



BOARD OF SELECTMEN

MEETING AGENDA

Monday, April 11, 2022

7:00 p.m.

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in-person attendance by members of the public will be permitted.

To view or listen

- Live Stream link YouTube:
https://www.youtube.com/channel/UCRdBrw3HeEAMB_KFKasrgXA
- Zoom webinar link: <https://town-northborough-ma-us.zoom.us/j/84889680795>
When prompted, enter Password 070707
- CATV Government Channels: Verizon Channel 30, Charter Channel 192
- Call 1-646-876-9923
When prompted, enter Meeting ID 848 8968 0795 and Password 070707

For Public Comment

*** Public comment will be limited to 3 minutes per person ***

- **By Phone** Dial *9 to raise your hand and wait to be recognized by the Chair. Please note that part of your phone number will be visible to those viewing the meeting.
 - **By Zoom** Click “Raise Hand” on the bottom of your screen and wait to be recognized by the Chair
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BOARD OF SELECTMEN

MEETING AGENDA

Monday, April 11, 2022

7:00 p.m.

*[Approval of March 28, 2022 Meeting Minutes](#)

7:00 p.m. - [WILLIAM LYVER – POLICE CHIEF](#)
Appointment of Shane Gilman as Police Officer.

7:05 p.m. - [LAURIE CONNORS – TOWN PLANNER](#)
Presentation regarding Chapter 40A, Section 3A, which encourages MBTA Communities to adopt Zoning Districts where multi-family zoning is permitted as of right.

REPORTS PUBLIC COMMENTS NEW BUSINESS

1. [Execution of Massachusetts State-Subdivision Agreement for State-wide Opioid Settlements.](#)
2. Discussion regarding the April 14th ARPA Public Input Session.
3. [Reinstatement of Common Victualler License for Miller Farms at 277 Main Street.](#)
4. [Reappointments to Boards, Committees and Commissions.](#)
5. [Assignment of Town Meeting Warrant Articles.](#)
6. [Vote on Town Meeting Warrant Article Recommendations.](#)
7. [Set Meeting Schedule for May – August.](#)
8. [Execution of Cemetery Deeds 1142 & 1143.](#)
9. Any other business to come before the Board.

**BOARD OF SELECTMEN
MEETING MINUTES – March 28, 2022**

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 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 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.

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
Leslie Rutan, Vice Chair
T. Scott Rogers, Clerk
Julianne Hirsh
Kristen Wixted

Others

John Coderre, Town Administrator
Rebecca Meekins, Assistant Town Administrator
William Lyver, Police Chief
David Parenti, Fire Chief
Scott Charpentier, DPW Director

Meeting Business Ground Rules

Chairman Perreault covered the ground rules for effective and clear conduct of the business. He 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. He will go through the items on the agenda. Following presentations, Board members will be offered an opportunity to speak, followed by staff members answering any questions, if necessary. Those responding will be asked to wait until the floor is yielded to them. Members were asked if they wish to respond to the comments of others, to do so through the Chair.

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.

APPROVAL OF MINUTES – MARCH 14, 2022 MEETING

Selectman Rogers moved the Board vote to approve the March 14, 2022 meeting minutes as amended; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Hirsh	“aye”	Perreault	“aye”
Rogers	“aye”		

**7:00 p.m. - SENATOR JAMES B. ELDRIDGE
SENATOR HARRIETTE L. CHANDLER
STATE REPRESENTATIVE DANIELLE W. GREGOIRE
STATE REPRESENTATIVE MEG KILCOYNE**
Discussion of Northborough's Legislative Priorities.

In preparation for tonight's meeting, the State Delegation was advised of Northborough's legislative priorities. At the request of the Board, Senators Chandler and Eldridge and Representatives Gregoire and Kilcoyne were remotely present. School Superintendent Greg Martineau was also remotely present.

Mr. Coderre reviewed the top legislative priorities relating to Chapter 90 Roadway Repair Funding and State Aid (Chapter 70, the Student Opportunity Act, Special Education Circuit Breaker Program, Regional Transportation Reimbursements and Unrestricted General Government Aid).

Mr. Coderre noted that Chapter 90 Roadway Repair Funding remains the top legislative priority. The Town's legislative priority for Chapter 90 Roadway Repair Funding is to continue to lobby for \$300 million annually statewide. He noted his disappointment that the House and Senate did not consider the Governor's supplemental budget for FY2022, which included \$100 million in supplemental funding for Chapter 90 distribution. Representative Gregoire informed the Board that the Transportation Committee Chair is asking that the Chapter 90 formula be updated, at which time the additional \$100 million annually, as well as the FY2022 supplemental funding for Chapter 90 distribution will be reconsidered. She complimented the Town on their comprehensive pavement management plan, adding that other communities are not as well prepared. Senators Chandler and Eldridge and Representative Kilcoyne agreed with Representative Gregoire and all offered their continued support.

Mr. Coderre noted that the Town is lobbying for an increase in the Unrestricted General Government State Aid account by 7.3%, consistent with the growth from the initial FY2022 State budget figure and the forecasted State tax collections for FY2023. In regard to the Student Opportunity Act, the Town joins MMA's call for a minimum aid increase of at least \$100 per student. He also discussed the need for increased funding in the Special Education Circuit Breaker Program and in Regional Transportation Reimbursements. Representative Kilcoyne agreed that it is critical that Regional Transportation funding be fully funded.

School Superintendent Greg Martineau echoed the needs expressed by Mr. Coderre. He added that the inflation cap in the educational funding formula should be lifted to allow for an actual inflation rate when calculating Chapter 70 funding. He also asked for advocacy in extending universal free meals beyond June 30, 2022 given the escalation in costs for the school lunch program. Senators Chandler and Eldridge and Representatives Gregoire and Kilcoyne all stated that the school lunch programs are of the highest priority of the Food System Caucus, who is already working diligently to ensure that school lunch program needs are met.

In addition, the following secondary legislative issues and initiatives were discussed:

- Fund environmental and climate-related infrastructure needs
- Ongoing flexibility in addressing Covid-19
- An Act to create a Municipal and Public Safety Building Authority

- An Act relative to a streaming entertainment operator's use of public rights of ways, which will ensure that important funding for cable access services is secured for years to come
- Promote Equity and Diversity in Cities and Towns
- Ensure sustainable OPEB costs for Cities and Towns
- Oppose unfunded mandates
- Modernization of procurement and public construction laws

In addition, the following earmark requests for various infrastructure projects were discussed:

- Fire Station Building Project
- Water Meter Transmitter Replacement
- Lincoln Street Culvert Replacement
- Northborough Reservoir Dam Removal
- Supervisory Control and Data Acquisition (SCADA)
- Sidewalk Repair Project

Senators Chandler and Eldridge and Representatives Gregoire and Kilcoyne thanked Mr. Coderre and the Board for offering these priorities in such a straight forward and detailed manner. Updates were given from each on their individual and collective efforts to develop or improve programs and/or increase funding for those priorities discussed this evening. Each offered their support and their commitment to continue to advocate on behalf of the Town and the School District.

In response to Senator Chandler's upcoming retirement and the redistricting of Senator Eldridge and Representative Gregoire to other communities, Board members, Mr. Coderre and Superintendent Martineau thanked them for their support and friendship over the years and wished them well in their future endeavors. All are looking forward to working with Representative Kilcoyne who will continue to represent Northborough.

8:15 p.m. - JOINT PUBLIC HEARING - BOARD OF SELECTMEN AND APPROPRIATIONS COMMITTEE
FY2023 Proposed Budget.

Mr. Nieber called the meeting of the Appropriations Committee to order and confirmed that the following members were remotely present and could be heard:

George Brenckle
Bob D'Amico
Janice Hight
Tim Kaelin
Anthony Poteete
Rick Nieber

Mr. Coderre provided an overview of the FY2023 Budget which includes restoration of pandemic reductions to the Financial Reserves, OPEB Trust Fund, Capital Investments and Operating Budgets. Pandemic budget reductions included:

- Cut Operating Budgets to 1% in FY2021 and constrained increases in FY2022
- Used \$378,000 in one-time Free Cash in the FY2021 Budget

- Cut \$200,000 in Stabilization Fund Contributions in both FY2021 & FY2022
- Postponed Capital Investments in FY2021 and had less Free Cash to fund pay-as-you-go projects in FY2022
- Cut over \$1 million in contributions to Other Post-Employment Benefits Trust Fund (OPEB)
- Northborough's fiscal policies and conservative planning enabled the Town to successfully navigate the pandemic response while maintaining core service levels
- Priority should be restoration of the temporary cuts and postponed capital projects

Mr. Coderre reviewed the FY2023 Budget Assumptions as follows:

- Tax increase limited to Prop 2½ (no levy capacity used)
- No financial reserves used beyond \$500K in Free Cash per Town policy
- Return to funding OPEB Trust Fund at \$300,000 (was \$550,000)
- Return to contributing to Stabilization Fund at \$200,000
- Return to funding Capital Projects postponed during pandemic

Mr. Coderre noted that the primary factors influencing the FY2023 Budget are the pace and depth of the economic recovery, service delivery impacts of the "new normal" and the potential receipt of additional Federal assistance. He reviewed the revenue assumptions for FY2023 as follows:

- Tax Receipts increase 3.54%, or \$1.97 million
- Local Receipts level funded at \$4.17 million
- State Aid estimated at 5.61 million
- Other Available Funds include \$500,000 in Free Cash to be used in the operating budget per policy target

Mr. Coderre stated that the December 20, 2021 State Revenue Consensus Hearing forecast agreed on an estimated State Revenue increase of 2.7%. In FY2023, State tax collections are forecasted to be \$2.5 billion higher (7.3%) than the tax base that was used to pass the FY2022 budget last July, and State tax collections have increased by \$6.2 billion (21.3%) since FY2020. The Governor's House 2 proposal includes an increase of 2.7% for UGGA, or \$31.5 million to be distributed across 351 cities and towns. The Governor's budget (H2) fails to share the higher-than-expected revenue growth experienced through the pandemic. The FY2023 State Aid Forecast also includes the following:

- Governor's FY2023 Budget released January 26th includes 1.03% increase for Northborough
- Chapter 70 Education Aid represents 73% of State Aid (\$4.06M of \$5.56M) and is only increasing minimum aid by \$30/student
- Unrestricted General Government Aid represents only 22% of State Aid and is only increasing 2.7%
- Any State Aid received above the Town's estimate can only be used to reduce taxes

Mr. Coderre reported that the FY2023 General Fund Operating Budget, including General Government, Northborough K-8 Schools, Regional High School, Assabet Valley Regional High School and Special Warrant Articles is \$71,242,642, or a 5.28% increase over FY2022. All budgets were developed in conformance with the goals and objectives discussed at the December 20, 2022 Financial Trend Monitoring System joint meeting and are in compliance with the Town's comprehensive financial policies. Mr. Coderre noted that the Operating Budget increase alone,

without the \$2,024,000 in one-time capital investments and \$200,000 to the Stabilization Fund, is 3.22%.

