

**BOARD OF SELECTMEN
MEETING MINUTES – May 20, 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 – APRIL 22, 2019 SPECIAL MEETING

Selectman Rutan moved the Board vote to approve the meeting minutes of the April 22, 2019 special meeting as submitted; Selectman Kaelin seconded the motion; all members voted in favor.

7:00 p.m. - ELECTION OF OFFICERS

Chairman

Nominations for Chairman were called by Town Clerk Andrew Dowd.

Selectman Rand moved the Board vote to nominate Selectman Perreault to the position of Chairman; Selectman Rutan seconded the motion. No other nominations were presented. Mr. Dowd closed the nominations for Chairman. The motion to nominate Selectman Perreault to the position of Chairman passed unanimously.

Vice Chairman

Nominations for Vice Chairman were called by Town Clerk Andrew Dowd.

Selectman Perreault moved the Board vote to nominate Selectman Rand to the position of Vice Chairman; Selectman Rutan seconded the motion. No other nominations were presented. Mr. Dowd closed the nominations for Vice Chairman. The motion to nominate Selectman Rand to the position of Vice Chairman passed unanimously.

Clerk

Nominations for Clerk were called by Town Clerk Andrew Dowd.

Selectman Rutan moved the Board vote to nominate Selectman Kaelin to the position of Clerk; Selectman Rand seconded the motion. No other nominations were presented. Mr. Dowd closed the nominations for Clerk. The motion to nominate Selectman Kaelin to the position of Clerk passed unanimously.

7:00 p.m. - PUBLIC HEARING

To consider a request from Juniper Hill Golf Course, Inc. to change the category of its Chapter 138, Section 12 License from the existing Wine, Malt, Cordials & Liqueurs License to an All Alcoholic Beverages License for premises located at 169 Brigham Street.

Chairman Perreault indicated that the applicant has withdrawn the application to change the category of its existing Wine, Malt, Cordials & Liqueurs License to an All Alcoholic Beverages License for premises located at 169 Brigham Street. As a result, the Board passed over this agenda item.

7:00 p.m. - JUNIPER HILL GOLF COURSE, INC.

To consider a request from Juniper Hill Golf Course, Inc. to sell alcoholic beverages beginning at 10 am on Sundays pursuant to Chapter 138, Section 33B for premises located at 169 and 202 Brigham Street.

At the April 23, 2019 Annual Town Meeting, the Town voted to accept the provisions of MGL Chapter 138, Section 33B, allowing the sale of alcoholic beverages for on premises consumption beginning at 10am on Sundays.

As a result, Dudley Darling of Juniper Hill Golf Course, Inc. was present to request approval to sell alcoholic beverages beginning at 10am on Sundays. He indicated that allowing alcohol service at 10am on Sundays would provide an opportunity for golfers who finish their round before Noon to have a drink. It would also allow guests at a bridal or baby shower to have a mimosa or champagne.

Selectman Rutan moved the Board vote to approve the request from Juniper Hill Golf Course, Inc. to sell alcoholic beverages beginning at 10am on Sundays pursuant to Massachusetts General Law, Chapter 138, Section 33B for premises located at 202 and 169 Brigham Street; Selectman Kaelin seconded the motion; all members voted in favor.

7:05 p.m. - PUBLIC HEARING

To consider a petition as submitted by TC Systems, Inc. for proposed underground facilities from utility pole #103 on Whitney Street to 11 Forbes Road.

Christopher Murray was present to request permission to install new conduits in Whitney Street beginning at pole #103 to 11 Forbes Road in order to provide service to their customer at 11 Forbes Road. The Town Engineer reviewed the plan and recommends approval with the condition that a police detail be present during construction.

Selectman Hirsh moved the Board vote to approve the petition for project #2018-58971 as submitted by TC Systems, Inc. for proposed underground facilities from utility pole #103 on Whitney Street to 11 Forbes Road with the condition that a police detail be present during construction; Selectman Rutan seconded the motion; all members voted in favor.

7:10 p.m. - ALISON LANE, RECREATION DIRECTOR WITH SHAILYN RYAN AND KIERA SILVIA

In recognition of Shailyn's life-saving act of performing the Heimlich Maneuver on Kiera while at school lunch.

Recreation Director Allison Lane was present along with Shailyn Ryan and Kiera Silvia. Family members of Shailyn and Kiera were also present in the audience.

Ms. Lane reported that on April 30, 2019, Shailyn took part in a program offered by the Northborough Recreation Department called Home Alone Safety, a class offered through UMass Memorial. The very next day, Kiera started choking during school lunch and Shailyn performed the Heimlich Maneuver and saved her life. Ms. Lane presented Shailyn a Heart Saver Hero Award from the American Heart Association.

