

**BOARD OF SELECTMEN  
MEETING MINUTES – January 13, 2020**

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 – DECEMBER 12, 2019 SPECIAL JOINT MEETING**

Selectman Rand moved the Board vote to approve the meeting minutes of the December 12, 2019 special joint meeting as submitted; Selectman Rutan seconded the motion; all members voted in favor.

**APPROVAL OF MINUTES – DECEMBER 16, 2019 REGULAR MEETING**

Selectman Rand moved the Board vote to approve the meeting minutes of the December 16, 2019 regular meeting as submitted; Selectman Kaelin seconded the motion; all members voted in favor.

**7:00 p.m. - WILLIAM LYVER, POLICE CHIEF**

Appointment of Connor Henry as Police Officer.

Chief Lyver introduced Connor Henry as the newest member of the Police Department. Mr. Henry is a Northborough native and Algonquin graduate. He graduated from Assumption College in May 2018 with a Bachelor of Arts in Criminology. During his senior year at Assumption College, he interned with the Northborough Police Department from September 2017 to May 2018 and was a great help in working on the department's accreditation program.

Members of the Board welcomed Mr. Henry to the Northborough Police Department.

Selectman Rutan moved the Board vote to appoint Connor Henry to the position of Police Officer effective March 1, 2020; Selectman Rand seconded the motion; all members voted in favor.

Mr. Henry was officially sworn in as a Police Officer by Town Clerk Andrew Dowd surrounded by his family and members of the Northborough Police Department.

**7:10 p.m. - FRED LITCHFIELD, TOWN ENGINEER**

Approval of Stop Signs along Davis Street.

DPW Director Scott Charpentier and Town Engineer Fred Litchfield were present to seek the Board's approval for the placement of three new stop signs along Davis Street. In response to concerns raised by a resident regarding traffic safety, Town staff is recommending that stop signs be installed at both intersections of Indian Meadow Drive at Davis Street and another at the intersection of Lanthorn Road at Davis Street. The

Approval of Stop Signs along Davis Street Cont. . .

need for stop signs at these locations is due to a lack of adequate sight distance and the inability to see conflicting traffic on the approach in order to allow drivers to stop or yield in compliance with the normal right-of-way rule.

The Public Works Department will provide variable message board trailers approximately 300 feet prior to the location of each new stop sign to warn drivers of the change. The warning signs will remain in place for approximately three weeks.

Selectman Kaelin moved the Board vote to approve stop sign locations as recommended by the Town Engineer at the following locations pursuant to Northborough Code, Chapter 9-88-010:

- At both intersections of Indian Meadow Drive at Davis Street
- At the intersection of Lanthorn Road at Davis Street

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

**REPORTS**Julianne Hirsh

- Noted that the White Cliffs Committee met on January 8<sup>th</sup>. The Committee has begun discussing possible re-uses of the building. Next meeting will be on February 5<sup>th</sup> at 3pm.
- Noted that she attended a Central Mass Regional Planning Committee (CMRPC) meeting on January 9<sup>th</sup> where the 2020 Federal Census was discussed.
- Reminded residents to return their Town Census to the Town Clerk's Office and reminded those residents with dogs to renew their dog licenses.
- Noted that the Annual Town Meeting will be held on April 27, 2020. Following a brief discussion on the various ways to advertise the date of the Annual Town Meeting, it was suggested that Town staff give the Board a cost estimate to print notification of the Annual Town Meeting on the outside of the tax bill envelope.

Leslie Rutan

- Thanked the Police Chief and Fire Chief for their monthly reports.
- Reminded residents that the plastic bag ban was put into effect on January 1, 2020.
- Noted the recent retirement of Senior Center Director Kelly Burke and wished her the best.

Tim Kaelin, Clerk

- Noted that the Senior Center and Council on Aging have been working on a Strategic branding and messaging project that will help people under the age of 60 realize the value that the Senior Center has to the community, for themselves and for family members.
- Thanked the Police and Fire Chief for their monthly reports. In response to his question, Chief Lyver noted the success of the annual Goods for Guns buy-back program.

Tim Kaelin, Clerk Cont. . .

- Expressed his frustration with the lack of respect by dog owners at the Town's parks. He recently visited the Ellsworth MacAfee park and was astounded by how many people do not pick up after their dogs and let them run around without being properly leashed. Questioned if at a future meeting, the Board can discuss options regarding the need for a designated space in Town where dogs can be off-leash.
- Urged drivers to be mindful of the crosswalks throughout town.

Dawn Rand, Vice Chair

- Attended the farewell gathering for Senior Center Kelly Director Kelly Burke. Wished her the best.

Jason Perreault, Chair

- Thanked Senior Center Director Kelly Burke for everything she has done for the Senior Center and the many programs it offers. Wished her the best.

John Coderre

- No report.

