

BOARD OF SELECTMEN
MEETING MINUTES – June 8, 2020

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

Chairman Perreault stated that this Open Meeting of the Board of Selectmen was being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the COVID-19 Virus.

Chairman Perreault added that in order to mitigate the transmission of the COVID-19 Virus, the Town has been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspended the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

Chairman Perreault 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. Chairman Perreault noted that this meeting will allow for Public Comment. He indicated the various ways that the public may view or participate in this meeting as listed on the posted agenda. Public comment will be limited to 3 minutes per person.

Meeting Business Ground Rules

Chairman Perreault reminded all participants and attendees that this meeting is being recorded and others will be able to see you.

Chairman Perreault covered the ground rules for effective and clear conduct of the business. Each speaker on the agenda will be invited by name to provide comments, questions or motions. He asked that participants hold until their name is called.

Chairman Perreault asked members of the Board to mute their phone or computer when not speaking and to speak clearly and in a way that helps generate accurate meeting minutes. Those responding were asked to wait until the floor was yielded to them. Members were asked if they wish to respond to the comments of others, to do so through the Chair, taking care to identify themselves.

Chairman Perreault noted that the those who wish to speak under Public Comment will be admitted to the meeting as an Attendee and will be asked to provide their full name and address for the record.

Any votes taken this evening will be done by roll call to ensure that the records of the vote are clear and accurate to the members attending the meeting remotely.

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

Board of Selectmen

Jason Perreault, Chair
Dawn Rand, Vice Chair
Timothy Kaelin, Clerk
Leslie Rutan
Julianne Hirsh

Appropriations Committee

Richard Nieber
Anthony Poteete
George Brenckle
Janice Hight

Town Staff

John Coderre, Town Administrator
David Parenti, Fire Chief
William Lyver, Police Chief
Scott Charpentier, DPW Director
Jason Little, Finance Director

APPROVAL OF MINUTES – MAY 18, 2020 REGULAR MEETING

Selectman Rand moved the Board vote to approve the May 18, 2020 Meeting Minutes, Selectman Kaelin seconded the motion; the roll call vote was taken as follows:

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

7:00 p.m. - PUBLIC HEARING

To consider an application for a Change of Ownership as submitted by Wegmans Massachusetts, Inc. for their All Alcoholic Beverages Package Store License for premises located at 9102-9104 Shops Way.

Mariel Cabot from Attorney Devlin’s Office spoke to the application as submitted by Wegmans for a change in ownership interest for their All Alcohol Restaurant License located at 9102-9104 Shops Way.

Ms. Cabot explained that for estate planning reasons, the current stockholders of Wegmans Food Markets, Inc. the licensee’s parent, transferred their shares to the Wegmans Family Voting Stock Trust. In all other ways, nothing is changing with the location or operation of the license.

The application has been reviewed by Detective Sergeant Brian Griffin. There are no concerns to report.

Chairman Perreault closed the public hearing as there were no comments from the public.

PUBLIC HEARING CONT...

Selectman Rand moved the Board vote to approve the application for a change in ownership interest as submitted by Wegmans Massachusetts, Inc. for their All Alcoholic Package Store License for premises located at 9102-9104 Shops Way; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

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

**7:05 p.m. - JOINT PUBLIC HEARING WITH
APPROPRIATIONS COMMITTEE**

Approval of the revised FY2021 General Fund Budget, including Northborough K-8 Schools, Algonquin Regional High School and General Government Departments.

Mr. Coderre clarified that the Board is not being asked to approve the budget tonight. The purpose of this public hearing is to provide an opportunity for public comment. He outlined the process moving forward with the Appropriations Committee meeting on June 11th and the Selectmen’s meeting on June 15th.

Mr. Coderre briefly summarized the budget presentation that took place at the joint meeting of the Board of Selectmen, Financial Planning Committee, Appropriations Committee and the School Committee on June 4th.

