

**BOARD OF SELECTMEN
MEETING MINUTES – July 15, 2019**

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

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

*Pledge of Allegiance

APPROVAL OF MINUTES – JUNE 17, 2019 REGULAR MEETING

Selectman Rand moved the Board vote to approve the meeting minutes of the June 17, 2019 regular meeting as submitted; Selectman Rutan seconded the motion; all members voted in favor.

7:00 p.m. - CENTRAL MASS GROWN

To consider an application for a One-Day Special License for
All Alcoholic Beverages for an event to be held at Tougas
Farm located at 234 Ball Street.

Central Mass Grown Executive Director Mackenzie May was present to request a One-Day Special Liquor License for an event to be held on the grounds of Tougas Farm located at 234 Ball Street. The event will take place on Sunday, August 11th between 4pm – 8pm. Ms. May indicated that TIPS certified servers from the participating restaurants will be the only ones to serve the alcohol. Central Mass Grown is a non-profit organization that promotes the purchase of local agricultural products and educates consumers about its benefits to health, communities, the economy and the environment.

The Police, Fire, Building and Health Departments have reviewed the application and recommend that it be approved with conditions as outlined in the Staff memorandum.

Selectman Hirsh moved the Board vote to approve the application for a One-Day Special Liquor License as submitted by Mackenzie May of Central Mass Grown for an event to be held on the grounds of Tougas Farm at 234 Ball Street on August 11, 2019 between 4pm – 8pm with the following conditions:

1. The license shall include the 24-hour period immediately before and after the event in order to allow for the proper delivery and disposal of all alcoholic beverages prior to and immediately following the event.
2. Guests shall have identification on their person and must be 21 years of age or older.
3. Proper signage and barriers shall be in place notifying guests that alcohol must be contained to the marked event area only.
4. Satisfactory inspections shall be performed prior to the start of the event by the Fire, Building and Health Departments.

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

7:05 p.m. - DAVID KANE – MIS DIRECTOR**Update on Website Improvements.**

MIS Director David Kane was present to provide an update on upcoming improvements to the website. He indicated that the Town has engaged CivicPlus to revamp the website design and navigation and to introduce new content. The new website will be launched in two phases. The focus of the first phase will be to migrate to a newly-designed site. Phase two will further enhance and refine the site based on feedback on the initial launch from the broader constituency.

Mr. Kane indicated that the new site will offer a variety of enhancements, including a mobile-friendly responsive design (where the website will distinguish between a PC, tablet or phone and present content formatted for each), improvements to online services such as tax and utility bill payments, submittal of permit applications, a newly redesigned interactive GIS viewer and a bid/RFP module. The new website will also feature a new search function and overall increased ease of use.

The website will be shaped by public input and the application of best practices for municipal websites. These best practices focus on four goals: inform the public; increase transparency; create efficiencies in provision of services; and improve ease of use.

The initial launch of the Town's new website is expected to take place in the late summer with the additional features being added throughout the fall.

Following the presentation, several questions and comments were heard from members of the Board.

Mr. Coderre suggested that Board members visit the MMA's website contest page and preview some of the community websites that have won awards. He added that CivicPlus is used by all three award-winning sites at the most recent MMA Annual Meeting.

Julianne Hirsch

- Thanked those residents who serve on the various Boards and Committees for volunteering their time.
- Noted that the White Cliffs Committee has a vacancy. Applications are being accepted through Friday, July 19th.
- Thanked the Police Chief and Fire Chief for their monthly reports. At her request Chief Lyver provided an update on the CodeRED Emergency Notification System.

Leslie Rutan

- Thanked the Police Chief and Fire Chief for their monthly reports.
- Attended the Rotary Club's Pride in Workmanship Award event. Congratulated Police Officer Phil Martin for being honored.
- Thanked Police Officer Michael Bissett for his 3 years of service as the School Resource Officer.
- Happy to see that the news media picked up the fox rescue story.
- Attended a recent meeting of the Local Emergency Planning Committee (LEPC).

