages Restaurant

THE CELLAR BAR & GRILLE

369 West Main Street

All Alcoholic Beverages Restaurant

C'EST LA VIE BISTRO

30 Main Street

All Alcoholic Beverages Restaurant

CHET'S DINER

191 Main Street

All Alcoholic Beverages Restaurant

JUNIPER HILL GOLF COURSE

202 & 171 Brigham Street

All Alcoholic Beverages Restaurant

LA MIETTE LA MAI THAI BISTRO

278 Main Street

All Alcoholic Beverages Restaurant

MIKAKU

290 West Main Street, Unit #9

All Alcoholic Beverages Restaurant

THE NEIGHBORHOOD TAVERN

318 Main Street

All Alcoholic Beverages Restaurant

RANCHO CORONA

290 West Main Street - #11

All Alcoholic Beverages Restaurant

REPLAYS inside TEAMWORKS

185 Otis Street

Wine & Malt Beverages Restaurant

ROMAINE'S

299 West Main Street

All Alcoholic Beverages Restaurant

TIO JUANS MARGARITAS MEXICAN RESTAURANT

10006 Shops Way

All Alcoholic Beverages Restaurant

YAMA ZAKURA

369 West Main Street

All Alcoholic Beverages Restaurant

**For the Calendar Year 2023
PACKAGE STORE LICENSES**

ARMENO COFFEE ROASTERS

75 Otis Street

Wine & Malt Package Store

BJ's WHOLESALE CLUB

6102 Shops Way

All Alcoholic Package Store

BACON'S WINE & SPIRITS OF NORTHBOROUGH

308 Main Street

All Alcoholic Package Store

BROTHER'S LIQUORS

276 West Main Street

All Alcoholic Package Store

COUNTRY DISCOUNT LIQUORS

411 West Main Street

All Alcoholic Package Store

HELEN'S VARIETY

292 Main Street

Wine & Malt Package Store

NORTHBORO CENTER GASOLINE

36 West Main Street

Wine & Malt Package Store

NORTHBOROUGH LIQUORS

15 West Main Street

All Alcoholic Package Store

PAIRED, POURED & PLATED

290 West Main Street, Suite 8

Wine & Malt Package Store

WEGMANS

9102-9104 Shops Way

All Alcoholic Package Store

For the Calendar Year 2023
COMMON VICTUALLER LICENSES

AERO COFFEE ROASTERS

318 Main Street, Suite 100

ATHENS PIZZA

292 Main Street

BEYOND NUTRITION

269 West Main Street – 2A

BISTRO AT 119

119 Bearfoot Road

BRILLA COFFEE

17 West Main Street

BRITNEY'S CAFÉ

291 Main Street

BURGER KING

1102 Shops Way

DAVIDIAN BROS. FARM

500 Church Street

DUNKIN DONUTS

70 West Main Street

ECONO LODGE SUITES

380 South West Cutoff

FATTOUSH GRILL & BAKERY

10 Blake Street

FESTIVE BREADS

299 West Main Street

HILLSIDE RESTAURANT

73 West Main Street

HONEY DIP DONUTS

308 Main Street

IHOP

4102 Shops Way

JIMMY JOHN'S

10010B Shops Way

JOLLY ROGERS DINER

249 West Main Street

KUMAR'S SOUTH INDIAN RESTAURANT

8110 Shops Way

LA LA JAVA

290 West Main Street

LIL M'S MART

299 West Main Street

MOOYAH

10010A Shops Way

NICKY D'S DONUTS

253 West Main Street

NORTHBORO HOUSE OF PIZZA

12 Main Street

PICKLE HAUS DELI

276 West Main Street

QDOBA MEXICAN EATS

4104 Shops Way

SAMMY'S

14 East Main Street

SHANGRI-LA YAKI SUSHI

259 West Main Street

SPECIAL TEAS

10 Church Street

STARBUCKS COFFEE

1104 Shops Way

SUBWAY INSIDE WALMART

200 Otis Street

TOUGAS FAMILY FARM KITCHEN

246 Ball Street

TOWN CENTER PIZZA

245A West Main Street

VINA'S PIZZERIA

308A Main Street

**For the Calendar Year 2023
CLASS I AND II LICENSES**

CLASS I

HERB CHAMBERS HONDA

36 Belmont Street/Route 9

LEXUS OF NORTHBOROUGH

14-24 Belmont Street/Route 9

STONE'S MOTORCYCLE

89 Main Street

CLASS II

4TH DIMENSION AUTO SALES

7 Belmont Street

BARRY'S AUTO SALES

25R Bartlett Street

CONTINENTAL AUTO SALES

338A Main Street

DUKE'S AUTOMOTIVE

154 West Main Street

HENRY'S USED CARS

312 Southwest Cutoff

KARAM AUTO SALES

281B West Main Street

OMIECKI AUTO SALES

95 Southwest Cutoff

WEST SIDE AUTO

312B Southwest Cutoff

For the Calendar Year 2023