Selectman Hirsh questioned the rationale to remove funding for the library that would allow them to keep expanded hours on Thursday night. Mr. Coderre responded that without the newly expanded hours on Thursday night, the library is still open 53 hours per week. He added that difficult decisions have had to be made and now is not the time to expand discretionary services when positions such as the Assistant DPW Director Facilities Manager and other part-time positions and services are being cut.

Chairman Perreault invited comments from the public.

Mitch Cohen of 12 Whitney Street asked what other departments are seeing reductions, in addition to the expanded Thursday night hours at the library? Mr. Coderre responded that furloughs will be seen in the Recreation Department and the Senior Center, as well as some layoffs of part-time staff.

Scott Rogers of 26 Tomahawk Drive asked if any public comments were received via email prior to tonight’s public hearing. Mr. Coderre responded that as of 4pm today, no public comments were received through email.

Chairman Perreault closed the public hearing as there were no other comments from the public. He reminded the public that all documents and a video relating to the June 4th Revised FY2021 Budget presentation can be found on the Town website.

Ms. Hight moved the Appropriations Committee vote to adjourn; Mr. Brenckle seconded the motion; the roll call vote was taken as follows:

Hight	“aye”	Brenckle	“aye”
Poteete	“aye”	Nieber	“aye”

7:30 p.m. - JASON LITTLE, FINANCE DIRECTOR

- Approval/Execution of Bonds and Bond Anticipation Notes.
- Approval/Execution of Advances in Lieu of Borrowing.

Finance Director Jason Little asked the Board to execute the required documents relating to \$2.430M in (re)issued Bond Anticipation Notes (BANs) as well as the \$2.12M “Advance in Lieu of Borrowing” for the Fire Station article approved at the 2019 Annual Town Meeting. For the BANs, the Town received four qualified bids and has awarded to the lowest bidder at a net interest cost of 0.8599%. He noted that the Board was provided with a copy of the bid results and a history of previous issues was included for reference. The BANs cover the following:

<u>Date</u>	<u>Article</u>	<u>Purpose</u>	<u>Amount</u>
4/25/2016	27	Sewer I&I	\$ 475,000.00
4/25/2016	42	White Cliffs Acquisition	\$ 1,294,000.00
4/24/2017	31	West Main St Pump Station	\$ 346,000.00
4/22/2019	20	Ambulance	\$ 315,000.00
Total			\$ 2,430,000.00

Mr. Little indicated that the Town can internally fund projects using “Advances in Lieu of Borrowing,” however the advances cannot cross fiscal years, therefore BANs will need to be issued prior to June 30, 2021 for the following:

<u>Date</u>	<u>Article</u>	<u>Purpose</u>	<u>Amount</u>
4/22/2019	20	Fire Station	\$ 2,116,548.00
Total			\$ 2,116,548.00

In response to a question from Selectman Hirsh, Mr. Little responded that the Advances in Lieu of Borrowing represents the balance of the full amount that was authorized to be borrowed for the Fire Station. Mr. Coderre further explained that a Purchase & Sale Agreement is awaiting execution, adding that this funding will also be used to retain the required Owner’s Project Manager and an architect.

Selectman Kaelin moved the Board vote to approve and execute Municipal Bond Anticipation Notes in the amount of \$2,430,000 as presented by Finance Director Jason Little; Selectman Rand seconded the motion; the roll call was taken as follows:

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

Approval/Execution of Advances in Lieu of Borrowing

Selectmen Kaelin moved the Board vote to approve and execute the Advances in Lieu of Borrowing effective July 1, 2020 in the amount of \$2,116,548 as presented by Finance Director Jason Little; Selectman Rand seconded the motion, the roll call was taken as follows:

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

REPORTS

Julianne Hirsh

- Praised student organizers and others for the peaceful demonstration on the Town Common on Saturday, June 6th. She suggested that getting involved in Town government is one way to facilitate change and to let the Selectmen know if there is anything they can do to help.

