

**BOARD OF SELECTMEN
MEETING MINUTES – June 13, 2022**

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

Chairman Cohen stated that this Open Meeting of the Board of Selectmen was being conducted remotely consistent with Governor Baker's Executive Order of June 16, 2021, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and that all members of the Board of Selectmen are allowed and encouraged to participate remotely.

Chairman Cohen 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 Cohen 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.

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

Board of Selectmen

Mitch Cohen
Julianne Hirsh
Kristen Wixted
Jason Perreault
T. Scott Rogers

Others

John Coderre, Town Administrator
Rebecca Meekins, Assistant Town Administrator
David Parenti, Fire Chief
William Lyver, Police Chief

Any votes taken this evening will be done by roll call.

APPROVAL OF MINUTES – APRIL 25, 2022 MEETING

Selectman Perreault moved the Board vote to approve the April 25, 2022 meeting minutes as submitted; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Perreault	"aye"	Hirsh	"aye"
Rogers	"aye"	Cohen	"abstain"
Wixted	"aye"		

APPROVAL OF MINUTES – MAY 23, 2022 MEETING

Selectman Perreault moved the Board vote to approve the May 23, 2022 meeting minutes as submitted; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Perreault	"aye"	Hirsh	"aye"
Rogers	"aye"	Cohen	"aye"
Wixted	"aye"		

PUBLIC COMMENT

Chairman Cohen invited comments from the public.

Lisa Maselli of 13 Maple Street asked if Requests for Proposals are reviewed by the Board of Selectmen before they are posted? She asked if the Board of Selectmen sees monthly reports from Department Heads? She requested a revisit of a department head reporting policy

established on July 18, 2016 relative to the Town Administrator's evaluation of the Police Chief and Fire Chief.

Chairman Cohen responded that answers will be provided to the above questions before the Board's next meeting.

7:00 p.m. - WILLIAM LYVER – POLICE CHIEF

Chief Lyver was present to request that the Board ratify the following appointments.

Appointment of Thomas McDonald as Police Sergeant

Chief Lyver indicated that last June three officers elected to participate in a promotional process that consisted of a written exam, an assessment center, and his review of each officer's past performance evaluations. An outside consulting firm specializing in police promotional testing and assessment centers was hired to conduct the testing and assessment center process.

Chief Lyver noted that Officer McDonald is the remaining candidate on the sergeant's promotional list that expires on June 28, 2022. He recommended that he be promoted to Police Sergeant effective June 14, 2022. Officer McDonald is a life-long resident of Northborough and has been employed by the department since 2007, first as a full-time dispatcher, and since 2014, as a patrol officer. Officer McDonald has been an acting sergeant since May 29, 2022.

Selectman Perreault moved the Board vote to appoint Thomas McDonald as Police Sergeant effective June 14, 2022; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Perreault	"aye"	Hirsh	"aye"
Rogers	"aye"	Cohen	"aye"
Wixted	"aye"		

Appointment of Joshua Ferreira as Police Officer

Chief Lyver requested that the Board appoint Joshua Ferreira's as Police Officer effective July 5, 2022. Mr. Ferreira is a 2018 graduate of Saint John's High School and a 2022 graduate of Assumption University with a Bachelor of Arts Degree in Sociology and Criminology. He has worked as a part-time dispatcher with the Douglas Police Department. Mr. Ferreira is currently enrolled in the MPTC Training Academy in Boylston with a start date of July 2022 and an anticipated graduation date of January 2023.

Selectman Rogers moved the Board vote to appoint Joshua Ferreira as Police Officer effective July 5, 2022; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Perreault	"aye"	Hirsh	"aye"
Rogers	"aye"	Cohen	"aye"
Wixted	"aye"		

Appointment of Jacob Tondel as Police Officer

Chief Lyver requested that the Board appoint Jacob Tondel as Police Officer effective July 25, 2022. Mr. Tondel is a graduate of Assumption University with a Bachelor of Arts Degree in Criminology. He has been employed as a public safety officer for the University of Massachusetts Harington Hospital. He is currently enrolled in the MPTC Training Academy in Randolph with a start date of September 2022 and an anticipated graduation date of February 2023. He is also on the waitlist for the Boylston MPTC Academy with a start date of July 25.

Selectman Hirsh moved the Board vote to appoint Jacob Tondel as Police Officer effective July 25, 2022; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

REAPPOINTMENT OF SPECIAL POLICE OFFICERS

Chief Lyver requested that the Board reappoint James Bruce and Erica Abro as special police officers. Both are helpful to the department and have the necessary training and certifications to serve as special police officers. Special police officer appointments are made on an annual basis effective July 1st through June 30th.