Mr. Coderre reported that the overall General Fund budget increase includes the proposed budgets for the key departments as follows:

- Northborough K-8 Schools increase \$893,275 or 3.46% to \$26,692,953
- General Government (Town) increases \$862,353, or 3.65% to \$24,501,963, includes addition of Norfolk Agricultural High School tuition and transportation expenses.
- Assabet Valley Vocational High School combined Operating Assessment and Debt service increases \$185,450, or 17.36% to \$1,253,940
 - Operating Assessment increases by \$189,278 or 20.25% to \$1,123,936 as enrollment increases from 59 to 68 students
 - Debt service associated with the completed renovation project decreases by \$3,828, or 2.86% to \$130,004
- ARHS combined Operating Assessment and Debt Service increases \$38,273 or 0.28% to \$13,568,035
 - Operating Assessment increases by \$21,469, or 0.17% to \$12,914,966 due to shifting enrollment
 - ARHS Debt Assessment increases by \$16,804, or 2.64% to \$653,069 and will remain relatively constant until final payment in FY2027

The General Government Highlights of the FY2023 Budget include the following:

- All FY2023 Collective Bargaining Agreements remain unsettled and estimated costs have been budgeted centrally pending completion of union negotiations
- Restoration of DPW Light Equipment Operator cut during pandemic
- Part-time Cable Access position for meeting coverage paid for through cable fees
- MIS/GIS increase of \$84,668 for Munis Cloud conversion and server updates
- Public Buildings increased by \$25,000 for scheduled building repairs
- Recreation is back to 52% self-sufficiency
- Family & Youth Services includes \$15,500 for INTERFACE mental health referral service
- Includes \$69,934 for tuition and transportation for two students attending Norfolk Agricultural High School
- Worcester Regional Retirement System Assessment up 10.32%, or \$255,049 to meet full funding schedule by 2036
- Health Insurance Budget increases just 1% after forming a Joint Procurement Association with the Algonquin Regional High School and the Town of Southborough to bid out health insurance following Fallon's exit from the commercial market
- FY2023 includes \$300,000 appropriation into the OPEB Trust Fund from taxes, but is well short of the \$550,000 minimum target
- Pavement Management Plan requires minimum of \$1.1 million annually
- Sidewalk Management Report identifies over \$1.5 million in backlog repairs for existing sidewalks, which requires a minimum annual contribution of \$200-300,000 to maintain or improve overall existing rating of 72 out of 100. No funding is included in the Operating Budget at this time, but there is a request to use \$400,000 in ARPA funds for sidewalk improvements before the Board of Selectmen.
 - Complete Streets Prioritization Plan Grant is underway

Mr. Coderre noted that the FY2023 estimated tax impact is \$513 (6.26%) on an average single-family home value of \$546,657. The tax impact is based on a 10% estimated increase in FY2022 on the single-family home value of \$496,961. He added that the tax impact could be less once more detail regarding final State Aid is known.

In summary, the FY2023 Budget is within the confines of Proposition 2½ and complies with all Town policies while endeavoring to minimize the tax impact on residents. It maintains core departmental services and missions while addressing ongoing Covid impacts, restores partially previous cuts to OPEB, Stabilization Fund Reserves and Capital Investments.

Mr. Coderre explained the nature of excess levy capacity, which is the result of not taxing to the maximum amount allowed under Proposition 2½. He added that as the Town approaches build-out, it is going to have to slowly rely on excess levy capacity in order to maintain the current level of services. Once excess levy capacity is used up, the Town may require Proposition 2½ overrides. The goal is to maintain service levels for as long as possible while delaying the need for an override.

Chairman Perreault noted that the Appropriations Committee has been meeting to hear presentations on everything that was presented this evening. Appropriations Committee Chair Rick Nieber stated that the Appropriations Committee is pleased with the FY2023 as presented and commended Mr. Coderre for his efforts. In response, Mr. Coderre recognized the efforts of the Department Directors, especially Finance Director Jason Little, Assistant Town Administrator Becca Meekins and Treasurer/Collector Lisa Troast. He also thanked the School Superintendent and his staff, as well as the Boards and Committees for their support. He is confident in presenting the FY2023 Budget to Town Meeting considering how unusual and difficult this budget cycle has been.

In response to questions and comments from members of the Board, Mr. Coderre explained that routine capital equipment replacements are spread out over a number of years through the 6-year Capital Improvement Plan, as one-time expenditures using free cash allow for the larger capital projects, such as the Fire Station, Town Hall and Peaslee School to be funded through debt. He also explained that the funding plan for OPEB Liability is up to each community and is not mandated by the State. He added that although the Town's OPEB Liability Fund has been well managed it's important to return to pre-pandemic contribution levels to this fund.

Chairman Perreault invited comments from the public. Those who wish to speak were asked to provide their full name and address for the record. Public comment will be limited to 3 minutes per person.

Laura Zittoni of 17 Franklin Circle asked if there are any plans for the White Cliffs property other than a payment for Debt Service for next year? Mr. Coderre responded that proposals for consultants to assist the Town in marketing this property for possible re-use options are currently being reviewed. He added that a White Cliffs Committee meeting will be scheduled soon to work with a consultant to develop a viable plan that hopefully will include working with a private investor who will work with the Town to preserve the building and return it to a viable economic use.

There were no more public comments.

Selectman Rogers moved the Board vote to close the public hearing; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Hirsh	“aye”	Perreault	“aye”
Rogers	“aye”		

Mr. Poteete moved the Appropriations Committee vote to adjourn; Mr. Brenckle seconded the motion; the roll call vote for those still present was taken as follows:

Poteete	“aye”	Kaelin	“aye”
Brenckle	“aye”	Nieber	“aye”

10:00 p.m. - FRED GEORGE, TOWN MODERATOR

Discussion in consultation with the Board regarding the date, time and location of Annual Town Meeting.

Town Moderator Fred George was remotely present to discuss with the Board the possible rescheduling of the April 25, 2022 Annual Town Meeting. Pursuant to Section 9 of Chapter 39 of the General Laws, as amended by Chapter 53 of the Acts of 2020, the Board of Selectmen may vote to delay or change the venue of the Annual Town Meeting when the warrant has not yet been posted.

Mr. Coderre informed the Board that the added expense to hold Town Meeting outside on the High School football field versus inside in the auditorium is approximately \$12,000 - \$14,000. According to the Town Clerk, all surrounding Towns have returned to holding their Town Meetings inside beginning last Fall and continuing into this Spring. He noted that the Health Agent has indicated that there are currently no State or Federal recommendations for large gatherings. He shared that the Town of Westborough recently held their Town Meeting with a mask only designated area.

Mr. George stated that the Board’s decision should take into consideration whether residents will be comfortable inside versus outside. Mr. Coderre added that in addition to a mask only designated area, the Health Department staff would be available on the night of Town Meeting to administer rapid antigen tests to anyone who is interested as an added level of security and comfort.

It was noted that of those residents that have reached out to the Board, most didn’t have a strong preference to hold Town Meeting inside versus outside, but if it is held inside, offering a mask designated area would be preferred. Board members, with the exception of Selectman Hirsh, commented on their comfortableness with holding Town Meeting inside with the mask only designated area and the option for rapid antigen testing. Selectman Hirsh shared her concern with the new variant and stated that she would prefer that Town Meeting be held outside and asked if any of the grant funds received by the Health Department could be used to cover the added cost of holding Town Meeting outside. Mr. Coderre responded that if Town Meeting is held outside, ARPA funds could be used to cover the added cost.

Selectman Rogers moved the Board vote to keep the regularly scheduled Annual Town Meeting on Monday, April 25, 2022 at 6:00 pm in the Algonquin High School auditorium; Selectman Rutan seconded the motion; the roll call was taken as follows:

Wixted	“aye”	Rutan	“aye”
Hirsh	“nay”	Perreault	“aye”
Rogers	“aye”		

Mr. George added that although it has been determined that the risk at this time is low, the situation will continue to be monitored and the decision on where and when to hold Town Meeting can be revisited to ensure safety for everyone.

10:15 p.m. - ARPA PROCESS

Discussion regarding ARPA Process.

At the March 14th Selectmen’s meeting, Mr. Coderre provided an ARPA proposal update for consideration by the Board. The updated presentation was based upon the US Treasury Department’s January 6, 2022 “Final Rule” regarding allowed uses for ARPA funding, as well as the most recent information regarding the FY2021 year-end surplus and submitted funding requests. Both the Financial Planning Committee and the Appropriations Committee have been meeting weekly to discuss the various operating and capital budget requests.

Given the discussion at the Board’s last meeting, Mr. Coderre recommended that a joint meeting similar to the annual Financial Trend Monitoring Meeting be held on April 14th with the various Boards and Committees to review the latest information and to hold a dedicated ARPA public input session. Members of the Board offered their support in scheduling a dedicated public input session with the various Boards and Committees for the sole purpose of discussing ARPA funds with input from the public.

Selectman Hirsh requested that Veterans, the Health Agent and representatives from the School Department, Senior Center/Council on Aging, Family & Youth Services and the Interfaith Group be invited to participate in the public input session. Chairman Perreault stated that through the recent public input forum and resident emails, the Board has a good understanding of suggestions that residents are making, and as a result who would need to participate in the public input session.

The Board agreed that a joint public input session will be held on Thursday, April 14, 2022 at 6pm.

REPORTS

Kristen Wixted

- Noted that the annual Town Clean Up is scheduled for April 30th. More information will be forthcoming from the Community Affairs Committee.
- Thanked those residents who attended the recent public input forum and sent emails to the Board regarding the use of ARPA funds.
- Congratulated the Algonquin Girls Hockey Team on their recent State Championship Title win.

Julianne Hirsh

- Thanked all who email the Board of Selectmen with their suggestions and concerns and encouraged them to continue to communicate with the Board.
- Thanked Marile Borden, John Morris and Mitch Cohen for organizing and hosting the recent public input forum regarding the use of ARPA funds.
- Noted that the Cultural Council's art exhibition "Go Out Doors" will be on display at the Ellsworth McAfee Park from April through May with a grand opening on April 9 from 12noon – 1pm.
- Attended and reported on a recent Water & Sewer Commission meeting.
- Requested that the Facilities Manager be invited to a Board meeting to provide an update on the status of the municipal buildings in light of future discussions regarding ARPA funds.
- Requested the opportunity to tour the inside of 4 West Main Street when the time is appropriate.

T. Scott Rogers

- Attended recent meetings of the Appropriations and Financial Planning Committee meetings.
- Was not able to attend the public input forum but was able to watch the video on YouTube.
- Congratulated Recreation Director Allie Lane on receiving the Special Citation Award from the Massachusetts Recreation and Parks Association in recognition of her initiative in organizing the Spring Women's Softball League.
- Thanked Town staff who worked over the weekend and continues to go above and beyond during this challenging budget cycle.

Leslie Rutan

- Thanked the Fire Department for the Senior Safe Program where they go into homes to check on the status of smoke and carbon monoxide detectors. Interested residents who wish to participate in the program can call the Fire Department at 508-393-1537.
- Noted that it seems that the downtown traffic lights are more in sync. Mr. Charpentier responded that a recent inspection of the lights by MassDOT determined that there were no issues with the syncing of the lights and suggested that her observation that the lights are more in sync is based on her traveling during a time when the pedestrian crossing lights have not been activated.
- Thanked the Town Engineer for looking into resident concerns regarding Town trash bags. It appears that there was an issue that has since been addressed. She noted that residents can purchase Town trash bags or return defective bags to Town Hall during regular business hours.
- Congratulated the Algonquin Girls Hockey Team on their recent State Championship Title win.
- Attended the recent community public input forum and noted that four members of the Selectmen were in attendance. As this constituted a quorum of the Board, members were prevented from being able to participate. She reiterated that Board members were there and was and is still interested in listening to what residents have to say.
- Asked if the Town has heard anything regarding traffic around the Bartlett Street neighborhood. Mr. Coderre responded that it's been quiet.

Jason Perreault

- Noted that he had the chance to observe recent interviews conducted with police officer candidates. Pleased to report that the pool of candidates included greater representation in gender diversity.
- Attended the recent community public input forum and found it helpful to hear some of the suggestions that were made. He is looking forward to further discussion at the April 14th public input session.
- Pleased to announce he was able to attend and watch the Algonquin Girls Hockey Team win the State Championship Title at the TD Garden in Boston. Congratulated the girls, Coach Michael Hodge and his daughter Taylor who serves as the Team Captain.

John Coderre

- No report.

PUBLIC COMMENTS

Chairman Perreault stated that the Public Comment portion of the agenda allows for the public to provide input, comments, questions, or concerns. The Board will not engage or deliberate in any detailed discussion, nor will it take action or make any commitments in real time in response to any public comment. If they are able, present Town staff may respond to any questions that can easily be answered. 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. Public comment will be limited to 3 minutes per person.

Marile Borden of 63 Little Pond Road stated that she is happy that the Board has scheduled a dedicated public input session regarding ARPA funds and asked that the Board specifically reach out to local business owners who may wish to participate. She also asked that a survey be conducted to hear the post-pandemic needs of residents and business owners who may not be able to attend the public input session or who may not be comfortable publicly expressing their needs.

APPROVE/EXECUTE OF 2022 ANNUAL TOWN MEETING WARRANT

Mr. Coderre informed the Board that tonight's Town Meeting Warrant is the same as what was presented at the Board's March 14^h meeting with the exception of the removal of an article for the purchase of a redundant hot water boiler for the Algonquin Regional High School. School Superintendent Greg Martineau is looking into alternative funding sources for this project and asked that the request be removed from the Warrant.