Leslie Rutan

- Shared her sentiments about the peaceful protest in Northborough and in other communities.
- Thanked everyone in the community who is doing their part during this pandemic, adding how proud she is of Northborough, its community organizations and its businesses.
- Now that the weather is nice and more people are out walking and cycling, she asked if the Police Department can provide additional enforcement at crosswalks. Chief Lyver responded that the Department just received a grant for enhanced enforcement of pedestrian safety in crosswalks and sidewalks.
- Wished the best of luck to Northborough businesses who can take advantage of some of the opportunities that the Phase 2 Reopening provides.
- Congratulated the Class of 2020 and wished them the best of luck. Thanked everyone for their efforts and hard work with planning and conducting the ceremonies.
- Asked the public to check out the Northborough Food Pantry's Facebook page to see specific items that are needed.

Tim Kaelin, Clerk

- Spoke about the Black Lives Movement. He applauded all those that took part in the protests on Town Common. He stated that we are beyond fortunate to live in Northborough but asked that residents take a larger perspective to consider our issues versus other communities much graver challenges. He provided the following guidelines to help residents answer the question “What can I do?” to help our community improve our diversity and inclusion.
 1. Listen - Simply listen to people who have a different background than you.
 2. Focus on your immediate circle of influence, your friends and family - Do not tolerate any sort of racism, sexism, agism or any other form of discrimination in your circle of influence. It is not acceptable.

3. Do more than protest, commit your time to help black or minority organizations. Reach out to the NAACP, the YMCA, a black church and get involved. Holding a sign raises awareness, committing your time leads to change.
- Requested that the Board include a vote on an official statement regarding its stance on racism. Asked that the statement include action items that the Board will pledge to take in order to implement change in making our Town more diverse.

Dawn Rand, Vice Chair

- No report.

Jason Perreault, Chair

- Noted his appreciation to Selectmen Hirsh and Kaelin for their reports on racism. Noted how appreciative he is for the peaceful demonstrations, adding that it is not enough to protest, as there is much more work to do.
- Noted that he would support an official statement from the Board to the community regarding its stance on racism. Asked Selectmen Kaelin if he would be willing to take the lead in preparing the statement for the Board. Selectman Kaelin said he would be honored to.
- Congratulated the graduating Class of 2020. Noted his appreciation of the resilience and hard work by the students, parents and teachers under the circumstances.

John Coderre

- No report.

PUBLIC COMMENTS

There were no public comments.

DISCUSSION REGARDING THE LOGISTICS OF THE JUNE 22, 2020 ANNUAL TOWN MEETING

Mr. Coderre indicated that Town staff has developed a plan to hold the June 22nd Town Meeting in the High School gymnasium, with the auditorium being used for overflow if needed.

Mr. Charpentier reported that Town and School Staff have met, communicated, and worked closely to arrive at a safe means for the Town to conduct the business of Town Meeting on June 22nd. The ARHS gymnasium will be used as the primary location for Town Meeting. The configuration would be similar to graduation with Boards, Commissions, and presenters located at the front exterior wall while the voting public will be seated in the bleachers and on the gymnasium floor. Seating would be laid out and labeled providing for 6-foot social distancing. The proposal uses approximately 12% of the maximum capacity of 2,850 by providing seating for 285 voters and 64 Board members, Commissions, staff, and others. While the auditorium's normal seating capacity is approximately 800, arrangements have been made for 89 safe social distance seats to be provided for voters. The total voter seating available for the 2020 Annual Town Meeting will be 374 which exceeds the average yearly turnout of 256.

Mr. Charpentier indicated that entry for Town Meeting would be from the back of the school adjacent to the two gymnasium doors. Variable message boards will be placed to inform drivers of where to find appropriate parking. Voters will queue in each hallway

which parallels the gymnasium and floor markings as well as signage provided to remind voters of safety protocols. There would be three check-in tables at the end of each hallway substantially increasing entrance efficiency. Floor and seat demarcations would be installed to aid voters in maintaining safe distancing and there would be aids present to assist with voters' needs.