GENERAL LICENSES

BOWLING

SAWYER'S BOWLADROME

13 Blake Street

INN HOLDER

MOTEL SIX

27 Belmont Street

TRANSPORTATION/LIVERY

DIVINE COMMUNITY TRANSPORTATION

300 West Main Street

**BOARD OF SELECTMEN
INTERVIEW SUBCOMMITTEE
MEETING MINUTES – December 13, 2022**

5:15 p.m. - Introduction to Remote Meeting

Selectman Wixted stated that this Open Meeting of the Board of Selectmen Interview Subcommittee is being conducted remotely consistent with Chapter 22 of the Acts of 2022, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and signed into law on July 16, 2022 and that all members of the Board of Selectmen Interview Subcommittee are allowed and encouraged to participate remotely.

Selectman Wixted 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 this meeting will be livestreamed, but will not feature public comment. She indicated the various ways that the public may view this meeting as listed on the posted agenda.

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

Board of Selectmen Interview Subcommittee

Selectman Julianne Hirsh
Selectman Kristen Wixted

ACCEPTANCE OF MEETING MINUTES – November 15, 2022

Selectman Hirsh moved the Interview Subcommittee vote to accept the meeting minutes of the November 15, 2022 meeting; Selectman seconded the motion; the roll call vote was taken as follows:

Selectman Hirsh “aye”
Selectman Wixted “aye”

ACCEPTANCE OF MEETING MINUTES – November 30, 2022

Selectman Hirsh moved the Interview Subcommittee vote to accept the meeting minutes of the November 30, 2022 meeting; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Selectman Hirsh “aye”
Selectman Wixted “aye”

During each interview, applicants were told that following tonight’s interviews, the Interview Subcommittee will vote on their recommendation for appointments for the Board of Selectmen’s consideration at their meeting on December 19, 2022.

INTERVIEW FOR THE YOUTH COMMISSION

Remotely present:

Selectman Julianne Hirsh

Selectman Kristen Wixted

Youth Commission Chair Sherry Clark

Erica Zeiger – for her interview only

Erica Zeiger

Ms. Zeiger has been a Northborough resident for 10 years. She is the Director of the Massachusetts Soldiers Legacy Fund, which is a nonprofit organization that provides educational assistance grants to children of Massachusetts Service Members who died due to service post 9/11. The needs of children at all different age levels are important to her and she has the experience and knowledge that would be an asset to the Youth Commission.

Ms. Clark noted that she knows Ms. Zeiger and is excited about her passion for making a positive impact for the youth in Town.

INTERVIEW FOR THE HISTORIC DISTRICT COMMISSION

Remotely present:

Selectman Julianne Hirsh

Selectman Kristen Wixted

Historic District Commission Chair Norm Corbin

Amanda Derosier Millette – for her interview only

Amanda Derosier Millette

Ms. Millette has been a Northborough resident for 24 years. She has been involved with the Historical Society for a number of years and created the Facebook Group page called “Save the White Cliffs”. She is experienced in genealogical research and has helped to save historic properties. She has served as an Alternate Member on the Historic District Commission for two years. She is currently working on a project for the elementary schools that will teach the kids about the history of Fannie Proctor, Margaret Peaslee and Marion Zeh, of whom the elementary schools are named after. She feels that it is important to get the kids interested in the Town’s history.

