

**BOARD OF SELECTMEN  
MEETING MINUTES – April 8, 2019**

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

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

\*Pledge of Allegiance

**APPROVAL OF MINUTES – MARCH 25, 2019 REGULAR MEETING**

Selectman Rutan moved the Board vote to approve the meeting minutes of the March 25, 2019 regular meeting as submitted; Selectman Perreault seconded the motion; all members voted in favor.

**7:00 p.m. - PUBLIC HEARING**

To consider Plan Number 27613686 from Massachusetts Electric Company and Verizon New England for a pole relocation at 187 East Main Street.

As a representative from National Grid was not present, Town Engineer Fred Litchfield stated that the plan to relocate Pole #78 is needed in order to allow the installation of a driveway for a new house at 187 East Main Street. He added that he has no concerns with this request.

Selectman Hirsh moved the Board vote to approve Plan Number 27613686 as submitted by Massachusetts Electric Company (National Grid) and Verizon New England for a pole relocation at 187 East Main Street; Selectman Kaelin seconded the motion; all members voted in favor.

**7:05 p.m. - KERRIE WARD – TOUGAS FAMILY FARM**

To consider an application for a Special One-Day License as submitted by Kerrie Ward and Andre Tougas for a Spring Festival Event to be held at Tougas Farm on premises located at 234 Ball Street.

Kerrie Ward of Tougas Family Farm was present to request a One-Day Special Liquor License for a Spring Festival to be held on the grounds of the farm at 234 Ball Street. The event will take place on Saturday, May 11<sup>th</sup> between 10am – 4pm with a rain date of Sunday, May 12<sup>th</sup>. The alcohol will be served by Cold Harbor Brewery staff, all of which are Tips certified. People will purchase drink tickets with a limit of two drinks per person. The brewery and Tougas staff will monitor and watch the area.

**REQUEST FOR ONE-DAY SPECIAL LICENSE CONT. . .**

Selectman Perreault moved the Board vote to approve the application for a One-Day Special Liquor License as submitted by Kerri Ward and Andre Tougas of Tougas Family Farm for an event to be held on the grounds of the farm at 234 Ball Street on May 11, 2019 between 10am – 4pm with a rain date of May 12, 2019 between 10am – 4pm; 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 those who are 21 years or older will be given wrist bands.
3. Proper signage and barriers notifying guests that alcohol must be contained in the farmers market and music and picnic area only. No alcohol is allowed in the playground, barnyard farm store, in the orchard or on wagon rides.
4. A permit from the Fire Department is required for any use of LP gas appliances.
5. A permit from the Building Department is required in the event that a tent will be needed.

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

**7:08 p.m. - SULTAN SALAHUDDIN – SAMMY’S RESTAURANT**

To consider an application as submitted by Sultan Salahuddin of Sammy’s Restaurant for a Common Victualler License for premises located at 14 East Main Street.

Mr. Salahuddin was present to request a Common Victualler license for Sammy’s Restaurant located at 14 East Main Street. The new restaurant will serve ice cream, seafood and other related items. The license is needed for the outside picnic tables only. There is no seating inside the building.

Mr. Salahuddin has received satisfactory inspections by the Building, Fire and Health Departments and the restaurant has been open to the public since January 2019.

Selectman Kaelin moved the Board vote to approve the application for a common victualler license as submitted by Sultan Salahuddin of Sammy’s Restaurant located at 14 East Main Street for the outside picnic tables only; Selectman Rutan seconded the motion; all members voted in favor.

**7:10 p.m. - KATHY JOUBERT, TOWN PLANNER**

Approval/Execution of Conservation Restriction for a Parcel known as Hayes G – off of Bartlett Street.

Town Planner Kathy Joubert explained to the Board that the Massachusetts Division of Fisheries & Wildlife (DFW), under the Massachusetts Endangered Species Act (MESA), issued a Conservation and Management Permit (CMP) allowing the construction of a 167,400 square foot warehouse building to be located at 150 Hayes Memorial Drive, Marlborough. The majority of the parcel is located in Northborough but access to the

**APPROVAL/EXECUTION OF CONSERVATION RESTRICTION CONT. . .**

parcel is through the City of Marlborough. The CMP was issued due to the disturbance of priority habitat area for the State-listed Blue-Spotted Salamander. This will permanently protect 9.64 acres of land through the establishment of a Conservation Restriction that would restrict any future alteration of the land.