Selectman Wixted moved the Board vote to reappoint James Bruce and Erica Abro as a Special Police Officers for a one-year period through June 30, 2023; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

REPORTSJulianne Hirsh

- Thanked those who organized and attended the beautiful Memorial Day program. Extended her appreciation to all of the service men and women, as well as the Gold Star families for their sacrifices.
- Reported on the recent meeting of the White Cliffs Committee.
- Reported on the recent meeting of the Master Plan Implementation Committee.
- Announced that the Cultural Council will hold their annual Culture Fest on June 18th.
- Noted that the Sustainable Northborough Group will hold an informational presentation on June 14th at the Library about a Northborough resident who made his home carbon neutral.
- Reminded residents that the ARPA Input Session will be held on June 16th.

Kristen Wixted

- Reported on several Central Massachusetts Regional Planning Commission webinars that she attended regarding the environment and sustainability.
- Provided information on the annual Summer Concert Series sponsored by the Community Affairs Committee at the Ellsworth McAfee Park.

- Thanked everyone who has applied to serve on Boards and Committees. Noted that the Cultural Council currently has openings.
- Read an excerpt from a poem by an Algonquin Regional High School graduate.
- Asked if the Board can review and update the Board and Committee application. Chairman Cohen responded in the affirmative.

Jason Perreault

- Extended his appreciation to everyone who planned, organized and participated in the Memorial Day program.

T. Scott Rogers

- Echoed the sentiments regarding the Memorial Day program. Enjoyed speaking on behalf of the Board.
- Requested that the Fire Chief provide guidance to residents regarding the need for proper working smoke detectors.
- Requested that the Police Chief provide information on the Police Department's Project Child Safe program and his plan to address gun safety at the Be Well Kick-Off event at the Ellsworth McAfee Park on June 22nd.
- Encouraged residents to attend the Be Well Kick-Off event on June 22nd.
- Thanked the Health Director and supporting staff for the recent vaccination clinic at the Senior Center.
- Noted that information regarding the upcoming ARPA Input Session can be found on the Town website under Town News.
- Noted the receipt of emails regarding the following topics: needed repairs to the White Cliffs chimney; reports of truck traffic and traffic violations; planning professional development days for the schools on the days that Town Elections are held; the interview process for the Diversity, Equity, Inclusion and Belonging Committee; and ARPA funding.

Mitch Cohen

- Echoed the sentiments regarding the Memorial Day program and thanked Selectman Rogers for speaking on behalf of the Board.
- Announced that the newly renovated Assabet Park has reopened. Thanked everyone who coordinated the renovations and those who planned the Reopening event.
- Attended an event against gun violence that was held at the Town Common. Thanked the youth members of the community who coordinated this event.
- Noted receipt of emails on the following topics: ARPA funding; traffic concerns; mosquito spraying; location of Town Elections and Board of Selectmen Meetings; and questions and comments regarding the Board and Committee appointment process.
- Encouraged residents to participate in the ARPA Input Session on June 16th.
- Attended the Northborough Art Guild's Art Show at the Historical Society. Noted that the Northborough Art Guild is looking for new members.
- Wished everyone a Happy Flag Day on June 14th.

NEW BUSINESS**RECOMMENDATIONS FOR APPOINTMENTS TO THE SCHOLARSHIP COMMITTEE, COUNCIL ON AGING AND BOARD OF LIBRARY TRUSTEES**

Selectman Hirsh moved the Board vote to appoint Fran Bakstran to the Council on Aging for a three-year term as recommended by the Interview Committee; Selectman Wixted seconded the motion. It was noted that the Council on Aging has two openings and that Ms. Bakstran is an extremely qualified candidate. The roll call was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

Selectman Wixted moved the Board vote to appoint Jocelyn McElhiney to the Board of Library Trustees for a two-year term as recommended by the Interview Committee; Selectman Hirsh seconded the motion. It was noted that Ms. McElhiney has previously served on the Board of Library Trustees and is an extremely qualified candidate. The roll call was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

Selectman Hirsh moved the Board vote to appoint Bethany Tsamis to the Board of Library Trustees for a three-year term as recommended by the Interview Committee; Selectman Rogers seconded the motion. It was noted that Ms. Tsamis is also extremely qualified as she has years of professional experience working with libraries. The roll call was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