Mr. Corbin added that Ms. Millette has been an important asset to the Historic District Commission and he would be happy to continue working with her as a voting member.

RECOMMENDATIONS FOR APPOINTMENT

Following a brief discussion of each of the candidates ability and interest to serve on the Board or Committee to which they applied, Selectmen Hirsh and Wixted made the following recommendations for appointment.

Selectman Hirsh moved the Interview Subcommittee vote to recommend Erica Zeiger for appointment to the Youth Commission at the December 19, 2022 Selectmen's Meeting; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Selectman Hirsh "aye"
Selectman Wixted "aye"

Selectman Hirsh moved the Interview Subcommittee vote to recommend Amanda Derosier Millette for appointment as a voting member on the Historic District Commission at the December 19, 2022 Selectmen's Meeting; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Selectman Hirsh "aye"
Selectman Wixted "aye"

DISCUSSION REGARDING POSSIBLE REVISIONS TO TOWN BOARD, COMMITTEE AND COMMISSION APPLICATION

Selectmen Hirsh and Wixted reviewed the existing application to Boards, Committees and Commissions and discussed a number of revisions to make it more inviting and not so intimidating. Selectman Wixted will update the application as discussed with the intent to bring it to the Board of Selectmen for its consideration.

ADJOURNMENT

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

Selectman Rogers "aye"
Selectman Wixted "aye"

Meeting adjourned at 6:15 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. December 13, 2022 Meeting Agenda
2. November 15, 2022 Meeting Minutes
3. November 30, 2022 Meeting Minutes
4. Application to the Youth Commission
5. Application to the Historic District Commission
6. Memo including points of discussion for revision to BCC Application



TOWN OF NORTHBOROUGH

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

5:15 pm

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

NAME: Erica Zeiger TEL: (C) _____

ADDRESS: _____ (H) _____

(EMAIL) _____

BBC DESIRED: YOUTH COMMISSION
(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? 10

Why do you want to serve on this particular BCC?

I want to get involved and making a difference/
impact with youth in town is something I'm interested
in. the pandemic just highlighted the need for more resources.

Please state three attributes you can bring to this BCC:

I have volunteered in town specifically the PD, NCF and library.
I am the director of a non-profit who provides education
grants to the children of MA residents who died post 9/11.

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?

Not at this time, I would listen and learn and
hope to contribute in a meaningful way. I understand
privacy is super important.

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:

Community Affairs

What is your occupation?

Director, Mass Soldiers Legacy Fund

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

Skilled in finding resources/information
creative in developing programs
enjoy + want to make a difference

Please list your education background:

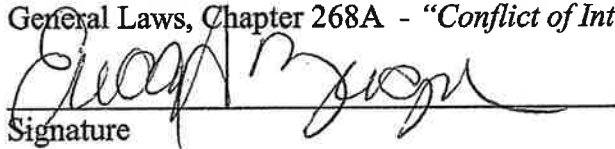
Stonehill College, BA
numerous CE courses in Military family programming
such as financial counseling.

Please list any professional affiliations:

N/A

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.


Signature

30 Sept 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

Erica Zeiger

Massachusetts Soldiers Legacy Fund, Director Nov 2013 - Present

The Massachusetts Soldiers Legacy Fund (MSLF) is a nonprofit that provides educational assistance grants to the children of Massachusetts Servicemembers who died due to service post 9/11.

- As the sole employee, manages the day to day operations especially providing services such as education counseling, grant distribution, information and referral to Servicemember's children and families to provide educational growth and opportunities.
- Responsible for direct supervision of financial management including a \$4M in donor raised funds, including supplying data to tax professionals, bookkeeping and banking.
- Provides direct, consistent outreach to 86 children and 52 families who have lost a loved one in the military. Increased grant distribution by over 200% and created innovative and important ways to help families such as adding enrichment programs throughout the life cycle of education.
- Expands the MSLF's pre-existing donor base through multiple annual touches. Provide marketing updates, newsletters and annual reports to donors, board members and families. Attend community events put on by other military nonprofit leaders in Boston; and coordinate marketing material creation including brochures, annual reports, and content for websites.