Selectman Kaelin moved the Board vote to approve and execute the Conservation Restriction for a parcel of land known as 0 Bartlett Street (Map 51, Parcel 3) as submitted by Town Planner Kathy Joubert and reviewed by Town Counsel; Selectman Perreault seconded the motion; all members voted in favor.

**7:15 p.m. - SRAVYA TANIKELLA & JEANNE CAHILL**

Presentation on Plastic Bag and Polystyrene Reduction Warrant Articles.

Jeanne Cahill explained that the plastic bag ban was first initiated by Sravya Tanikella in 2018. Since then a group of volunteers has been working with Ms. Tanikella, Town staff and the Recycling Committee to develop two warrant articles for the reduction of plastic bags and polystyrene, which will be presented at the 2019 Annual Town Meeting. The proposed changes would add bylaws to the Northborough Solid Waste and Recycling Regulations, which are similar to bylaws that have been implemented in surrounding towns.

Ms. Cahill indicated that the purpose of the Plastic Bag Reduction Bylaw is to protect the Town's natural beauty and its water and natural resources by eliminating single use plastic checkout bags that are distributed in Town and to promote the use of reusable bags. Retail establishments would be required to distribute either a recyclable paper bag, a compostable plastic bag, or a reusable checkout bag.

Ms. Cahill indicated that the purpose of the Polystyrene Reduction Bylaw is to eliminate the distribution of expanded polystyrene containers by all food establishments in Town. Styrofoam is the brand name for polystyrene and is a synthetic plastic that biodegrades so slowly it is considered to be non-biodegradable and is not part of the Town's regular recycling program.

Ms. Cahill added that the group has reached out to business owners who would be affected by these proposed changes. If approved at Town Meeting, the bylaws would be effective January 1, 2020.

Following the presentation, which included a short slideshow, members of the Board offered their appreciation and support to Ms. Tanikella and those who have helped her get to this point.

Under reports, Selectman Perreault recognized Sravya Tanikella in the audience. Ms. Tanikella apologized for not making the presentation this evening, as she had difficulty finding the meeting room. She thanked the Board for the opportunity to present these warrant articles at Town Meeting.

## REPORTS

### Julianne Hirsch

- Noted that the White Cliffs Committee met on April 2nd. Encouraged residents to visit the White Cliffs Committee webpage. It has been updated and includes up-to-date information.
- Requested that the date of the Annual Town Meeting be advertised on the Lions Club sign and on the roadside signs throughout Town.
- Requested that the change in polling places to the Melican Middle School effective with this year's Annual Town Election be advertised as well.

### Timothy Kaelin

- Attended a recent meeting of the Council on Aging. Encouraged residents to visit the Senior Center and to participate in the many programs and services that are offered.
- Noted that he and Selectman Perreault conducted subcommittee interviews for the Zoning Board of Appeals as part of the annual reappointment process. Their recommendation will be discussed in further detail later in the meeting under New Business - Reappointments to Boards, Committees and Commissions.

### Leslie Rutan, Clerk

- Thanked the Police Chief and Fire Chief for their monthly reports.
- Attended a recent meeting of the Northborough School Committee.
- Mentioned many of the programs and events that were highlighted in the Algonquin High School Principal Report for the month of March.
- Participated as a judge at the Northborough Education Foundation Team Trivia Night.
- Attended the April 4<sup>th</sup> Joint meeting with the Board of Selectmen, Fire Station Building Committee, Appropriations Committee and the Financial Planning Committee regarding the Fire Station Building project. Encouraged residents to watch the replay of this informative meeting.

### Jason Perreault, Vice Chair

- Participated as a team member at the Northborough Education Foundation Team Trivia Night. Congratulated the winning team "Let's Look it Up".
- Attended the April 4<sup>th</sup> Joint meeting with the Board of Selectmen, Fire Station Building Committee, Appropriations Committee and the Financial Planning Committee regarding the Fire Station Building project.
- Encouraged residents to participate in the third and latest survey by the Master Plan Steering Committee. A link to the survey can be found on the Master Plan Steering Committee webpage or by visiting Northboromp.com. This survey is the lengthiest and most important part of the process as it relates to the implementation of the recommended goals.
- Recognized Sravya Tanikella in the audience. Ms. Tanikella thanked the Board for the opportunity to present the plastic bag and polystyrene reduction warrant articles at Town Meeting.