Leslie Rutan Report Cont. . .

- Noted that the Town Common project is coming along nicely. Thanked the DPW Director and his staff for their efforts in moving this project along.
- Thanked Town Engineer Fred Litchfield for asking Mass Highway to investigate if any improvements can be made to the synchronization of the downtown traffic lights.
- Noted that the Building Inspector visited the R&T Furniture site and determined that the fence being removed does not pose any threat to public safety.
- Thanked the Community Affairs Committee for their efforts on presenting their annual Summer Concert series at Ellsworth MacAfee Park.
- Questioned if any public input sessions are planned for the Fire Station Design. Mr. Coderre responded that although none are planned at the moment, there will be appropriate hearings in the future.

Tim Kaelin, Clerk

- Thanked the Police Chief and Fire Chief for their monthly reports.
- Attended the Rotary Club's Pride in Workmanship Award event. Congratulated Police Officer Phil Martin for being honored.
- Happy to see that the news media picked up the fox rescue story.
- Thanked the DPW Department for the recent installation of the truck exclusion signs on Davis Street.
- Noted that the Senior Center will be hosting a program entitled - *The Art of Downsizing Perfected* - on July 24th at 11am. The program is free.

Dawn Rand, Vice Chair

- Noted the recent passing of Rocco Longo. Mr. Longo had served as Northborough's Town Administrator in previous years. She extended sympathy to his family on behalf of the Town.

Jason Perreault, Chair

- Attended the Rotary Club's Pride in Workmanship Award event. Congratulated Police Officer Phil Martin for being honored.
- Attended the first of two days of the contempt court hearing for Santo Anzo – SA Farms. Both parties have two weeks to submit follow-up information to the Judge. It is unclear when a decision will be made.
- Noted that Tavern in the Square will host a Tip-A-Cop event on July 16th from 5pm - 9pm in support of Special Olympics Massachusetts.
- Thanked Cable Access Studio Assistant Terry Crean for returning to Northborough to videotape a special meeting of the Board of Selectmen while she was on a scheduled vacation.

John Coderre

- Attended the contempt court hearing for Santa Anzo – SA Farms. Briefly reviewed the events leading up to this hearing. Added that the Attorney General's Office and Mr. Anza are in settlement discussions and the Town was told that they are making significant progress. He is hopeful that this will bring some closure to this ongoing issue. In the meantime, the Town continues to pursue every avenue in order to protect the rights of the residents from the ongoing odor and nuisance issues emanating from 429 Whitney Street.

PUBLIC COMMENTS

Chief Lyver noted that those Police Officers that are participating in the Tip-A-Cop event at Tavern in the Square are doing so using their own personal time and will not be serving alcohol. They will be bussing tables and cleaning up.

APPOINTMENT TO THE YOUTH COMMISSION

Selectman Rutan moved the Board vote to appoint Casey Rickli to the Youth Commission for a partial three-year term to expire on April 30, 2022 as recommended by the Interview Subcommittee; Selectman Rand seconded the motion; all members voted in favor.

APPOINTMENT TO THE HISTORIC DISTRICT COMMISSION

Selectman Rutan moved the Board vote to appoint Millie Milton as an alternate member on the Historic District Commission for a partial three-year term to expire on April 30, 2022 as recommended by the Interview Subcommittee; Selectman Rand seconded the motion; all members voted in favor.

EXECUTION OF CEMETERY DEED

Selectman Kaelin moved the Board vote to execute Cemetery Deed 1080; Selectman Rand seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

ADJOURNMENT

Selectman Rand moved the Board vote to adjourn; Selectman Rutan seconded the motion; all members voted in favor.

Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. July 15, 2019 Meeting Agenda
2. June 17, 2019 Meeting Minutes
3. Information packet – One-Day Special License
4. Memorandum – Website Improvements
5. Interview Subcommittee Recommendations
6. Cemetery Deed