Financial Counselor, Army Community Service Jul 2011 - Jul 2013 Fort Devens, MA

- Served as Financial Counselor and Coordinator for the Survivor Outreach Services (SOS) program. Experienced long term support advocate for over 200 Military Survivors, provided detailed information and referral services to locate grief support groups and individual counseling. Served as a lifeline to these families, connected them to Department of Defense, State and Veterans benefits as well as Scholarship information and non-profit agencies.
- Chairperson for the Massachusetts Financial Committee encompassing over 30 Federal, State and Nonprofit organizations helping over 10,000 Service members and families by increasing savings and decreasing personal debt.
- Served as Army Emergency Relief (AER) assistant officer providing financial assistance to hundreds of military members, families and retirees lending over \$100,000 a year in emergency assistance. Established Fort Devens Army Community Service facebook page to network and share information and resources on our programs.

MHN Government Services, Financial Counselor Aug 2008 - Jul 2011 · 3 yrs

- Provided education, support and assistance on personal finance solutions and access to personal financial counseling to Active Duty Military, Reserves, National Guard and families.
- Conceptualized, researched and designed over 300 financial courses on investments, money basics for teens, credit and debt management to inform participants of their options to earn, save and invest money improving the financial health of its participants.
- Developed personal financial program for over 20 Yellow Ribbon reintegration events to improve financial wellness providing solution based, problem solving counseling services to thousands of military members and making referral as needed to the emotional impact of deployment for service members and their families.

Airman and Family Readiness Center, Consultant

May 2004 - Feb 2008

McGuire AFB, NJ

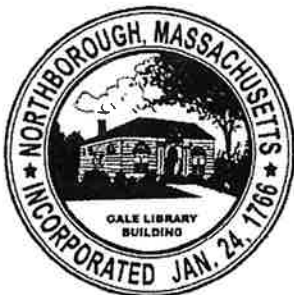
- Provided individual soldier and family consultation services, education, referrals and follow-up on military issues including deployment readiness, personal finances, career assistance, transition and relocation assistance, family life and other social services to a community of over 15,000.
- Counseled and advised over 500 clients transition to civilian life with family life education, career skills, and financial planning.
- Provided over 75 mandatory suicide prevention and sponsorship trainings. Effectively targeted the outbound and inbound population utilizing existing personnel processes resulting in achieving 100% of the designated sponsorship goal.

Army Community Service, Outreach and Mobilization Deployment Manager

Mar 2002 - Jun 2003

Vicenza Area, Italy

- Developed, implemented, maintained and monitored family assistance and support services to include outreach, mobilization/deployment, Army Family Team Building (AFTB) Army Family Action Plan (AFAP).
- Served as education coordinator in support of military operations; pre-deployment, deployment or mobilization, and post deployment, to enhance unit cohesion and increase readiness. Led, oversaw, and trained hundreds of military members, families, and key leadership as education coordinator in support of military operations; pre-deployment, deployment and post deployment, to enhance unit cohesion and increase readiness.
- Provided a full range of services to include information and referral, relocation, Exceptional Family Member and Financial Readiness. Developed, implemented and coordinated Rear Detachment Commander(RDC) Training. Wrote the Family Assistance Center SOP. Managed the FAC during Operation Iraqi Freedom. Advisor and staff liaison AFTB program. Trained over 100 Spouse Group Leaders and Rear Detachment Commanders in military family issues, volunteer management, stress management, starting a working group and communication skills.



TOWN OF NORTHBOROUGH

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

5:25pm

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

NAME: Amanda Derosier Milleth TEL: (C) _____

ADDRESS: _____ (H) _____

(EMAIL) _____

BCC DESIRED: Historic District Commission
(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? 24

Why do you want to serve on this particular BCC?

I want to serve on the Historic District Commission because I
want to help preserve the town's history.

Please state three attributes you can bring to this BCC:

prior experience helping to save historic properties, expertise in
genealogical research, ties to the town's schools

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

Do you regularly attend Town Meeting? Yes X No _____

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

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

Historic District Commission

What is your occupation? ~~Consultant~~ Tax administrator

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

None

Please list your education background:

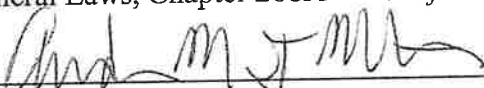
I have a BA in English/Communications

Please list any professional affiliations:

None

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.