**PUBLIC COMMENTS**Charge of the Master Plan Steering Committee

As Chair and Vice Chair of the Master Plan Steering Committee, Fran Bakstran and Rick Leif were present to briefly review the Master Plan Steering Committee's process to date on the development of the updated Master Plan. Ms. Bakstran indicated that they are here this evening in response to indications that some members of the Planning Board are looking to make edits or changes to the final Master Plan that was presented at a public hearing on December 10, 2019. The Planning Board has not been willing to provide any information prior to this topic being discussed at their January 21<sup>st</sup> meeting, despite several requests by the Master Plan Steering Committee. Ms. Bakstran expressed her concern with lack of respect for the process as this is now the time to accept the Master Plan as presented by the Master Plan Steering Committee.

Mr. Leif stated that the Planning Board launched the effort of updating the Master Plan by requesting the creation of a Master Plan Steering Committee. The Board of Selectmen created the Committee and appointments were made by the Town Administrator. The confusion seems to be that the Planning Board thinks that the Master Plan Steering Committee is an advisory committee, when in fact that Committee's charge was to develop the Master Plan and present it to the Planning Board for adoption and to the Board of Selectmen for implementation. Mr. Leif also expressed his concern that the Planning Board will discuss the Master Plan at their January 21<sup>st</sup> meeting, but will not be taking any questions or comments from the public. He requested that if the Planning Board makes any modifications to the final Master Plan that was presented on December 10, 2019, that those modifications go back to the Master Plan Steering Committee for additional public comment and further consideration.

Ms. Bakstran and Mr. Leif ended the presentation by asking the Board of Selectmen for their support of the Master Plan and its process.

Charge of the Master Plan Steering Committee Cont. . .

Chairman Perreault advised Ms. Bakstran and Mr. Leif that because this topic is being brought to the attention of the Board of Selectmen under the Public Comment portion of the agenda, further discussion, deliberation or any action on the matter cannot take place this evening.

Planning Board member Amy Poretsky was in the audience and responded to the comments made by Ms. Bakstran and Mr. Leif. She indicated that she herself was not prepared to talk about the Master Plan at the December 12, 2019 Planning Board meeting. She added that it is her understanding that the Master Plan is under the purview of the Planning Board; and that once the Master Plan Steering Committee developed the Master Plan and presented it at the December 10, 2019 public hearing, the next step would be that the Planning Board would schedule a final review of the Master Plan that would include public comments from the December 10, 2019 public hearing and additional comments by members of the Planning Board.

Old Town Hall – 4 West Main Street

Ms. Poretsky asked if there has been any talk or plans to create a Committee to discuss possible uses of the Old Town Hall at 4 West Main Street when it comes back to the Town in two years? Chairman Perreault indicated that the Board has no substantive information to offer at this time, adding that the best time for these discussions to take place would be during the implementation phase of the Master Plan as it relates to the downtown revitalization. Mr. Coderre added that any information he has regarding the disposition of the Old Town Hall is not appropriate to share in this venue at this time.

Fire Station Building Project

Ms. Poretsky asked for an update on the purchase of the land for the proposed new fire station. Mr. Coderre responded that the Purchase & Sale Agreement is still being finalized.

**UPDATE REGARDING PROPOSED DOG PARK AT 0 HUDSON STREET**

Mr. Coderre provided a brief history and an update on recent communications between the Town and the Massachusetts Department of Conservation and Recreation (DCR) regarding the Town's previously approved participation in the DCR's Partnership Matching Funds program for a dog park at 0 Hudson Street.

In October, 2019, the Town received word from the DCR that they are not able to proceed with the dog park after determining that the DCR is not the state agency with care and control of the proposed dog park location. The Town followed up with a letter to the DCR attempting to clarify some confusion over who had control over the property and to request that they re-examine its decision to not proceed with the project.

Mr. Coderre noted that following receipt of the Town's letter, the DCR again determined that they do not have the legal authority to authorize, fund or build any structure at the proposed dog park location. Mr. Coderre added that although the letter clearly indicates

**UPDATE REGARDING PROPOSED DOG PARK AT 0 HUDSON STREET**

that DCR does not wish to proceed with the FY2020 Partnerships Matching Funds for the proposed dog park, he noted his disappointment that the letter did not provide any additional information, nor did it answer any of the questions in the Town's November 7, 2019 letter to the DCR.

Mr. Coderre indicated that those who have donated specifically to the dog park project, will be reimbursed, adding that the Town will continue to look at other possible locations in order to address the need for a dog park.

**EXECUTION OF CEMETERY DEED 1090**

Selectman Hirsh moved the Board vote to execute Cemetery Deed 1090; Selectman Rutan seconded the motion; all members voted in favor.

**OTHER BUSINESS**

None.

**8:00 p.m. - EXECUTIVE SESSION**

Selectman Rand moved the Board vote to enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21, Subsection 3 (Litigation – SA Farms) due to the Chair's determination that a discussion regarding this matter in an open meeting may have a detrimental effect on the position of the Board; Selectman Kaelin seconded the motion; the roll call was taken 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.

**8:35 p.m. – RETURN TO OPEN MEETING****ADJOURNMENT**

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

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

Documents used during meeting:

1. January 13, 2020 Meeting Agenda
2. December 12, 2019 Meeting Minutes
3. December 16, 2019 Meeting Minutes
4. Information packet – Appointment of Police Officer
5. Information packet – Stops Signs on Davis Street
6. Information packet – Proposed Dog Park
7. Cemetery Deed 1090