Chairman Perreault asked how soon information can be provided to the public that will describe the safety measures and process for Town Meeting attendees. Mr. Charpentier responded that the site plan showing pedestrian and traffic paths will be available early next week.

During a lengthy discussion, Board members expressed their discomfort with conducting Town Meeting inside so soon.

Selectman Rutan expressed her discomfort with conducting Town Meeting inside so soon and feels that it is incumbent on the Town to find the safest way to hold Town Meeting that is ADA compliant and offers for proper social distancing.

Selectman Rand agreed and suggested that the Board consider reducing the number of articles in order to conduct Town meeting more quickly.

Selectman Kaelin agreed and questioned if remote participation for Town Meeting is an option? Mr. Coderre responded that this is not legally an option based on the fact that Northborough has an Open Town Meeting form of government.

Selectman Hirsh also agreed and asked if the Board would consider postponing Town Meeting to a date in July?

A discussion ensued about the possibility of reducing the number of warrant articles. Would some Boards or Committees consider postponing items that are not time sensitive? Could Budget, Capital and Community Preservation articles be bundled together? Can those articles that will draw a lot of discussion or debate, and are not time sensitive, be postponed to a Fall Town Meeting?

Chairman Perreault suggested that other Boards and Committees be asked to consider postponing or consolidating their warrant articles in order to minimize the amount of time and exposure. Mr. Coderre discussed options to eliminate PowerPoint presentations and make use of handouts, in addition to making materials available on the Town website.

Chairman Perreault indicated that he understands everyone's discomfort with the circumstances and he appreciates that everyone will need to make their own personal decision whether or not to participate in Town Meeting as proposed this evening.

Chairman Perreault indicated that the Board will meet next on June 15th. The DPW Director will present an alternate proposal that offers further social distancing. Other Boards and Committees will be asked to consider consent agendas or postponing articles that are not time sensitive to a Fall Town Meeting.

DISCUSSION AND APPROVAL OF PROCESS FOR OUTSIDE DINING APPLICATIONS

Mr. Coderre indicated that Town staff, in consultation with Town Counsel, drafted a Policy on Use of Temporary Outdoor Space for Food and Alcohol Service for the Board's consideration. This is in response to Governor Baker's COVID-19 Order No. 35 for Phase II Reopening on June 1, 2020 that allows restaurants the opportunity to expand their licensed premises to include temporary outdoor seating.

Under the proposed policy, applicants would work directly with the Town Administrator, Building, Fire and Health Departments. Approval will not be needed by the Board of Selectmen.

Mr. Coderre noted that under the Governor's Order, approval of applications for temporary outdoor seating will not require public hearings, abutter notification or ABCC Approval. It also temporarily relaxes any usual amendments to special permits and/or variances. He summarized the requirements that the applicant would need to adhere to in order to provide for public safety.

Mr. Coderre added that any temporary outdoor seating will be in effect until November 1st or the date that Governor's Order No. 35 is rescinded, whichever is sooner. He reviewed the application and inspection process, adding that Town staff has been directed to make these applications a priority in order to expedite the process in the spirit of helping these restaurants out.

Mr. Coderre stated that the alternative to the draft policy would be that the applicants would need to appear before the Board at a regularly scheduled meeting, which would likely result in weekly Board meetings.

In response to Selectman Rutan's concern regarding the use of laminated menus, Mr. Coderre confirmed that the use of paper menus is required. In answer to a question from Selectman Hirsh, Mr. Coderre noted that the only difference in the process for approving outdoor seating is that the final application will be approved by himself rather than the Board of Selectmen without the required hearing notice, abutter notification and ABCC approval. The application process as it moves through the Building, Fire, Police and Health Departments will remain the same.