Signature

9/22/22
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

Amanda Megan Derosier Millette

KEY SKILLS:

Proficient in Microsoft Suite including Word, Excel, and Outlook, competent working with Quickbooks, adept at problem solving, highly organized, years of research experience, ability to work independently

RELEVANT WORK EXPERIENCE:

Client Liaison

2/20-Present

Total Counsel Law Group, Natick, MA

Administrative assistant for small law firm that handles tax planning and preparation, estate planning and administration, bookkeeping for corporate clients, and real estate transactions

Assist small tax law firm with every step of the tax filing process for clients

Ensure open line of communication between owner and clients

Provide support for clients and staff from start to finish of estate planning

Keep a neat organized office environment

Prepare month end reconciliations for multiple corporate clients utilizing Quickbooks

IMPACT Retail Service Merchandiser

10/13-2/20

Acosta, Various Locations

Responsible for ensuring Acosta, their clients, and customers are represented well in a retail setting. Requires strong attention to detail, great communication skills, and a self-starter attitude

Work independently and in a timely fashion to complete projects such as store resets

Build working relationships with store employees and co-workers

Communicate effectively with store employees and Impact manager regarding potential problems and their solutions such as plan-o-grams not matching store layouts

Effectively and accurately prepare, process, submit, and manage documentation related to assigned project work

Read and follow a plan-o-gram to effectively complete project work.

Have a working knowledge of merchandising and retail terminology

Office Manager

9/09-1/11

Figgs International/Quality Brands Direct Framingham, MA

Figgs International was rebranded as Quality Brands Direct

Worked alongside Operations Manager to ensure smooth transition to new company including the loss of a large customer and the affects that brought to the business

Took on accounts payable tasks during search for new AP employee

Ensured great rapport with new and current customers

Worked side by side with Warehouse manager to satisfy ship dates and collaborated when shipment problems arose

Worked directly with outside Rep's to help sell product including answering questions regarding product prior to ordering and following up on any issues that arose with customers once product had been received

Created and implemented eye catching one page flyer that promoted product and helped increase sales and captured new customers

Customer Service Manager

1/07-7/08

Figgs International, Framingham, MA

Customer Service Manager for a small vanity top and sink distributor working with Lowes and small specialty stores

Managed incoming orders and customer accounts

Communicated directly with large national customer on a daily basis

Answered phones and provided customer service daily

Provided support to Operations Manager

Started as temp and hired on permanently

EDUCATION:

Massachusetts College of Liberal Arts, North Adams, MA

Other Work Experience

Sale Associate

6/11-5/12

Rock Bottom Stone Factory Outlet, Milford, MA

Sales associate in a small tile and granite store. Required strong communication skills, great customer service, and working knowledge of product

Provided personalized and positive customer service from estimate to final installation

Ensured daily clean organized store including moving sales material as stock sold down

Created stone care and FAQ booklet using Microsoft Word to help introduce clients to the product

Assisted customers both over the phone and in person

Assistant Toddler Teacher

2/09-9/09

YWCA, Westborough, MA

Assisted in day to day operations of toddler classroom

Planned and implemented daily projects

Worked directly with Lead Teacher to ensure safety and wellness of all children

Group Leader

9/08-2/09

Northborough Extended Day Program, Northborough, MA

Oversaw children's before school activities

Kept up good rapport with parents

Engaged children in games and learning activities

Day Porter

7/08-9/08

Nordstrom, Natick, MA

Maintained clean bathrooms throughout the day

Ensured trash and recyclables were picked up prior to store opening

Kept sales floor tidy during shopping hours

Seasonal Sales Associate

10/06 to 1/07

The Body Shop, Natick, MA

Promoted to Key Holder within the first month of employment

Maintained and organized stock levels, including floor set changes and preparation for huge bi-yearly sale

