

SELECT BOARD MEETING MINUTES – June 26, 2023

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

Chair Cohen read the current remote meeting notice and confirmed the following Select Board members and others could hear and be heard.

Select Board (SB)

Mitch Cohen, Chair

Kristen Wixted, Vice Chair

Laura Ziton, Clerk

Julianne Hirsh

Lisa Maselli

Others

Robert Reed, Interim Town Administrator

Rebecca Meekins, Assistant Town Administrator

PUBLIC COMMENT

SB Chair Cohen invited comments from the public. There were none.

APPROVAL OF MINUTES – JUNE 12, 2023 MEETING

SB Member Hirsh Amendment on Page 5: to ~~preserve the building~~ remediate the lead, asbestos and mold inside the building, which was ~~estimated~~ speculated to be between \$1 to \$2 million dollars.

SB Member Hirsh moved the Board vote to approve the June 12, 2023 meeting minutes as amended; SB Member Maselli seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

7:00PM – PUBLIC HEARING

To act on an application as submitted by 276 West Main Street Northborough LLC d/b/a Brother's Liquors for a Change in Stock Interest and a Change in Manager for the All Alcoholic Beverages Package Store License for premises located at 276 West Main Street.

Attorney Ian Hedges and new stockholder and proposed manager Krishna Patel were present. Also present was Police Lieutenant Brian Griffin.

Attorney Hedges noted that an application has been submitted by 276 West Main Street Northborough LLC d/b/a Brothers Liquors to add new stockholders and to change the manager of record for the All Alcoholic Package Store License for premises located at 276 West Main Street. Mr. Samir Patel is currently the sole member of the LLC and is selling a 40% interest to Mr. Chirag Bhagart and a 40% interest to Mr. Krishna Patel. The proposed new manager of record is Krishna Patel, who is TIPS Certified.

Several questions were asked by members of the Board to clarify the change in ownership. Lieutenant Brian Griffin noted that he conducted a background check on all of the above and has no concerns to report.

Chair Cohen invited comments from the public. There were none.

SB Member Ziton moved the Board vote to close the public hearing; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Hirsh	"aye"	Maselli	"aye"
Wixted	"aye"	Cohen	"aye"
Ziton	"aye"		

SB Member Ziton moved the Board vote to approve the application as submitted by 276 West Main Street Northborough LLC d/b/a Brother's Liquors for a Change in Stock Interest and a Change in Manager for the All Alcoholic Beverages Package Store License for premises located at 276 West Main Street; SB Member Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	"aye"	Maselli	"aye"
Wixted	"aye"	Cohen	"aye"
Ziton	"aye"		

AMERICAN LEGION

To act on an application as submitted by Vincent F. Picard Post Building Association, Inc. d/b/a American Legion for a Change in Officers/Directors and a Change in Manager for the All Alcoholic Beverages Club License for premises located at 402 West Main Street.

Attorney Marshall Gould and proposed manager William Callagan were present and noted that an application has been submitted to update the Officers/Directors and the Manager of Record for Vincent F. Picard Post #234 d/b/a American Legion for their All Alcoholic Veterans Club License for premises located at 402 West Main Street. The Vincent F. Picard Building Association, Inc. is a non-profit corporation. The prior president and manager of record Richard Currier passed away in December of 2022.

The proposed new president and manager of record is William Callaghan. Mr. Callaghan is a Northborough resident and has been a long-time officer of Vincent F. Picard Building Association, Inc. He is TIPS certified.

The other Officers and Directors are Stanley Corbett, Maxton Strickland, Spencer Jacobs, Larry Schafer, John Allen Brewer and Harry Pierce.

Lieutenant Brian Griffin has conducted a background check on all of the above and has no concerns to report.

SB Member Maselli moved the Board vote to approve the application as submitted by Vincent F. Picard Post Building Association, Inc. d/b/a American Legion for a Change in Officers/Directors and a Change in Manager for the All Alcoholic Beverages Club License for premises located at 402 West Main Street; SB Member Hirsh seconded the motion; the roll call vote was taken as follows:

Hirsh	"aye"	Maselli	"aye"
Wixted	"aye"	Cohen	"aye"
Ziton	"aye"		

RICK LEIF – NORTHBOROUGH AFFORDABLE HOUSING CORPORATION**HANK RAUCH, PAUL REBELLO, JOSEPH TOWNSEND– HABITAT FOR HUMANITY**

Approval of proposed project to create new affordable housing on Town-owned property on Boundary Street and request to allocate \$100,000 of Community Preservation Act (CPA) funds reserved for affordable housing to the acquisition and renovation of 174 Boundary Street.