Selectman Rutan moved the Board vote to approve the "Policy on Use of Outdoor Space for Food and Alcohol Service during COVID-19 Emergency" as presented by the Town Administrator and to further waive the \$150 application fee; Selectman Kaelin seconded the motion; the roll call was taken as follows:

Hirsh	"aye"	Rand	"aye"
Rutan	"aye"	Perreault	"aye"
Kaelin	"aye"		

**LETTER OF SUPPORT FOR THE TOWN'S FY2021 MUNICIPAL
VULNERABILITIES PREPAREDNESS (MVP) GRANT APPLICATION**

DPW Director Scott Charpentier reported that the Town is pursuing a Massachusetts Municipal Vulnerability Preparedness (MVP) Grant for FY2021. This grant will fund the development of a Drinking Water System Risk and Resilience Assessment (RRA) project, which will include an evaluation of the risk and resilience of pipes and conveyances, physical barriers, source water, intakes, redundancy, storage and distribution facilities. The project will also define strategies and resources to improve system resilience, plans and procedures for responding to threats that include natural hazards or malevolent acts, mechanisms to detect threats, and actions and equipment to mitigate threats if they occur.

Mr. Charpentier added that this assessment will also evaluate the feasibility of an interconnection with the City of Marlborough to increase redundancy and reliability of both the City of Marlborough and the Town of Northborough's drinking water systems. Also, the feasibility for an interconnection with the Town of Westborough will be evaluated to provide supplemental raw water to Westborough from Northborough's currently inactive Lyman Street groundwater well.

Mr. Charpentier stated that the approved report will be a basis for the Town's updated Emergency Response Plan, which will be completed the following year through a separate funding mechanism. The project cost is \$87,600 with \$14,400 coming from our local cash match through the operating budget, \$7,500 from staff in-kind services, and the remaining \$65,700 being grant funds.

Lastly, Mr. Charpentier asked that the Board of Selectmen provide a letter of support for this critical project.

Selectman Hirsh moved the Board vote to authorize the Chair to send a letter to the Executive Office of Energy and Environmental Affairs in support of the Town's FY2021 Municipal Vulnerabilities Preparedness Grant Application; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Hirsh	"aye"	Rand	"aye"
Rutan	"aye"	Perreault	"aye"
Kaelin	"aye"		

PROCLAMATION FOR THE GRADUATING CLASS OF 2020

Chairman Perreault indicated that Selectman Rand requested that the Board proclaim the Month of June 2020 as Northborough High School Seniors Month. Selectman Rand read the official proclamation in its entirety.

Chairman Perreault congratulated the Class of 2020 and extended his appreciation to everyone for their sacrifice and hard work.

Selectman Rand moved the Board vote to proclaim the month of June 2020, Northborough High School Seniors Month and ask that the community of Northborough honor and extend its appreciation to the High School graduating Class of 2020; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

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

NEXT MEETING DATE

Chairman Perreault indicated that the Board will next meet on June 15th and will continue the discussion regarding Town Meeting.

EXECUTION OF CEMETERY DEEDS 1098 & 1099

Selectman Rutan moved the Board vote to execute Cemetery Deeds 1098 & 1099; Selectman Rand seconded the motion; the roll call vote was taken as follows:

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

OTHER BUSINESS

None.

ADJOURNMENT

Selectman Rand moved the Board vote to adjourn; Selectman Rutan seconded the motion. The roll call vote was taken as follows:

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

Meeting adjourned at 9:25p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. June 8, 2020 Meeting Agenda
2. May 18, 2020 Meeting Minutes
3. Information packet - Wegmans
4. Memorandum – FY2021 Revised Budget
5. Information packet – Bond Anticipation Notes & Advances in Lieu of Borrowing
6. Information packet – Outdoor seating Policy
7. Memorandum – Letter of support MVP Grant Application
8. Proclamation for the graduating Class of 2020
9. Cemetery Deeds