The Board thanked both girls for unknowingly raising awareness to the importance of safety education. Selectman Rutan presented a Certificate of Appreciation to Shailyn on behalf of the Board of Selectmen.

7:15 p.m. - ALISON LANE, RECREATION DIRECTOR

Acceptance of funds donated by Steven and Arlene Marshall for the acquisition and installation of permanent outdoor musical instruments at Ellsworth McAfee Park in memory of their son Steven.

Recreation Director Allison Lane introduced Steven and Arlene Marshall who were seated in the audience and thanked them for their generous donation of permanent outdoor musical instruments that will be placed by the playground at Ellsworth McAfee park, in memory of their son Steven Marshall who passed away in 2015. Steven grew up and attended school in Northborough. He also played soccer at Ellsworth McAfee park. The Department of Public Works will install the instruments once they are delivered this Spring. A dedication ceremony with a plaque will follow.

Members of the Board expressed their sincere appreciation to the Marshall family for their generous donation.

Selectman Kaelin moved the Board vote to accept funds donated by the Marshall family for the acquisition and installation of outdoor musical instruments at Ellsworth McAfee Park pursuant to Massachusetts General Law, Chapter 44, Section 53A, and to further allow expenditure of such funds to be made by the Department of Public Works; Selectman Rutan seconded the motion; all members voted in favor.

7:20 p.m. - CHET'S DINER, INC.

To consider a request from Chet's Diner, Inc. to sell alcoholic beverages beginning at 10 am on Sundays pursuant to Chapter 138, Section 33B for premises located at 191 Main Street.

Jessica Fidrych of Chet's Diner, Inc. was present to request approval to sell alcoholic beverages beginning at 10am on Sundays. She indicated that she offers Sunday brunches for showers, bar mitzvahs, retirement parties, birthdays, etc. that typically start prior to noon.

Selectman Rand moved the Board vote to approve the request from Chet's Diner, Inc. to sell alcoholic beverages beginning at 10am on Sundays pursuant to Massachusetts General Law, Chapter 138, Section 33B for premises located at 191 Main Street; Selectman Rutan seconded the motion; all members voted in favor.

REPORTSJulianne Hirsch

- Thanked all that were involved with coordinating and participating in both the Annual Town Meeting and Town Election.
- Thanked the Community Affairs Committee and the volunteers who coordinated and participated in the Annual Town Clean-up.
- Thanked the Town Engineer, the Recycling Committee and the DPW Department for coordinating and participating in the Take It or Leave It Day.
- Thanked all those who ran for an elected seat at this year's Town Election. Congratulated Selectman Rutan on her re-election.
- Inquired about expanding meeting coverage by Local Access. Mr. Coderre noted that traditional cable revenues are in decline and the changing regulatory structure is uncertain with regard to local access funding. Chairman Perreault and Mr. Coderre added that the Town is currently in contract negotiations with Verizon and Charter. Any expansion of services should wait until the contracts are settled with a clear indication of the anticipated revenue sources.

Leslie Rutan

- Thanked Selectman Rand for serving as Chair for the past year.
- Thanked everyone who voted and all those who helped coordinate and participate in the Town Election. Noted that she has heard only good things about the polling location being moved to the Melican Middle School.
- Thanked the Police and Fire Chiefs for their monthly reports.
- Thanked all that attended the Annual Town Meeting.
- Thanked the Community Affairs Committee and all those who participated in the Annual Town Clean-up.

Tim Kaelin, Clerk

- Thanked Selectman Rand for serving as Chair for the past year and for her continued efforts while serving on the Fire Station Building Committee.
- Thanked everyone who participated in both the Annual Town Meeting and Town Election.
- Thanked everyone who was involved in planning and organizing the smooth transitional move of the polling place to the Melican Middle School.
- Thanked the Police and Fire Chiefs for their monthly reports.
- Thanked the members of the Police and Fire Departments who handled a recent tragic incident with the utmost professionalism. Extended his condolences to the family involved in this heartbreaking situation.
- Noted that the new signs for Davis Street should be installed by mid-June.

Dawn Rand, Vice Chair

- Thanked all that were involved with coordinating and participating in both the Annual Town Meeting and Town Election.
- Congratulated Selectman Rutan on her re-election.
- Noted that she was happy to witness Officer Phil Martin performing some community outreach to young children.
- Reminded all that the Memorial Day Parade will begin at 12Noon on Monday, May 27th.