Selectman Wixted moved the Board vote to appoint Chandra Vora to the Scholarship Committee for a two-year term as recommended by the Interview Committee; Selectman Hirsh seconded the motion; the roll call was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

Selectman Hirsh moved the Board vote to appoint Christina Renzullo to the Scholarship Committee for a three-year term as recommended by the Interview Committee; Selectman Rogers seconded the motion; the roll call was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

APPROVAL OF FY2022 NEDP MEMORANDUM OF UNDERSTANDING

Mr. Coderre noted that the Northborough Extended Day Program provides aftercare programming for the K-8 schools. He informed the Board that the annual Memorandum of Understanding (MOU) between the Town and Northborough Extended Day Program, Inc. is for the continued use of office space and facilities at the Town Hall. This updated MOA provides for a 3.5% increase in payment to the Town from \$25,748 in FY2022 to \$26,650 in FY2023 to reflect increased costs associated with use of the space, as well as the shared Administrative Assistant position.

Selectman Rogers moved the Board vote to approve the FY2023 annual Memorandum of Understanding between the Town and Northborough Extended Day Program, Inc. for the use of office space and facilities at the Town Hall and to authorize the Town Administrator to execute same; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

DISCUSSION REGARDING TOWN ADMINISTRATOR REVIEW AND GOALS

Chairman Cohen stated that Mr. Coderre has suggested that the Board perform his annual review prior to the end of June. He added that this is the year that his contract is up for renewal. He and Mr. Coderre also discussed setting goals annually, which will then become part of the annual review process. Both the Board and Mr. Coderre will agree to goal items, which will be discussed several times throughout the year.

Mr. Coderre recommended a formal GFOA Strategic Plan as one goal and explained why this is an important goal at this time. To assist with the Board’s evaluation, Mr. Coderre provided the Board documentation detailing some of his more significant accomplishments.

Chairman Cohen suggested that goal items be outside of the normal course of business, and should include unique items that the Board sees as priorities. Selectman Perreault added that one of the existing annual goals is to manage the budget process within the confines of Proposition 2½, which should remain a top priority.

Board members agreed to complete Mr. Coderre’s evaluation in time for the June 27th meeting. In the meantime, Chairman Cohen will share an MMA webinar link that focuses on evaluations and goal setting. Board members will use the current evaluation form for this year’s review with the expectation that the review process and evaluation form will be revisited and updated as appropriate in time for next year’s evaluation. Chairman Cohen asked that Board members email only him their evaluation forms by Monday, June 20th. He will then compile them and prepare the evaluation for the June 27th meeting. He will schedule the first discussion on the process of goal setting for the June 27th meeting as well and asked Board members to consider presenting between 3 to 5 goals for discussion purposes.

DISCUSSION REGARDING PUBLIC COMMENT AND PACKET AVAILABILITY

Chairman Cohen suggested making a change to context-specific Public Comment where the initial Public Comment agenda item would be for topics not listed on the agenda, such as suggestions for future discussions. During any agenda item, members of the public would be

able to offer more informed public comments following any presentations and discussions and before a Board vote is concluded. The posted agenda will include notification that public comment will be allowed during all agenda items. Board members supported the idea of making this change to public comment.

The Board discussed placing the meeting packet on the Town website at the same time it is provided to Board members. If there is an executive session, Board members will receive two separate emails – one containing the public meeting packet and another containing the executive session meeting packet.

EXECUTION OF CEMETERY DEEDS 1149 & 1150

Selectman Perreault moved the Board vote to execute Cemetery Deeds 1149 & 1150; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

OTHER BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Selectman Hirsh moved the Board vote to adjourn, Selectman Perreault seconded the motion; the roll call vote was taken as follows:

Perreault	“aye”	Hirsh	“aye”
Rogers	“aye”	Cohen	“aye”
Wixted	“aye”		

The meeting adjourned at 8:30 p.m.

Respectfully submitted,



Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. June 13, 2022 Meeting Agenda
2. April 25, 2022 Meeting Minutes
3. May 23, 2022 Meeting Minutes
4. Memorandum – Appointment of Police Sergeant and Officers
5. Memorandum – Reappointment of Special Police Officers

6. Information Packet – Board & Committee Appointments
7. Information Packet – Renewal of NEDP MOU
8. Information Packet – Town Administrator Review and Goals
9. Memorandum – Public Comment and Packet Availability
10. Cemetery Deeds