Mr. Coderre informed the Board that since the Town's window to re-purchase 4 West Main Street begins on May 1, 2022, a Warrant Article has been added for the re-purchase option and will appropriate the required \$10,000 for that purpose. He added that Assistant Town Administrator Becca Meekins is finalizing the RFQ to hire a consultant to undertake a feasibility study prior to completing the re-purchase.

Mr. Coderre noted that the Warrant as presented this evening has been reviewed by Town Counsel and includes the budget information, including tables. The complete Warrant that is prepared for the Annual Town Meeting will include motions for each article, amendments to the Personnel Bylaw, as well as the final report of the Financial Planning Committee. The report of the Appropriations Committees will be available as a handout.

Following a couple of questions from Board members, Mr. Coderre confirmed that the Town Meeting Warrant will soon be available on the Town website and hard copies will be available at the Town Hall, Library and Senior Center.

Selectman Hirsh moved the Board vote to approve and execute the April 25, 2022 Annual Town Meeting Warrant; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Hirsh	“aye”	Perreault	“aye”
Rogers	“aye”		

APPROVE/EXECUTE MAY 10, 2022 ANNUAL TOWN ELECTION WARRANT

Selectman Wixted moved the Board vote to approve and execute the May 10, 2022 Annual Town Election Warrant; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Hirsh	“aye”	Perreault	“aye”
Rogers	“aye”		

OTHER BUSINESS

None.

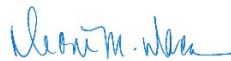
ADJOURNMENT

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

Wixted	“aye”	Rutan	“aye”
Hirsh	“aye”	Perreault	“aye”
Rogers	“aye”		

The meeting adjourned at 10:55 p.m.

Respectfully submitted,



Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. March 28, 2022 Meeting Agenda
2. March 14, 2022 Meeting Minutes
3. Legislative Priorities Letter
4. Memorandums – Date and Location of 2022 Annual Town Meeting
5. Memorandum – ARPA Process
6. Annual Town Meeting Warrant
7. Annual Town Election Warrant



Northborough Police Department

211 Main Street
Northborough, Massachusetts 01532
508-393-1515 Fax 508-393-1519



William E. Lyver, Jr.
Chief of Police

April 7, 2022

Mr. Jason Perreault, Chairman
Northborough Board of Selectmen
63 Main Street
Northborough, MA 01532

Dear Chairman Perreault,

I respectfully request that I be placed on the April 11, 2022, Selectmen's meeting agenda. This request is made so that I may present a candidate for appointment as a full-time police officer.

The candidate, Shane Gilman, is a resident of Clinton, MA and will graduate next month with a Bachelor of Science in Criminal Justice. He will then immediately begin the Fitchburg State University Police Academy as a recruit officer. In addition to being a full-time student, Shane is a part-time dispatcher at the Clinton Police Department.

Shane is in the 4+1 program at Fitchburg State University. This unique program provides for a four-year bachelor's degree program followed immediately with a fully certified, Municipal Police Training Committee (MPTC) authorized police academy operated by Fitchburg State University.

As a part of the Fitchburg State University Police Academy acceptance, Shane has successfully completed his State administered Physical Abilities Test (PAT). His appointment is contingent upon his successful completion of the conditions set fourth in his conditional offer of employment:

1. Psychological Evaluation
2. Background investigation
3. Completion of MPTC Recruit Academy

I ask that Shane's appointment be effective July 1, 2022, and that he start at step one of Article VII of the Patrol Officers CBA. (\$18.93 per hour)

Respectfully submitted,

William E. Lyver, Chief of Police

[RETURN TO AGENDA](#)



TOWN OF NORTHBOROUGH PLANNING DEPARTMENT

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5040 x7 • 508-393-6996 Fax

April 8, 2022

John Coderre, Town Administrator
Town Hall Offices
63 Main Street
Northborough, MA 01532

Dear Mr. Coderre,

At the Board of Selectmen meeting scheduled for April 11, 2022, I plan to provide a short presentation (see attached PowerPoint presentation) on Section 18 of Chapter 358 of the Acts of 2020, which Governor Baker signed into law on January 14, 2021, as well as the draft guidelines for implementing and complying with the new regulations issued by the MA Department of Housing and Community Development (DHCD) on December 15, 2021. Section 18 added a new section 3A to the Zoning Act (Chapter 40A), which is applicable to 175 Massachusetts communities, including the Town of Northborough. The zoning reforms require MBTA communities, as defined in the guidance, to have at least one zoning district of reasonable size in which multi-family housing is permitted as of right and meets other criteria, including:

- Minimum gross density of 15 units per acre
- No age restrictions
- Suitable for families with children
- Not more than ½ mile from a commuter rail station, subway station, ferry terminal or bus station, if applicable, or near an existing downtown, village center or area of underutilized/abandoned structures (i.e. mill building) with redevelopment potential.

Northborough is categorized as an MBTA-adjacent community because the Town does not have a transit station and a transit station is not within ½ mile of its municipal borders.

The guidance specifies a timeline for compliance. A community may receive a determination of interim compliance from DHCD to allow time to plan for and pass a multifamily district with an eye towards achieving full compliance by March 31, 2025. The community must take certain affirmative steps to secure interim compliance including providing notice to DHCD, creating an action plan, implementing the action plan, and adopting a zoning amendment by December 31, 2024.

Failure to comply with the multifamily zoning requirements would make a community ineligible for funds from:

- Housing Choice Grants;
- Local Capital Projects Fund;
- MassWorks Infrastructure Program;
- At their discretion, DHCD may take non-compliance into consideration when making other discretionary grant awards.

Note that while Northborough does not currently meet the criteria for designation as a Housing Choice Community due to the relatively small number of new construction housing starts over the last 5 years and very little information is available about the Local Capital Projects Fund, I perceive the lack of access to the MassWorks Infrastructure Program as a huge loss for the Town of Northborough, especially as the Town embarks on a costly downtown revitalization effort.

The MassWorks Infrastructure Program is a competitive grant program that provides the largest and most flexible source of capital funds to municipalities for public infrastructure projects that support and accelerate housing production, spur private development, and create jobs throughout the Commonwealth. The program places particular emphasis on the production of multi-family housing and job creation in appropriately located walkable, mixed-use districts like Northborough Center. With this in mind, I envision that the MassWorks Grant Program will be the primary funding mechanism for transforming Northborough's vision for a pedestrian-friendly, dynamic downtown into a reality.

I look forward to continuing the conversation on the new multi-family requirements on Monday evening and beyond. Thank you for your attention to this matter.

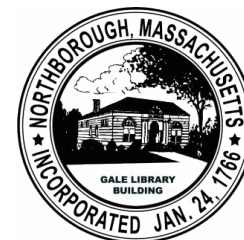
Sincerely,

Laurie Connors
Town Planner

Compliance Under Section 3A of the Zoning Act

Presented to the Northborough Board of Selectmen: Monday, April 11, 2022

By Laurie Connors, Town Planner



Confronting the Housing Crisis

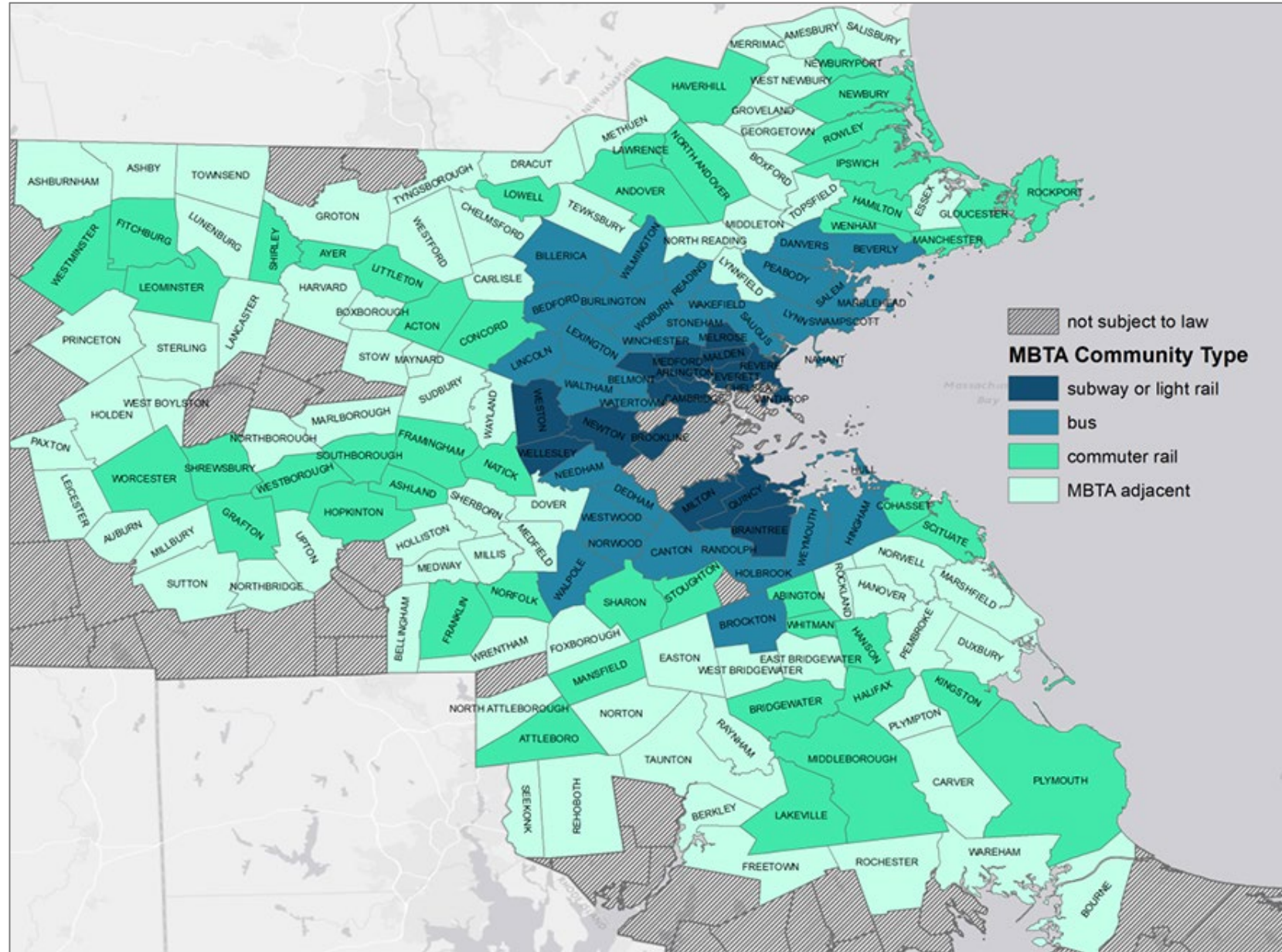
- Massachusetts has some of the highest, and fastest growing, home prices and rents in the nation
- The state has a shortage of an estimated 200,000 housing units
- Low- and middle-income households such as young families, workers, and seniors, are facing increased financial pressure to pay housing costs
- Lack of housing production is an impediment to community development and a competitive disadvantage to our economy and job growth
- Municipalities play a key role, through zoning and permitting, in determining whether or not housing is constructed

Background on Chapter 40A, Section 3A

- *House No. 5250, An Act Enabling Partnerships for Growth* (also known as the Economic Development Bill) passed Massachusetts Legislature in December 2020 and was signed by Governor Baker in January 2021
- Bill included a range of housing provisions including lowering the threshold for Town Meeting vote for certain zoning provisions
- Section 18 of the Economic Development Bill includes section 3A which encourages designated MBTA communities to adopt zoning districts where multi-family zoning is permitted by-right, plus meet other requirements set forth in the statute

175 municipalities are subject to this new law

- A “commuter rail community” has a commuter rail station within its borders or within 0.5 miles of its border
- An “MBTA adjacent community” abuts a rapid transit community, bus service community, or commuter rail community



Allowing Multi-family Housing “As of Right” within a District of “Reasonable Size”

- Create district where multi-family housing is allowed “by-right” at a minimum density of 15 units/acre
- District must contain at least 50 acres of land. Overlay districts are ok, but one part of the district must contain at least 25 contiguous acres and no part can contain less than 5 contiguous acres of land
- Site plan approval may be required, but it cannot be used to deny a project or impose conditions that make a project infeasible or impractical to build

Examples of ~15 Units Per Acre:



Westwood, MA



Norfolk, MA



Sudbury, MA



Lexington, MA

Source: *The Urbanist* illustrating new mixed-housing-type subdivision at ~15 units per acre

Credit: Amy Dain

Determining “Reasonable Size”

Minimum Multi-Family Unit Capacity

- The district’s multi-family capacity must be equal to or greater than 10% of Northborough’s total housing stock (Northborough 2020 housing units = 5,897 x 10% = 589 multi-family units)
- 50 acres x 15 units/acre = **750 multi-family units**
- Existing multifamily units, for example those within Avalon Northborough, located within the district’s boundaries count towards both units and density
- When communities estimate how many units could be constructed on each parcel of developable land within the district, the estimate should take into account the amount of developable land, height limitations, lot coverage limitations, maximum floor area ratio, set backs, and parking space requirements, and other restrictions or limitations in other bylaws



Location of Districts

MBTA communities with no land area within 0.5 miles of a transit station

- The multi-family district should, if feasible, be located in an area with reasonable access to a transit station based on existing street patterns, pedestrian connections, and bicycle lanes, or in an area that otherwise is consistent with Massachusetts sustainable development principles--- for example, within Northborough Center or in a location with under-utilized structures that could be redeveloped into new multi-family housing.

