

**BOARD OF SELECTMEN  
INTERVIEW SUB-COMMITTEE  
MEETING MINUTES – December 1, 2020**

6:00 p.m. - Introduction to Remote Meeting

As meeting host, Chief Parenti stated that this Open Meeting of the Board of Selectmen Interview Committee is 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 COVID-19. In order to mitigate the transmission of the COVID-19 Virus, the Town of Northborough has been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location.

Mr. Parenti added that all members of the Board of Selectmen Interview Committee are allowed and encouraged to participate remotely. The Order allows this Committee 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. The public is encouraged to follow along using the posted agenda. Members of the public who wish to view the live stream of this meeting may do so by going to "Northborough Remote Meetings" on YouTube via the link listed on the posted agenda.

Lastly, ensuring public access does not ensure public participation unless such participation is required by law. This meeting will not feature public comment.

Chief Parenti confirmed that the following members of the Board of Selectmen Interview Committee were remotely present and could be heard.

Selectman Leslie Rutan  
Selectman Timothy Kaelin

**ACCEPTANCE OF NOVEMBER 10, 2020 MEETING MINUTES**

Selectman Kaelin moved the Sub-Committee vote to accept the minutes of the November 10, 2020 meeting; Selectman Rutan seconded the motion. The roll call vote was taken as follows:

Selectman Kaelin      "aye"  
Selectman Rutan      "aye"

**INTERVIEWS FOR THE MASTER PLAN IMPLEMENTATION COMMITTEE**

Selectman Kaelin reviewed the scope of the Master Plan Implementation Committee and what the anticipated meeting schedule might look like with each of the applicants.

John Wixted

Mr. Wixted indicated that he has lived in Northborough since 2004 and has raised three children in the Northborough school system. His professional experience is in trauma surgery and he currently serves as Chief of the Orthopedic Trauma Division at Beth Israel Deaconess Medical Center.

Mr. Wixted understands that the Master Plan Implementation Committee's role is to facilitate the implementation of the Town Master Plan and to help coordinate efforts among the various Boards and Committees. He feels that this is an important Committee as it gives residents a place to go with their concerns. As a result of recent traffic safety issues that he and fellow residents have brought to the Town's attention, he has thoroughly read through the Master Plan. This recent experience has led him to realize how important it is to keep residents engaged in issues around town.

Dario DiMare

Mr. DiMare indicated that he has lived in Northborough for 16 years. His business is also in Northborough and is responsible for the supervision, coordination and implementation of programming, preliminary design and architectural activities. He is a licensed architect in 49 states and 14 countries and has successfully completed 500 master plans. He is looking to give back to his community and believes his extensive experience in working with master plans will be an asset to the Master Plan Implementation Committee.

Mr. DiMare added that master planning is a simple process that boils down to the goals of the client, in this case – the Town. The Town has defined its needs and goals through the work of the Master Plan. The members of this Committee will work in an effort to make recommendations that will meet and implement these goals through a phasing approach based on priorities, scope costs and schedules. He has worked with many cities across the world, both big and small, but has not worked with Northborough before and looks forward to this opportunity.

Fran Bakstran

Ms. Bakstran has lived in Northborough for 33 years. She indicated that she has experience in serving on several boards, committees and commissions, in addition to the Master Plan Steering Committee. She currently serves on the Zoning Board of Appeals and has in the past served on the Board of Selectmen, Elderly & Disabled Taxation Fund Committee and Council on Aging.

Ms. Bakstran would be interested in a one-year appointment to the Master Plan Implementation Committee. Her ability to provide continuity given her experience in participating on the Master Plan Steering Committee would be a helpful start for this new committee. As a current land use board member (Zoning Board of Appeals) and a former administrative level board member (Board of Selectmen), she would bring a unique and beneficial perspective to the Master Plan implementation process. She added that it's important that this committee act as the guiding force to Town staff and departments, as they are the professionals who will be tasked with implementing the recommendations that the committee brings forward for 5 years, 10 years and 20 years from now.

Jeanne Cahill

Ms. Cahill indicated that she has lived in Northborough for 20 years and is interested in open space. She enjoyed participating in the public workshops and surveys as part of the Town's master planning process. Her hopes and visions for the downtown, land values and built assets of Northborough are consistent with those set forth in the final Master Plan.

Ms. Cahill stated that she envisions that this Committee will help to break down existing barriers and overlapping jurisdictions and give the residents the opportunity to feel like they are being heard. She would like to see this committee focus on downtown and its room to rebuild, and in the process look at opportunities to actualize some of the goals of the Master Plan. For example, interconnect some of the downtown properties to create both commercial and recreational use, as well as green space. Also look at opportunities for historic and scenic views that would create a balance for a more functional, attractive and vibrant downtown. A good first step for the Committee would be to perform case studies on what neighboring communities have done to improve their own downtowns.

John Campbell

Mr. Campbell indicated that he has lived in Northborough for 25 years. He was a co-founder of the Citizens to Preserve Northborough campaign to enact the Community Preservation Act (CPA) in 2004. He is a long-time member of the Open Space Committee and Community Preservation Committee.

Mr. Campbell stated that he is interested in serving as a Citizen-at-Large member of the Master Plan Implementation Committee, given that CPA funds have been identified as a resource to execute portions of the Master Plan. He can bring experience with the applicability of the CPA to future projects and can act as a liaison to help ensure that the Community Preservation Committee, along with Town staff and other Boards and Committees work collaboratively. He would like to see this committee produce visible actions on the most important short-term items, including town beautification, economic development and interconnection of town spaces to provide more opportunities for walkability and bicycle pathways.

**ADJOURNMENT**

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

Selectman Rutan	"aye"
Selectman Kaelin	"aye"

Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

Documents used during meeting:

1. December 1, 2020 Meeting Agenda
2. November 10, 2020 Meeting Minutes
3. Applications to the Master Plan Implementation Committee