Rick Leif of Northborough Affordable Housing Corporation (NAHC) , Hank Rauch, Paul Rebello and Joseph Townsend of Habitat for Humanity, Metrowest/Greater Worcester (HFH) were present. Mr. Leif provided a detailed history of NAHC's efforts to create affordable housing, including a summary of past projects.

Mr. Leif then presented information on a new affordable housing opportunity on Town-owned property between 186 and 200 Boundary Street, which could contain a minimum of 2 units in one duplex to a maximum of 6 units in three duplexes. The Town's capacity to support septic systems and wells will determine the number of units that could be created. All units created would carry a perpetual affordability deed restriction, ensuring future affordability upon resale and would be included on the Town Subsidized Housing Inventory. With the Select Board's support of this potential project, the NAHC and HFH will work together to develop a detailed project plan and cost estimate. Based on current construction costs, the speculated cost estimate for this project could range between \$800,000 - \$2,500,000 depending on the number of units that could be built. NAHC and HFH will then work with the Town to create a warrant article to be presented at the 2024 Annual Town Meeting authorizing the transfer of the property to HFH and seeking approval of Community Preservation Act (CPA) affordable housing funds. Mr. Leif and DPW Director Scott Charpentier responded to questions about the proposed project from members of the Board.

SB Member Wixted moved the Board vote to approve the creation of new affordable housing on town-owned land further described as 0 Boundary Street (Map 31 Parcel 9) pending final review of the detailed project plan and cost estimates prior to the 2024 Annual Town Meeting; SB Member Hirsh seconded the motion; the roll call vote was taken as follows:

Hirsh	"aye"	Maselli	"aye"
Wixted	"aye"	Cohen	"aye"
Ziton	"aye"		

SB Member Ziton moved the Board vote to approve a funding agreement with the Northborough Affordable Housing Corporation (NAHC) in the amount of \$100,000 to create and support affordable housing located at 174 Boundary Street as further specified in the letter of support dated June 14, 2023 from the Community Preservation Committee and pursuant to Article 38 of 2016 Annual Town Meeting and to authorize the Interim Town Administrator to execute same; SB Member Hirsh seconded the motion; the roll call vote was taken as follows:

Hirsh	"aye"	Maselli	"aye"
Wixted	"aye"	Cohen	"aye"
Ziton	"aye"		

FACILITIES MANAGER SHAWN THOMPSON**Presentation on ADA Self Evaluation and Transition Plan.**

DPW Director Scott Charpentier and Facilities Manager Shawn Thompson were present. Tim Mahoney and Jennie Grover from Disability Access Consultants (DAC) were also present.

Mr. Charpentier noted that the development of an ADA Self-Evaluation and Transition Plan is an essential step for the Town to ensure compliance with accessibility laws and regulations. It demonstrates a commitment to providing equal access to all individuals, including those with disabilities, and creating an inclusive environment at all municipal programs and facilities.

Ms. Grover informed the Board that DAC has completed the Town's ADA Self Evaluation and Transition Plan. She presented an overview of the project, including their evaluation process and their findings, via a PowerPoint presentation. Below are highlights of the key findings.

- **Physical Infrastructure:** DAC evaluated all Town facilities, including buildings, parks and recreational areas, (excluding schools) to assess their accessibility and identified specific areas where modifications or enhancements are needed to provide compliance with accessibility standards.
- **Communication and Information:** DAC examined the Town's communication channels, including websites, public notices and printed materials, to determine their accessibility to individuals with disabilities and provided recommendations on how the Town can improve the accessibility of information and make it available in alternative formats upon request.
- **Programs and Services:** DAC assessed the accessibility of various Town programs and services, including public programs, meetings, and emergency services and identified opportunities to enhance accessibility, such as providing accommodation for individuals with disabilities during public meetings.