Determining Suitability for Families with Children

The multi-family district zoning cannot include age restrictions or place limits or restrictions on:

- Size of units
- Number of bedrooms
- Size of bedrooms
- Number of occupants



The Draft Guidelines

are NOT:

- A production mandate, requirement to build new units, or production target. There is no requirement nor expectation that a multi-family district will be built out to its full capacity
- Related to Chapter 40B which allows developers to bypass local zoning in communities with less than 10% affordable housing



What are the consequences if Northborough does not comply with the new legislation?

Communities that do not meet compliance deadlines will **not be eligible to apply** for funds from these State programs:

- MassWorks Infrastructure Program
- Housing Choice Initiative
- Local Capital Projects Fund
- DHCD may, at its discretion, take non-compliance into consideration when making other discretionary grant awards

Compliance Timeline:

March 31, 2022

- **Deadline for Public Comments on Draft Guidelines**

May 2, 2022

- **Hold a briefing with the Select Board**
- **Submit Community Information Form**

December 31, 2022

- **Deadline for Interim Compliance**
 - Notify DHCD that there is no existing multi-family district that fully complies with these guidelines as described in Section 9.c of the Guidelines (**Application form will be available when Guidelines are final*)

July 1, 2023

- **Deadline for DHCD Approval of Action Plan**
 - Create and submit action plan with compliance timeline (*See Section 9.b.i of the Guidelines*)

December 31, 2024

- **Deadline for Adopting New Zoning**
 - Implement the action plan by adopting Zoning Bylaw amendments that meet the requirements (*See 9.b.iii of the Guidelines*)

March 31, 2025

- **Deadline to Apply for Determination of Compliance** (*See Section 9.b.iv*)

Resources

Learn more:

- [Housing Toolbox – MBTA Zoning Technical Assistance](#)
 - [Frequently Asked Questions](#)
 - [8 steps MBTA communities can take while guidelines are being finalized](#)
 - [Video: MBTA communities zoning webinar \(1/12/22\)](#)
 - Coming soon:
 - GIS mapping tool to help explore possible configurations for multi-family zoning districts and confirm that zoning districts will meet State guidelines
 - MHP is completing a project to map every parcel in MA and all existing housing densities on every parcel so communities will be able to align proposed new districts with existing densities and development patterns

Technical assistance:

- [Mass Housing Partnership](#): MHP will be regularly updating the Housing Toolbox above and have staff dedicated to answer questions. They are also operating the Complete Neighborhoods Partnership to complement the zoning requirement for 12 selected communities
 - Technical Assistance: MHP Senior Planner, Katy Lacy, klacy@mhp.net
 - Mapping & analysis: Matija Jankovic, MHP's Center for Housing Data, mjankovic@mhp.net
- [CMRPC and DLTA](#): CMRPC has been allocated District Local Technical Assistance funding for 2022 to help designated MBTA Communities within the region be well-positioned to meet Section 3A compliance
- [EEA Planning Assistance Grant Program](#): Up to \$50,000 per proposal to implement land use regulations consistent with land conservation and development objectives, and provision of sufficient and diverse housing
- [FY23 Community One Stop for Growth](#): Programs like Housing Choice Grant Program, Community Planning Grants, and the Rural and Small Town Development Fund are resources that MBTA Communities can apply for

Thank you for listening!

Questions???

- Laurie Connors, Town Planner
- 508-393-5019
- lconnors@town.northborough.ma.us

[RETURN TO AGENDA](#)

From: [John Coderre](#)
To: [Diane Wackell](#)
Subject: FW: Response Requested - Massachusetts State-Subdivision Agreement re allocation of recoveries from statewide opioid settlements
Date: Thursday, April 7, 2022 12:04:45 PM
Attachments: [Mar. 4 2022 MA-Subdivision Agreement.pdf](#)
Importance: High

From: Feiner, Gillian (AGO) <gillian.feiner@mass.gov>
Sent: Friday, March 25, 2022 8:41 AM
To: Feiner, Gillian (AGO) <gillian.feiner@state.ma.us>
Subject: Response Requested - Massachusetts State-Subdivision Agreement re allocation of recoveries from statewide opioid settlements
Importance: High

CAUTION: This email originated from a sender outside of the Town of Northborough's mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Good morning.

I write to follow up on our prior correspondence about participation in the distributor and J&J opioid settlements. Thank you again for submitting your municipality's participation forms.

We plan to file the settlements in the next month or so, and we expect abatement funds payments to begin flowing into Massachusetts thereafter.

Under the default terms of the settlements, local governments would receive 15% of the abatement funds coming into the state, but AG Healey has proposed to increase that allocation to **40%** by the attached Massachusetts State-Subdivision Agreement, which would apply to the distributor and J&J settlements and future statewide opioid settlements. The agreement is attached.

In order to ensure that the increased allocation applies to the first payments, we are asking participating local governments to sign and return to me (email is fine) the attached State-Subdivision Agreement **as soon as possible**.

Please do not hesitate to contact me with questions. Thank you for your prompt attention to this.

Sincerely,

Gillian
617-680-8297 (cell)

Gillian Feiner
Senior Enforcement Counsel
Office of the Attorney General

One Ashburton Place
Boston, MA 02108
Tel: 617-963-2571
gillian.feiner@mass.gov
Pronouns: she/her

Massachusetts State-Subdivision Agreement for Statewide Opioid Settlements

A. Statewide Opioid Settlements. As used herein, the term “**Statewide Opioid Settlements**” refers to statewide opioid settlements reached by or before January 1, 2026 between the Massachusetts Attorney General and non-bankrupt opioid industry participants, pursuant to which certain Massachusetts political subdivisions (“**Massachusetts Subdivisions**”) are eligible to participate and share in Global Settlement Abatement Funds (“**Abatement Funds**”), in exchange for releases. For avoidance of doubt, the July 2021 opioid settlements between the Massachusetts Attorney General and opioid distributors McKesson, Cardinal, AmerisourceBergen, and opioid-maker Johnson & Johnson (“**Settlements**”) are Statewide Opioid Settlements. Unless otherwise stated, the capitalized terms herein shall have the same meaning as in the Settlements.

B. Massachusetts Abatement Terms. Abatement Funds shall be used solely to supplement and strengthen, rather than supplant, resources for prevention, harm reduction, treatment, and recovery, in accordance with the purposes and subject to the requirements in the appended Massachusetts Abatement Terms.

C. Allocation of Abatement Funds to Massachusetts Subdivisions. The Massachusetts Subdivisions shall collectively be eligible to receive 40% of each Annual Payment of Abatement Funds that come into the state, [allocated among them in the percentages reflected in the Settlements](#), so long as they timely submit [Subdivision Settlement Participation Forms](#) in the form attached to the Statewide Opioid Settlements. Participating Subdivisions may elect to share or pool the funds they receive and collaborate on abatement efforts. Participating Subdivisions may also elect to reallocate to the statewide Opioid Recovery and Remediation Fund some or all of their allocation of any Statewide Opioid Settlement with timely notice to the Settlement Administrator.

D. Allocation of Abatement Funds to Statewide Opioid Recovery and Remediation Fund. The statewide [Opioid Recovery and Remediation Fund](#) (“**ORRF**”) shall receive 60% of each Annual Payment of Abatement Funds as well as: (a) amounts voluntarily reallocated to it by Participating Subdivisions; (b) amounts allocated to Subdivisions that are Non-Participating Subdivisions as of a Payment Date; and (c) any other Abatement Funds not paid out pursuant to Section C. The ORRF is a Statutory Trust, as that term is defined in the Settlements, established by the legislature in 2021 to expand access to opioid use disorder, prevention, intervention, treatment and recovery options throughout Massachusetts. The ORRF is administered by the Executive Office of Health and Human Services in consultation with a [20-member state- and municipal-appointed advisory council](#) with expertise and experience with opioid use disorder.¹

E. Consent Judgments. This Agreement will be appended to proposed Consent Judgments filed in the Massachusetts Superior Court, in an action or actions filed by the Attorney General, consistent with the Statewide Opioid Settlements and any related legislation. In the event of a

¹ Current appointees include nonprofit leaders, physicians, professors, and public officials from Amherst, Boston, Brockton, Falmouth, Framingham, Lynn, New Bedford, Pittsfield, Springfield, and Worcester. The advisory council holds public meetings every quarter about priorities for addressing the opioid epidemic in Massachusetts.

conflict between this Agreement and the Statewide Opioid Settlements, the Statewide Opioid Settlements will govern.

F. State-Subdivision Agreement. This Agreement is a State-Subdivision Agreement as forth in [Exhibit O](#) to the Settlements and shall take effect subject to the approval requirements therein.

G. Authority. The undersigned officials understand and agree to be bound by this Agreement and represent that their execution of this Agreement is voluntary and authorized.

H. Counterparts. This Agreement may be executed in counterparts, each of which constitutes an original and all of which constitute one and the same Agreement.

<p>THE COMMONWEALTH OF MASSACHUSETTS</p> <p>MAURA HEALEY ATTORNEY GENERAL</p>  <p>Office of the Attorney General One Ashburton Place Boston, MA 02108</p> <p>Date: March 4, 2022</p>	<p>Name of Participating Subdivision:</p> <p>Signature:</p> <p>Name of Signer:</p> <p>Title:</p> <p>Address:</p> <p>Phone Number:</p> <p>Email:</p> <p>Date:</p>
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MASSACHUSETTS ABATEMENT TERMS

I. STATEWIDE COMMITMENT TO ABATEMENT

The Commonwealth and its municipalities have a shared commitment to using abatement funds recovered from statewide opioid settlements to supplement and strengthen resources available to Massachusetts communities and families for substance use disorder prevention, harm reduction, treatment, and recovery in a manner that:

- ❖ reflects the input of our communities, of people who have personal experience with the opioid crisis, of experts in treatment and prevention, and of staff and organizations that are carrying out the abatement work;
- ❖ addresses disparities in existing services and outcomes and improves equity and the health of individuals and communities disadvantaged by race, wealth, and stigma, including through efforts to increase diversity among service providers;
- ❖ addresses mental health conditions, substance use disorders, and other behavior health needs that occur together with opioid use disorder (“OUD”);
- ❖ leverages programs and services already reimbursed by state agencies and programs, including direct care reimbursed by MassHealth and the state’s Bureau of Substance Addiction Services (“BSAS”); and
- ❖ encourages innovation, fills gaps and fixes shortcomings of existing approaches; supplements rather than supplants resources for prevention, harm reduction, treatment, and recovery; includes evidence-based, evidence-informed, and promising programs; and takes advantage of the flexibility that is allowed for these funds.²

This document sets forth: how abatement funds from these settlements must be used by the state and its municipalities (Sections II and III); how the state will support municipal abatement initiatives (Section IV); and state and municipal reporting requirements (Section V).