Dawn Rand, Chair

- Encouraged residents to get involved and educate themselves on the Fire Station Building project. A favorable vote at Town Meeting, as well at the Annual Town Election is needed in order for this project to move forward.

John Coderre

- No report.

**PUBLIC COMMENTS**

Rebecca Foley of the Community Affairs Committee announced that the Louise Houle Annual Town Clean-Up is scheduled on Saturday, April 27th. Residents can pick up gloves, bags and street assignments from 7:45am to 10:00am at the Ellsworth-McAfee Park pavilion. Residents are encouraged to bring donations for the Northborough Food Pantry. The new logo will be unveiled on a reusable shopping bag to be given to the first 100 people to arrive. Clean up can be done anytime over the weekend, but must be completed by Sunday evening.

William Donovan of 3B Pond View Way read a letter in its entirety addressed to the Board of Selectmen and written by Philippe Moufflet, President of the Pond View Way Condominium Trust. The purpose of the letter is to make the Board members aware of a proposed plan submitted by Berlin Realty Trust to the Conservation Commission for construction of a new daycare center at 5 Bearfoot Road. The concerns of the residents of Pond View Way is that the lot is not suited for the proposed use. Because this is a matter appropriately before the Conservation Commission, Chairman Rand simply thanked Mr. Donovan for sharing.

**PRESENTATION ON FY2020 CAPITAL BUDGET**

Mr. Coderre made a presentation to the Board on the proposed FY2020 Capital Budget. The presentation included an overview of the following recommended Capital Budget Projects included in the Town Meeting Warrant:

Ambulance 1 Replacement	\$ 315,000
Three Police Cruiser Replacements	145,000
One-Ton Pickup Truck with Plow	90,000
20-Ton Dump Truck with Spreader & Plow	271,000
Roadway Improvements & Maintenance	300,000
Water/Sewer Garage Design	75,000
Assabet Water Storage Tank Rehab Design	70,000
K-8 Schools Communications and Security Enhancements	185,000
Fire Station Design, OPM and Land Expenses	<u>3,500,000</u>
<b>TOTAL FY2020 CAPITAL BUDGET</b>	<b>\$4,951,000</b>

**FY2020 CAPITAL BUDGET FUNDING SOURCES**

Free Cash	\$ 861,167
New Bonds	2,116,548
Repurposed Bonds (from Lincoln Street School project)	1,383,452
Other Funds	129,833
EMS Revolving Fund Bonds	315,000
Water Sewer Enterprise Fund Free Cash	70,000
Sewer Enterprise Fund Free Cash	<u>75,000</u>
<b>TOTAL</b>	<b>\$4,951,000</b>

In summary, the total FY2020 Capital Budget is \$4,951,000. Since FY2012, the Town has invested \$16.56 million in pay-as-you-go capital with no additional General Fund tax impact. Specifically, \$11.35 million was paid from Free Cash and the remaining \$5.21 million from other funding sources, exclusive of any grant funding.

Mr. Coderre added that the Financial Planning Committee and the Appropriations Committee unanimously recommend approval of the FY2020 Capital Budget. Lastly, Mr. Coderre spoke to the benefits of the Town continuing to invest in capital equipment, infrastructure and facilities.

Following Mr. Coderre's presentation, several questions and comments of a positive nature were heard from members of the Board.

**INTERVIEW SUBCOMMITTEE – RECOMMENDATION FOR APPOINTMENTS TO THE HOUSING AUTHORITY**

Chairman Rand noted that she and Selectman Rutan interviewed two candidates for the Housing Authority on March 25, 2019. Minutes of the public meeting were distributed to members of the Board.

Selectman Rutan moved the Board vote to appoint Rae Carlsen to the Housing Authority for a four-year term to expire on April 30, 2023 as recommended by the Interview Subcommittee; Selectman Perreault seconded the motion; all members voted in favor.

Selectman Rutan moved the Board vote to appoint Andrew Dowd to the Housing Authority for a one-year term to expire on April 30, 2020 as recommended by the Interview Subcommittee; Selectman Perreault seconded the motion; all members voted in favor.