Assisted in training of new hires

Intern

7/06 to 12/06

FPAC-TV Channel 9 Framingham, MA

Camera Operator for both in studio and on location shoots

Helped set up and break down for studio and on location shoots

Updated on-air community bulletin board

Sales Associate

10/05 to 12/06

Build-A-Bear Workshop, Natick, MA

Received and organized weekly shipments

Took store planogram and ensured timely and consistent execution and maintenance

Frequently received excellent service ratings in guest satisfaction surveys

Assisted in training of new hires

Group Leader

9/05 to 6/06

MetroWest YMCA, Framingham, MA

Worked in after school program run by YMCA at a local elementary school

Mentored kids (grades K-5) and helped with homework on a daily basis

Stepped into Directors position when needed

Planned and implemented fun activities

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Other Relevant Experience

Spearheaded a Facebook group of over 2,000 followers to help save a local historic building from demolition

Traced my family tree back seven generations with over 1,500 individuals

Possible revision to Northborough Boards and Committees application
Drafted by Kristen Wixted, BoS member, 12/15/2022

Name

Address

Telephone number—is it necessary to put this on the application? I feel that should be optional in the application. People can give their number to Diane but not have it listed in the application which is publicly accessible.

Email same thing.

Questions

1. Are you a resident of Northborough?
2. How many years have you lived in Northborough?
3. What about this particular BCC interests you?
4. How did you hear about this opening?
5. *If this is not a new committee*, have you been able to attend or watch any meetings of this BCC? Have you reached out to any of the current or recent past members of this BCC?
6. What might be your goals for this BCC?
7. What volunteering do you do/have you done locally, including but not limited to: other town boards, commissions, or committees; in the schools; with other local organizations.
8. If you feel your occupation or other volunteer work is relevant to this BCC, please mention it here.
9. Please list any special skills, knowledge, or qualities you can bring to this BCC.
10. If you feel your educational background is relevant to this BCC, please list it here.
11. Please attach a letter of interest and any additional information you feel may be helpful while reviewing your application.

Thank you for volunteering for the town of Northborough!

Signature, COI, etc.



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: _____ TEL: (C) _____

ADDRESS: _____ (H) _____

_____ (EMAIL) _____

BCC DESIRED: _____

(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? _____

Why do you want to serve on this particular BCC?

Please state three attributes you can bring to this BCC:

Have you attended any meetings of this BCC? _____

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

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:

What is your occupation? _____

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

Please list your education background:

Please list any professional affiliations:

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.

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

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Know All Men By These Presents
That the
Town of Northborough

A body corporate and politic situated in the County of Worcester and Commonwealth of Massachusetts, for and in consideration of Five Hundred Dollars for burial plot and Seven Hundred Dollars for perpetual care, a total of Twelve Hundred Dollars to be paid by Elaine Pescaro o: _____, the receipt whereof is hereby acknowledged, does hereby sell and convey unto the said Elaine Pescaro and/or his/her heirs, executors, administrators and assigns (subject to all limitations upon succession and transfer prescribed by the laws of the Commonwealth and regulations of the Board of Cemetery Commissioners of the Town of Northborough as now or hereafter in force), the sole and exclusive right of burial in the lots in the **Northborough Cemetery**, in said Town of Northborough, shown and numbered as Grave(s) 1041 & 1042, Section 5N upon a plan on file in the office of the Board of Cemetery Commissioners, together with the right of erecting a tomb, cenotaph, monument or other structure upon such lot, subject to the following restrictions:

Upright Marker

However the aforementioned right shall be held and exercised in all instances in accordance with the subject to the regulations of said Cemetery Commissioners as now or hereafter in force, to which said regulations the attention of the grantee is hereby specifically directed.

To Have and to Hold, the above granted premises unto the said Grantee and/or his/her heirs, executors, administrators and assigns forever; subject, however, to the limitations and conditions hereinbefore stated.

In Witness Whereof the said Town of Northborough has caused these presents to be signed in the corporate name of said Town by the Board of Selectmen, and the corporate seal of the Town to be affixed thereto, this 19th day of December, 2022.



INHABITANTS OF THE TOWN OF NORTHBOROUGH

Northborough Board of Selectmen

Mitch Cohen

Julianne Hirsh

Kristen Wixted

Jason Perreault

T. Scott Rogers

Recorded: _____

Town Clerk

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