The next steps for the Town to start addressing the key issues are as follows:

- Town staff to continue to review transition plan reports through DACTrak software
- Develop strategies and plans for barrier removal over time
- Include ADA compliance and accessibility upgrades into construction projects
- Maintenance of accessible features
- ADA/504 Coordinator to provide ongoing review of policies and processes to ensure continued nondiscriminatory practices

Mr. Charpentier, Mr. Thompson, Mr. Mahoney and Ms. Grover responded to questions from members of the Board. Mr. Mahoney explained the use and effectiveness of the DACTrak software to proactively plan for, attain and remain in complete ADA compliance. The software will also allow the Town to export specific summary reports, to share progress year after year, for example. It was indicated that the final plan, that will include the list of findings, will be posted on the Town website. The plan is meant to be a living document that will continuously be updated, as progress to attain complete compliance is ongoing. It was also noted that the Diversity, Equity, Inclusion & Belonging (DEIB) Committee was involved and will continue to be involved in the evaluation process moving forward.

DPW DIRECTOR SCOTT CHARPENTIER

Authorization for DPW Director to file State Revolving Fund (SRF) Grant Applications.

Mr. Charpentier indicated that the Environmental Protection Agency's (EPA) Lead and Copper Rule Revisions (LCRR) requires public water suppliers (PWS) to develop inventories of active water service lines for public and private side material and to create a water service replacement plan to remove all lead and galvanized water services within the PWS' distribution system. He reported that Weston & Sampson will assist in reviewing water service cards to create an inventory and database of water service material, size, and installation year on both public and private portions of the water service.

The Massachusetts Clean Water Trust along with MassDEP is offering grants through the State Revolving Fund (SRF) for service line inventories and development of lead service replacement plans. Weston & Sampson will prepare and submit the grant application in the amount of \$72,300. This grant funding will enable the Water Division to establish their service line inventory, plan for lead service line replacement, and to comply with the October 2024 deadline for submission to EPA and MassDEP. He asked that the Board authorize him to officially file the SRF Grant Applications on behalf of the Town.

SB Member Wixted moved the Board to authorize the DPW Director to file State Revolving Fund (SRF) Grant Applications on behalf of the Town; SB Member Zitton seconded the motion; the roll call vote was taken as follows:

Hirsh	"aye"	Maselli	"aye"
Wixted	"aye"	Cohen	"aye"
Zitton	"aye"		

AMERICAN RESCUE PLAN ACT (ARPA) FUNDING REQUESTS

White Cliffs Carrying Costs for FY2024 and Consulting Fees

On the advice of Town Counsel and to avoid any appearance of a conflict of interest, SB Member Maselli recused herself from any discussion regarding White Cliffs due to her close proximity to the White Cliffs property.

As of today, \$61,078.26 of funds remain from the original appropriation of \$2.4M from 2016 Town Meeting Article to purchase the White Cliffs. Mr. Reed indicated that the estimated carrying costs to maintain the structure through FY2024, assuming no major issues arise between now and then, are projected below.

Expenses	6/2023-9/2023	9/2023-6/2024
Insurance:	\$9,770.00	\$10,250.00
Fire Alarm Expenses:	\$700.00	\$2,000.00
Storage Fees:	\$600.00	\$1,800.00
Electricity:	\$1,200.00	\$3,200.00
Misc. Repairs:	\$5,000.00	\$15,000.00
Legal Fees:	\$700.00	\$1,000.00
Total:	\$17,970.00	\$33,250.00

Mr. Reed recommended that the Board approve \$20,000 in American Rescue Plan Act (ARPA) funds for emergency maintenance of the facility, if needed. In response to a question, Mr. Reed will provide a summary of the legal fees expended to date relating to White Cliffs.

SB Member Hirsh moved the Board vote to approve use of ARPA funds in the amount of \$20,000 for emergency maintenance, if needed, of the White Cliffs facility and for expenditure of such sum by the Public Works Department pursuant to Massachusetts General Law Chapter 44, Section 53A; SB Member Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Ziton	“aye”
Wixted	“aye”	Cohen	“aye”

As an update to the Board’s June 12, 2023 meeting regarding White Cliffs, Chair Cohen noted that Planning Director Laurie Connors has reached out to specialists who are well versed in the historic preservation of buildings that can help with facilitating the process of finding a use compatible with the site, as well as with the Town’s interests in mind. He anticipates that Ms. Connors will attend the Board’s next meeting to provide additional information and to make a request for funding.

Following the conclusion of any further discussion, SB Member Maselli rejoined the meeting.

Select Board Goal Setting and Training Program

Mr. Reed noted that he has looked into training opportunities for the Board. He spoke to a facilitator who can assist the Board with understanding its roles and relationships with each other, other communities, Town departments and personnel, as well as how to function within the Town’s specific Charter. The facilitator has suggested that a one-day session be held with a recommended agenda to include, the role of the facilitator, what Board members hope to accomplish, the roles and responsibilities of the Board and a discussion regarding goal setting and next steps. Mr. Reed recommended that the training program take place once a new Town Administrator has been hired so that he or she is able to participate as well.