**REAPPOINTMENTS TO BOARDS, COMMITTEES AND COMMISSIONS**

Selectman Perreault noted that during the time period when interested residents were invited to apply for Boards and Committees as part of the reappointment process, two applications were received for the Zoning Board of Appeals (ZBA). Interviews were conducted with the incumbent Dick Rand and applicants Jonathan Rea and Peter Basius on April 2, 2019 by Selectmen Perreault and Kaelin, along with ZBA chair Brad Blanchette. Selectmen Perreault and Kaelin conducted the interviews in place of Selectmen Rand and Rutan, as both Ms. Rand and Ms. Rutan have personal associations with current members of the ZBA. Minutes of the public meeting were distributed to members of the Board.

**REAPPOINTMENTS TO BOARDS, COMMITTEES AND COMMISSIONS CONT.**

Selectman Perreault reported to the Board that both Mr. Rea and Mr. Basius are very capable and concerned residents who are looking to give back to their community, with high potential to be effective contributors. Both are encouraged to develop their understanding of zoning and the ZBA and keep their applications active on file in the Selectmen's Office in the event that an opportunity to serve as a ZBA alternate arises. It was also suggested that Mr. Rea and Mr. Basius consider current vacancies on other boards or committees that align with their interest and allow an opportunity to make an immediate contribution to the Town. With that being said, the consensus was that Mr. Rand's service, knowledge, experience, and reliability make him the most qualified candidate, and that his reappointment to the Zoning Board of Appeals as a regular member is in the best interest of the Town. At their April 2, 2019 meeting, the Interview Subcommittee recommended that the Board reappoint Richard Rand to the ZBA for a three-year term to expire on April 30, 2022 considering his merit, qualifications and suitability in serving on the ZBA.

There was no discussion regarding any other Board or Committee members who are being considered for reappointment.

Selectman Perreault moved the Board vote to reappoint those individuals who appear on the "2019 Reappointment List" to the corresponding Boards, Committees and Commissions; Selectman Hirsh seconded the motion; all members voted in favor.

**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**

Selectman Perreault moved the Board vote to recommend approval of Article 4 (Town Budget) at Town Meeting; Selectman Kaelin seconded the motion; all members voted in favor.

Selectman Perreault moved the Board vote to recommend approval of Article 5 (Water, Sewer and Solid Waste Enterprise Funds) at Town Meeting; Selectman Kaelin seconded the motion; all members voted in favor.

Selectman Perreault moved the Board vote to recommend approval of Article 6 (Northborough K-8 Schools Budget) at Town Meeting; Selectman Kaelin seconded the motion; all members voted in favor.

Selectman Rutan moved the Board vote to recommend approval of Article 20 (Fire Station Design and Land Acquisition) at Town Meeting; Selectman Kaelin seconded the motion; all members voted in favor.

By agreement, the Board did not feel it necessary to recommend approval of Article 34 (Acceptance of MGL, Chapter 138, Section 33B – to allow for a 10:00 am Sunday serving time for Section 12 Licenses) at Town Meeting.

**VOTES ON TOWN MEETING WARRANT ARTICLE RECOMMENDATIONS**

Mr. Coderre asked the Board to consider recommending approval of Article 7 (Northborough-Southborough Regional School District Budget) in recognition and appreciation to School Superintendent Christine Johnson and the Regional School Committee for their willingness to always work collaboratively with the general government side of the budget in order to present at Town Meeting an overall financing plan that residents can support as a whole. He added that the Appropriations Committee voted unanimously to recommend approval of this article.

Selectman Perreault moved the Board vote to recommend approval of Article 7 (Northborough-Southborough Regional School District Budget) at Town Meeting; Selectman Rutan seconded the motion; all members voted in favor.

**SET MEETING SCHEDULE FOR MAY – AUGUST**

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

May 20  
June 17  
July 15  
August 19

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

**OTHER BUSINESS**

None.

**ADJOURNMENT**

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

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

Documents used during meeting:

1. April 8, 2019 Meeting Agenda
2. March 25, 2019 Meeting Minutes
3. Information packet – Pole Petition
4. Information packet – One-Day Special License
5. Information packet – Common Victualler License
6. Information packet – Conservation Restriction
7. Information packet – Plastic bag and Polystyrene Reduction Warrant Articles
8. Information packet – FY2020 Capital Budget
9. Information packet – Recommendation for appointments to Housing Authority
10. Information packet – Reappointments to Board, Committees and Commissions
11. Information packet – Assignment of Town Meeting Warrant Articles
12. Town Meeting Warrant
13. Memorandum – May through August Meeting Schedule