II. STATE USE OF ABATEMENT FUNDS

Abatement funds directed to the state shall be deposited into the [statewide Opioid Recovery and Remediation Fund](#) to supplement prevention, harm reduction, treatment, and recovery programs throughout Massachusetts. The Fund is overseen by the Commonwealth’s Executive Office of Health and Human Services (“EOHHS”) together with a [Council comprised of 10 municipal appointees appointed by the Massachusetts Municipal Association and 10 state](#)

² In this document, the words “fund” and “support” are used interchangeably and mean to create, expand, or sustain a program, service, or activity. References to persons with opioid use disorder are intended in a broad practical manner to address the public health crisis, rather than to require a clinical diagnosis, and they include, for example, persons who have suffered an opioid overdose. It is also understood that OUD is often accompanied by co-occurring substance use disorder or mental health conditions, and it is intended that the strategies in this document will support persons with OUD and any co-occurring SUD and mental health conditions.

[appointees](#) qualified by experience and expertise regarding opioid use disorder. Appointees serve for two years. The Council holds public meetings every quarter to identify priorities for addressing the opioid epidemic in Massachusetts.

III. MUNICIPAL USE OF ABATEMENT FUNDS

Abatement funds allocated to municipalities shall be used to implement the strategies set forth below. Municipalities are encouraged to pool abatement funds to increase their impact, including by utilizing the [Office of Local and Regional Health's Shared Service infrastructure](#). Municipal abatement funds shall not be used to fund care reimbursed by the state, including through MassHealth and BSAS, although local or area agencies or programs that provide state-reimbursed services can be supported financially in other ways that help meet the needs of their participants.

1. Opioid Use Disorder Treatment

Support and promote treatment of persons with OUD, including through programs or strategies that:

- a. Expand mobile intervention, treatment, telehealth treatment, and recovery services offered by qualified providers, including peer recovery coaches.
- b. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.
- c. Make capital expenditures to rehabilitate and expand facilities that offer treatment for OUD, in partnership with treatment providers.
- d. Treat trauma for individuals with OUD (e.g., violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (e.g., surviving family members after an overdose).

2. Support People In Treatment And Recovery

Support and promote programs or strategies that:

- a. Provide comprehensive wrap-around services to individuals with OUD, including job placement, job training, or childcare.
- b. Provide access to housing for people with OUD, including supportive housing, recovery housing, housing, rent, move-in deposits, and utilities assistance programs, training for housing providers, or recovery housing programs that integrate FDA-approved medication with other support services.
- c. Rehabilitate properties appropriate for low-threshold and recovery housing, including in partnership with DHCD-funded agencies and OUD-specialized organizations.
- d. Provide peer support specialists that support people in accessing OUD treatment, trauma-informed counseling and recovery support, harm reduction services, primary healthcare,

or other services, including support for long-term recovery encompassing relapse, treatment, and continued recovery.

- e. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD.
- f. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD.
- g. Provide transportation to treatment or recovery services for persons with OUD.
- h. Provide employment training or educational services for persons with OUD, such as job training, job placement, interview coaching, community college or vocational school courses, transportation to these activities, or similar supports.
- i. Increase the number and capacity of high-quality recovery programs to help people in recovery.
- j. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
- k. Support programs for recovery in schools and/or standalone recovery high schools.
- l. Support bereaved families and frontline care providers.

3. Connections To Care

Provide connections to care for people who have, or are at risk of developing, OUD through programs or strategies that:

- a. Support the work of Emergency Medical Systems, including peer support specialists and post-overdose response teams, to connect individuals to trauma-informed treatment recovery support, harm reduction services, primary healthcare, or other appropriate services following an opioid overdose or other opioid-related adverse event.
- b. Support school-based services related to OUD, such as school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people. This should include alternatives to suspension or interaction with school resource officers such as restorative justice approaches.
- c. Fund services or training to encourage early identification and intervention for families, children, or adolescents who may be struggling with use of drugs or mental health conditions, including peer-based programs and Youth Mental Health First Aid. Training programs may target families, caregivers, school staff, peers, neighbors, health or human services professionals, or others in contact with children or adolescents.

- d. Include Fire Department partnerships such as Safe Stations.³

4. Harm Reduction

Support efforts to prevent overdose deaths or other opioid-related harms through strategies that:

- a. Increase availability of naloxone and other drugs that treat overdoses for first responders,⁴ overdose patients, individuals with OUD and their friends and family, schools, community-based organizations, community navigators and outreach workers, persons being released from jail or prison, or the public.
- b. Provide training and education regarding naloxone and other drugs that treat overdoses.
- c. “Naloxone Plus” strategies to ensure that individuals who receive naloxone to reverse an overdose are linked to treatment programs or other appropriate services.
- d. Approve and fund syringe service programs and other programs to reduce harms associated with drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, syringe collection and disposal, connections to care, and the full range of harm reduction and treatment services provided by these programs.
- e. Support mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, primary and behavioral health care, recovery support, or other appropriate services to persons with OUD.
- f. Promote efforts to train health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD in crisis training and harm reduction strategies.
- g. Active outreach strategies such as the Drug Abuse Response Team model or the Post Overdose Support Team model.
- h. Provide outreach and services for people who use drugs and are not yet in treatment, including services that build relationships with and support for people with OUD.

5. Address The Needs Of Criminal-Justice-Involved Persons

Support diversion and deflection programs and strategies for criminal-justice-involved persons with OUD, including:

- a. Programs, that connect individuals involved in the criminal justice system and upon release from jail or prison to OUD harm reduction services, treatment, recovery support, primary healthcare, prevention, legal support, or other supports, or that provide these

³ Safe Stations currently operate in Fall River and Revere. See, e.g., <https://www.mma.org/fall-river-fire-stations-become-safe-stations-for-people-seeking-addiction-treatment/>.

⁴ Municipalities can purchase discounted naloxone kits from the State Office of Pharmacy Services. See <https://www.mass.gov/service-details/bulk-purchasing-of-naloxone>.

services.

- b. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater OUD expertise.
- c. Public safety-led diversion strategies such as the Law Enforcement Assisted Diversion model.
- d. Participate in membership organizations such as the Police Assisted Addiction Recovery Initiative for training and networking and utilize law enforcement training opportunities such as the Safety and Health Integration in the Enforcement of Laws on Drugs (SHIELD) model.⁵

6. Support Pregnant Or Parenting Women And Their Families, Including Babies With Neonatal Abstinence Syndrome

Support pregnant or parenting women with OUD and their families, including babies with neonatal abstinence syndrome, through programs or strategies that provide family supports or childcare services for parents with OUD, including supporting programs such as:

- a. FIRST Steps Together, a home visiting program for parents in recovery that currently has seven sites serving cities and towns across the state;
- b. Pregnant/post-partum and family residential treatment programs, including and in addition to the eight family residential treatment programs currently funded by DPH; and
- c. the Moms Do Care recovery support program that has grown from two to ten programs in the state.

7. Prevent Misuse Of Opioids And Implement Prevention Education

Support efforts to prevent misuse of opioids through strategies that:

- a. Support programs, policies, and practices that have demonstrated effectiveness in preventing drug misuse among youth. These strategies can be found at a number of existing evidence-based registries such as Blueprints for Health Youth Development (<https://www.blueprintsprograms.org/>).
- b. Support community coalitions in developing and implementing a comprehensive strategic plan for substance misuse prevention. There are a number of evidence based models for strategic planning to consider including but not limited to the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (<https://www.samhsa.gov/sites/default/files/20190620-samhsa-strategic-prevention-framework-guide.pdf>) and Communities That Care developed by the University of Washington (<https://www.communitiesthatcare.net/programs/ctc-plus/>).
- c. Engage a robust multi-sector coalition of stakeholders in both the development and implementation of the above stated strategic plan (<https://www.prevention->

⁵ See <https://paariusa.org>

[first.org/centers/center-for-community-engagement/about-this-center/](https://www.first.org/centers/center-for-community-engagement/about-this-center/)).

- d. Support community-based education or intervention services for families, youth, and adolescents at risk for OUD.
- e. Support greater access to mental health services and supports for young people, including services provided in school and in the community to address mental health needs in young people that (when not addressed) increase the risk of opioid or another drug misuse.
- f. Initiate, enhance, and sustain local youth health assessment through the implementation of a validated survey tool to develop localized strategic plans that will inform the best ways to institute or enhance strategies to reduce and prevent youth substance misuse, including mental health services and supports for young people, intervention services for families, and youth-focused programs, policies, and practices that have demonstrated effectiveness in reducing and preventing drug misuse.

IV. STATE SUPPORT FOR MUNICIPAL ABATEMENT AND INTER-MUNICIPAL COLLABORATION

EOHHS and the Department of Public Health (DPH), including through its [Office of Local and Regional Health](#) (OLRH), will support municipal abatement initiatives by providing strategic guidance to help Massachusetts municipalities select and implement abatement strategies and [effectively pool their resources through inter-municipal Shared Service Agreements](#), as well as other technical assistance. By pooling resources, functions, and expertise, a consortium of cities and towns can expand the public health protections and services they offer residents.

In addition, EOHHS/DPH will collect information regarding municipal abatement and publish an annual report to provide the public with information about the municipal abatement work and to highlight effective strategies, lessons learned, and opportunities for further progress. The support for municipal abatement described in this Section IV will be funded by the state abatement funds described in Section II, above.

V. REPORTING AND RECORD-KEEPING REQUIREMENTS

A. STATE REPORTING. Annually, not later than October 1, the secretary of EOHHS shall file a report on the activity, revenue and expenditures to and from the statewide Opioid Recovery and Remediation Fund in the prior fiscal year with the clerks of the senate and the house of representatives, the house and senate committees on ways and means and the joint committee on mental health, substance use and recovery and made available on the executive office of health and human services' public website. The report shall include, but not be limited to: revenue credited to the fund; expenditures attributable to the administrative costs of the executive office; an itemized list of the funds expended from the fund; data and an assessment of how well resources have been directed to vulnerable and under-served communities. EOHHS filed its [first Annual Report](#) on October 1, 2021.

B. MUNICIPAL REPORTING. Cities and towns that receive annual abatement distributions of \$35,000⁶ or more, whether individually or pooled through OLRH Shared Service arrangements, will be required to submit annual reports of their Municipal Abatement Fund expenditures in the prior fiscal year to EOHHS, starting in FY2023. The reports shall include, but not be limited to: municipal abatement funds received; an itemized list of the funds expended for abatement and administrative costs, if applicable; the unexpended balance; a brief description of the funded abatement strategies and efforts to direct resources to vulnerable and under-served communities. Additional reporting-related guidance shall be provided. All municipalities must: maintain, for a period of at least 5 years after funds are received, documents sufficient to reflect that Municipal Abatement Funds were utilized for the Municipal Abatement Strategies listed herein.⁷

⁶ EOHHS retains the right to modify this reporting threshold.

⁷ Nothing in this document reduces obligations under public records law.



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

MEMO

TO: Members of the Board of Selectmen
John Coderre

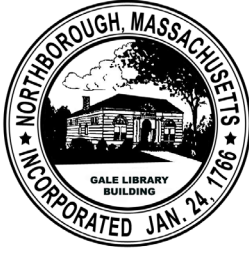
FROM: Diane Wackell

DATE: May 13, 2020

RE: Common Victualler License
Miller Farm – 277 Main Street

As you may know, Miller Farms at 277 Main Street is a seasonal restaurant that offers outside seating with picnic tables. There is no inside seating. Mr. Miller first opened the restaurant at the former Trombetta's Farm in May of 2020. During the December 2021 License Renewal process, Mr. Miller asked that his Common Victualler license not be renewed for the 2022 Calendar Year, indicating that his business was not doing well due to the combination of the pandemic and the rainy spring and summer. He has since decided to try to reopen and hopes for a better season in 2022.

Mr. Miller has received satisfactory inspections by the Building, Fire and Health Departments. It is recommended that the Common Victualler License be reinstated.