Jason Perreault, Chair

- Thanked all that were involved with coordinating and participating in both the Annual Town Meeting and Town Election.
- Congratulated Selectman Rutan on her re-election and those who chose to run whether they were elected or not.
- Thanked the American Legion and the group of citizens who coordinated candidate's night.
- Thanked Selectman Rand, Chief Parenti and members of the Fire Station Building Committee for their efforts in getting the Fire Station project to this point. Thanked everyone for their support of a new Fire Station at both the Town Meeting and Town Election.
- Volunteered overnight at the annual Algonquin Junior Prom post party at the New England Sports Center. Thanked Sue Distler who has served as the primary organizer for years.
- Noted that the Memorial Day Parade starts at 12Noon on Monday, May 27th.
- Attended the Go the Distance Awards night sponsored by the Northborough/Southborough Parent Advisory Committee for Special Education. The Awards night acknowledges the efforts of all those who work at the schools, as well as the community members for their care and commitment to those with special needs.
- Noted that the Massachusetts Municipal Association in conjunction with Suffolk University has offered their first Municipal Finance Management class. Noted that Mr. Coderre is one of the instructors.
- Noted that the Northborough Garden Club Plant Sale will be held on June 1st.

John Coderre

- Announced the resignation of Planning Board Chair Theresa Capobianco. Pursuant to the Town Charter, the vacancy shall be filled by a majority vote of the remaining members of the Planning Board and Board of Selectmen. The vacancy will be advertised in the local newspapers, on the website and on cable. Interested residents will be directed to submit letters of interest and the standard Town application to the Selectmen's Office. Interviews will be conducted in a joint meeting of the Planning Board and Board of Selectmen. The appointment term will be until the next regular Town election.

PUBLIC COMMENTS

Kerri Martinek spoke about the contamination to the brook near SA Farms and asked how she can continue to receive updates. Mr. Coderre responded that this on-going matter is under the jurisdiction of Mass DEP and noted that the report that she is referring to is available to the public. He suggested that interested residents contact Mass DEP directly.

PERFORMANCE EVALUATION OF TOWN ADMINISTRATOR

Chairman Perreault turned the discussion over to Selectmen Rand as she was Chairman when the evaluation was conducted. Selectman Rand reported that the Board of Selectmen has completed the evaluation of the performance of Town Administrator John Coderre for the past year. He received an overall rating of 5 out of a possible 5, with a rating of 4 being "Exceeds Job Standards" and a rating of 5 being "Outstanding". It was indicated that one Board member did not provide an overall rating.

The Board evaluated the Town Administrator in five main categories, including Financial Management, Personnel Management, Board Support/Relations, Personal Characteristics and Communication. Mr. Coderre received an overall rating of 4.7 in Financial Management and an overall rating of 4.7 in Personnel Management. The overall ratings for Board Support, Personal Characteristics and Communications were 4.6, 4.6 and 4.8 respectively.

Mr. Coderre thanked the Board for their support, as well as the department heads and staff.

RENEWAL OF AUDIT CONTRACT

Mr. Coderre informed the Board that the contract for Audit Services with Bill Fraher, CPA requires renewal. The proposal provides continuation of Audit Services for Fiscal Years 2019 – 2021 at a reasonable annual fee increase of 3%.

Selectman Coderre moved the Board vote to renew the contract for Audit Services with Bill Fraher, CPA for Fiscal Years 2019 – 2021 and to authorize the Town Administrator to execute the contract on behalf of the Board; Selectman Rutan seconded the motion; all members voted in favor.

EXECUTION OF CEMETERY DEEDS 1073, 1074, 1075, 1076 & 1077

Selectman Hirsh moved the Board vote to execute Cemetery Deeds 1073, 1074, 1075, 1076 & 1077; Selectman Kaelin seconded the motion; all members voted in favor.

OTHER BUSINESS

None.

8:00 p.m. - EXECUTIVE SESSION

Selectman Rutan moved the Board vote to enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21, Subsection 3 (Collective Bargaining: Approval of MOA with Dispatcher's Union; Patrol Officer arbitration and contract negotiations; and Litigation: SA Farms Update) due to the Chair's determination that a discussion regarding these matters in an open meeting may have a detrimental effect on the position of the Board; Selectman Rand seconded the motion; the roll call was as follows:

Hirsh	“aye”	Rand	“aye”
Rutan	“aye”	Perreault	“aye”
Kaelin	“aye”		

Chairman Perreault announced that the Board would return from Executive Session only to adjourn.

9:35 p.m. – RETURN TO OPEN MEETING**ADJOURNMENT**

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

Meeting adjourned at 9:35 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. May 20, 2019 Meeting Agenda
2. April 22, 2019 Meeting Minutes
3. Public Hearing – Request to withdraw application
4. Information packet – Request for Change in Sunday Serving Hours
5. Information packet – Petition for Underground Utilities
6. Information packet – Shailyn Ryan Certificate of Appreciation
7. Information packet – Acceptance of gifted funds
8. Information packet – Request for Change in Sunday Serving Hours
9. Information packet – Town Administrator Performance Evaluation
10. Information packet – Renewal of Audit Contract
11. Cemetery Deeds