Board members asked for additional information on the facilitator that Mr. Reed is recommending.

In response to an inquiry from a resident, Chair Cohen explained that the possible use of ARPA funds for this purpose is because it was not included in the FY2024 Operating Budget. Mr. Reed estimated the cost to be approximately \$900. The Board will continue this discussion, along with a formal funding request at a future Board meeting.

SIGN ACCEPTANCE OF DEED FOR OLD TOWN HALL PROPERTY – 4 WEST MAIN STREET

Mr. Cohen provided a brief summary of the Town’s option to repurchase 4 West Main Street for \$10,000 following a 40-year agreement with the property owner. It was noted that concerns about parking will be discussed separately from tonight’s intent to purchase the property and that if any agreement did exist regarding parking, it would no longer be valid once the property is purchased by the Town. SB Member Maselli would rather that the parking be discussed earlier rather than later.

SB Member Maselli moved the Board vote to approve and execute the Acceptance of Deed for the re-purchase of the Old Town Hall property located at 4 West Main Street; SB Member Ziton seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

REPORTS

Laura Ziton

- Attended the dinner that was organized at a local restaurant to raise funds for the Friends of the Senior Center. Thanked the local business community for their support of Town programs and events.
- Attended the Be Well event and noted her appreciation for all the work that went into planning this event.

Lisa Maselli

- Noted that the Town is doing everything it can to create a safe space for people to use public ways, specifically in regard to parking on sidewalks, which continues to create problems for those that need to use them.
- Attended the Master Plan Implementation Committee’s final community input session for the Downtown Revitalization Project. Noted that she looks forward to the Design Review Committee having the opportunity to get involved.

Julianne Hirsh

- Noted that volunteers are needed to serve on the newly created Traffic Safety Committee.
- Requested that Mr. Reed meet with Senior Center Director Kendra Faldetta to determine whether it is feasible to use the Senior Center on occasion on Saturdays or during the evenings to hold various public events.

Kristen Wixted

- Noted that the Master Plan Implementation Committee has openings and encouraged residents who may be interested in the Downtown Revitalization Project to apply.
- Noted that a Northborough Community Resource Guide was first developed by residents Liz Nolan and Marilee Borden. Thanked them for the many years of creating this important resource for Town residents and businesses and thanked Town Staff, including the Library, for taking over the efforts of its continuation.

Mitch Cohen

- Noted that the Town Administrator Screening Committee conducted interviews for Town Administrator and has recommended three final applicants to be interviewed by the Select Board on July 6th at 5pm.
- Attended the Be Well event to mark the end of the school year. Thanked Town staff and community organizations for coordinating this fun event. Hoping that it can continue as an annual event for the kids and the community as a celebration at the end of each school year.

- Noted that the Community Affairs Committee hosted its first concert of four to be held this summer at Ellsworth MacAfee park.
- Wished everyone, especially Finance Director Jason Little, a happy Fiscal New Year.

EXECUTION OF CEMETERY DEED 1169

SB Member Wixted moved the Board vote to execute Cemetery Deed 1169; SB Member Ziton seconded the motion; the roll call vote was taken as follows:

Hirsh	"aye"	Maselli	"aye"
Wixted	"aye"	Cohen	"aye"
Ziton	"aye"		

OTHER BUSINESS

None.

PUBLIC COMMENT

SB Chair Cohen invited comments from the public. There were none.

ADJOURNMENT

SB Member Hirsh moved the Board vote to adjourn; SB Member Maselli seconded the motion; the roll call vote was taken as follows:

Hirsh	"aye"	Maselli	"aye"
Wixted	"aye"	Cohen	"aye"
Ziton	"aye"		

The meeting adjourned at 10:15pm.

Respectfully submitted,



Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. June 26, 2023 Meeting Agenda
2. June 12, 2023 Meeting Minutes
3. Information packet – Brother's Liquors Public Hearing
4. Information packet – American Legion
5. Information packet – Affordable Housing
6. Memorandum – ADA Self Evaluation and Transition Plan
7. Memorandum – State Revolving Fund (SRF) Grant Applications
8. Memorandums ARPA Funding Requests
9. Deed Acceptance for 4 West Main Street
10. Cemetery Deed