TOWN OF NORTHBOROUGH

Town Offices, 63 Main Street
Northborough, MA 01532-1994
508-393-5040 Phone
508-393-6996 Fax
www.town.northborough.ma.us

MEMORANDUM

TO: Members of the Board of Selectmen
John Coderre, Town Administrator

FROM: Diane Wackell, Executive Assistant

DATE: April 8, 2022

RE: Reappointments to Boards, Committees and Commissions

Attached is a copy of the 2022 Board of Selectmen Reappointment List for your consideration.

Department Heads and/or Chairpersons were asked to provide written comments regarding the performance of each individual serving on their respective boards who are being considered for reappointment. The few comments that were received were positive in nature and are attached.

During the time period when interested residents were invited to apply for Boards and Committees as part of the reappointment process, one application was received for the Zoning Board of Appeals. Interviews were conducted with the new applicant and the incumbent on March 29th by Chairman Perreault and Selectman Rogers – meeting minutes are attached.

It is recommended that the Board take up the appointment and/or reappointment to the ZBA separately as there is a new applicant and an incumbent to be considered. As the appointment and/or reappointment to the ZBA will be considered separately, the ZBA incumbent who has asked to be considered for reappointment is not included on the attached list.

The volunteers listed below have either resigned since last year's Annual Town Meeting or requested that they not be reappointed to their respective Board, Committee or Commission when their term ends on April 30, 2022. All have served for one full term or more and will be awarded Certificates of Appreciation at the start of this year's Annual Town Meeting.

Council on Aging

Lee Beavers – 3 years

Phylis Muthee – 9 years

Community Affairs Committee

Elizabeth Bedard – 4 years

Cultural Council

Selvi Oyola – 6 years

Leslie Shore – 6 years

Board of Library Trustees

Joan Scott – 3 years

Neeta Karanjkar – 3 years

Charles Recchia – 3 years

Scholarship Committee

Robert D'Amico – 14 years

James Kihungi – 9 years

The following will be reappointed by the Town Administrator, Town Moderator, Planning Board and Conservation Commission, each for three-year terms.

TOWN ADMINISTRATOR REAPPOINTMENTS

Board of Assessors

Bruce Morgan

Cemetery Commission

Catherine Cushman

Board of Health

Glenn French

Theresa Capobianco

Water & Sewer Commission

John Meader

TOWN MODERATOR REAPPOINTMENTS

Appropriations Committee

Richard Nieber

Robert D'Amico

Financial Planning Committee

Michael Hodge

Municipal Code & Bylaw

Andrea Leland

Personnel Board

Marsha Hill

James Kihungi

PLANNING BOARD REAPPOINTMENT

Financial Planning Committee

Thomas Spataro

CONSERVATION COMMISSION REAPPOINTMENT

Earthwork Board

Anthony Pini

**2022 REAPPOINTMENTS
BOARD OF SELECTMEN**

COUNCIL ON AGING

Jarl Anderson
Virginia Simms George

COMMUNITY AFFAIRS COMMITTEE

Suzanne Cieslica
Rebecca Foley Mihopoulos
Lisa Smith

COMMUNITY PRESERVATION COMMITTEE

Peter Martin

CONSERVATION COMMISSION

Todd Helwig
Dan Clark

EARTHWORK BOARD

Thomas Beals

ELDERLY & DISABLED TAXATION FUND COMMITTEE

Muriel Swenor

HISTORIC DISTRICT COMMISSION

Bruce Chute
Millie Milton
Lorna Helms - Alternate

OPEN SPACE COMMITTEE

Paul Tagliaferri
Brian Belfer

PARKS & RECREATION COMMISSION

Sean Durkin
Faith Stevens

SCHOLARSHIP COMMITTEE

Elizabeth Nolan

BOARD OF TRUSTEES OF SPECIAL BENEVOLENT FUNDS

Marcia Roman

YOUTH COMMISSION

Gila Schneider Nachum
Casey Rickli

Diane Wackell

Earthwork Recommendations

From: Fred Litchfield
Sent: Monday, February 28, 2022 3:12 PM
To: Diane Wackell
Subject: RE: Earthwork Reappointments

Hi Diane,

Tom Beals is a great asset to the Earthwork Board as his construction background offers valuable insight to the projects they review.

Fred

From: Diane Wackell <dwackell@town.northborough.ma.us>
Sent: Monday, February 28, 2022 3:09 PM
To: Fred Litchfield <flitchfield@town.northborough.ma.us>
Subject: RE: Earthwork Reappointments

Fred –

Listed below are those individuals whose term on the Earthwork Board will expire on April 30, 2022. The performance of each member will be reviewed by the Board of Selectmen prior to their being considered for reappointment in April.

- Thomas Beals

The Board of Selectmen invites you to submit written comments as to the performance of each individual who is being considered for reappointment. Criteria for such review may include, but shall not be limited to: attendance, participation, ability to work constructively with other members of the Appropriations Committee and respective Town departments, responsiveness to the public's needs and understanding of Town government as a whole.

You may submit your comments by replying to this email.

Thank you!

Di

Diane Wackell
Executive Assistant
63 Main Street
Northborough, MA 01532
508-393-5040
dwackell@town.northborough.ma.us

Diane Wackell

Youth Commission Recommendation

From: June David-Fors
Sent: Monday, February 28, 2022 4:24 PM
To: Diane Wackell
Cc: June David-Fors; Doreen Genna
Subject: Re: Youth Commission Reappointments

Hello Diane,

I am writing to you in regard to Casey Rickli and Gily Schneider Nachum. It is my recommendation that both be reappointed to the Youth Commission.

Gily has been a member for several years. Her attendance is excellent and she is an active participant in the meetings.

Casey consistently attends meetings. She brings with her an important perspective in regard to the elementary school-age population.

I would highly recommended that both be reappointed as board members of the Youth Commission.

Sincerely,

June David-Fors, LICSW, Director
Northborough Family & Youth Services

Sent from my iPhone

On Feb 28, 2022, at 3:18 PM, Diane Wackell <dwackell@town.northborough.ma.us> wrote:

June –

Listed below are those individuals whose term on the Youth Commission will expire on April 30, 2022. The performance of each member will be reviewed by the Board of Selectmen prior to their being considered for reappointment in April.

- Gila Schneider Nachum
- Casey Rickli

The Board of Selectmen invites you to submit written comments as to the performance of each individual who is being considered for reappointment. Criteria for such review may include, but shall not be limited to: attendance, participation, ability to work constructively with other members of the Appropriations Committee and respective Town departments, responsiveness to the public's needs and understanding of Town government as a whole.

You may submit your comments by replying to this email.

Thank you!

Diane

Diane Wackell

Conservation Recommendation

From: Greg Young <younggr@yahoo.com>
Sent: Wednesday, March 2, 2022 12:21 PM
To: Diane Wackell
Subject: Re: Conservation Commission Reappointments

CAUTION: This email originated from a sender outside of the Town of Northborough's mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Thanks for reaching out Diane.

I strongly support the reappointments for both Todd Helwig and Dan Clark to the Conservation Commission.

Todd has been a member for many years. As an attorney, Todd brings an important perspective to the Commission. His direct style has, many times, brought forward items for consideration that have led to a result that meets both resident and town desires. Todd also is a member of the CPC and has worked across several town committees.

Dan is relatively new to the commission, as he filled a seat vacated by a long-time commissioner. Dan also brings a key perspective, more from a technical aspect. Dan is an employee of the Massachusetts Department of Conservation and Recreation, a PhD in environmental science, and an expert in watershed issues. During his relatively short time with the commission, Dan has made many contributions through his expertise and background. Dan also has a seat on the Open Space Committee.

Both Todd and Dan have solid attendance records and, in my opinion, the respect of other commissioners through their expertise.

Northborough is fortunate to have a well-rounded commission with representation of varied and relevant expertise. Both Todd and Dan are significant contributors to that structure.

Please let me know if there are any questions.

Regards,

Greg

On Monday, February 28, 2022, 03:04:55 PM EST, Diane Wackell <dwackell@town.northborough.ma.us> wrote:

Greg –

Listed below are those individuals whose term on the Conservation Commission will expire on April 30, 2022. The performance of each member will be reviewed by the Board of Selectmen prior to their being considered for reappointment in April.

**BOARD OF SELECTMEN
INTERVIEW SUB-COMMITTEE
MEETING MINUTES – March 29, 2022**

7:00 p.m. - Introduction to Remote Meeting

Selectman Rogers stated that this Open Meeting of the Board of Selectmen Interview Subcommittee 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 Interview Subcommittee are allowed and encouraged to participate remotely.

Selectman Rogers 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. He noted that this meeting will be livestreamed, but will not allow for Public Comment. He indicated the various ways that the public may view this meeting as listed on the posted agenda.

Selectman Rogers stated that any votes taken this evening will be by roll call vote. He confirmed that the following persons were remotely present and could be heard.

Selectmen Chair Jason Perreault
Selectman Scott Rogers
Zoning Board of Appeals Clerk Fran Bakstran

MEETING MINUTES

Selectman Rogers recommended that the acceptance of meeting minutes be postponed to the next Board of Selectmen Interview Committee meeting, at which time Selectman Rutan will be present.

INTERVIEWS FOR THE ZONING BOARD OF APPEALS (ZBA)

For the record, one regular voting seat is up for reappointment of which the incumbent is seeking reappointment. In addition, there is one new applicant. Both will be interviewed this evening.

Chairman Perreault noted that he is substituting regular Interview Committee member Selectman Rutan who perceives herself to have a conflict of interest with a sitting member of the ZBA. ZBA Clerk Fran Bakstran will be present during the interviews to provide information about the ZBA and to answer any questions the applicants may have.

Kevin Wyrsh

Mr. Wyrsh has been a resident of Northborough for 14 years. Professionally, he serves as an architect with nearly 20 years of experience. His skills include programming, site planning, building design, knowledge of various codes and experience reviewing local zoning bylaws. As an architect, he enjoys working with local ZBA's and finds the whole process very interesting. His interest in joining the ZBA is to give back to the community and to participate in helping Northborough continue to grow.

Ms. Bakstran noted that the ZBA is comprised of five regular voting members and two alternate members. She reviewed the scope of the ZBA and the meeting schedule.

Mr. Wyrsh explained that his understanding of the ZBA's role is to determine if an applicant's appeal regarding non-conformance will be allowed under the local provisions of the Town bylaws. He stated that he has the time it will take to prepare for and attend the monthly meetings. He explained, as an architect, that he has represented various clients who have had to appear before local ZBAs. He shared his experience in successfully presenting details of his client's healthcare based projects before local ZBAs and the benefits and programs that each will provide to the community.

In terms of preparation and research relating to the ZBA and the zoning bylaws, Mr. Wyrsh noted that he has viewed some of the ZBA agendas and minutes from the past several months to familiarize himself with the actions of the ZBA. Although he has not reached out to Town staff or ZBA members, he is a strong proponent of introducing new people to Boards and Committees in order to offer a fresh perspective. He has not had a specific interest in zoning related issues presented at any previous Town Meetings.

Mr. Wyrsh asked what qualities they are looking for in a ZBA member? Selectman Rogers responded that both experience and expertise are important for a permitting Board such as the ZBA. He acknowledged that the requirements of the ZBA are demanding and that the ZBA may be better served by someone through a natural progression. For example, a good starting point is to gain working knowledge of the Town by first serving on one the various land use Boards that work closely with the ZBA and then serving on the ZBA first as an alternate member.

Mr. Wyrsh ended his interview by stating that although he does not have the direct experience in serving as a ZBA member yet, he asked that his professional background, logic, organizational skills and his ability to make sound judgement decisions be considered as strengths he can bring to the ZBA.

Selectman Rogers stated that if Mr. Wyrsh is not recommended for appointment to the ZBA, he encouraged him to consider serving on one of the many Boards and Committees that currently have vacancies.

Richard Rand (incumbent)

Mr. Rand noted that he has been a Northborough resident for 57 years and has served as a member of the ZBA for the past 23 years having participated in most the hearing and rulings during this time.

Mr. Rand stated that the ZBA issues special permits and variances after hearing appeals of decisions made by the Building Inspector on matters which arise out of the enforcement of Town bylaws.

Mr. Rand stated that he has no reservations in his continued commitment to serve on the ZBA. Over the years, he has gained and put to use the specialized knowledge and experience required of a ZBA member, adding that it's important to understand the State laws and local zoning bylaws and be competent enough to reach decisions that can withstand legal challenge.

Mr. Rand indicated that he regularly attends and has participated in Annual Town Meetings. He shared his interest on the proposed article on this year's Town Meeting Warrant regarding the removal of the use variance from the authority of the ZBA.

Mr. Rand shared his thoughts on the collaboration of the ZBA members that includes a broad range of experience. Everyone participates and respects the various opinions to help determine the right decision for both the applicant and the Town.

DELIBERATION

Chairman Perreault agreed that the requirements of the ZBA are demanding and that the ZBA may be better served by someone through a natural progression. He would prefer a new applicant for the ZBA be appointed first as an alternate member in order to gain the needed knowledge and experience. They can then decide if they want to continue serving as a voting member when the opportunity arises. In contrast, Mr. Rand brings his many years of service and experience as a long standing member on the ZBA. He added that if they were interviewing to fill a vacancy that Mr. Wyrsh would be a good candidate given his professional experience. With that being said, he would prefer to reappoint Mr. Rand at this time.

Selectman Rogers agreed with Chairman Perreault, adding that he is leaning towards reappointing the incumbent Mr. Rand due to his years of experience and his willingness to continue to serve. He will again encourage Mr. Wyrsh to look into current vacancies on other Boards and Committees. Chairman Perreault added that he would prefer to appoint individuals to a Board such as the ZBA who have been engaged in Town government to be able to bring some familiarity to some of the issues. To the extent that meetings are now conducted remotely, there is a real opportunity for residents to follow in real time some of the applications as they go through the process.

Selectman Rogers noted that there is at least a dozen vacancies across the various Boards and Committees who need are in need of residents looking to serve their community.

RECOMMENDATION

Chairman Perreault moved the Interview Subcommittee vote to recommend the reappointment of Richard Rand to the ZBA for a 3-year term to expire on April 30, 2025; Selectman Rogers seconded the motion; the roll call vote was as follows:

Chairman Jason Perreault	“aye”
Selectman Scott Rogers	“aye”

ADJOURNMENT

At 6:35pm, Chairman Perreault moved the Interview Subcommittee vote to adjourn; Selectman Rogers seconded the motion. The roll call vote was taken as follows:

Chairman Jason Perreault “aye”
Selectman Scott Rogers “aye”

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. March 29, 2022 Meeting Agenda
2. Applications to the Zoning Board of Appeals



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

Application to serve on a Board, Committee or Commission (BCC)

NAME: Kevin Wyrsh TEL: (C) 781-540-9246
ADDRESS: 3 Juniper Lane (H) _____
Northborough, MA 01532 (EMAIL) kevin.wyrsh@gmail.com

BCC DESIRED: Zoning Board of Appeals
(If more than one, please complete one application for each Board or Committee desired)

Are you a registered voter in Northborough? YES X NO _____

How many years have you lived in Northborough? 14 years

Why do you want to serve on this particular BCC?

Serving on the ZBA would give me the opportunity to become more involved with town planning and the future direction of Northborough. I welcome the opportunity to learn how the ZBA operates, while giving back to the community.

Please state three attributes you can bring to this BCC:

1. Architect having experience from the Owner/Architect side of requesting zoning variances.
2. Logical, clear thinking, organized.
3. Positive and excited about the future of Northborough.

Have you attended any meetings of this BCC? No

Are there any changes you would like to make if you are appointed to this BCC?

Do you regularly attend Town Meeting? Yes _____ No X

Have you ever served on a BCC in Northborough? Yes _____ No X

If yes, please list the Boards, Committees and/or Commissions you have served on:

What is your occupation? Architect

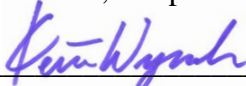
Please list any skills or specialized knowledge you can bring to this BCC:
As an architect with nearly 20 years of experience, skills include programming, site planning, building design, knowledge of various codes and experience reviewing local zoning by-laws.

Please list your education background:
Bachelors Degree from Brandeis University.
Master's of Architecture Degree (M.ARCH) from the Boston Architectural College

Please list any professional affiliations:
American Institute of Architects (AIA)

Please attach a resume or a letter of interest and list any additional information you feel may be helpful while reviewing your application:
Attached professional employee Resume

I understand , if appointed, I will be required to abide by the provisions of Massachusetts General Laws, Chapter 268A - "Conflict of Interest" as provided by the Town Clerk.

 3/5/2022
Signature Date

PLEASE RETURN COMPLETED APPLICATION TO:
Diane Wackell, Selectmen's Office
63 Main Street, Northborough, MA 01532
or by email to dwackell@town.northborough.ma.us

=====
****Applications will be maintained in the Selectmen's Office for 6 months from the date of receipt. Applications may be updated and resubmitted after the 6 month time period****

FOR OFFICE USE ONLY

Date of Interview: _____ Time: _____

By Vote of BOS on 2.25.2019



Kevin Wyrusch, AIA

Principal

KEVIN WYRSCH, AIA, PRINCIPAL joined ISGENUITY in 2003. Since then he has been an integral member in the growth of the firm. As a principal, Kevin takes part in all aspects of a project, from programming and design through construction and beyond. While at ISGENUITY, Kevin has managed and overseen some of the firm's most prominent projects, including inpatient, outpatient, radiology, laboratories, infrastructure upgrades, retail and hospitality spaces. As an architect with over 18 years of experience, he has worked with some of Boston's leading healthcare and academic centers including Boston Children's Hospital, Boston Medical Center, Beth Israel Deaconess Medical Center, East Boston Neighborhood Health Center, and the MGH Institute of Health Professions on a wide array of projects. Kevin maintains a commitment to executing high-quality projects and superior client service.

EDUCATION

Boston Architectural College, Master of Architecture
 Brandeis University, Bachelor of Arts

SELECTED EXPERIENCE

Beth Israel Deaconess Medical Center

Deaconess 4 Behavioral Health Unit Renovation

Beverly Hospital

Addison Gilbert 4 Senior Adult Unit Anti-ligature Upgrades
 Bayridge & Leland Psychiatric Unit Upgrades
 Emergency Department Psych Observation Unit

Mount Auburn Hospital

Wyman 2 Anti-ligature Upgrades

Cambridge Health Alliance

Emergency Department Renovation
 Cambridge Hospital Psychiatric Unit Upgrades
 Everett Hospital Psychiatric Unit

Watts Water Technologies

MarCom Office Renovation

Boston Children's Hospital, Multiple projects at Main Campus, Lexington and Waltham including:

ICBAT residential unit
 Bader 5 Psychiatric Inpatient
 Fegan Elevator Tower
 Outpatient Lobby
 Waltham DNA Lab
 Over 100,000 SF of outpatient clinical renovations at the Waltham Campus

Cape Cod Healthcare

Emergency Center Expansions
 Endoscopy Suite

Boston Medical Center

Physical and Occupational Therapy Clinics

East Boston Neighborhood Health Center, Multiple projects in East Boston and Winthrop including:

Maverick Square Health Center
 Winthrop Clinic
 Urgent Care Renovation
 Campus Masterplanning

Mass General Brigham

PCPO Medford Cardiology and Primary Care Clinic
 Mass General Brigham Urgent Care Natick
 Mass General Brigham Urgent Care Westwood
 Mass General Brigham Urgent Care Lynn

PROFESSIONAL

Registered Architect, Massachusetts
 Boston Society of Architects/AIA, Member, 2007-present
 NCARB Certified

LECTURE

MedEd, "Designing for an Aging Population: New Emergency Departments on Cape Cod", 2016
 NEHES, "Designing for an Aging Population: New Emergency Departments on Cape Cod", 2016

TEACHING/ALUMNI RELATIONS

MGH Institute of Health Professions, "Beyond ADA in Design" independent study course, Co-instructor
 New England School of Art & Design at Suffolk University, Thesis Advisor
 Boston Architectural College, Portfolio Review Panel, Architectural Thesis Advisor

March 3, 2022

Town of Northborough

Board of Selectmen

Dear Honorable Selectmen and Selectwomen.

Please accept this letter as my request to be re-appointed to the Zoning Board of Appeals for another three year term. I have been a member of this board for the past 23 years and have participated in most of the ZBA decisions made during that time period. Many of these years on the ZBA I served as Chairman of the board. The Zoning Board of Appeals is extremely influential in the growth of the town having authority to grant variances and special permits from zoning requirements, conducting hearings as applicants propose many varied ideas on the use of properties in town. In that capacity I have acted reasonably, honestly and fairly to make decisions that are in the best interest of the entire Town of Northborough and minimize any adverse effects on abutters. I has been a resident of Northborough for the last 47 years and an active follower of town government. The only goal I wish to accomplish is to make the Town of Northborough a better place to live for the residents, respecting the zoning bylaws that Town Meeting has authorized for the property owners.

Sincerely,

A handwritten signature in cursive script that reads "Richard Rand". The signature is written in black ink and is positioned above a horizontal line.

Richard Rand



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

Application to serve on a
Board, Committee or Commission (BCC)

NAME: Richard P. Rand TEL: (C) 774245-7503
ADDRESS: 234A Church St (H) 508-393-3465
Northborough (EMAIL) drTLTRand@aol.com

BCC DESIRED: Zoning Board of Appeals
(If more than one, please complete one application for each Board or Committee desired)

Are you a registered voter in Northborough? YES NO

How many years have you lived in Northborough? 57

Why do you want to serve on this particular BCC?
This is an important Board whose decisions can have a significant impact on Residents

Please state three attributes you can bring to this BCC:
Experience, Fairness, Knowledge of State Laws and local Zoning Bylaws

Have you attended any meetings of this BCC? YES

Are there any changes you would like to make if you are appointed to this BCC?
No, it is functioning fine.

Do you regularly attend Town Meeting? Yes No

Have you ever served on a BCC in Northborough? Yes No

If yes, please list the Boards, Committees and/or Commissions you have served on:

ZBA

What is your occupation? Licensed Private Investigator

Please list any skills or specialized knowledge you can bring to this BCC:

Knowledge of laws, and writing decisions
that are comprehensive, defensible in court
and enforceable.

Please list your education background:

BS Lowell Technological Institute Industrial Manag. (Now UMass Lowell)
MA Anna Maria College Criminal Justice

Please list any professional affiliations:

Lic Private Detective Assoc of Mass.

Please attach a resume or a letter of interest and list any additional information you feel may be helpful while reviewing your application:

I understand, if appointed, I will be required to abide by the provisions of Massachusetts General Laws, Chapter 268A - "Conflict of Interest" as provided by the Town Clerk.

Richard Rand
Signature

3-3-22
Date

PLEASE RETURN COMPLETED APPLICATION TO:
Diane Wackell, Selectmen's Office
63 Main Street, Northborough, MA 01532
or by email to dwackell@town.northborough.ma.us

****Applications will be maintained in the Selectmen's Office for 6 months from the date of receipt. Applications may be updated and resubmitted after the 6 month time period****

FOR OFFICE USE ONLY

Date of Interview: _____

Time: _____

By Vote of BOS on 2.25.2019

[RETURN TO AGENDA](#)



TOWN OF NORTHBOROUGH

63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

MEMORANDUM

TO: Board of Selectmen
FROM: Town Administrator
SUBJECT: Assigned Motions for Town Meeting
DATE: April 7, 2022

Attached please find a draft summary spreadsheet of the Articles on the Town Meeting Warrant. The summary includes the purpose of the Articles, indicates who will make the motion, who will present and what Boards or Committees will make recommendations.

As you know, this is the Board of Selectmen's Warrant and it is customary for Selectmen to read the motions for various Articles. While the Board may make the motions for any Articles they wish, the attached Summary indicates the ones traditionally moved by Selectmen.

Please review the Annual Town Meeting Warrant and the draft summary in preparation for your April 11th meeting. The Board will discuss Assignment of Articles as well as vote your recommendations for the appropriate Articles.

John W. Coderre

John W. Coderre

ART#	PURPOSE OF ARTICLE	MOTION BY	PRESENTER	RECOMMENDATION	VOTE
1	Appoint Deputy Moderator	Board of Selectmen (If not approved under Consent Agenda)	Frederick George, Town Moderator	N/A	majority
2	Compensating Balance Agreement	Board of Selectmen (If not approved under Consent Agenda)	Jason Little, Finance Director	N/A	majority
3	Prior Years' Bills	Board of Selectmen (If not approved under Consent Agenda)	John Coderre, Town Administrator	Article to be passed over	4/5 or majority if passed over
4	Town Budget	Board of Selectmen	John Coderre, Town Administrator	Board of Selectmen, Appropriations Committee	majority
5	Water, Sewer & Solid Waste Enterprise Funds	Board of Selectmen	Scott Charpentier, DPW Director & Fred Litchfield, Town Engineer	Board of Selectmen, Appropriations Committee	majority
6	Northborough K-8 Schools Budget	Northborough School Committee	Greg Martineau, School Superintendent	Board of Selectmen, School Committee, Appropriations Committee	majority
7	Northborough-Southborough Regional School District Budget	Northborough School Committee	Greg Martineau, School Superintendent	Board of Selectmen, Regional School Committee, Appropriations Committee	majority
8	Assabet Valley Regional Vocational School District Budget	Virginia Simms George, Assabet Valley School Representative	Ernest Houle, Assabet School Superintendent	Appropriations Committee	majority

ART#	PURPOSE OF ARTICLE	MOTION BY	PRESENTER	RECOMMENDATION	VOTE
9	Revolving Funds Authorization of Expenditure Limits	Board of Selectmen (If not approved under Consent Agenda)	John Coderre, Town Administrator	Appropriations Committee	majority
10	Appropriations Committee Reserve Fund	Board of Selectmen	John Coderre, Town Administrator	Appropriations Committee	majority
PRESENTATION BY TOWN ADMINISTRATOR OF CAPITAL BUDGET (Articles 11-20)					
11	CIP – Police – Police Cruiser Replacements (3)	Board of Selectmen	William Lyver, Police Chief	Appropriations Committee, Financial Planning Committee	majority
12	CIP – Fire – Ambulance Replacement	Board of Selectmen	David Parenti, Fire Chief	Appropriations Committee, Financial Planning Committee	majority
13	CIP – DPW – Road Improvements and Maintenance	Board of Selectmen	Scott Charpentier, DPW Director	Appropriations Committee, Financial Planning Committee	majority
14	CIP – DPW – Culvert and Drainage Replacement	Board of Selectmen	Scott Charpentier, DPW Director	Appropriations Committee, Financial Planning Committee	majority
15	CIP – DPW – One-Ton Dump Truck with Plow Replacement	Board of Selectmen	Scott Charpentier, DPW Director	Appropriations Committee, Financial Planning Committee	majority

ART#	PURPOSE OF ARTICLE	MOTION BY	PRESENTER	RECOMMENDATION	VOTE
16	CIP – DPW – 20-Ton Dump Truck with Spreader and Plow Replacement	Board of Selectmen	Scott Charpentier, DPW Director	Appropriations Committee, Financial Planning Committee	majority
17	CIP – DPW – Loader Replacement	Board of Selectmen	Scott Charpentier, DPW Director	Appropriations Committee, Financial Planning Committee	majority
18	CIP – DPW – Backhoe Replacement	Board of Selectmen	Scott Charpentier, DPW Director	Appropriations Committee, Financial Planning Committee	majority
19	CIP – MPIC - Downtown Master Plan Study	Board of Selectmen	Ashley Davies, Master Plan Implementation Committee Chair	Appropriations Committee, Financial Planning Committee	majority
20	CIP – SEWER - Inflow & Infiltration (I/I) Mitigation	Board of Selectmen	Scott Charpentier, DPW Director	Appropriations Committee, Financial Planning Committee	majority
21	Purchase 4 West Main Street - Old Town Hall	Board of Selectmen	John Coderre, Town Administrator	Appropriations Committee	2/3
22	Consolidated Personnel Bylaw	Board of Selectmen	Rebecca Meekins, Asst Town Administrator	Personnel Board	majority
23	Community Preservation Fund – Housing Authority - Construction of Eight Affordable Low-Income, Senior One-Bedroom Rental Units	John Campbell, CPC Chair	John Campbell, CPC Chair	Appropriations Committee, Financial Planning Committee	majority

ART#	PURPOSE OF ARTICLE	MOTION BY	PRESENTER	RECOMMENDATION	VOTE
24	Community Preservation Fund – Affordable Housing Reserve	John Campbell, CPC Chair	John Campbell, CPC Chair	Appropriations Committee	majority
25	Community Preservation Fund – Brigham Street Burial Ground Beautification	John Campbell, CPC Chair	John Campbell, CPC Chair	Appropriations Committee	majority
26	Community Preservation Fund – (2) Signs to Identify the Kizer Section of the Northborough Cemetery	John Campbell, CPC Chair	John Campbell, CPC Chair	Appropriations Committee	majority
27	Community Preservation Fund – Shutter Restoration of Historical Building	John Campbell, CPC Chair	John Campbell, CPC Chair	Appropriations Committee	majority
28	Community Preservation Fund – Design and Project Management of Dog Park	John Campbell, CPC Chair	John Campbell, CPC Chair	Appropriations Committee, Financial Planning Committee	majority
29	Community Preservation Fund – ADA Compliant Accessible Trail Located at the Senior Center	John Campbell, CPC Chair	John Campbell, CPC Chair	Appropriations Committee, Financial Planning Committee	majority
30	Community Preservation Fund – Preliminary Design of Pedestrian Access over the Assabet River Aqueduct Bridge	John Campbell, CPC Chair	John Campbell, CPC Chair	Appropriations Committee, Financial Planning Committee	majority
31	Community Preservation Fund – White Cliffs Debt Service	John Campbell, CPC Chair	John Campbell, CPC Chair	Appropriations Committee, Financial Planning Committee	majority

ART#	PURPOSE OF ARTICLE	MOTION BY	PRESENTER	RECOMMENDATION	VOTE
32	Community Preservation Fund – CPA Administration	John Campbell, CPC Chair	John Campbell, CPC Chair	Appropriations Committee	majority
33	Zoning Bylaw – Section 7-09-040, Signs	Planning Board	Planning Board	Planning Board	2/3
34	Zoning Bylaw - Section 7-05-020, Classification of Uses, G. Business Uses (2) and Food Service, Section 7-05-020, Classification of Uses, I. Industrial Uses, Section 7-05-030, Table of Uses, Table 1, Part B and Section 7-09-030 Off-Street Parking and Loading	Planning Board	Planning Board	Planning Board	2/3
35	Zoning Bylaw – Section 7-03-080, Enforcement	Planning Board	Planning Board	Planning Board	2/3
36	Zoning Bylaw – Section 7-03-030 and 7-050-101.A Use Variances	Planning Board	Planning Board	Planning Board	2/3
37	Zoning Bylaw – Re-zoning 37 South Street	Planning Board	Planning Board	Planning Board	2/3
38	Zoning Bylaw – Section 7-03-050, Site Plans A.(4) Exceptions	Planning Board	Planning Board	Planning Board	2/3
39	Zoning Bylaw – Section 7-01-060, Temporary Moratorium on Distribution and Transportation Uses	Planning Board	Planning Board	Planning Board	2/3

ART#	PURPOSE OF ARTICLE	MOTION BY	PRESENTER	RECOMMENDATION	VOTE
40	Zoning Bylaw – Section 7-05-020, Classification of Uses. I, Industrial Uses, (5) Distribution and Transportation Uses, Section 7-05-030, Table of Uses, Table of Uses , Part B Commercial and Industrial Districts	Planning Board	Planning Board	Planning Board	2/3
41	Zoning Bylaw – Section 7-07-020, Floodplain Overlay District	Planning Board	Fred Litchfield, Town Engineer	Planning Board	2/3
42	Citizen Petition - Annual Town Meeting Saturday 9AM		Doug Stone		majority
43	Citizen Petition - Property Tax Exemption for Gold Star Parents		Michelle Gillespie		majority
				RETURN TO AGENDA	



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

MEMORANDUM

TO: Board of Selectmen
FROM: Town Administrator
SUBJECT: May to August Selectmen's Meetings
DATE: April 7, 2022

Below, please see the meeting schedule for May through August. During the summer months, we usually only meet once during the month. I offer the following for your consideration:

<u>Regularly Scheduled Meetings</u>	<u>Proposed Meeting Dates</u>
May 9 (Day before Election) May 23	May 23
June 13 June 27	June 13 June 27
July 11 July 25	July 18
August 8 August 22	August 15

I look forward to discussing this further with you at our April 11th meeting.

John W. Coderre

Know All Men By These Presents
That the
Town of Northborough

A body corporate and politic situated in the County of Worcester and Commonwealth of Massachusetts, for and in consideration of Five Hundred Dollars for burial plot and Seven Hundred Dollars for perpetual care, a total of One Thousand Two Hundred Dollars to be paid by Steve Stone of 152 B Bartlett Street, the receipt whereof is hereby acknowledged, does hereby sell and convey unto the said Steve Stone and/or his/her heirs, executors, administrators and assigns (subject to all limitations upon succession and transfer prescribed by the laws of the Commonwealth and regulations of the Board of Cemetery Commissioners of the Town of Northborough as now or hereafter in force), the sole and exclusive right of burial in the lots in the **Northborough Cemetery**, in said Town of Northborough, shown and numbered as Grave(s) 991 & 992, Section 4N upon a plan on file in the office of the Board of Cemetery Commissioners, together with the right of erecting a tomb, cenotaph, monument or other structure upon such lot, subject to the following restrictions:

Upright Marker

However the aforementioned right shall be held and exercised in all instances in accordance with the subject to the regulations of said Cemetery Commissioners as now or hereafter in force, to which said regulations the attention of the grantee is hereby specifically directed.

To Have and to Hold, the above granted premises unto the said Grantee and/or his/her heirs, executors, administrators and assigns forever; subject, however, to the limitations and conditions hereinbefore stated.

In Witness Whereof the said Town of Northborough has caused these presents to be signed in the corporate name of said Town by the Board of Selectmen, and the corporate seal of the Town to be affixed thereto, this 11th day of April, 2022.



INHABITANTS OF THE TOWN OF NORTHBOROUGH

Northborough Board of Selectmen

Jason Perreault

Leslie Rutan

F. Scott Rogers

Julianne Hirsch

Kristen Wixted

Recorded: _____

Town Clerk

Know All Men By These Presents
That the
Town of Northborough

A body corporate and politic situated in the County of Worcester and Commonwealth of Massachusetts, for and in consideration of Five Hundred Dollars for burial plot and Seven Hundred Dollars for perpetual care, a total of One Thousand Two Hundred Dollars to be paid by Vincent Sandanayaka of 10 Laurel Avenue, the receipt whereof is hereby acknowledged, does hereby sell and convey unto the said Vincent Sandanayaka and/or his/her heirs, executors, administrators and assigns (subject to all limitations upon succession and transfer prescribed by the laws of the Commonwealth and regulations of the Board of Cemetery Commissioners of the Town of Northborough as now or hereafter in force), the sole and exclusive right of burial in the lots in the **Northborough Cemetery**, in said Town of Northborough, shown and numbered as Grave(s) 994 & 995, Section 5N upon a plan on file in the office of the Board of Cemetery Commissioners, together with the right of erecting a tomb, cenotaph, monument or other structure upon such lot, subject to the following restrictions:

Upright Marker

However the aforementioned right shall be held and exercised in all instances in accordance with the subject to the regulations of said Cemetery Commissioners as now or hereafter in force, to which said regulations the attention of the grantee is hereby specifically directed.

To Have and to Hold, the above granted premises unto the said Grantee and/or his/her heirs, executors, administrators and assigns forever; subject, however, to the limitations and conditions hereinbefore stated.

In Witness Whereof the said Town of Northborough has caused these presents to be signed in the corporate name of said Town by the Board of Selectmen, and the corporate seal of the Town to be affixed thereto, this 11th day of April, 2022.



INHABITANTS OF THE TOWN OF NORTHBOROUGH

Northborough Board of Selectmen

Jason Perreault

Leslie Rutan

T. Scott Rogers

Julianne Hirsh

Kristen Wixted

Recorded: _____

Town Clerk

[RETURN TO AGENDA](#)